

HECTOR CITY COUNCIL EMERGENCY MEETING

Wednesday, March 18, 2020

2:00 pm.

Hector City Hall

Minutes

Emergency Council Meeting was called by Mayor Weikle to address COVID-19 items related to conducting city business.

The meeting called to order at 2:07 pm by CM Heerdt, followed by Roll Call, Mayor Weikle, and CM Best present via phone and CM Hollan and CM Heerdt present in City Hall. Absent: CM Kandt

Also present: Administrator Aukrust and Deputy Clerk Beckler

1. Council affirmation of decision to close city hall to direct public contact until conditions improve.

- The City of Hector will follow the CDC recommendations as to when to start re-open to the public

2. Authorize City Administrator to work with Department Heads to adjust work schedules and assigned duties as the situation continues to evolve and change.

- If a city employee falls ill and the need arises, MMS will step in as will the City of Olivia
- The city has many people to step up to help if needed. We are six people deep on coverage that are ready to step in.

3. Allow City Administrator to adjust 2020 general and CIP budget to cover expenses, if needed.

- If a large item is needed, Administrator will consult with the Council first, however, so far nothing is needed

4. A temporary \$50,000 Covid-19 fund will be added to the budget.

- Fund set up with coding so that it can be tracked for reimbursement purposes
- Communications are saying that State and federal may be reimbursing supplies and overtime related to Covid-19

5. Mayor or Acting Mayor will continue to sign for payables and provide confirmation.

- As usual, City Hall will continue to send out all payables via email to Council

6. Authorize the Mayor and Administrator to create special sick leave banks, if needed

- Track any sick leave for any employees for reimbursement from state/federal funds
- Employees will be paid and will not use their sick leave for Covid-19 related sickness

7. April or May council meeting schedule

- The city will have to still go out for bids for projects
- Bid opening will be done remotely, but over Zoom and open to the public
- The city will stick with the necessities regarding public interactions during the pandemic

A motion made by Mayor Weikle, seconded by CM Best and unanimously carried to approve the Covid-19 related Authorizations.

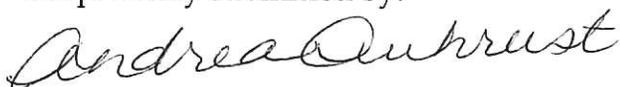
Administrator Aukrust went over the LMC plan phases for cities with the Council.

- Everyone that needs keys has them for city properties
- City Hall is working on getting supplies and has been making disinfect spray for Law Enforcement and Public Works
- The city has some wipes, masks, gloves for employees, but we are in short supply
- Will restock from vendors when they get more supplies
- We have the technology part all set up to run City Hall remotely
- County will take cover if PD needs help, but the city will first rely on PT help
- Officer Larsen is available now since school is not in session

Administrator Aukrust stated that the City of Hector is all covered for Phase 1 per the LMC phase plans.

A motion by CM Hollan, seconded by CM Best, unanimously carried, meeting adjourned at 2:23 pm.

Respectfully submitted by:



Andrea Aukrust, Hector City Administrator