

Pursuant to due call and notice thereof, a regular meeting of the North Mankato City Council was held in the Municipal Building Council Chambers on April 6, 2020. Mayor Dehen called the meeting to order at 7:00 pm, asking that everyone join in the Pledge of Allegiance. The following were present remotely through Zoom for roll call: Council Members Oachs, Whitlock, Steiner, Norland, and Mayor Dehen, City Administrator Harrenstein, City Attorney Kennedy, Finance Director McCann, Community Development Director Fischer, Public Works Director Host, and City Clerk Van Genderen. Citizen participation was available through teleconference and live stream of the meeting.

Approval of Agenda

Council Member Norland moved, seconded by Council Member Steiner, to approve the agenda. Vote on the motion: Oachs, Whitlock, Steiner, Norland, and Dehen aye; no nays. Motion carried.

Approval of Council Meeting Minutes March 16, 2020.

Council Member Steiner moved, seconded by Council Member Norland, to approve the minutes of the Council meeting of March 16, 2020. Vote on the motion: Oachs, Whitlock, Steiner, Norland, and Dehen aye; no nays. Motion carried.

Consent Agenda

Council Member Steiner moved, seconded by Council Member Norland, to approve the Consent Agenda.

- A. Bills and Appropriations.
- B. Res. No. 32-20 Approving Donations/Contributions/Grants.
- C. Approved Renewing Design and Wines Consumption and Display Permit
- D. Approved Crossview Covenant Parade and Audio Permit for Global 6K Run/Walk on May 31, 2020, from 11:00 am to 1:00 pm.
- E. Approved Parade and Audio Permit for Lasting Imprint's Awareness Walk at Spring Lake Park on September 26, 2020, from 7:30 am to 12:30 pm.
- F. Accepted Property Owner Petition to Annex 109 Acres into the City of North Mankato and Set a Public Hearing for 7:00 pm on May 18, 2020.
- G. Approved Audio Permit for Mankato Brewery BBQ Cookoff on June 6, 2020, from 8:00 am to 6:00 pm at 1119 Center Street.

Vote on the motion: Oachs, Whitlock, Steiner, Norland and Dehen aye; no nays. Motion carried.

Public Comments Concerning Business Items on the Agenda

None.

Business Items

Res. No. 33-20 Enacted Pursuant to Minnesota Statutes Section 12.29, Extending the Period of a Mayor Declared Local Emergency.

Council Member Norland moved, seconded by Whitlock, to Adopt Res. No. 33-20 Enacted Pursuant to Minnesota Statutes Section 12.29, Extending the Period of a Mayor Declared Local Emergency. Vote on the motion: Oachs, Whitlock, Steiner, Norland, and Dehen aye; no nays. Motion carried.

Receive an Update on COVID-19 and Changes to City Services, Department Adjustments, and City Response.

City Administrator Harrenstein reviewed the current COVID-19 cases in Minnesota, which at the time were 986 positive cases with 30 deaths, Nicollet County had four positive cases and 0 deaths, and Blue Earth County had 16 cases and 0 deaths. City Administrator Harrenstein reported the City website, GMG website, Minnesota Department of Health, and the Center for Disease Control all have resources for residents.

City Administrator Harrenstein reported that Resolution 33-20, which the Council passed in the previous action, is a response to several steps, including both the President of the United States and Governor Walz's issuing of emergency proclamations in response to COVID-19. He reported the City had taken two formal actions, including the Administrator's determination for the need for electronic meetings, and the Mayor's Emergency Declaration. Resolution 33-20 extends the Mayor's Emergency Declaration beyond three days. The resolution complies with Governor Walz's executive order and the recommendations of the Minnesota Department of Health related to preventing the spread of the COVID-19 virus.

City Administrator Harrenstein reviewed the local actions. The City Administrator Declaration of Electronic Meetings allows some or all members of the City Council and all other boards and commissions to participate electronically for more than three meetings if necessary. It will enable public access to open meetings using phone and internet connections in contrast to the public being present at the location of meeting as required by Minnesota Open Meeting Laws.

The Mayor's Declaration directed the activation of the relevant portions of the Nicollet County Emergency Operations Plan and authorizes the City Administrator or his designee(s) to suspend compliance with normal state laws or city policies if necessary to respond to the crisis and adhere to the Governor's declaration of an emergency to protect public health and safety.

Resolution 33-20 continues the Mayor's declaration of a local emergency until either the Council discontinues the emergency or the Governor's Peacetime Emergency Declaration is lifted, affirms the declaration of electronic meetings, and authorizes the City Administrator to enter into agreements for materials, services, or equipment related to COVID-19. The Resolution also authorizes the Mayor and City Administrator to execute any necessary agreements or contracts required to protect the health, safety, and welfare of the City.

City Administrator Harrenstein reviewed the relevant government action since the peacetime emergency declaration, including state and city responses.

The North Mankato Emergency Response and Continuity of Government Plans include the executive team acting as the Emergency Response Team and they will work on disaster or emergency response as guided by executive orders, MDH, and CDC. A line of succession was reviewed for both the governing body and administration. The Emergency Response Team will maximize protection of life and property, coordinate the city government response to the peacetime emergency, coordinate with any local government (s), state and federal agencies and businesses/industries affected by the disaster, and generate appropriate public information. Questions may be directed at 507-625-4141 or emailed to info@northmankato.com. The Emergency Response Team is prepared to re-allocate staff as necessary, acquire necessary agreements, goods, contracts, equipment, and provide information to continue government operations. The team will prioritize City services by threats to public health, safety, welfare, economic impact, state-mandated, services required by law, and review services that may be suspended. The team will communicate with the governing body, the public, internal stakeholders, and institutions as service levels are changed or adjusted. A line of succession will be coordinated should staff levels be reduced. A review of existing inventories of supplies, equipment, and personnel on hand to respond during the pandemic and a review of existing critical resource and

outside agency contact lists will be conducted. The Emergency Response Team will convene daily for service level updates. The team will review current information technology system capabilities for offsite work, develop procedures for offsite work, continue to provide fact sheets and information for employee safety specific to the event and provide Personal Protective Equipment (PPE) to employees.

A prioritization of services includes priority service one which provides for an immediate threat to public health, safety, or welfare; which activities must remain uninterrupted. Priority service two includes direct economic impact, constitutionality or statutorily mandated time frames, or civil disorder may develop if not performed in a few days. Priority service three regularly includes services required by law, rule, or order that can be disrupted temporarily. Priority service four consists of all other services that could be suspended during an emergency and are not required by law or rule.

Attorney Kennedy requested clarification on Personal Protective Equipment. Public Works Director Host reviewed that all vehicles have sanitary wipes in their vehicles, protective masks, and they are encouraging handwashing. Chief Gullickson reported they are well supplied with reusable masks and gowns, N95 masks, and boot covers. Staff also decontaminate their boots when they return to the office. Supplies are also available if the team must transport individuals to a facility.

City Administrator Harrenstein reviewed operations and staffing changes, which include electronic meetings for the legislature, and Administration and Finance offices are closed, but services continued via alternative methods. No adjustments to the City Attorney or City Engineer. The Police Department lobby doors are closed, but all other services continue. The Fire Department has staggered its services, discontinued in-person meetings, and additional precautions have been taken while responding. Garbage and Recycling continue. Parks, Water, and Street staff are not meeting as a large group, and are not riding together. Parks have not been closed, and picnic tables have not been removed, and restrooms are open as long as they are being sanitized. The library is closed, but the library has begun a mailing program. Community Read has been canceled but may occur in the fall. Community Development and Inspections continue, with plan reviews. Caswell Park preparation continues, all April events have been canceled, and several May events have been canceled. Spring Lake Park Swim Facility is proceeding with opening but will respond to State direction.

Community Development Director Fischer reported in coordination with Greater Mankato Growth, Senator Nick Frentz, and Representative Brands, the City conducted a Zoom Meeting to discuss state and local opportunities. The City will continue to engage with businesses. A potential business loan was reviewed, which includes a loan package. A qualifying business may request a \$12,500 loan with a \$5,000 five-year forgivable loan and up to \$7,500 five-year loan with a 3% interest with repayment deferred until June 1, 2021, with repayment at \$166.01 a month. Businesses appreciated the consideration. Mayor Dehen reported the program will bridge from now until companies can receive funds or until federal or state funds are available to support businesses.

City Administrator Harrenstein reported the plan was designed to meet a business's needs to help cover expenses. If a business remains open, the first \$5,000 is forgivable. A business may choose to only apply for the \$5,000, but additional assistance is available up to \$12,500. Repayment would begin in 2021, with the first \$5,000 forgivable.

Attorney Kennedy requested clarification on what would happen if a business closed, the borrower died, or the business sold. City Administrator Harrenstein reported mechanisms are in place to ensure repayment. The loans are different in that they are smaller microloans designed for cashflow injection. Businesses are seeing up to an 80% reduction in business. With City investment in both Belgrade District, North Port Industrial Port, and Commerce Drive, the loans are different and designed to assist business.

Attorney Kennedy reviewed how the State of Minnesota may need to cut local government aid due to continuing costs due to the pandemic, and the Council may need to address the shortfall. City

Administrator Harrenstein noted this might occur, but all the more reason to assist the businesses so they can recover and thrive in the aftermath of the emergency. Mayor Dehen said staff would continue to clarify the terms, but applications will begin so businesses may receive the assistance they need.

City Administrator Harrenstein encouraged individuals to contact the City with any questions or concerns.

Council Member Oachs requested a meeting on the loan program. Administrator Harrenstein reported he would be willing to provide information. A Port Authority Meeting would be conducted to provide additional information. Mayor Dehen commented a business meeting was conducted earlier today, but an additional one would be held. Attorney Kennedy reported that Council Member Oachs would be eligible to apply for the loan.

Res. No. 34-20 Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment Project No. 19-06 ABCDEF 300 and 400 Block Monroe Avenue.

City Engineer Sarff reported the City opened bids on March 31, 2020, with four bids received. The low bidder was W. Lorentz and Sons Construction with a bid of \$787,576.82, which is 5% below the engineer's estimate and approximately 11% below the next low bid. Based on past performance and conversations with representatives of W. Lorentz and Sons Construction, Inc., it was recommended to accept the request. Finance Director McCann prepared the assessment roll, and the assessment hearing is scheduled for May 4, 2020. Finance Director McCann reported the City is proceeding with the standard assessment plan, and additional information will be provided at the hearing. Notices will be sent out with participation options provided if meetings continue to be electronic.

Council Member Steiner moved, seconded by Council Member Norland, to Adopt Res. No. 34-20 Declaring Cost to be Assessed, and Ordering Preparation of Proposed Assessment Project No. 19-06 ABCDEF 300 and 400 Block Monroe Avenue. Vote on the motion: Oachs, Whitlock, Steiner, Norland, and Dehen aye; no nays. Motion carried.

Res. No. 35-20 Setting Assessment Hearing for Project No. 19-06 ABCDEF 300 and 400 Block Monroe Avenue on May 4, 2020, at 7:00 p.m.

Council Member Steiner moved, seconded by Council Member Norland, to Adopt Res. No. 35-20 Setting Assessment Hearing for Project No. 19-06 ABCDEF 300 and 400 Block Monroe Avenue on May 4, 2020, at 7:00 p.m. Vote on the motion: Oachs, Whitlock, Steiner, Norland, and Dehen aye; no nays. Motion carried.

Open Forum

None.

City Administrator and Staff Comments

City Administrator Harrenstein thanked the staff for their continued response to the situation.

Finance Director McCann reported auditors would probably be conducting a remote audit later in the month.

Public Works Director Host commented that road construction is still allowed, and activity around town will begin. City Administrator Harrenstein reported Spring Clean-up had been delayed due to COVID-19. He requested creative solutions to continue the service. Mayor Dehen suggested drop off when it is available and proceed with the pick-up in the fall. City Administrator Harrenstein requested a Council response to changing to a spring drop-off and a fall pickup. Council Members approved.

Council Member Norland stated the bright side is a lot of outdoor activity and greeting neighbors during those activities.

Mayor Dehen requested a clarification be provided to the public concerning walking and biking etiquette.

Council Member Steiner thanked the staff for their work during the emergency declaration.

Council Member Oachs encouraged residents to maintain their social distancing during the upcoming religious celebration.

Council Member Whitlock noted the difficulty in hearing Attorney Kennedy's comments and requested a transcript of his remarks. Administrator Harrenstein stated Attorney Kennedy should attend the Port Authority Meeting. Council Member Whitlock noted the Emergency Operations Center training was useful and thanked staff for the training. He encouraged citizens to flatten the curve.

Mayor Dehen thanked staff and citizens and encouraged everyone to practice social distancing and stay home to mitigate COVID-19. If residents are in the parks, observe social distancing.

Mayor and Council Comments

At 8:15 pm on a motion by Council Member Steiner, seconded by Council Member Norland, the Council Meeting was adjourned.

Mayor

City Clerk