

**ELYSIAN CITY COUNCIL  
EMERGENCY MEETING  
MARCH 16, 2020**

The Elysian City Council met in Emergency Session on Monday, March 16, 2020 at City Hall at 5:30 pm.

Roll Call: Mayor Tom McBroom; Councilmembers Bobby Houlihan, Dennis Schnoor, and Bryan Suemnick (arrived at 5:33 pm); City Administrator Lorri Kopischke; Public Works Director Ron Greenwald; City Attorney Jason Moran. Absent: Councilmember Mary Opsahl.

Also present: Jason James, Fire Chief; Ann Traxler, Le Sueur County Emergency Management Director; Tammy Stewig, Le Sueur County Emergency Management Deputy Director.

Mayor McBroom explained this Emergency Meeting had been called to discuss staffing in response to the Coronavirus COVID-19. It is the City's responsibility to serve the citizens of Elysian. It is also the City's responsibility to protect their employees.

In an effort to ensure that employees remain healthy and are available to provide City services the following is recommended:

1. City Buildings and properties such as City Hall, the Tourism Center, and the City Shop will be closed to the public. Bill payments can be made via the drop box, postal service, Elysian Bank, or GovPay.net. If a personal contact is necessary, this can be scheduled by appointment.
2. City Hall will be staffed as possible. Administrative staff will be allowed to work from home when possible. A laptop for home use will be obtained as soon as possible.
3. Public Works will be required to perform essential job functions. They will also be required to be on-call and respond to emergency situations.
4. All full-time employees will continue to be paid for a 40-hour work week. They will not be required to draw down sick or vacation time if they do not work 40 hours on this schedule.
5. This will be re-evaluated at the April 13, 2020 City Council Regular Meeting.

Employees are asked to adhere to the recommendations of the Center for Disease Control (CDC) and Minnesota Department of Health (MDH) to include social distancing, frequent hand washing, cover coughs and sneezes with a tissue or your sleeve, avoid touching face, eyes, nose and mouth, stay home if sick, and clean and disinfect hard surfaces.

On motion by McBroom, seconded by Houlihan, all voting in favor, to close City buildings to the public, to continue to provide essential services with staffing as outlined above, to continue payroll at a rate of 40 hours per week, and to re-evaluate the situation at the April 13, 2020 City Council Meeting.

Ann Traxler, Le Sueur County Emergency Management Director, stated she believed the City is taking actions that are proactive and prudent with regard to COVID-19.

Fire Chief Jason James reported that Standard Operating Guidelines have been issued in response to the COVID-19 pandemic. The Fire Department has the necessary equipment to respond to medical calls that may result from COVID-19.

On motion by McBroom, seconded by Houlihan, all voting in favor, to adjourn the meeting at 5:45 pm.

Approved:

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Tom McBroom, Mayor

Attested:

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Lorri Kopischke, City Administrator