

Pursuant to due call and notice thereof, a special City Council meeting was duly held in the City Council chambers at 5:00 p.m. on the 18th day of March 2020. The following members were present: Mayor Doug Henke, council members, Dan Rehtzigel, John Mortensen, and Tom Gard. Also present: City Administrator Mark Vahlsing, Administrative Assistant Holli Gudknecht, Police Chief Lee Sjolander, Library Director Michelle Otte, Public Works Superintendent Wayne Ehrich, KMU Superintendent Randy Eggert, Liquor Store Manager Matt Bartel, and Finance Clerk Sue Dodds
Via Teleconference: Richard Nielsen

Mayor Henke called the special meeting to order at 5:00 pm.

COVID 19 RESPONSE

Discussion on Planning for Possible (Temporary) Changes to Future Operations Some of the City Facilities.

Administrator Vahlsing stated that City departments may be impacted by staff shortages or closures due to the Covid-19 virus. The library and municipal liquor are already being affected. Library Director Otte reported that the library will officially close to the public as of 4:30 pm on Wednesday, March 18. Limited services, such as curb-side delivery, will be offered to patrons. Liquor Store Manager Bartel stated that the liquor store on-sale closed as of 5:00 pm on Tuesday, March 17. As of now, only off-sale is being offered with some shortened and modified hours.

Motion by Gard second by Mortensen to approve closing the Municipal Liquor Store on-sale effective March 17 and closing the Library to walk-in patrons effective March 19. Motion carried 5-0-0.

Vahlsing also noted that he would like to see the City Office closed to walk-in patrons.

Motion by Rehtzigel second by Nielsen to allow City staff to close the interior door and do patron business at a walk-up window in the lobby as soon as possible and stagger staff hours as needed. Motion carried 5-0-0.

Discussion on Temporary Changes to Staffing Hours of Work.

Vahlsing stated that immediate changes were not necessary to staffing shifts, but may be needed in the near future if illness occurs or a directive is received as a result of the pandemic. Police Chief Sjolander stated that his department is still open. They are spending more time educating the public that business may be conducted using a different format. More text and emails will be used to handle situations.

Emergency Declaration Proclamation. Mayor Henke

Vahlsing explained the information the City Attorney had provided on the process to adopt an Emergency Declaration that would give the Mayor, City Administrator, and Police Chief certain powers that can be executed if needed. The mayor has the authority to declare a local emergency, which activates the city's emergency management and response plan. *This* is done via a proclamation. A local emergency cannot last longer than three days, unless extended by the city council ([Minn. Stat. 12.29](#)).

Emergency Declaration Resolution 2020-10.

Administrator Vahlsing read Proclamation 2020-1. Mayor Henke signed Proclamation 2020-1 declaring a local emergency in the City of Kenyon.

Motion by Nielsen second by Mortensen to adopt Resolution 2020-10 enacted under authority of MN statutes sections 12.29 and 12.37 to extend the period of a mayor -declared local emergency.

Roll Call Vote: Henke – Aye
 Nielsen – Aye
 Mortensen – Aye
 Rehtzigel – Aye
 Gard - Aye

Motion passed.

Discuss Possible Remote/Electronic Council and Committee meetings

Vahlsing stated that if there is a health pandemic or an emergency situation, Minnesota Statutes Section 13D.021 allows meetings of a public body to be conducted by electronic means. **Conditions** [Minn. Stat. § 13D.021](#) provides that a meeting of a public body may be conducted via telephone or other electronic means if meeting in a public location is not practical or prudent because of a health pandemic or declared emergency. Since Mayor Henke has declared a local emergency, “the presiding officer, chief legal counsel, or chief administrative officer” of the local government unit may determine that an in-person meeting is not practical or prudent, and a city council meeting can be conducted by telephone or electronic means.

OTHER COMMENTS

Vahlsing noted that, as of Monday, the Mayo Clinic office in Kenyon will be temporarily closed.

Motion by Mortensen second by Gard to adjourn the meeting at 6:08 p.m. Motion Carried 5-0-0.

Holli Gudknecht, Administrative Assistant

Douglas Henke, Mayor