



CITY COUNCIL MEETING AGENDA  
TUESDAY JUNE 16, 2020

**CITY COUNCIL MEETING TIME: 6:30 PM**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. \*\*\*\*Consent Agenda\*\*\*\*  
All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.
  - a. Approval of City Council Minutes from the May 28, 2020 City Council Special Meeting.
  - b. Approval of City Council Minutes from the June 2, 2020 Regular City Council Meeting.
  - c. Approval of Accounts Payable; Checks Numbered 19671-19702.
5. Set Agenda – Anyone Not on the Agenda can be Placed Under Open/Misc.
6. Reports of Boards and Committees by Council and Staff.
7. West Hennepin Public Safety – Director Gary Kroells: Presentation of the May 2020 Activity Report.
8. National League of Cities (NLC) Service Line Warranty Program.
  - a. **RESOLUTION 20-0616-01:** Authorizing City to Enter into a Marketing Agreement Offering the Program to Residents.
9. Review and Approve Covid-19 Preparedness Plan in Accordance with Executive Order 20-48.
10. Open/Misc.
11. Adjourn.

MINUTES OF A SPECIAL SESSION OF THE  
INDEPENDENCE CITY COUNCIL  
THURSDAY, MAY 28, 2020 AT 7:00 AM

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a special session of the Independence City Council was called to order by Mayor Johnson at 7:00 a.m. via Zoom video.

2. ROLL CALL

PRESENT: Mayor Johnson, Councilors Betts, McCoy, Grotting and Spencer.

ABSENT: None

STAFF: Administrative to Administrator Horner, City Administrator Kaltsas, Public Works Director Bode

VISITORS: WHPS Chief Kroells, Susan and Bruce from BKV

3. CITY HALL PROJECT UPDATE

- a. Discussion and presentation of the updated City Hall Project Drawings.

Kaltsas introduced the architect team to discuss the design and development drawings. Susan outlined the site design revisions including building changes and materials proposed. Betts asked if there would be a coat rack and if it would be rolling or permanent. Susan suggested a rolling rack. Johnson asked how many seats are in the community room area. Susan said it is currently set up with 130 but could hold more.

Johnson asked if the conference room was glass on two sides. Susan said that was correct and it lets in daylight from across the room. She said there is the opportunity to put etching on the glass if that was desired. Johnson said that could also be used as overflow seating. Susan said the lobby B would serve well as space for overflow seating.

McCoy asked if there was a need to increase square footage of the equipment room or re-locate it. Susan explained there would be a separate space carved out for the AV equipment.

McCoy asked if the glass in the community room was one-way. Bruce said one-way was tough on exteriors. McCoy wondered about security if it was clear glass. Kaltsas noted the building would be gated on the sides so it impedes traffic going to the back. Bruce said 3M makes a film that provides a higher level of security.

Susan outlined different options for the Council niche. Betts, Johnson, McCoy and Grotting stated they preferred option 1. Johnson asked if there would be screens for Council. Susan said they are exploring different screen options and that is detail that will be examined at the next level. Kaltsas said we want good solutions so Council can get better viewing. Bruce mentioned more cities are going paperless, maybe we could put in built-in-computers for each councilmember

Betts said she doesn't think the current block on the exterior doesn't look bad. Johnson agreed. Betts noted she did not like the wood look at all and asked about painting over the current stucco. Susan suggested they could bring the stone all the way up from the bottom as a possibility. Betts said she thought that would be a better option. McCoy said he did not like the weathered wood look either. Susan said she felt it would be a missed opportunity if we did not do a facelift on the outside now.

Spencer agreed with Susan and said he echoes her thoughts and wants a fresh look. He said painted block is also high maintenance. Spencer said he prefers wood. McCoy noted he was not against wood but does not like weathered look. Grotting noted these designers are the experts and if Council gets too involved it may not be as an aesthetic look as they are hoping. He noted block is high maintenance. Kaltsas said we can work towards a balance.

Susan and Bruce noted the timeline to start construction is early fall. They will come back with some more options on the exterior but need to meet deadlines as well in order to get the project going.

4. OX YOKE ASSEMBLY PERMIT

- a. Review and consider Assembly Permit to allow Ox Yoke outdoor seating for dining.

Kaltsas outlined Ox Yoke’s plan for outside seating. Johnson said it is a good idea and allows the restaurant to serve people. Grotting said the plan looks great.

**Motion by Grotting, second by Betts to approve the Assembly Permit for Ox Yoke to allow outdoor seating for dining. Ayes: Johnson, Betts, Spencer, Grotting and McCoy. Absent: None. Nays: None. MOTION DECLARED CARRIED.**

8. ADJOURN

**Motion by Betts, second by McCoy to adjourn the Special Session of the City Council at 8:48 a.m. Ayes: Johnson, Betts, Spencer, Grotting and McCoy. Absent: None. Nays: None. MOTION DECLARED CARRIED.**

Respectfully submitted,

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Trish Gronstal, Recording Secretary

MINUTES OF A REGULAR MEETING OF THE  
INDEPENDENCE CITY COUNCIL  
TUESDAY, JUNE 2, 2020 –6:30 P.M.

1. CALL TO ORDER.

Pursuant to due call and notice thereof, a regular meeting of the Independence City Council was called to order by Mayor Johnson at 6:30 p.m. via zoom video call.

3. PLEDGE OF ALLEGIANCE.

Mayor Johnson led the group in the Pledge of Allegiance.

2. ROLL CALL

PRESENT: Mayor Johnson, Councilors Betts, Grotting, McCoy and Spencer

ABSENT: None

STAFF: City Administrator Kaltsas, Assistant to Administrator Horner, City Attorney Vose, Public Works Supervisor Bode

VISITORS: WHPS Chief Kroells

3. \*\*\*\*Consent Agenda\*\*\*\*

All items listed under Consent Agenda are considered to be routine by Council and will be acted on by one motion. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- a. Approval of City Council Minutes from the May 19, 2020 Regular City Council Meeting.
- b. Approval of Accounts Payable; Checks Numbered 19646-19670.

Johnson said the minutes should read 'south' instead of 'north' of Pagenkopf. Also, east of Valley Rd.

**Motion by Betts, second by McCoy to approve the Consent Agenda with the noted changes on the May 19<sup>th</sup> minutes. Ayes: Johnson, Betts, McCoy, Spencer and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

4. SET AGENDA – ANYONE NOT ON THE AGENDA CAN BE PLACED UNDER OPEN/MISC.

5. REPORTS OF BOARDS AND COMMITTEES BY COUNCIL AND STAFF

**Spencer attended the following meetings:**

- Special City Council Session

**Grotting attended the following meetings:**

- Special City Council Session

**McCoy attended the following meetings:**

- Special City Council Session

- Memorial Day Service

**Betts attended the following meetings:**

- Special City Council Session
- Endorsement Meeting

**Johnson attended the following meetings:**

**(all meetings were via zoom)**

- Endorsement Meeting
- Orono Virtual Scholarships Awards
- Metropolitan Council Meeting
- EENR Conference Call for National League of Cities
- Delano Memorial Day Celebration
- NLC Legislative Call
- Haven Homes Advisory Committee Meeting
- Senior Community Services Meeting

**Horner attended the following meetings:**

- Online Elections Training

**Kaltsas attended the following meetings:**

6. **LIQUOR LICENSE REIMBURSEMENT CONSIDERATION.**

Kaltsas said the City Council recently discussed the possibility of reimbursing a portion of the City's annual liquor license fees to our local businesses as a way to offset some of the lost sale opportunities associated with the COVID-19 pandemic and the State of Minnesota closing orders. The three (3) liquor licenses issued in the City are as follows:

- Ox Yoke Inn  
License for: Off Sale, On Sale and Sunday License  
**Total Fee Paid \$5,800**
- Pioneer Creek Golf LLC  
License for: On Sale and Sunday License  
**Total Fee Paid \$5,700**
- Windsong Farm Golf Club LLC  
License for: Off Sale, On Sale and Sunday License  
**Total Fee Paid \$5,800**

The City looked at offering a prorated reimbursement amount based on the time that the executive order was in place and restricting the establishments ability to operate. Rather than considering a prorated amount for each business, it is recommended that the City consider a flat rate that would be equal for all three businesses. A \$1,000 refund of fees would be close to the prorated amount and easy to redistribute to the businesses.

Staff is seeking City Council direction relating to the possibility of providing a liquor license refund to our local businesses.

Johnson stated he thought this would be a good idea as these establishments have had a rough time. Betts said it was a great idea and Spencer agreed.

**Motion by Johnson, second by Betts to approve \$1,000 reimbursement to each 3 liquor establishments. Ayes: Johnson, Betts, McCoy, Spencer and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

7. PROCLAMATION HONORING HENNEPIN COUNTY NATURAL RESOURCES SPECIALIST DAVID THILL.

Johnson stated Thill's proclamation looked good.

**Motion by Betts, second by McCoy to approve the Proclamation honoring Hennepin County Natural Resources Specialist David Thill. Ayes: Johnson, Betts, McCoy, Spencer and Grotting. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

8. MISCELLANEOUS ADMINISTRATION UPDATES

Kaltsas noted through the grant award Horner applied for the City will receive 6 bike racks and 3 hand washing stations.

Kaltsas said at the next meeting the NLC Sewer Line insurance program will be discussed and up for approval.

Kaltsas said the street overlay program is set to being next week and there will be no custom shouldering. Johnson said he had a call from a resident on Brei Kessel who said he had not gotten a return call from the city about the overlay project. Bode stated he has spoken with the resident.

Kaltsas said Lake Independence is at a slow no wake according to the old level. DNR enforcement division now handles this. Medina has said nothing about this.

Kaltsas stated that Staff met with BKV architects again on the remodel and will get a few more ideas out to Council for exterior options.

Kaltsas said upcoming on Planning Commission Meetings will include looking at the zoning ordinance definitions again.

Kaltsas said the City will not be having any AB balloting.

Kaltsas noted that he and Gary attended a bi-weekly Hwy 12/92 realignment meeting. He said there is some movement on their end to take off the driveways as discussed. There is some legality on how they can spend their funds. Shared driveways.

Spencer asked about the Extratyme tower. Kaltsas noted they are working on footing design and have been tweaking the location. He said they should have it done within 24 hours. Kroells noted the civil unrest due to the recent events and said the police are here to protect and defend our community. He said the Lake Minnetonka regions together had 53 officers working, with 25-30 assigned to quick action response. He thanked public works for their cooperation. Kroells said they could not drive downtown over the weekend to take the arrested to jail, so they spent the night in Brooklyn Park's jail. He then talked about a defense attorney in Independence who is representing the officer, so there could be threats on his house and the police will be preparing for that and any other threats to safety. Kroells noted it is 17 major cities is where this rioting is occurring, and they are heavily funded. Grotting asked about security plans in the building renovation. Kroells stated having the gates will be good but glass buildings are always a concern.

9. OPEN/ MISC.

10. ADJOURN.

**Motion by Spencer, second by Grotting to adjourn at 7:15 p.m. Ayes: Johnson, Betts, Grotting, Spencer and McCoy. Nays: None. Absent: None. Abstain. None. MOTION DECLARED CARRIED.**

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Respectfully Submitted,  
Trish Gronstal/ Recording Secretary



Date: June 8, 2020  
To: Public Safety Commissioners  
City of Independence Council Members  
City of Maple Plain Council Members  
From: Director Gary Kroells *G. Kroells*  
SUBJECT: MAY 2020 ACTIVITY REPORT

The purpose of this report is to give the reader a quick overview of the activities of the Public Safety Department each month. It also compares monthly and year-to-date information to the reader.

The report is broken down into five categories, as defined by the Criminal Justice Reporting System.

CRIMINAL-- Criminal is broken down into Part I and Part II crimes.

Part I includes crimes against persons versus crimes against property; criminal homicide, forcible rape, robbery assault, aggravated assault, burglary -breaking or entering, larceny-theft, larceny analysis, motor vehicle theft and arson.

Part II includes other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property, buying, receiving, possession; vandalism, weapons, carrying, possessing, etc.; prostitution and commercialized vice, sex offenses; drug abuse violations, gambling, offenses against the family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, vagrancy, all other offenses, suspicion, curfew and loitering laws - persons under 18; and runaways - persons under 18.

TRAFFIC-- Includes violations of the road and driving laws.

PART III-- Lost and Found: Includes lost and found persons, animals, and property, and stalled and abandoned vehicles.

PART IV-- Casualties: Includes all motor vehicle accidents, boating, and snowmobile; public home occupational accidents, fires, suicides, sudden deaths, burning permits, and burning violations.

PART V-- Miscellaneous Public: Includes open doors, gun permit applications, suspicious activities, animal complaints, motorist assists, alarm calls, parking complaints, house checks, driving complaints, civil matters, family disputes, department assists.

The balance of the report shows the total number of incidents handled, miles driven and how the Public Safety Department received calls. If anyone should desire more detailed statistical data, please contact my office.

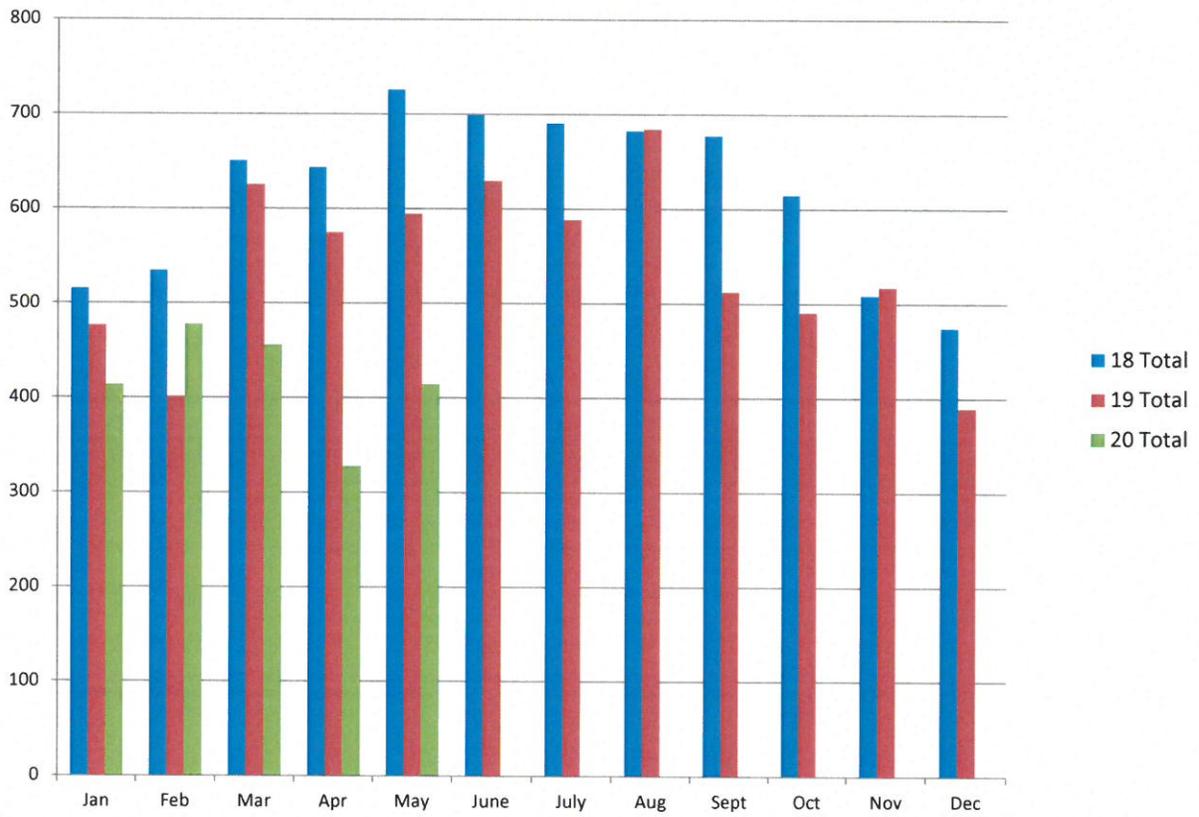
**May 2020 Criminal Part I & II**  
**City of Independence Grid #'s 3-5**

<u>AGN</u>	<u>ICR</u>	<u>Title</u>	<u>Grid #</u>	<u>Reported Date</u>	<u>MOC range</u>
WHPS	20001702	Drugs - Possess Small Amount of Marijuana	3	5/2/2020	DA540
WHPS	20001713	4 cited Loud Music / Minor Consume / Possess Alcohol Under 21 / Drugs - Possess Small Amount of Marijuana / Drugs-Paraphernalia Possession / Park after Hours	3	5/4/2020	DC500
WHPS	20001766	Theft of Gas	3	5/7/2020	VN119
WHPS	20001888	Stolen Checks in Possession/ Theft - Take Use Transfer Movable Property - No Consent	5	5/18/2020	U1743
WHPS	20001901	Stolen License Plate Tabs	3	5/19/2020	T0159
WHPS	20002044	Theft of Property	3	5/29/2020	T0020

**May 2020 Criminal Part I & II**  
**City of Maple Plain Grid # 1-2**

<u>AGN</u>	<u>ICR</u>	<u>Title</u>	<u>Grid #</u>	<u>Reported Date</u>	<u>MOC range</u>
WHPS	20001697	4th Degree DWI	2	JG500	JG500
WHPS	20001707	Trespassing / Harassment	1	P3319	P3319
WHPS	20001710	Theft of Property	1	Q329G	Q329G
WHPS	20001722	Theft From Auto	1	TW151	TW151
WHPS	20001735	Theft From Auto	1	TW151	TW151
WHPS	20001762	Juvenile Runaway	2	M5350	M5350
WHPS	20001782	3rd Degree DWI	1	JFW01	JFW01
WHPS	20001921	Burglary	2	TM021	TM021
WHPS	20001999	Burglary	1	B0494	B0494
WHPS	20002000	Storage Locker Property Damage	1	P3119	P3119
WHPS	20002047	Property Damage	1	P3119	P3119
WHPS	20002054	Misdemeanor Domestic Assault / Gross Misdemeanor Domestic Assault - Subsequent Violation	1	AL302	AL302

### THREE YEAR COMPARISON OF POLICE CALLS FOR SERVICE & ACTIVITY



**Monthly Activity Report**  
**May 2020**

<b>Offense</b>	<b>This Month</b>	<b>Same Month Last Year</b>	<b>This Year To Date</b>	<b>Last Year To Date</b>
<b>City Of Independence</b>				
Criminal	6	11	43	34
Traffic	97	145	468	726
Part III	5	14	38	42
Part IV	24	35	140	214
Part V	128	134	575	618
<b>Total City of Independence</b>	<b>260</b>	<b>339</b>	<b>1,264</b>	<b>1,634</b>
<b>City Of Maple Plain</b>				
Criminal	12	8	29	24
Traffic	43	85	290	280
Part III	1	4	28	19
Part IV	13	20	81	93
Part V	53	100	285	427
<b>Total City Of Maple Plain</b>	<b>122</b>	<b>217</b>	<b>713</b>	<b>843</b>
<b>Grand Total Both Cities</b>				
	<b>382</b>	<b>556</b>	<b>1,977</b>	<b>2,477</b>
TZD	0	20	22	113
Agency Assists	33	19	92	85
<b>Total ICR Reports</b>	<b>415</b>	<b>595</b>	<b>2,091</b>	<b>2,675</b>
<b>How Received</b>				
Fax	4	10	45	48
In Person	9	29	88	143
Mail	0	1	2	5
Other	3	2	9	10
Phone	38	41	152	193
Radio	172	180	754	803
Visual	157	290	876	1,325
Email	25	4	81	30
Lobby Walk In	7	38	84	118
<b>Total</b>	<b>415</b>	<b>595</b>	<b>2,091</b>	<b>2,675</b>

# DIRECTOR'S NEWS & NOTES

## WEST HENNEPIN PUBLIC SAFETY

May 2020 Activity Report

### Year to Date Activity Report

At the end of May 31, 2020 West Hennepin Public Safety (WHPS) handled year-to-date a total 12,091 incident complaints. For the month of May, 260 incidents were in the city of Independence and 122 in the city of Maple Plain.

The Criminal Part I and Part II cases for both cities have been highlighted for your review on the attached documents.

### Recent Highlighted Cases:

#### Threat

May 1

1500 Block Howard Ave, Maple Plain. Female reported last weekend unwanted and threatening messages were received from a male. The female told the male to stop, he did and then again started sending messages. Officer contacted the male who was told to stop, no further contact. At 3:05 a.m. the male sent another message. Officer called, advised him if he continues sending messages he would be charged with Harassing Communications.

#### Wire Arcing

May 2

3100 block CR 90, Independence. Caller reported a black SUV pulling a black utility trailer with a tree strapped upright in the trailer, tall enough to hit power lines, struck the wire that crosses over CR 90 in the 3100 block of CR 90. The struck wire popped the transformer which created an electrical outage. Witness observed the vehicle continue south on CR 90 and the vehicle was driven in the other lane of the road possibly trying to avoid power lines. Motorist provided a picture of the truck and trailer and case under investigation.

#### Disturbance

May 2

3600 block CR 90, Independence. Caller reported a possible domestic/disturbance in area. Officers responded and were directed to the source of yelling. Officer contact with the female who was corralling chickens that got out of their pen and were near the Hwy. She was yelling at them to get them back in their pen. Caller was advised of Officer findings.

#### Trespassing/Harassment

May 3

5:12 a.m. 5000 block Main Street, Maple Plain. Reported an unwanted person, wearing an all-black jumpsuit with the hood over the head, was on private property and attempting to remove property. Jessica Lyn Schellenberg, 37 was found leaving the property. Schellenberg was arrested and transported to Henn Co Jail, charges pending for Trespassing and for Stalking / Harassment.

## Loud Music / Minor Consumption

May 4 1:22 a.m. Pioneer Creek Community Park. Officer responded to loud music complaint coming from a vehicle in the park after-hours. Contact with the persons detected the odor of alcohol and marijuana. A vehicle search found a small amount of marijuana, an open container of alcohol, and drug paraphernalia, all were seized as evidence. 17-year-old male driver from Loretto was cited for Driver Allowing Open Container and In Park After Hours. Passengers: Gisela Castro Medina, 18 from Loretto Cited for Minor Consumption and In Park After Hours; Andrew Jeffery Giese 19 from Loretto was Cited for Minor Possession of Alcohol, Possession of Drug Paraphernalia, Possession of Small Amount of Marijuana, and In Park After Hours and 16-year-old female from Duluth was Cited for Minor Consumption, Curfew Violation, and In Park After Hours. Parents of the juveniles were called and notified of Officer findings.

## Thefts from Auto

May 4 1500 block Baker Park Rd, Maple Plain. Reported theft from two trucks parked on a construction site. Victim1 discovered \$440.00 in cash, his bank debit card and a Credit Card from Capitol One were missing from his wallet that had been left in his vehicles center console. Victim1 had received a text message from Capitol One of an attempted purchase from Target for \$618.00 which he replied he did not initiate. Victim2 reported someone had stolen three credit cards from his truck. Victim's bank had called stating there was a suspicious charge. The transaction was stopped, and he was advised there was another charge pending. Both Victims reported to [www.ftc.gov](http://www.ftc.gov) the fraud and identity theft and both banks stopped all fraudulent transactions. Case is under investigation and suspect was identified from surveillance video. Suspect has numerous similar thefts in the metro area with charges pending.

## Crash

May 6 Hwy 12/ CR 92N, Independence. Veh1 was stopped on County Road 92 N to turn w/b on Hwy 12. Driver of Veh1 could not see traffic and moved forward to see the traffic on Hwy 12 and then stopped. Driver of Vehicle 2 rear-ended Veh1 as she thought Veh1 was going to go w/b on Hwy. 12. Minor damage to vehicles.

## Suspicious Persons

May 6 6200 block CR 11, Independence. Property owner stated 2 people with a Pitbull were on her mother's property and no one is to be there. Officers located Nathaniel Lawrence Matten 29 from Maple Plain on the property who had a Felony Warrant for a Probation Violation out of McLeod County and a warrant out of Wright County. Officers transported Matten to jail and the female party was advised to leave.

## Crash / Personal Injury

May 6 5:46 p.m. Hwy 12 / CR 90, Independence for a personal injury crash involving a bicycle rider. Preliminary investigation found the 55-year-old female from Plymouth had been riding her bicycle north on CR 90 and attempted to cross highway 12 without stopping and yielding to a westbound vehicle traveling on highway 12. The driver, 29-year-old female from Delano stated the bicyclist unexpectedly crossed in front of her vehicle and she was unable to avoid striking the bicyclist. Driver stopped at the scene to render aid and call 911. The bicyclist was unconscious, with serious injuries and was air lifted to the hospital by North Memorial Air Care.

## Domestic

May 6 6:18 p.m. 8000 block CR 6, Independence. Caller reported a male and female were arguing near a black van with a loud muffler in the church parking lot. The male was grabbing tools from the van. The female sped off in the van, and the passenger door almost clipped the male. The male left walking n/b on Co Rd 92. The male was not located nor the van.

## Theft

May 7 1400 block CR 90, Independence. Business reported theft of gas from a boat. Employees arrived to go to work at a business next door and the suspects left in a hurry, leaving tools behind. Case under investigation.

## Suspicious Act

May 8 12:28 a.m. Pioneer Creek Community Park, Independence. Routine check of the park located a vehicle stopped along the driving lane. Two males were identified. The park was checked for damage, none was found. They were warned the park was closed and they left.

## Intoxication

May 8 12:41 p.m. 3675 Ihduhapi Trail, Independence. Vinland Center reported a client arrived to participate in their program and he was intoxicated. The male submitted a PBT for staff which resulted in .367. Vinland made other arrangements for him.

## 3<sup>rd</sup> Degree DWI

May 8 1:28 p.m. 5000 block Hwy 12, Maple Plain. Reported an intoxicated female had left the liquor store in her vehicle. Stephanie Jo Pounder, 56 of Maple Plain was located and provided a breath sample which resulted in .16 breath alcohol concentration. Pounder was arrested for 3<sup>rd</sup> Degree DWI and the vehicle is pending vehicle forfeiture.

## Welfare Check

May 8 1500 block Howard Ave. Maple Plain. Male called dispatch saying, 'he is at his wits end'. Officer found the male could not access his phone because his finger ID was not being recognized by the phone and he thought dispatch could connect him to T-Mobile. No issues were found.

## Fall

May 8 5700 block Main Street, Maple Plain. Male reported he had fallen in his living room and believed his hurt hip was broken. Ridgeview Ambulance EMS arrived and transported him to the hospital

## Medical

May 9 6700 block Fogelman Rd, Independence. Reported a male was bucked off a new horse and injured his shoulder. He denied transport to the hospital and would drive himself if his pain continues.

## Damage to Property

May 9 1500 block Howard Ave Maple Plain. Resident reported someone removed a bolt for the hydraulic arm that assists the secure door in opening and closing. Resident had called maintenance to repair. Resident observed suspicious people in the parking lot the previous night around 2 a.m. and wanted extra patrol from the police.

#### Pain

May 10 9200 block CR 6, Independence. 17-year-old female from Bemidji was bucked off a horse and kicked her while she was on the ground. Female landed face down which caused a bloody nose and right hip/lower back injuries. Officer rendered care to the female, along with Delano Fire and North Memorial EMS. Female was transported by North Ambulance to the hospital.

#### Pain

May 10 5800 block Main St, Maple Plain. Dispatched for a 45-year-old male who had fallen down his stairs and was having pain. Officers found the male was walking, talking, and complaining of rib pain. The male was having trouble breathing and wanted to go to Buffalo Hospital. North Memorial EMS arrived and took over primary care of the male.

#### Welfare Check

May 10 3400 block Ihduhapi Trail, Independence. Dispatched for a male who said he had been sleeping in the woods and needed a ride home. Vinland Center confirmed the male was a resident and had just left the Vinland Center. The male was not court ordered to Vinland and could leave. Officer located the male at the YMCA camp and gave him a ride to the bus stop in Wayzata.

#### Litter / Dumping

May 11 1400 block Pioneer Creek Rd, Independence. Caller reported on Earth Day, which is April 22, he and some family members go around picking up trash from the surrounding area ditches. Four transmissions were found in the ditch. Unknown who had dumped them. Independence PW was notified to pick up the transmissions.

#### Personal Injury Crash

May 13 Hwy 12 / Boundary Rd, Maple Plain. Dispatched for a vehicle that had rolled over and the driver was pinned inside. Upon arrival found the 54-year-old female driver from Delano had been assisted by MP Fire Dept. in exiting her vehicle. The driver complained of chest pains as her air bags had deployed. North Memorial EMS transported the female to the hospital.

#### Suspicious Act

May 13 1700 block CR 90, Independence. Dispatched for a male stumbling around on County 90 near Highway 12. Officer located Robert Joseph Smith, 42 from Duluth sitting in the back of a friend's car. Smith's friend said he was drunk, and she was done dealing with him. Smith submitted a PBT breath sample which resulted in .28. Smith had two Roseau Co Warrants. Smith was transported to HCMC Special Care unit for an intoxication evaluation.

#### Warrant Pickup

May 13 2000 block CR 90, Independence. Jonathan James Juneau, 29 of Maple Plain was arrested for two McLeod Felony Warrants. Officer took Juneau into custody and transported him to the city of Watertown. Juneau was released to the McLeod Co Sheriff's Office Deputy.

#### Found Property

May 13 1700 block Budd Ave Maple Plain. A cell phone was found at Veterans Memorial Park. The owner was identified and delivered to the resident who advised one of his kids lost the phone at the park.

### Illegal Dumping

May 14 CR 90 / Drake Dr, Independence. Reported someone has been illegally dumping dead carp in the ditch on County Road 90 and Drake Drive.

### Help / Unknown Problem

May 15 10:00 p.m. CR 90 / Waldemar Way Independence. Caller reported hearing someone yell for help in area of Co 90 and Fogelman Rd. Officer located a female walking in the area who stated she had an argument with her boyfriend so she pulled over and left her boyfriend in the vehicle. Officer located the vehicle and boyfriend parked in the Waldemar cul-de-sac. Both denied a physical altercation as it was a verbal argument only. Female had a revoked driver's license and was cited for Driving after Revocation. Boyfriend was released to a friend.

### Medical

May 17 8:20 p.m. 5500 block Bryant Street, Maple Plain. A 93-year-old woman had fallen earlier in the day and now felt she had a broken hip. Female was transported to the hospital by ambulance.

### Disturbance

May 17 3675 Ihduhapi Trail, Independence. Vinland Center. A client stated staff was disrespectful to him, so he became mad and refused to leave the staff office. Vinland allowed the client to stay in his room and follow the rules for the night.

### Warrant Arrest

May 18 3675 Ihduhapi Trail, Independence. Department of Corrections, Probation Officer reported a client at Vinland Center had a Felony Warrant for a Parole Release Violation. Adrian Daniel Staples, 42 of Cass Lake was taken into custody and transported to Henn Co Jail.

### Recovered Stolen Property

May 18 2:40 p.m. County Line Rd / Hwy 12, Independence. Officer stopped a vehicle with no front plate, windshield was smashed and obstructing driver's vision. Driver Gregory John Larsin, 30 from Rockford was in possession of stolen property and stolen checks, from multiple locations in Wright County. A search warrant was obtained for his residence and multiple cases of stolen property was located inside. Larsin was arrested, transported, and booked into Henn Co Jail for Felony Theft.

### Wire Down

May 19 Sunset Ln/ Lake Sarah Heights, Independence Reported an overhead utility line was struck by a truck, the line snapped and was down blocking the road. Officer located the truck further down the road. His trailer had snagged another line, and he stopped before it broke. Wright Hennepin Electric assisted in lifting the line up high enough to get the truck backed out of the area. Unknown why the lines are hung so low. The roadway is passable for cars and pickups but not trucks. Mediacom was notified and responded to fix their downed line.

## Burglary

May 20 5200 block Bryantwood Dr Maple Plain. Resident reported on May 19<sup>th</sup> he left his apartment, forget to lock the door and someone entered and took his backpack. Money and credit cards were missing. No signs of forced entry were found. Case under investigation.

## Damage to Property

May 21 Lake Haughey / Robina Lake Wildlife Management, Independence. Caller reported he pulled into the parking lot of the Lake Robina Wildlife Management and a black dog jumped on the side of his vehicle and scratched the driver's door. The animal owner was working nearby and refused to give Caller his name or deal with the damage. Officer located and identified the animal owner and provided the Caller with the information.

## Road Obstruction

May 21 4600 block S Lake Sarah Dr, Independence. A pile of landscaping rocks for constructing a retaining wall were placed on the road in front of a residence. Homeowner was contacted to remove the rocks; they could not be placed in the roadway as they are a road hazard even with the cones by them.

## Medical

May 22 Vinland Center 3675 Ihduhapi Trail, Independence. A client was possibly in a manic state, wrote a letter talking about veterans, military, FBI intelligence and was making staff uncomfortable. Officer located the client in his room. There were no specific threats to harm himself or others and he was not causing issues. Client would be discharged later in the day

## Shots Heard

May 23 1200 block CR 19, Independence. Call received of shots heard. An officer located where the shots were coming from. The homeowner was identified, and he was shooting safely and legally on his property.

## Storage Locker Burglary

May 27 11:23 a.m., 5300 block Pioneer Creek Dr, Maple Plain. A storage locker renter reported his locker had been broken into. He searched the locker and noticed nothing was missing. He was told to let police know if he does learn of anything unique or identifiable that is missing.

## Theft

May 29 9:24 a.m., 3500 Independence Rd, Independence. A large rototiller and a large brush hog were reported stolen from a resident's pole shed. Each has an approximate value of \$1,000. Evidence was collected. The case is under investigation.

## Theft/Burglary

May 29 1:58 p.m., 5500 block Pioneer Creek Dr, Maple Plain. A RV trailer and a boat were broken into and damaged. A cloth bag with some cleaning supplies and a fire extinguisher had been removed from the boat and found outside the RV trailer. The RV trailer was completely ransacked inside but nothing was taken. Approximate damage to the boat is \$500 and the RV trailer is \$1,000. Evidence was collected and the case forwarded to investigations.

Medical

May 29

6:35 p.m., 7900 block Pioneer Creek Rd, Independence. A female fell off her horse and hit her head. She was not wearing a helmet at the time and did not have any other injuries. North Ambulance arrived and evaluated her.

Domestic

May 29

9:50 p.m., 5000 block Main St, Maple Plain. Officers were dispatched to a residence for a domestic assault that had just occurred. As officers arrived the suspect had fled on foot into the woods. A K-9 unit assisted in the search. The suspect was eventually located, arrested, and booked on domestic assault charges

Found Military Ordnance

May 30

4:44 p.m., 3000 block Lake Sarah Rd, Independence. A resident found a live grenade on a relative's property. He removed it from the shed and placed it in a safe location away from people and buildings. Minneapolis Police Department's bomb squad responded and took custody of the device.

138 contacts of citations, verbal and written warnings were issued for traffic and equipment violations  
4 citation for 'hands-free'



June 5, 2020

**TO:** Mayor and City Council  
**FROM:** Trish Gronstal  
**RE:** National League of Cities (NLC) Service Line Pram

**RECOMMENDATION:** It is recommended that the City Council authorize the City Administrator, or their designee, to enter into the Royalty Marketing agreement with Utility Service Partners, Inc. (USP) for an initial term of three (3) years, subject to City Attorney review with an additional (1) year renewal.

**BACKGROUND:** The National League of Cities (NLC) Service Line Warranty Program, offered by Utility Service Partners, a HomeServe Company, was conceived in partnership with the National League of Cities to educate property owners about their service line responsibilities and to help residents avoid the out-of-pocket expense for unanticipated and potentially costly service line repairs and replacements. Our program, the only one of its kind endorsed by the NLC and members of the League of Minnesota Cities Business Leadership Council, will help the City of Independence to achieve its goals by:

- Providing homeowners affordable protection against significant and unexpected costs to remedy leaking/broken/ clogged water lines, sewer lines, and in-home plumbing lines
- Ensuring the delivery of timely, high-quality repair services in adherence to all applicable codes
- Providing exemplary service that reflects positively on the City
- The program generates an ongoing, sustainable source of revenue for the City and stimulates the local economy by using fully vetted local area contractors to complete the repairs.
- The City will receive a royalty of \$0.50 per product per month for the duration of the program.

**COVERAGE:** NLC Service Line Warranty Program offers three complete and separate voluntary programs. There is never a service fee/deductible or annual or lifetime limit. Residents can cancel the warranties at any time.

**Exterior Water Service Line:** Includes service to locate, excavate and repair/replace a leaking exterior water service line. Covered repairs include, but are not limited to leaks, breaks, corrosion, blockages, root intrusion, and other types of damage (such as from freezing) that impair or limit the intended function of the system. Includes thawing of frozen water lines. Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

**Exterior Sewer Service Line:** Includes services to locate, excavate and repair/replace a leaking exterior sewer service line. Covered repairs include, but are not limited to leaks, breaks, corrosion, blockages

(due to fats, oils and grease), root intrusion, and other types of damage (such as from freezing) that impair or limit the intended function of the system. Includes restoration of ground surface features after excavation for service line repair, including filling, raking, reseeding, reinstallation of existing soft landscaping and shrubbery, and patching of paved surfaces.

**Internal Plumbing and Drainage:** Coverage includes the emergency breakdown costs of repairing or replacing interior water, sewer, and drainage pipe materials, valves and other plumbing-related material, including unblocking, repair and replacement. Repair of clogged toilets.

Product	Monthly	Annual Coverage Limit	Annual Service Calls/Per Call Coverage	Royalty for the City
External Water Line	\$5.75	Unlimited	Unlimited Calls \$8,500 Per Call	\$0.50 per contract per month
External Sewer Line	\$7.75	Unlimited	Unlimited Calls \$8,500 Per Call	\$0.50 per contract per month
In-Home Plumbing	\$9.99	Unlimited	Unlimited Calls \$3,000 Per Call	\$0.50 per contract per month

**IMPLEMENTATION:** The NLC Service Line Program will utilize the City logo to brand the materials used to educate City customers about our repair service plans. Program marketing literature clearly discloses that the Program and the City are separate entities and that the program is voluntary for residents. The NLC Service Line Warranty Program will create all marketing materials with input from the City and will submit all marketing/communications materials to the City for final approval.

**FINANCIAL IMPACT:** No cost to the city to participate and the City would receive \$0.50 per product per month royalty.

**CONCLUSION:** Staff recommends that the City Council discuss and approve **RESOLUTION 20-0616-01** City should enter into the Royalty Marketing Agreement.



**CITY OF INDEPENDENCE  
RESOLUTION NO. 20-0616-01**

**RESOLUTION AUTHORIZING THE CITY OF INDEPENDENCE, MN TO ENTER INTO, A MARKETING AGREEMENT WITH UTILITY SERVICE PARTNERS PRIVATE LABEL, INC., ("USP") D/B/A/ SERVICE LINE WARRANTIES OF AMERICA ("SLWA") FOR ADVERTISEMENT TO THE CITY'S RESIDENTS OF WARRANTY PLANS FOR REPAIRS OF EXTERNAL WATER LINES, EXTERNAL SEWER LINES, IN-HOME PLUMBING ON RESIDENTIAL PROPERTY.**

**WHEREAS**, sewer and water line laterals between the mainlines and the connection on residential private property are owned by individual residential property owners residing in the City; and

**WHEREAS**, City desires to offer Property Owners the opportunity, but not the obligation, to purchase a service plan for their external water lines, external sewer lines, and in-home plumbing; and

**WHEREAS**, Company, a subsidiary of HomeServe USA Corp., is the administrator of the National League of Cities Service Line Warranty Program and has agreed to make the Products available to Property Owners subject to the terms and conditions contained within the marketing agreement; and

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Independence enters into a three (3) year marketing agreement with Utility Service Partners Private Label, Inc., ("USP") D/B/A/ Service Line Warranties of America ("SLWA") to provide the National League of Cities Service Line Warranty Program.

Adopted by the City Council this 16<sup>th</sup> day of June 2020, by a vote of \_\_\_ ayes and \_\_\_ nays.

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Marvin Johnson, Mayor

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Mark Kaltsas, City Administrator

# NLC Service Line Warranty Program Overview

## What We Do

The NLC Service Line Warranty Program by HomeServe offers affordably priced emergency repair/replacement plans to address aging private sewer and water infrastructure. Customers call to receive prompt emergency repairs provided by local-area, licensed and insured contractors.



**Water Line**



**Sewer Line**



**Interior Plumbing**

## Benefits to Homeowners

Many homeowners are not aware of their responsibility for their service lines until they have a repair emergency. When they call the municipality, they often find that they are faced with a costly repair and that the municipality can't help them. Over the past three years, HomeServe has performed over 1.3 million repairs, saving our customers over \$454 million!



### Convenience

- 24/7/365 claims hotline, including holidays
- No need to search for a qualified contractor in an emergency



### Peace of Mind/Trust

- Fully vetted, licensed and insured local contractors
- Covered repairs guaranteed for one year



### Financial Protection

- No deductibles or trip fees
- Affordably priced coverage
- 30-day money-back guarantee with ability to cancel at any time

**Over 750**

partners across  
North America!



For more information call:  
**1-866-974-4801** or visit  
[www.NLC.org/serviceline](http://www.NLC.org/serviceline)



**NLC Service Line  
Warranty Program**  
by HomeServe

# Benefits to the Municipality



## Customer Education

- Increasing homeowner awareness of their responsibility reduces calls to the municipality/utility and customer dissatisfaction with the municipality for not offering a solution
- The program is offered at no cost to the city
- Use of municipality/utility logo promotes trust



## Customer Satisfaction

- 4.8\* out of 5 star customer satisfaction rating
- BBB Accredited with A+ rating



## Funding for Key Initiatives

Many partners participate in a share of the revenue, often utilized for:

- Low-income assistance and affordability programs
- Conservation initiatives
- Offsetting rate increases
- Infrastructure improvement projects

\* Average repair service rating from customers surveyed via text message and email post service from January 2019 - June 2019.

*I was glad I had the warranty because it saved me from paying for a costly sewer line repair.*

**Cynthia T.**  
Kansas City, MO

*I am thankful this service was offered to homeowners. It made a bad situation completely trouble free. Thanks for everything.*

**J. Talbert**  
Albemarle, NC

For more information call:  
**1-866-974-4801** or visit  
**[www.NLC.org/serviceline](http://www.NLC.org/serviceline)**



**NLC Service Line  
Warranty Program**  
by HomeServe

City of Independence  
Covid-19 Preparedness Plan

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*To:* | City Council  
*From:* | Mark Kaltsas, City Administrator  
*Meeting Date:* | June 16, 2020

***Discussion:***

The City Council is required to approve preparedness plan in accordance with Executive Order 20-48. Staff has prepared a plan to meet the requisite order. The plan outlines basic processes and procedures for ensuring the safety of our employees and visitors as we begin reopening City Hall. In general, staff will continue to operate in a manner that limits exposure, maintains recommended protocols and provides the highest level of service to our residents.

***Council Recommendation:***

Staff is seeking City Council approval of the Covid-19 Preparedness Plan. The Back to Business plan does not need to be approved and provides general information for employees and our public about plans and procedures for returning to work.



Version 6 10 2020

## COVID-19 Preparedness Plan for the City of Independence

The City of Independence is committed to providing a safe and healthy workplace for all our workers and residents. To ensure we have a safe and healthy workplace, we have developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. All employees are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our employees, officials and residents. Only through this cooperative effort can we establish and maintain the safety and health of our workers and workplaces.

Our employees are our most important assets. We are serious about safety and health and keeping our employees working at the City of Independence. Our COVID-19 Preparedness Plan follows Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) guidelines, federal OSHA standards related to COVID-19 and Executive Order 20-48, and addresses:

- hygiene and respiratory etiquette;
- engineering and administrative controls for social distancing;
- cleaning, disinfecting, decontamination and ventilation;
- prompt identification and isolation of sick persons;
- communications and training that will be provided to managers and workers; and
- management and supervision necessary to ensure effective implementation of the plan.

### Screening and policies for employees exhibiting signs and symptoms of COVID-19

Employees have been informed of and encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms. Employees will stay home if they are experiencing a fever or any related symptoms and will also report those symptoms to their supervisor.

The City of Independence has implemented leave policies that promote employees staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions have been made available.

The City of Independence will inform workers if they have been exposed to a person with COVID-19 at their workplace and will require them to quarantine for the required amount of time and at a minimum of 14 days.

In addition, the City of Independence will protect the privacy of employee's health status and health information.

## Handwashing

Basic infection prevention measures are being implemented at our workplaces at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All customers and visitors to the workplace will be required to wash or sanitize their hands prior to or immediately upon entering the facility. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and locations in the workplace so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.

## Respiratory etiquette: Cover your cough or sneeze

Employees, customers and visitors are being instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all employees, customers and visitors.

## Social distancing

Social distancing of six feet will be implemented and maintained between employees, customers and visitors in the workplace through the following engineering and administrative controls: **The City of Independence is implementing the following standards: use telework, flexible work hours, staggered shifts and additional shifts to reduce the number of employees in the workplace at one time; and provide signage, markings and instructions for employees, visitors and customers about social distancing. Taping will be implemented to mark appropriate distancing for residents and the plexiglass barrier shall remain closed at all times with communication through the speaker box only. Gloves will be worn for all physical transactions. There will be no more than two employees in the office at any given time. Bathrooms will be closed to the public until further notice.**

## Cleaning, disinfection, and ventilation

Regular housekeeping practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the work environment, including restrooms, break rooms, lunchrooms and meeting rooms. Frequent cleaning and disinfecting will be conducted in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being used with required personal protective equipment for the product. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

## **Communications and training**

This COVID-19 Preparedness Plan has been communicated to all employees on June 10, 2020 and necessary training has been or will be provided upon its adoption. Additional communication and training will be ongoing and provided to all employees. Instructions will be communicated to customers and visitors about; how drop-off, pick-up, delivery and in-person transactions will be conducted to ensure social distancing between the customers and employees; required hygiene practices; and recommendations that customers and visitors use face masks when inside of all City buildings. Customers and visitors will also be advised not to enter the workplace if they are experiencing symptoms or have contracted COVID-19. This program will be continually monitored to determine its effectiveness. This COVID-19 Preparedness Plan has been prepared by City administration, has been posted throughout the workplace and will be updated as necessary.

Certified by:

**Mark Kaltsas, City Administrator**



6/2020

## Back to Business Action Plan for the City of Independence

The Back to Business Action Plan is a guide to returning to work following the COVID-19 Stay at Home Order. Please refer to the City's Preparedness Plan for more information. If there are any questions regarding this plan, please contact your supervisor.

### When will City Hall open for business?

In compliance with Governor Walz's executive order, City Hall is beginning the process to re-open for regular business. Starting June 16, 2020 City Hall will be open on Tuesday and Thursdays between 8:00AM-4:30PM for in-person transactions. There will be no more than two employees at the office at any given time. City administrative staff will continue to work at all other times remotely or in the office and will be available by appointment. The hours of operation will continually be monitored and may change as necessary to provide the highest level of service to our residents.

The health and safety of our employees and residents visiting City Hall is our highest priority. If anyone on City staff has concerns about working in the office due to health reasons, please contact the City Administrator to discuss your situation.

Public Works will continue to operate as normal utilizing best hygiene practices as outlined in the Preparedness Plan.

Staffing times are subject to change, depending on the circumstances going forward related to the pandemic, and as directed by the Governor's office.

### How are we preventing COVID-19 from spreading?

Please see the **City Preparedness Plan**.

To prevent the spread of COVID-19, there will be PPE gear (such as face masks, gloves, hand sanitizer, and approved cleaner) will be made available to city staff.

- 1) Face Masks are encouraged to be worn by employees when conducting business with a customer, and they are encouraged in common or shared areas such as the copy room, break room, community room (during meetings) and bathroom. Face masks do not need to be worn when you are in your personal office. If you are wearing an N95 mask provided by the City, it is required to have your mask medically cleared and fit tested.
- 2) Gloves are encouraged to be worn when handling cash, receipts, mail, or any dealings with the public. Gloves do not have to be worn in your personal office.

- 3) Hand sanitizer is to be used for personal use in addition to washing hands. There will be hand sanitizer available for residents who come into City Hall.
- 4) Appropriate cleaner is to be used to clean personal equipment such as computer, phone, keyboard, desk, etc. Wipes will also be placed in the breakroom, bathroom and copy room so staff can clean when leaving common areas.

**Social distancing:** Please see the **City Preparedness Plan**. Staff is expected to continue to social distance (6 feet apart) while working in the office. To ensure this, we ask that only one staff member is in the breakroom, copy room, or bathroom at one time and that the surfaces used are wiped down properly.

**Payments:** When possible, staff is encouraged to only accept online and credit card payments when possible instead of handling cash. If cash is handled, staff is encouraged to use gloves or wash hands following handling of cash.

**Barrier:** Staff will not be opening the Plexiglass window at the front counter and will communicate through the speaker box.

**Bathrooms:** Restrooms will be closed to the public until further notice. Signs will be posted on the bathroom doors.

**Notary:** Staff will not be conducting notary services until further notice.

**Mail:** Gloves and a face masks should be worn when distributing and opening mail. Best practice for opening mail would be to let sit for at least 24 hours, sanitize, and distribute after the 24 hours.

**Staff communications:** Staff meetings will continue to be held virtually. If you need to communicate with someone in the office, it is encouraged that you communicate via telephone or virtual meeting. If this can't be done, abide social distancing requirements.

**Common areas:** Regular cleaning operations are continuing, but we ask that all staff wipe down personal equipment, common areas and shared equipment; copier, door handles, faucets, and any other surface as often as possible.

### **How are residents staying safe?**

Customers are encouraged to wear masks when entering City Hall and also comply with social distancing requirements. There will be tape/markings placed on the City Hall floor 6 feet apart to ensure residents are remaining socially distant.

### **How are we keeping City Hall clean?**

Please see the **City's Preparedness Plan** under "infection prevention measures."

### **What new policies are in place?**

Families First Coronavirus Response Act provided an Emergency Sick Leave and Public Health Emergency Leave. These policies have been in place April 1, 2020 and expire on December 31, 2020.