A regular meeting of the City Council for the City of Canby, Minnesota was held on March 18, 2020 at 6:00 P.M. in the City Council Chambers.

Members: Nancy Bormann, Eugene Bies, Casey Namken, and Frank Maas

Absent: Denise Hanson

Visitors: Rebecca Schrupp, City Administrator  
 Gerald Boulton, City Attorney   
 Joshua Theis, Canby News  
 Isaiah Keating  
 Chris Ronning  
 Linda Blackwelder  
 Bonnie Merritt

The Pledge of Allegiance was recited, and the meeting was called to order.

The minutes of March 4, 2020 were reviewed. A motion was made by Bies and seconded by Maas to approve the minutes. All voted in favor. None voted against. The motion was carried.

A Consumption and Display License for P.K.’s was reviewed. A motion was made by Bies to approve the Consumption and Display License for P.K.’s. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

The Wellhead Protection Plan-Part 1 was reviewed. A motion was made by Namken to approve the Wellhead Protection Plan-Part 1. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

Resolution 2020-03-18-1 was reviewed. A motion was made by Maas to approve Resolution 2020-03-18-1. The motion was seconded by Namken. All voted in favor. None voted against. The motion was carried.

CITY OF CANBY

RESOLUTION NO. 2020-03-18-1

A RESOLUTION ACCEPTING DONATION.

WHEREAS, the City Council of Canby encourages public donations to help defray the costs to the general public of providing services and improve the quality of life in Canby, and

WHEREAS, monies have been donated by Canby Lions Club and A New Leaf

WHEREAS, Minnesota Statutes 465.03 requires that all gifts and donations of real or personal property be accepted only with the adoption of a resolution approved by two-thirds of the members of the City Council;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS by the Canby City Council of the City of Canby, County of Yellow Medicine, Minnesota:

1. The contribution in the amount of $550.00 is hereby accepted by the City of Canby and shall be used by the City for the renovation of the tennis/basketball courts.
2. That the City Administrator is authorized and directed to make the appropriate revenue and expenditure budget adjustments as needed to reflect this donation and intended use.

BE IT FURTHER RESOLVED that the City sincerely thanks Canby Lions Club and A New Leaf for their gracious and generous donation.

ADOPTED this 18th Day of March, 2020.

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Nancy Bormann, Mayor

ATTEST:

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Rebecca Schrupp, City Administrator

The Council discussed the impacts of COVID-19 on the City and City business.

Resolution 2020-03-18-02 was reviewed. A motion was made by Maas to approve Resolution 2020-03-18-02. The motion was seconded by Bies. All voted in favor. None voted against. The motion was carried.

**Resolution 2020-03-03-18-02  
Declaring a State of Emergency**

WHEREAS, Novel Coronavirus Disease 2019, a respiratory disease that can result in serious illness and death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and

WHEREAS the CDC has identified the potential public health threat posed by COVID-19, and has advised person-to-person spread of COVID-19 will continue to occur; and

WHEREAS on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning January 27, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020 Governor Tim Walz declared a peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, the Center for Disease Control and Prevention and the Minnesota Department of Public Health recommend that any individual with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low; and

WHEREAS; during this pandemic, it is possible that individuals who are not diagnosed with COVID-19 will be placed in quarantine to control or prevent further spread of COVID-19; and

WHEREAS, the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City, and additional resources will be needed from state and federal sources;

NOW, THEREFORE, the City of Canby Council declares, requests, and directs as follows:

1. Under the authority given in Minnesota Statute 12.29, declares that a local emergency exists within City of Canby, effective March 18, 2020, with all the powers and responsibilities attending thereto as provided by Chapter 12, Minnesota Statute, and City of Canby Legislative Code for the duration of 90 days.
2. Directs City Departments to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources that can and should be adjusted or suspended, or to enact emergency regulations to support the residents of Canby during the pandemic.
3. Directs the City Administrator to request and coordinate appropriate aid and resources from surrounding jurisdictions, Homeland Security Emergency Management, and the State of Minnesota, as needed.
4. Declares under Minn. Stat. 13D.021, that in-person meetings of the City Council and other public bodies under the City jurisdiction where members of those bodies have been diagnosed with COVID-19 or are otherwise in quarantine or isolation in order to prevent the spread of COVID-19 are not practical or prudent because of the COVID-19 health pandemic and the emergency declared under Minn. Stat. Chapter 12 by Governor Walz.

Adopted by the Canby City Council this 18th day of March, 2020.

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Nancy Bormann, Mayor

ATTEST:

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Rebecca Schrupp, City Administrator

Resolution 2020-03-18-03 was reviewed. A motion was made by Namken and seconded by Maas to approve Resolution 2020-03-18-03. All voted in favor. None voted against. The motion was carried.

**Utilization of Paid Leave during a Public Health Emergency Policy  
Resolution: 2020-03-18-03**

**Policy**

Conditions may occur where a contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the Mayor and/or City Administrator shall have discretion to declare this policy as active.

If the Mayor and/or City Administrator declares this policy to be active, leave would be permitted to the benefit of employees, as follows:

* An employee who has exhausted all sick leave, all compensatory time and all but 40 hours of vacation leave would be allowed to receive an advance of the equivalent of up to 10 days of paid sick leave (up to a maximum of 80 hours, unless a greater amount is approved at the discretion of the City Administrator after all vacation leave is exhausted) for absence from work due to infection of the public health emergency; and
* An employee may use any available paid leave, in the event where a family member’s school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member

All other policies, procedures, terms and conditions of employment remain unchanged.

**Scope**

This policy applies to all City employees and is only in effect upon declaration by the Mayor and/or City Administrator and it will remain in effect until the Mayor and/or City Administrator declares it to be inactive. In making the decisions to invoke and end this policy, the Mayor will consult with the City Administrator.

**Responsibilities**

Employees will receive a copy of this policy at the time that a declaration is made by the Mayor and/or City Administrator that the policy is being activated. Supervisors will be asked to discuss the policy with their employees.

**Background**

Among prevention strategies associated with influenza and respiratory illnesses, some of the best ways to prevent infection is to avoid being exposed to the virus that causes it. The Minnesota Department of Health strongly encourages people to stay home if they are feeling sick, especially if they are experiencing symptoms associated with widespread transmission.

**Procedures**

The equivalent of up to 10 days of paid sick leave will be advanced to employees who meet the criteria below. The actual number of sick leave hours advanced will be based on the employee’s usual work schedule exclusive of overtime and may not exceed 80 hours, unless a higher level is approved by the City Administrator after all vacation leave is exhausted.

* Mayor and/or City Administrator has declared activation of this policy consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control or by the Minnesota Department of Health; and
* Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or
* Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; and
* Employee is within the time period the Mayor and/or City Administrator has declared this policy to be active; and
* Employee has exhausted all of his/her accumulated sick leave, compensatory time and all but 40 hours of vacation leave; and
* Employee has not already received the maximum accrual advance allowed under this policy; and
* Employee has requested the advance of sick leave hours in writing, via email, texting, mail, etc, using the attached form. An email approval shall suffice until a form is completed and signed.

The advanced hours will automatically be reduced from the employee’s future accruals. Once the advanced hours are paid back, sick leave accruals will again be credited to the employee’s balance at their full accrual rate. In the event the employee separates from the City before the advanced hours have been repaid, the City will deduct the value of the remaining hours (number of hours owed times the employee’s hourly rate of pay at separation) from the employee’s last pay check.

Adopted this 18th day of March, 2020.

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Nancy Bormann, Mayor

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Attest: Rebecca Schrupp, City Administrator

**Request for Sick Leave Advance during a declared Public Health Emergency**

Name: Department:

I am requesting an advance of sick leave hours because:

* Mayor and/or City Administrator has declared activation of this policy consistent with a public health emergency declaration by the World Health Organization, Centers for Disease Control or by the Minnesota Department of Health; and
* Employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; or
* Employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; and
* Employee is within the time period the Mayor and/or City Administrator has declared this policy to be active; and
* Employee has exhausted all of his/her accumulated sick leave, compensatory time and all but 40 hours of vacation leave; and
* Employee has not already received the maximum accrual advance allowed under this policy; and
* Employee has requested the advance of sick leave hours in writing, via email, texting, mail, etc, using the attached form. An email approval shall suffice until a form is completed and signed.

The number of sick leave hours I am requesting is:

A maximum of \_\_\_\_ hours because I usually work \_\_\_\_ hours per pay period, exclusive of overtime.



I agree that the actual number of hours within the maximum specified above will be limited to the actual number of hours needed for this purpose and that they may not be accumulated or used for any other purpose. I agree that if sick leave hours are advanced to me, the equivalent number of hours I used will be deducted from future accruals and that I will not have new accrued hours added to my sick leave balance until the advanced hours have been fully paid back.

I agree that if I separate from the City of Canby employment before the advanced hours are fully paid back, the Payroll Department will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last pay check.

Employee’s Signature: Date:



**Administrator Comments:**

**Denied-Reason:**

**Approved**

**Dept Head:**

**Denied-Reason:**

**Approved**

**APPROVALS:**

**Supervisor:**

Discussion on closing the city buildings and creating a subcommittee to get together to discuss when the buildings would be opened back up. A motion was made by Maas to close all City buildings and have a subcommittee to discuss when to open back up. The motion was seconded by Bies. All voted in favor. None voted against. The motion was carried.

There was discussion on disconnects. A motion was made by Maas to stop disconnects for 60 days. The motion was seconded by Namken. All voted in favor. None voted against. The motion was carried.

A temporary policy for the Response to COVID-19 was reviewed. A motion was made by Bies to approve the temporary policy. The motion was seconded by Maas. All voted in favor. None voted against. The motion was carried.

**TEMPORARY POLICY 2020-0318  
RESPONSE TO COVID-19 PANDEMIC**

The City of Canby values the health and safety of its employees and members of the community. In response to COVID-19 pandemic, the City’s administration and emergency management team has prepared the following temporary policies to be implemented effective immediately unless stated otherwise:

**EMPLOYEE TRAVEL**

* Non-critical internal meetings shall be cancelled or hosted virtually.
* Employees who are planning to travel for personal reasons or have recently returned from a trip should notify their supervisor immediately.
* All employees that have traveled outside the United States since March 1st shall, upon return, self-quarantine for a total of 14 days away from co-workers and all public facilities.

**EMPLOYEE OR HOUSEHOLD ILLNESS**

* Employees who appear to have respiratory or flu-like symptoms (i.e. fever, shortness of breath, cough), upon arrival to work or become ill throughout the day, shall be sent home immediately.
* If an employee or a person in the employee’s household or under the care of an employee is sick, the employee should stay home until the employee’s household is symptom free for a minimum of 24 hours. If an employee needs to stay home sick, they should notify their supervisor as soon as practically possible.
* If an employee or a person in the employee’s household or under the care of an employee test positive for COVID19, the employee shall self-quarantine for a total of 14 days to help mitigate the threat of spreading the virus.

**EXPOSURE IN THE WORKPLACE**

* If an employee or someone an employee has encountered tests positive for COVID-19, they should notify the City Administrator immediately.
* If the City learns of a possible exposure to COVID-19 at work, all affected employees will be notified. The privacy of the employees will be protected in accordance with the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act.
* The City encourages all staff to practice good hygiene and use City-provided cleaning wipes to wipe down door handles, desks, and other materials.

**SUPERVISOR RESPONSIBILITIES**

* Supervisors shall be responsible for the following:
  + Ongoing and regular communications with employees including the Administration and Emergency Management.
  + Fill out and approve timecards
  + Take forwarded phone calls from each department’s phone and telemetry systems.

*Supervisors, please ensure you have the primary phone number for each of your employees, your direct supervisor, and the Administrator.*

**IMPORTANT CONTACTS TO NOTE:**   
Rebecca Schrupp, City Administrator---507-223-7295  
Nancy Bormann, Mayor----507-223-7047  
Derrick Ruether, Fire Chief---507-530-6922  
Bill Flatten, YMC Sheriff---507-564-2130  
Casey Namken, YMC Emergency Manager---320-313-3095

There was discussion on a janitor for the building. Schrupp will look to hire someone, possibly local, to clean the City buildings.

The 2nd meting in April being moved to April 21st was discussed. The consensus was that if the airport engineer can push back his meeting, to change the 1st meeting to April 8th.

A motion was made by Maas to adjourn the meeting. The motion was seconded by Bies All voted in favor. None voted against. The motion was carried.

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Mayor

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City Administrator