

MINUTES OF THE PROCTOR CITY COUNCIL EMERGENCY MEETING Monday, Friday March 20, 2020

Meeting was called to order by Mayor Ward at 3:00 pm

MEMBERS PRESENT: Gary Nowak, Rory Johnson, Chad Ward, and Jake Benson.

MEMBERS ABSENT: None

OTHERS PRESENT: Interim City Administrator Troy DeWall, City Attorney John Bray, Megan Jordan

Motion by Johnson, seconded by Ward and carried (4-0) to approve the agenda with the addition of discussing the Finance Director position.

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None present

## 6. NEW BUSINESS

### 1.1 Personnel and Finance Director position

DeWall states that Council received the application packets from the four candidates that were interviewed for the Finance Director. After the interviewing and review process, the hiring committee recommends hiring Cathy Bissonnette for the position of Finance Director.

Discussion follows included the total number of candidates interviewed and how many applicants applied.

Motion by Johnson, seconded by Nowak and carried (4-0) to accept the recommendation and hire Cathy Bissionette for the Finance Director position.

### 1.2 COVID-19 Update

Mayor Ward addresses the Council in regard to putting a plan in place and more specifically the direction taken moving forward in response to the global pandemic. The City has an Emergency Response Plan which addresses disease pandemics.

Sanitation and cleaning processes have been implemented and strictly followed at City Hall. Changes in procedures to the food shelf operations will start on March 25, 2020 with a drive through service to accommodate folks attending.

Discussion follows addressing different departments and the current status of operations and employees. City Hall has been closed to the public with City Hall staff reporting to work. Ward states to continue operations as is and allow employees to go home if they want or need to using comp, sick, or vacation time. Essential and non-essential employees are discussed by department. PUC is operating with a billing clerk in the office and the PUC Secretary will be working from home as she has been on vacation and is considered a risk of exposure to COVID-19. PUC and City staff will get equipment delivered to her to allow work from home allowance.

CDC guidelines for cleaning and sanitizing have been implemented throughout the building.

Motion by Nowak, seconded by Benson and carried (4-0) to follow CDC recommendations for staff desktops and cubicles.

Motion by Nowak, seconded by Johnson and carried (4-0) to direct Mayor Ward and Interim City Administrator DeWall to address employee plan in case of shelter in place order.

Benson asks if Council will need to meet before the scheduled date of April 6, 2020. At this time, there is no need to call a special meeting. Attorney Bray confirms meeting protocol in emergency situations.

Motion by Ward, seconded by Johnson, and carried (4-0) to adjourn at 4:05 p.m.

---

Chad Ward, Mayor

---

Troy DeWall, Interim City Administrator