

**Brainerd, MN
March 26, 2020**

Pursuant to due call and notice thereof, the Emergency Meeting of the Brainerd City Council was called to order at 6:04 p.m. by Council President Johnson in the Fire Department Training Room. President Johnson reminded those calling in or using WebEx to mute your line to help eliminate background noise.

Upon roll call, the following members were noted as present: Badeaux, Lambert, Pritschet and Johnson. Mayor Menk was also noted as present. Also present was City Administrator Bergman, and Fire Chief Holmes. The following members were noted as present electronically: Bevans, Erickson and Stunek. Also present electronically were Police Chief McQuiston, Finance Director Hillman, City Engineer Sandy, HR Director Schubert, Community Development Director Chanski, and Parks Director Sailer.

Consider Adoption of the Continuity of Operations Plan

City Administrator Bergman explained the purpose of the Continuity of Operations Plan (COOP) is to provide guidance on critical operations if an emergency or disaster causes normal operations to cease. She indicated the COOP is an overarching document that gives guidance and a plan to fall back on in a situation like what is occurring now. She said the COOP outlines the preparation that the City is doing, the activity associated with the disaster or emergency and the efforts to return to normal, or recovery from an emergency.

Fire Chief Holmes stated the plan came from a template that was created by the Emergency Management Managers in the state of Minnesota. He said the City Administrator, City Department Heads, BPU and Alderman Pritschet worked together to modify the plan for the City of Brainerd, which was reviewed by City Attorney Langel.

Council Member Johnson praised the staff in preparing such a through plan in the tight time constraints we are experiencing.

Mayor Menk questioned the chart shown in the packet titled "*Anticipated Minnesota Service Delivery Chart for a pandemic*" in which item 3 lists the Avian Flu. He asked if this should be changed from Avian Flu to COVID-19.

Fire Chief Holmes stated the table is from the state of Minnesota with examples of delivery methods, and it is for reference only.

Council Member Lambert asked who is identified under the responsibilities section of the plan shown on page 16, i.e. Chief Government Officer, and so forth. She suggested the assigned person is listed next to the title.

Fire Chief Holmes stated the Chief Government Officer will be City Administrator Bergman, and all others are indicated on the next page titled Order of Succession. He said he will make the additions to the job title.

MOVED AND SECONDED BY ALDERMEN PRITSCHET AND STUNEK TO ADOPT THE CONTINUITY OF OPERATIONS PLAN WITH ONE AMENDMENT TO ADD CITY

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ADMINISTRATOR TO THE TITLE OF 9A.

Upon roll call, members Bevans, Badeaux, Erickson, Lambert, Stunek, Pritschet and Johnson voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Consider Stay at Home Plan

City Administrator Bergman indicated Governor Walz issued an Emergency Executive Order directing Minnesotans to Stay at Home. She said to honor that order, the recommendation is to allow most City Staff whose primary work is done on a computer to work from home. She stated City functions will continue to operate as best as we can from a remote work environment for the next two weeks and all calls will be answered and returned. She directed each department head to explain the tasks that will be worked on in their departments.

Council discussion took place.

City Administrator Bergman stated at this time, there are 21 employees identified who are unable to work from home, which are maintenance crews in the Street and Parks Departments, Police Records Management Staff, and Community Service Officers. She indicated although they are unable to work from home, they need to be available to work when needed. She explained at the March 24th Brainerd Public Utilities (BPU) Commission meeting, the Commission authorized paying all their employees whether they are reporting to work, working from home or are unable to work. She said consistent with the BPU’s Commission’s action, the recommendation is the City Council would also continue to pay employee’s unable to work from home.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND PRITSCHET TO ADOPT THE STAY AT HOME PLAN AS PRESENTED, CONSISTENT WITH THE GOVERNOR’S ORDER, ALONG WITH THE TEMPORARY TELEWORK NOTICE AND CONTINUE TO PAY THOSE IN THE “EMPLOYEE’S UNABLE TO WORK FROM HOME-AVAILABLE WHEN NEEDED” SECTION THEIR NORMAL BASE PAY DURING THE TIMEFRAME IDENTIFIED IN THE GOVERNOR’S EMERGENCY EXECUTIVE ORDER 20-20.

Upon roll call, members Bevans, Badeaux, Erickson, Lambert, Stunek, Pritschet and Johnson voted “aye”. No member voted “nay”. The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN BADEAUX AND PRITSCHET TO AUTHORIZE ALL TRANSIT OPERATIONS TO CONTINUE TO OPERATE DURING THE TIMEFRAME IDENTIFIED IN THE GOVERNOR’S EMERGENCY EXECUTIVE ORDER 20-20 AND DIRECT STAFF TO REDUCE CAPACITY APPROPRIATELY DUE TO REDUCED RIDERSHIP DURING THE PANDEMIC.

Council Member Lambert suggested having hand sanitizer and surface wipes available to riders and staff on the buses. City Engineer Sandy will explore this option, as supplies in the area have been depleted recently.

Upon roll call, members Bevans, Badeaux, Erickson, Lambert, Stunek, Pritschet and Johnson voted “aye”. No member voted “nay”. The Chair declared the motion carried.

Discussion on Next Steps

Council Member Johnson indicated he has been asked about the two-hour parking enforcement downtown, as many of the residents are temporarily out of work and their vehicles would be parked during daytime hours.

City Attorney Langel stated he believes the two-hour parking limit is part of a City ordinance but could be a temporary action from the Police Chief.

Finance Director Hillman indicated Police Chief McQuiston does not have audio to reply but he stated the Police Department supports the temporary exemption of the two-hour parking downtown as they will not have the staff available to enforce it. He stated the only concern would be abandoned or junk vehicles and state statute allow local authority to tow after 48 hours.

MOVED AND SECONDED BY ALDERMEN LAMBERT AND BADEAUX TO DIRECT THE POLICE DEPARTMENT TO TEMPORARILY SUSPEND THE ENFORCEMENT OF THE TWO-HOUR PARKING RESTRICTIONS IN DOWNTOWN BRAINERD (B-4 DISTRICT) WITH THE EXCEPTION OF ABANDONED OR INOPERABLE VEHICLES UNTIL THE MAY 4TH, 2020 CITY COUNCIL MEETING.

Upon roll call, members Bevans, Badeaux, Erickson, Lambert, Stunek, Pritschet and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

Council Member Johnson stated due to local businesses having to temporarily close, the upcoming liquor license renewals need to be discussed. Mayor Menk recommended the fees be suspended for the first three months and payment for the balance of the year be submitted after that time. It was determined this item will be on the agenda for the April 6, 2020 City Council meeting.

Council Member Lambert received an email from Mr. Chuck Marohn suggesting the City to offer information to local business owners directing them to the options available to them through the State. Community Development Director Chanski stated the Chamber of Commerce and Brainerd Lakes Area Economic Development Corporation (BLAEDC) have links on their websites.

Council Member Johnson directed Community Development Director Chanski to contact Mr. Tyler Glynn, executive director of BLAEDC to inquire about the ability to meet with business owners to assist in the application process.

Mayor Menk indicated March 31, 2020 was his resignation day to serve as Mayor but is offering to extend his services until a new mayor is appointed.

MOVED AND SECONDED BY ALDERMEN STUNEK AND LAMBERT TO EXTEND THE MAYOR'S DUTIES UNTIL A NEW MAYOR IS APPOINTED.

Upon roll call, members Bevans, Badeaux, Erickson, Lambert, Stunek, Pritschet and Johnson voted "aye". No member voted "nay". The Chair declared the motion carried.

City Administrator Bergman thanked the Council and indicated future Council meetings will be done live via WebEx. She is requesting a trial run on April 3, 2020 to confirm the equipment is working properly prior to the Monday night meeting.

Council Member Johnson thanked City Administrator Bergman and the Department Heads for the great work that was done in the short timeframe with this challenging situation.

Adjourn

The Chair adjourned the meeting at 7:18 p.m.

Jennifer Bergman
City Administrator