

Pursuant to due call and notice thereof, the Special Meeting of the Crosby City Council was held on Monday, March 16, 2020 at 9:10 a.m. at City Hall.

Members Present: Mayor Novak, Council Members Prushek, Wolfe and Traylor

Members Absent: Member Cash

Staff Present: Lisa Sova, Administrator Clerk-Treasurer; Deb Marty, Deputy Clerk; Andrew Rooney, Police Chief; Steve Karels, Public Works Director; Amber Moon, Hallett Community Center Director; Abby Smith, Librarian; Jay DeCent, Fire Chief; Kay Nephew, Deputy Registrar

1. Call Special Meeting to Order

Mayor Novak Called the Meeting of the Crosby City Council to order at 9:10 a.m.

2. Pledge of Allegiance

Mayor Novak led with the Pledge of Allegiance.

3. Approval of the Agenda

MOTION BY MEMBER PRUSHEK AND SECONDED BY MEMBER WOLFE TO APPROVE THE AGENDA AS PRESENTED.

A VOICE VOTE: THOSE VOTING AYE: MAYOR NOVAK, MEMBER PRUSHEK, MEMBER WOLFE AND MEMBER TRAYLOR. THOSE VOTING NAY: NONE. MOTION CARRIED.

4. Public Comments

Mayor Novak stated today's meeting is to get together as a team to assess where we are at this point and to determine the steps the City will take regarding the COVID-19 pandemic.

5. Unfinished Business

There was no unfinished business.

6. New Business

A. Pandemic Planning Guidance for Cities

The Council and Department Heads read over the Pandemic Planning Guidance for Cities and consensus is the City should focus on protecting our employees and do what is necessary to prevent the COVID-19 virus from penetrating our community.

B. Identify Critical Services

a. Administration

Administrator Sova stated she would like to minimize exposure to office staff by locking the lobby and requesting payments be made online, by phone or put in the exterior drop box. Office staff will continue to work at City Hall until which time it becomes necessary to re-evaluate the situation.

b. Police Department

Chief Rooney expressed they will monitor the cameras more closely, the officers will be reminded to use their personal protective equipment and will still provide service to the members of the community to keep everyone safe. He is working with the ambulance service so as to follow protocol.

c. Fire Department

Chief DeCent stated they will cancel the monthly meetings and drills for now and will still respond to calls taking the necessary precautions.

d. Water/Sewer Department

Public Works Director Steve Karels indicated the Public Works staff should only go into homes if it is an emergency at this point and they will discontinue entering the hospital to read meters. Administrator Sova suggested if a meter is not able to be read, it is possible to bill for the average monthly usage until the City is able to get an accurate reading.

e. Public Works Department

Public Works Director Steve Karels stated he has implemented extra cleaning routines at the Public Works Garage and within trucks and equipment. When possible, he will try to minimize more than one employee in a truck.

f. Hallett Community Center

Hallett Community Center Director Amber Moon has implemented additional cleaning routines. If the Hallett Community Center should close, they will schedule the yearly routine maintenance earlier than usual and will be able to do a more extensive cleaning while they are closed to the public.

g. Library

Librarian Abby Smith stated they are continuing to clean and disinfect the commonly used areas and will cancel all current programs that are being offered. She is encouraging people to take advantage of the e-books.

h. Department of Motor Vehicles

Kay Nephew stated she is cleaning and disinfecting every chance she gets throughout the day.

i. Legal

City Attorney Joe Langel will not be attending Council meetings in person but will join via telephone.

j. Engineering

City Engineer Phil Martin will not be attending Council meetings.

k. Planning & Zoning

Sourcewell is still in the process of deciding how they will be reacting to the COVID-19 pandemic.

l. Building Inspector

Building Inspector Scott Sadusky is following CDC recommendations for his staff.

City Council recessed at 10:25 a.m.
City Council reconvened at 10:30 a.m.

Council consensus is to close City Hall, Hallett Community Center, Department of Motor Vehicles and the Jessie F Hallett Memorial Library to the public effective Tuesday, March 17, 2020 continuing through March 29, 2020 to help minimize the spread of COVID-19 (Coronavirus) and protect City employees. The Police Department, Public Works Department and Fire Department will continue their public services practicing social distancing as much as possible. The City will continue to monitor the situation and provide updates.

MOTION BY MEMBER WOLFE AND SECONDED BY MEMBER PRUSHEK TO CLOSE CITY HALL, HALLETT COMMUNITY CENTER, DEPARTMENT OF MOTOR VEHICLES, SUBJECT TO APPROVAL BY THE STATE, AND THE JESSIE F HALLETT MEMORIAL LIBRARY AND CONTINUE PROVIDING ESSENTIAL SERVICES BY THE POLICE DEPARTMENT, FIRE DEPARTMENT AND PUBLIC WORKS DEPARTMENT WITH LIMITED EXPOSURE TO THE