



**City of Inver Grove Heights
Council Chambers
City Council Special Meeting at 6 p.m.
March 17, 2020**

A G E N D A

- A. Call to Order – Mayor Tourville
- 1. Briefing on COVID-19 response in light of Minnesota Governor Executive Order 2020-01; consent to mayor's declaration of emergency and consideration of resolution extending emergency declaration for additional time; consideration of adoption of emergency ordinance amending Title 1, Chapter 6, Article A, City Personnel Policy; and consideration of further actions.
- B. Adjourn

STATE OF MINNESOTA

Executive Department



Governor Tim Walz

Emergency Executive Order 20-01

Declaring a Peacetime Emergency and Coordinating Minnesota's Strategy to Protect Minnesotans from COVID-19

I, Tim Walz, Governor of the State of Minnesota, by the authority vested in me by the Constitution and applicable statutes, issue the following Executive Order:

The infectious disease known as COVID-19, an act of nature, has now been detected in 118 countries and territories, including the United States. COVID-19 has been reported in 42 states. There are over 1,600 confirmed cases nationwide, including fourteen in Minnesota.

The U.S. Department of Health and Human Services Secretary has declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19. The World Health Organization has recently assessed that this outbreak can be characterized as a pandemic.

In coordination with other state agencies, local governments, and partners in the private sector, the Minnesota Department of Health ("MDH") has been preparing for and responding to the COVID-19 pandemic in Minnesota.

On April 4, 2019, I issued Executive Order 19-22, which assigned emergency responsibilities to state agencies to respond to and assist in recovery from the effects of natural or technological emergencies, including responsibility to engage in emergency preparedness efforts. On April 4, 2019, I also issued Executive Order 19-23, which directed state agencies to engage in continuity of government and continuity of operations planning. That Executive Order established the Continuity Policy Coordination Sub-Cabinet to develop and maintain a framework for a continuity of government plan, and to oversee agency continuity of operations planning, led by Minnesota Management and Budget ("MMB").

Minnesota has taken proactive steps to ensure that we are ahead of the curve on COVID-19 prevention and response. Our State has been actively conducting continuity planning for state agency operations. MMB activated its Statewide Contingency Response Team ("SCRT"), which meets regularly to coordinate and direct state agencies to ensure priority government services continue. State agency emergency managers and continuity coordinators from the agencies have

been meeting together and sharing information related to emergency management and continuity of operations planning activities.

The State also has activated our Joint Information Center (“JIC”), led by the Department of Public Safety (“DPS”) and MDH. The JIC is responsible for sharing operational updates and keeping the public informed on COVID-19. This group convenes daily to provide consistent, coordinated, and timely information.

Agencies have activated their internal command or continuity teams and have been reviewing their emergency response and continuity plans, which are plans in place that outline how agencies will provide priority services during an emergency. Agencies have been reviewing their priority services and preparing their employees with the goal of providing uninterrupted priority services throughout an emergency.

On January 29, 2020, MDH instituted its Incident Command System (“ICS”). The ICS provides a standardized approach to the command, control, and coordination of emergency response. MDH convened a state agency COVID-19 coordinating group on March 3, 2020. DPS’s Division of Homeland Security and Emergency Management (“HSEM”) activated the State Emergency Operations Center on March 6, 2020.

MDH remains in close contact with federal, state, and local partners, and the Commissioner of Health recently convened a group of experts, including healthcare professionals (doctors, nurses, administrators, insurers), government partners (cities, counties, tribal nations), business and labor leaders, educators (child care, K-12, higher ed), public health experts, and authorities on long term care and Minnesota’s aging population. This cross-sector group provides guidance to the Commissioner on MDH’s strategies for responding to COVID-19.

As part of the response, MDH experts have been providing timely information and education to the public and stakeholders through up-to-date website information, regular press briefings, and calls for stakeholders such as schools, long-term care facilities, healthcare providers, and the business community. MDH’s COVID-19 website, with materials available in 16 languages, has been accessed by thousands of Minnesotans.

Local resources are inadequate to fully address the COVID-19 pandemic. We must continue to take this pandemic seriously, and there are sensible steps that Minnesotans and our state government can take to protect all Minnesotans by slowing the spread of COVID-19, prioritizing our healthcare resources, and safeguarding at-risk communities.

For these reasons, I declare a peacetime emergency in Minnesota and order as follows:

1. In consultation with federal, state, and local partners, tribal nations, relevant experts, and stakeholders, MDH will continue to lead the coordination of the State’s response to COVID-19.
2. HSEM will continue to assist MDH and coordinate support through the State Emergency Operations Center and in accordance with the Minnesota Emergency Operations Plan.

3. All state agencies, in cooperation with appropriate federal agencies, will work to support healthcare providers, tribal and local governments, and public health organizations as they respond to COVID-19.
4. The Minnesota National Guard will ensure that it is ready to assist as needed during this peacetime emergency.
5. In consultation with the Centers for Disease Control and Prevention, as well as public health, medical, and other experts, MDH will continue to provide guidance that is accessible and transparent to all Minnesotans, including guidance on how to best prevent and reduce community spread of COVID-19 within Minnesota and manage critical healthcare resources.
6. I encourage individual Minnesotans to help protect all Minnesotans by continuing their individual prevention efforts such as staying home when feeling sick, frequently washing their hands, and monitoring information about COVID-19.
7. I urge and advise Minnesotans to follow MDH guidance regarding hygiene, public gatherings, social distancing, and healthcare use. Minnesotans should regularly check MDH's COVID-19 webpage: <https://www.health.state.mn.us/diseases/coronavirus/>
8. As circumstances require, and pursuant to relevant law, I will issue orders and rules to protect public health and safety. All state agencies are directed to submit proposals for such orders and rules to my office.

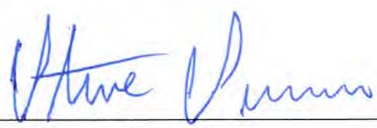
This Executive Order and declaration of peacetime emergency is effective immediately under Minnesota Statutes 2019, section 4.035, subdivision 2, and its duration is governed by Minnesota Statutes 2019, section 12.31, subdivision 2.

Signed on March 13, 2020.



Tim Walz
Governor

Filed According to Law:



Steve Simon
Secretary of State



Resolution No. 2020-50

CITY OF INVER GROVE HEIGHTS PROCLAMATION AND DECLARATION OF EMERGENCY

WHEREAS, the virus named “SARS-CoV-2,” which is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person, and which causes a disease named “coronavirus disease 2019”, commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death; and

WHEREAS, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of today there are thirty-five known cases of COVID-19 in Minnesota, including cases in Dakota County; 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 on 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, as of March 15, 2020 the World Health Organization Situation Report confirms a total of 153,517 cases of COVID-19 in over 135 countries, including 5,735 deaths; and as of March 16, 2020 a total of 54 cases of COVID-19 have been reported in Minnesota including at least two in Dakota County;

WHEREAS, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include cancelling or postponing in-person events that involve more than fifty people for eight weeks; and

WHEREAS, the City of Inver Grove Heights’ Emergency Management Team has been preparing for weeks, working diligently with local, state, and federal partners to maintain situational awareness and respond to COVID-19; and

WHEREAS, additional local cases will trigger a more aggressive public health response and are predicted to impact residents of Inver Grove Heights and those who work in or travel through the City; and the need for social distancing, school closings, and quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges; and

WHEREAS, the City Administrator and the Emergency Management Director find that this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

WHEREAS, the City Administrator and the Emergency Management Director find that traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19 and additional coordination and assistance on resources, and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City of Inver Grove Heights, and additional resources will be needed from Dakota County and state and federal sources.

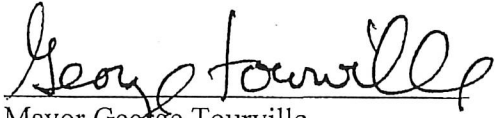
NOW, THEREFORE, MAYOR GEORGE TOURVILLE OF THE CITY OF INVER GROVE HEIGHTS DECLARES, REQUESTS, AND DIRECTS AS FOLLOWS:

1. Under the authority given by Minnesota Statutes, Section 12.29, declares that a local emergency exists within Inver Grove Heights, effective march 16, 2020, with all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12, and further proclaims that such emergency constitutes a declared emergency pursuant to Inver Grove Heights City Code Section 5-2-4.
2. Directs City Staff to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of Inver Grove Heights.
3. Directs all City departments and offices to operate and support the response to this incident, under the direction and coordination of the Emergency Management Director and Emergency Management Team, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained, and explicitly authorizes the partial or complete closing of City Hall and all other City buildings or facilities to the public in the best interests of the public health, safety, and welfare, as well as the health, safety, and welfare of City Staff at the direction of the City's Emergency Management Director or their designee.
4. Directs the City's Emergency Management Director and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Dakota County, the State of Minnesota, and the Federal government, as needed.
5. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the City Council, Planning Commission, and other advisory commissions of the City of Inver Grove Heights are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the City Council, Planning Commission, and other advisory commissions of the City shall be conducted by telephone or other electronic means, and hereby directs City Staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the City Council, Planning Commission, and other advisory commission to resume in-person meetings.
6. Requests that the City Council convene an emergency session at its earliest convenience to discuss the situation and this declaration. This emergency declaration shall continue for a period of three (3) days from its effective date of March 16, 2020, unless further extended by

or with the consent of the City Council pursuant to Minnesota Statutes, Section 12.29, subd. 1.

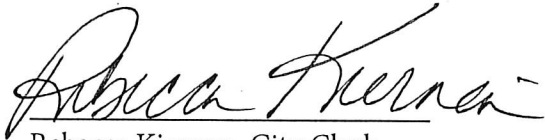
7. Orders that this declaration be given prompt and general publicity and that it be filed promptly by the City Clerk.

Dated this 16th day of March, 2020

A handwritten signature in cursive script, appearing to read "George Tourville".

Mayor George Tourville

ATTEST:

A handwritten signature in cursive script, appearing to read "Rebecca Kiernan".

Rebecca Kiernan, City Clerk

RESOLUTION NO. 2020-51

INVER GROVE HEIGHTS DAKOTA COUNTY, MINNESOTA

RESOLUTION CONSENTING TO MAYOR'S DECLARATION OF LOCAL EMERGENCY; EXTENDING THE PERIOD OF THE LOCAL EMERGENCY; AND AUTHORIZING CERTAIN ACTIONS

WHEREAS, on March 13, 2020, Governor Tim Walz, by way of Emergency Executive Order 20-01, declared a Peacetime State of Emergency to authorize and all necessary resources to be used in support of the COVID-19 response, effective immediately; and

WHEREAS, by that Proclamation and Declaration of Emergency dated March 16, 2020, Mayor George Tourville has declared that a local emergency exists due to the COVID-19 health pandemic; and

WHEREAS, the City Council finds that the current emergency situation threatens the health, safety, and welfare of the residents of the city and the greater community and further threatens the provision and delivery of City services as a result of the emergency; and

WHEREAS, the City Council of the City of Inver Grove Heights agrees with the mayor's findings, as stated on that Proclamation and Declaration of Emergency dated March 16, 2020 and attached hereto, and finds that the emergency will last for more than three days, therefore necessitating an extension of the emergency declaration.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

1. The City is confronted with a worldwide pandemic creating the threat of a disaster of major proportions, which jeopardizes the safety and welfare of the City's residents and employees and those in the greater community and which calls for immediate action and response by the City to protect the health, safety, and welfare of the City's residents and employees and the greater community and to ensure the continuity of the delivery of essential City services.
2. The City Council consents to the declaration of a local emergency and declares that the local emergency will continue in effect for a period of thirty (30) days from the date of adoption of this resolution or such earlier determination by the Inver Grove Heights City Council that the emergency no longer exists.
3. This resolution further extends the authorizations and approvals granted in the Proclamation and Declaration of Emergency, which is attached hereto and incorporated herein, for the duration of this declaration of local emergency.

4. This resolution further invokes the City's Emergency Operations Plan and Pandemic Response Plan for the duration of the emergency. The portions that are necessary for response to and recovery from the pandemic emergency are hereby authorized, including but not limited to all appropriate community containment and imitation strategies.
5. To the extent that state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the City Administrator, Emergency Management Director, and their designees are hereby authorized to suspend compliance with those law, policies, and procedures as authorized by Emergency Executive Order 20-01 and Minnesota Statutes, Sections 12.32 and 12.37, and to take those actions necessary to protect the public health, safety, and welfare.
6. The City Council agrees with the Mayor's determination that in-person meetings of the City Council, Planning Commission, and other commissions of the City of Inver Grove Heights are not practical or prudent due to the COVID-19 health pandemic, Emergency Executive Order 2020-01, and recommendations of the United States Center For Disease Control. The Council extends the authority to all city public bodies to conduct public meetings pursuant to and in compliance with Minnesota Statutes. Section 13D.021 until such time as the presiding officer of each body determines, in consultation with the City Administrator, that it is no longer impractical or imprudent for the respective public body to resume in-person meetings.
7. The City Clerk is authorized and directed to file and post notice of adoption of this resolution and any emergency regulations as authorized and required by State law or City Code.

Adopted by the City Council of the City of Inver Grove Heights this 17th day of March, 2020

Ayes:

Nays:

Signed:

Attest:

George Tourville, Mayor

Rebecca Kiernan, City Clerk

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

ORDINANCE NO. 1381

**AN EMERGENCY ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE
TITLE 1, CHAPTER 6, ARTICLE A, RELATED TO THE CITY'S PERSONNEL POLICY
AND TEMPORARILY AUTHORIZING THE CITY ADMINISTRATOR TO MODIFY THE
PROVISIONS AND ADMINISTRATION OF THE SAME FOR THE DURATION OF
THE EXISTING HEALTH PANDEMIC AND EMERGENCY SITUATION**

PREAMBLE

WHEREAS, the City Council of the City of Inver Grove Heights (Council) has adopted Resolution No. 2020-51, a Resolution Consenting to Mayor's Declaration of Local Emergency; Extending the Period of the Local Emergency; and Authorizing Certain Actions recognizing the existing health pandemic and emergency situation; and

WHEREAS, the Council recognizes that the existence of this emergency situation will impact City personnel in a variety of ways, and that in order to protect the health, safety, and welfare of its residents and employees and to respond to this unprecedented situation, adjustments to typical City operations, including employee work locations and schedules will need to be made; and

WHEREAS, the City's personnel policy, codified in Title 1, Chapter 6, Article A, of the Inver Grove Heights City Code, establishes policies related to municipal personnel administration for all employees of the city and addresses personnel matters including various forms of leave, leave accrual, leaves of absence, and the process for making changes to the operating hours of city hall and the work schedules of city employees; and

WHEREAS, federal and state officials have urged employers during this unprecedented health pandemic emergency to be flexible with respect to employee leave policies in order to accommodate employees who may be needed to take unanticipated leave, work from home, or otherwise have revised work schedules; and

WHEREAS, to amend the City's existing personnel policy typically requires an ordinance amendment followed by three readings and, upon adoption, an effective date five days after the date of publication of the ordinance amendment; and

WHEREAS, the typical process for ordinance amendments is deemed by the Council to not provide sufficient flexibility during the time of this emergency declaration, and the Council hereby seeks to provide authorization to the City Administrator, for the duration of the previously-declared health pandemic and emergency situation, to make such revisions to the City's Personnel Policy as he deems necessary and prudent,

without the need for adoption by the Council of an ordinance amending the applicable City Code Provisions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. The foregoing recitals of the preamble are incorporated herein by reference.

Section 2. The City Council hereby authorizes the City Administrator to temporarily modify the provisions and implementation of the City's Personnel Policy, as codified in City Code Title 1, Chapter 6, Article A, as the City Administrator finds necessary to ensure continuity of essential City service delivery, continued City operations, and management of personnel during such time as the existing health pandemic and emergency situation declared by the City Council pursuant to Resolution No. 2020-15 exists, including but not limited to modification of employee schedules and work locations, use and accrual of vacation, personal, sick childcare, and family and medical leave, and any other provisions within the City's Personnel Policy as may need to be temporarily altered in the discretion of the City Administrator.

Section 3. The Council, by a unanimous vote of the Council members present at the March 17, 2020 emergency meeting of the Inver Grove Heights City Council, declares that emergency action is appropriate with respect to the existing health pandemic and emergency situation, and pursuant to City Code Section 1-2-3(F) hereby adopts this Ordinance effective as of the date of its publication according to law.

Section 4. Pursuant to City Code Section 1-2-3(F), this Ordinance shall automatically be suspended and be of no further effect as of the date that the City Council, by resolution, deems that the existing health pandemic and emergency situation no longer exists.

Section 5. Pursuant to City Code Sections 1-2-5 and 1-2-6, this Ordinance is hereby deemed to be a special ordinance pursuant to and shall not be integrated into the existing Inver Grove Heights City Code.

Section 6. Pursuant to Minnesota Statutes, Section 412.191, subd. 4, the Council hereby finds that the summary of Ordinance No. 1831 as shown below clearly informs the public of the intent and effect of the Ordinance directs that only the title of this Ordinance and the summary, as shown below, be published.

**AN EMERGENCY ORDINANCE AMENDING INVER GROVE HEIGHTS
CITY CODE TITLE 1, CHAPTER 6, ARTICLE A, RELATED TO THE
CITY'S PERSONNEL POLICY AND TEMPORARILY AUTHORIZING
THE CITY ADMINISTRATOR TO MODIFY THE PROVISIONS AND
ADMINISTRATION OF THE SAME FOR THE DURATION OF THE
EXISTING HEALTH PANDEMIC AND EMERGENCY SITUATION**

On March 17, 2020, the City of Inver Grove Heights adopted Ordinance No. 1381 and pursuant to the terms of that Ordinance authorized summary publication of the ordinance. Ordinance No. 1381 authorizes the City Administrator to temporarily modify the provisions and implementation of the City's Personnel Policy, as codified in City Code Title 1, Chapter 6, Article A, as the City Administrator finds necessary to ensure continuity of essential City service delivery, continued City operations, and management of personnel during such time as the existing health pandemic and emergency situation declared by the City Council pursuant to Resolution No. 2020-15 exists, including but not limited to modification of employee schedules and work locations, use and accrual of vacation, personal, sick childcare, and family and medical leave, and any other provisions within the City's Personnel Policy as may need to be temporarily altered in the discretion of the City Administrator. A printed copy of the full text of Ordinance No. 1381 shall be available for inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Ave., Inver Grove Heights, MN 55077.

Passed by the City Council of the City of Inver Grove Heights by a vote of _____ on the 17th day of March, 2020.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Rebecca Kiernan, City Clerk