



# City of Clarkfield

## MINUTES

4:30 PM Special Council Meeting

Monday, March 23, 2020

City Hall Meeting Room

904 10<sup>th</sup> Avenue – Clarkfield, MN 56223

A special meeting of the City of Clarkfield was called to order by Acting Mayor Fritz at 4:30 PM, Monday, March 23, 2020, in the City Hall Meeting Room. Councilmembers present: Councilmember Fritz, Councilmember Stringer, Councilmember Hedman, Councilmember Kaupang. Staff/Boards present: Mariah Skjefte, Administrative Assistant, Dave Smith, Fire Chief, Troy Bruflat – PW Director, and Casey Namken, YMC Emergency Management.

### 1. CALL THE SPECIAL COUNCIL MEETING TO ORDER

### 2. PLEDGE OF ALLEGIANCE

3. **APPROVAL OF AGENDA** - Motion by Hedman, Second by Stringer to approve the agenda. All in favor, motion passes.

### 4. DISCUSSION ITEMS

- a. **DISCUSS A PLAN TO DEAL WITH COVID-19 PANDEMIC** – Acting Mayor Fritz presented a letter from Justin Boldt, on what the Care Center is doing to respond to the pandemic. In attendance is also Casey Namken, from Yellow Medicine Sheriff's Office, and Library President Hazel Hanson. Council member Hedman volunteered to represent the ambulance. Casey Namken provided an update on the action of Yellow Medicine County, including the declaration of a state of emergency, potential implications of a pandemic, office closures, personnel policy regarding sick leave, and ordering PPE.

Fire Chief Dave Smith provided information on the steps the Fire Department is taking to educate staff, inventory PPE and disinfectants, and how they will change processes to minimize exposure to viruses.

Councilmember Hedman provided information regarding what the ambulance has been doing to address PPE and sanitizer supplies. Hedman stated that staffing is the issue right now, but we work closely with Granite Falls ambulance to cover shifts.

Fritz reviewed the letter from Justin Boldt at the Care Center, including lockdown, employee screening, personnel policies, quarantining practices, communications with other facilities, training activities, etc.

Hazel Hanson provided an update regarding the changes at the library, which is currently closed. Materials are still expected to be returned on time and are being disinfected as they are received. The Library Board will reassess the situation at the end of the month. Hanson also discussed changes for the food shelf.

Fritz and staff provided updates on changes at the public works and city offices. Fritz discussed some opportunities for policy implementations from other cities. Council members discussed online meetings and open meeting laws, water shutoffs and late fees, building inspections, closing facilities, emergency declaration, and other issues. Councilmember Kaupang suggested installing a window at the city office. Mayor Fritz summarized some of the next steps the city will need to take in the coming weeks.

### 5. ACTIONS ITEMS

**The City of Clarkfield is an equal opportunity employer and provider.**

**a. APPROVE COVID-19 PANDEMIC PLAN –**

- i. Motion by Kaupang, second by Hedman to suspend water shutoffs. All in favor, motion passes.
- ii. Motion by Hedman, second by Kaupang to suspend building inspections as discussed. All in favor, motion passes.
- iii. Motion by Kaupang, second by Stringer to add temporary window to the city offices as discussed. All in favor, motion passes.
- iv. Members generally agreed to tentatively plan for, but wait on, virtual meetings.
- v. Motion by Hedman, second by Stringer to accept Emergency Declaration. All in favor, motion passes.

**6. ANY OTHER BUSINESS THAT MAY COME BEFORE COUNCIL - none**

**7. ADJOURNMENT -** – Motion to adjourn by Hedman, second by Stringer. All in favor, motion passes. The meeting adjourned at approximately 5:35 pm.

Respectfully Submitted,  
Clarissa Hadler