

**Osakis City Council – Emergency Meeting**  
**March 18, 2020**  
**6:00 PM**

Present: Laura Backes, Justin Dahlheimer, Keith Emerson

Present – conference via computer: Randy Anderson

Present – conference via phone: Jerry Olson

Absent: None

Others Present: Angela Jacobson, Reenie Goodwin, Mark Grinstead, Craig Dropik

Others Present – conference via phone: Greg Gottwald, Chad Gulbranson

Meeting was called to order by Mayor Keith Emerson at 6:00 p.m.

Motion by Dahlheimer, seconded by Backes, to approve the agenda as presented: All Ayes

**Project #73: First Responders**

Mark Grinstead was in attendance.

Grinstead discussed future calls:

- Dispatch will be screening all medical calls.
- For calls going forward –
  - 2 First Responders per call.
  - Masks must be worn on all calls.
  - Only 1 First Responder will enter the home, the other wait outside.
  - The second First Responder will clean the back of the First Responder rig when at the facility.
  - If life threatening – both First Responders will enter the home.

**Project #74: Fire Department**

Craig Dropik was in attendance and discussed the following:

- Limit entry to the fire hall.
- 2 Fire Fighters are out for 14 days. They will monitor themselves for the 14 days – if there are concerns with their health (fever or other symptoms of Covid-19) they should stay out longer.
- No testing for Covid-19 is being done if you are not in the age group or do not have the correct systems.

Dropik informed the council of the following:

- On accident calls - one fire fighter will be in a full SCBA mask.
- If more fire fighters are needed on any accident call, those fire fighters will also have full SCBA masks on.
- If there is potential contamination, the firefighters will be in one truck and be transported back to the fire hall for decontamination.

Dropik explained that Dirk Hagedon was in Florida and when he got back he had a sore throat and fever but was not tested because he did not meet the criteria to be tested.

Anderson mentioned that some with symptoms can get tested for the flu, if positive, then they do not have Covid-19.

The Fire Department will not have training on Monday. The officers will meet and discuss procedures.

Dropik would like to call on retired firefighters to be allowed to drive if needed. There may be a time when active firefighters would not be all available.

### **Project #76: Police**

Chad Gulbranson was in attendance tele conference.

Gulbranson informed the council:

- The department is not being proactive on traffic stops.
- If there is an emergency, a police officer will respond.
- For medical calls, a police officer will respond but will not go in the house unless it is life threatening.
- Masks and gloves will be worn when needed.
- People can call in to talk with the police.
- The door to the police office will remain shut and will not be open unless needed.
- People should call to set up an appointment.

Gulbranson has been communicating with Julie Anderson from Douglas County. Any information will be forwarded to the council.

### **Project #309: City Hall**

Jacobson asked the council to follow leads from other area operations for city hall staff. Notices will be placed on city hall doors, Facebook, and the city website. There will be no foot traffic in city hall to protect the clerks.

The clerks will have remote access to their computers at home and calls will be forwarded to their cell phones.

These measures will protect the clerks and they will still have communication with residents.

If a change is needed, the department heads should talk to their council rep.

Motion by Dahlheimer, seconded by Emerson, to lock the city hall doors and have the city clerks split their shifts to work from home and the have the council revisit this matter at the end of the month. All Ayes

Jacobson anticipates that the next council meeting will be a virtual meeting also.

The EDA and Planning & Zoning meetings have been cancelled for the month.

### **Project #24: Liquor Store**

Reenie Goodwin was in attendance.

The Liquor Store On-Sale will be shut down March 17, 2020 at 5 p.m. as per Governor Walz. The Off-Sale can remain open at this time.

Liquor Store should sanitize areas that customers have contact with.

Goodwin said they will work on cleaning the coolers in the On-Sale. The beer cooler will be shut off during this time.

Goodwin is asking the council to approve to have the Liquor Store floor done during this shut down if possible.

Council felt this would be a good time to redo the floors.

Motion by Dahlheimer, seconded by Anderson, to install new flooring at the Liquor Store and not to exceed \$20,000 for installation and materials. All Ayes

### **Project #205: City Crew**

Gottwald was in attendance tele conference.

Gottwald informed the council that precautions are being taken to minimize salesmen stopping. Daily operations do not require the public to be in any city buildings.

Gottwald discussed the following:

- City Crew will only enter a home if it is an emergency. Masks and gloves will be worn.
- Will avoid contact when taking samples for water and wastewater. The samples can be done in house during this time and then we know we are in control over our area.
- Water meters are read remotely. City hall staff can set the computer & devices outside so we will limit access to city hall.

Gottwald explained that if things happen and the guys cannot come into work, we do have Kurt Haakinson and Ben Deters we can call on for backup.

Council discussed late fees and will be waiving them for the month of April. Also there will be no shut offs for the next couple of months.

The council will discuss the water and sewer billing if the situation continues.

If any department has questions regarding any changes, they should ask their council representative if ok to do. If anything is questionable, Clerk Jacobson can send to the council for their opinion if they cannot meet.

Backes stated that we need to rely on the supervisors to make the best decisions regarding what is going on. Be responsible, step up and be a good leader.

Anderson stated if someone is sick, check for a fever and talk to an e-clinic doctor. People can get tested for influenza if symptoms are lasting up to 72 hours. If symptoms last 2 weeks or longer, you may have had Covid-19.

The Center for Disease Control (CDC) has a contact link for websites to review symptoms. We are not doctors and people can reference those sites for information.

Council discussed part-time employees at the Liquor Store:

- They can stay and clean to get some hours in.
- Work as long as possible if there is work to be done.
- This could be long term and the council wants them to do what they can.
- Council will see if they need to revisit after a few months.

Motion by Dahlheimer, seconded by Backes, to allow supervisors to allow part-time employees to work as needed to help keep things going. All Ayes

Jacobson asked if any employees have a negative sick time balance, but become ill and must be quarantined, would there sick time balance go further in the negative.

Council doesn't want to cut any employee if they have negative hours. Council will waive the requirement to have a doctor's note if the employee is sick more than 3 days during this time.

Council would like a cell phone contact list created for all full-time & part-time employees, Fire Department, First Responders, Mayor & Council, and etc.

Supervisors can change to keep employees safe if someone is ill or exposed to Covid-19 they must remain home for a couple of weeks. Supervisors will implement as needed.

Council will revisit at their April meeting.

Meeting was adjourned at 7:10 p.m.

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Mayor – Keith E. Emerson

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City Clerk/Treasurer – Angela A. Jacobson