

**Special Council Meeting  
Minutes  
March 19, 2020  
4:30 pm**

Mayor Carlson called the meeting to order at 4:35 pm with the following members Present: Mayor Carlson, Councilor Kunshier, Vicky Ethen, Shawn Sullivan, and Councilor Knowles.

Also, present: City Administrator Angela Grafstrom, Police Chief Eric Baumgart, Ross Benzen, Superintendent Dan Eklund, Shawn Fisher, Jeff Jones, Matt Hagfors, Ryan Hagfors

**Pandemic Influenza Plan**

Council reviewed the Pandemic Influenza Plan to be added to the city's Emergency Operations Plan.

***Motion by Councilor Sullivan to approve the Pandemic Influenza Plan dated March 2020.*** Motion seconded by Councilor Knowles and carried unanimously.

**Resolution 20-11 Temporary Personnel Policy and City Service Adjustments**

***Motion by Councilor Ethen to adopt Resolution 20-11 Temporary Personnel Policy and City Service Adjustments.*** Motion seconded by Councilor Kunshier and carried unanimously.

**Continuation of Operations Plan**

***Motion by Councilor Sullivan to adopt the Continuation of Operations Plan during COVID-19 Pandemic.*** Motion seconded by Councilor Kunshier and carried unanimously.

Stephanie White emailed the council new phone lists, so they have contact information during the pandemic.

**Carpet Bids –**

Grafstrom and staff had reached out to Scott's Decorating, Cambridge Floor, and Dave Salmonson for painting and carpet quotes. Scott's Decorating never provided quotes. Staff felt it was because they had been asked many times in the past and the city chose not to proceed. Salmonson quoted the paint and it was under \$5000, the carpet quote is in the packet for review. Randy verbally stated the bid includes tear out. I tried to get a confirmation because it is not written on the quote but have not received a written confirmation.

***Motion by Councilor Ethen to accept the carpet bid of \$5758.25 from Cambridge Floor.*** Motion seconded by Councilor Sullivan and carried unanimously.

***There being no further business for the Council on March 19, 2020, Councilor Sullivan moved to adjourn the meeting.*** Motion seconded by Councilor Ethen and carried unanimously.

Meeting adjourned at 4:39 pm.

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Angela Grafstrom  
City Administrator