

CITY OF HENDRUM

Special Council Meeting Minutes

March 24, 2020

CALL TO ORDER

Mayor Johannsen called to order the special meeting of the City of Hendrum council at 7:00 pm on March 24, 2020 in the board room of the Professional Building located at 308 Main Street East in Hendrum, Minnesota.

ROLL CALL

The following council members were present: Steven Jeffery, Paul Baukol, Michael Smart, and Curt Johannsen.

The following city personnel were present: Keri Plemmons, Clerk-Treasurer.

PURPOSE

- a) **State of Emergency:** A resolution was introduced declaring a that the COVID-19 pandemic constitutes a local emergency; that the necessary resources to respond to and recover from this pandemic will likely exceed those resources available within the City and additional resources may be needed from other sources; that new employee protocols, strategies, and processes including payment of claims and receipt of payments to ensure that public services are maintained while best protecting the health, safety and welfare of the public and the City's employees will be implemented; and that in-person meetings of the City Council and EDA may not be practical or prudent and may either be cancelled, postponed, or conducted by telephone or other electronic means.

MOTION: P. Baukol moved; seconded by *M. Smart* to adopt Resolution 2020-10: Resolution Declaring a Local Emergency. By the following roll call vote, the resolution was duly adopted and on file at the City Clerk's office.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED.*

- b) **Utility Payments:** Due to the uncertainty of available income for many residents within the City, the council approved suspending late payment fees on utility payments for ninety (90) days.

MOTION: S. Jeffery moved; seconded by *P. Baukol* to suspend late fees on water/sewer/garbage accounts for ninety days.

BAUKOL: *aye*; JEFFERY: *aye*; JOHANNSEN: *aye*; MAGNELL: *absent*; SMART: *aye*. *MOTION PASSED.*

- c) **Professional Building Rental Payments:** Discussion occurred regarding the lack of income due to state closures of non-essential businesses and how this will affect the ability for some of the tenants in the Professional Building to pay rent. Payment arrangements will be offered to the tenants to provide relief during the closure.

- d) **Employee Work Schedules:** The City Clerk's office will remain closed to the public until further notice. Clerk-Treasurer Plemmons will divide her time between working at home and in the office with closed doors. Maintenance Superintendent Sundblad will also need to vary his availability due to conditions created by the pandemic.

OTHER BUSINESS:

- a) **Spring Clean-up:** Council instructed Clerk-Treasurer Plemmons to contact Fuch's Sanitation regarding a Fall Clean-up for 2020 instead of a Spring Clean-up due to the pandemic.

MOTION: M. Smart moved; seconded by P. Baukol to schedule a Fall Clean-up instead of a Spring Clean-up.

BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.

- b) **Pet Clinic:** In order to decrease exposure in the Fire Hall to the employees and public, the Pet Clinic will need to be rescheduled to a later date.

MOTION: M. Smart moved; seconded by S. Jeffery to postpone the Pet Clinic.

BAUKOL: aye; JEFFERY: aye; JOHANNSEN: aye; MAGNELL: absent; SMART: aye. MOTION PASSED.

ADJOURNMENT

P. Baukol moved; seconded by S. Jeffery to adjourn the meeting at 7:30 pm.

Minutes submitted by: Keri Plemmons, Clerk-Treasurer