

# City Council

## REGULAR MEETING AGENDA

April 21, 2020 – Immediately following HRA meeting

This meeting will be held via Webex in accordance with the local emergency declaration made by the City under Minn. Stat. § 12.37. The public may monitor this meeting by watching on Comcast cable channel 16, by streaming on [CCXmedia.org](http://CCXmedia.org), or by calling 1-415-655-0001 and entering the meeting code 804 307 012. The public may participate in this meeting during public comment sections, including the public forum beginning at 6:20 pm, by calling 763-230-7454. Additional information about monitoring electronic meetings is available on the [City website](#). For technical assistance, please contact the City at 763-593-8007 or [webexsupport@goldenvalleymn.gov](mailto:webexsupport@goldenvalleymn.gov). If you incur costs to call into the meeting, you may submit the costs to the City for reimbursement consideration.

### 1. Call to Order

	<u>Pages</u>
A. Pledge of Allegiance	
B. Roll Call	
C. Proclamation Declaring April Parkinson’s Awareness Month	3-5

### 2. Additions and Corrections to Agenda

### 3. Consent Agenda

Approval of Consent Agenda - All items listed under this heading are considered to be routine by the City Council and will be enacted by one motion. There will be no discussion of these items unless a Council Member so requests in which event the item will be removed from the general order of business and considered in its normal sequence on the agenda.

A. Approval of Minutes:	
1. Council/Manager Meeting – February 11, 2020	6-8
2. City Council Meeting – April 7, 2020	9-14
B. Approval of City Check Register	15
C. Minutes of Boards and Commissions:	
1. Rising TIDES Task Force – February 11 and March 10, 2020	16-20
D. Acceptance of Grants and Donations:	
1. Acceptance of Donation of a Golf Bench Plaque for Brookview Golf Course Res. 20-24	21-22
2. Acceptance of Donation of Household Bleach Cleaner Res. 20-25	23-24
E. Assigning General Fund Balance for COVID-19 Expenditures Res. 20-26	25-26
F. Approve Intent for a Housing & Redevelopment Authority Levy for a Housing Program Res. 20-27	27-28
G. Approve Board/Commission Reappointment and Appointments	29-31
H. Approve Amendment to the Human Services Commission Bylaws	32-44
I. Approve Amendment to Boards and Commission Attendance Policy in Bylaws	45-48



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**4. Public Hearing**

**5. Old Business**

**6. New Business**

All Ordinances listed under this heading are eligible for public input.

- A. COVID-19 Pandemic Emergency Administrative Actions
- B. Review of Council Calendar
- C. Mayor and Council Communications
  - 1. Other Committee/Meeting updates

49-94

**7. Adjournment**



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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### Golden Valley City Council Meeting April 21, 2020

#### **Agenda Item**

1. C. Proclamation Declaring April as Parkinson's Awareness Month

#### **Prepared By**

Tim Cruikshank, City Manager

#### **Summary**

April is Parkinson's Disease Awareness Month. Representatives from the Parkinson's Foundation will be calling into the meeting to accept the Proclamation.

#### **Attachment:**

- Proclamation Declaring April as Parkinson's Awareness Month (2 pages)



## **CITY OF GOLDEN VALLEY**

### **PROCLAMATION DECLARING APRIL AS PARKINSON'S AWARENESS MONTH**

WHEREAS, Parkinson's disease is a chronic, progressive, neurological disease and is the second most common neurodegenerative disease in the United States; and

WHEREAS, Parkinson's disease is estimated to affect approximately one million people in the United States and that the prevalence of this disease is expected to rise to 1.2 million people by 2030; and

WHEREAS, Parkinson's disease is the 14th leading cause of death in the United States according to the Centers for Disease Control and Prevention; and

WHEREAS, the combined direct and indirect cost of Parkinson's, including treatment, social security payments and lost income, is estimated to be nearly \$52 billion per year in the United States alone; and

WHEREAS, medications cost an average of \$2,500 per person each year and therapeutic surgery can cost up to \$100,000 per person; and

WHEREAS, approximately 163,000 of the total 300,000 Americans with Parkinson's who visit a hospital each year experience unnecessary complications due to missed, omitted, delayed or substituted medications; and

WHEREAS, research suggests that the cause of Parkinson's disease is a combination of genetic and environmental factors, but the exact cause and progression of the disease is still unknown; and

WHEREAS, there is no objective test or useful biomarker for Parkinson's disease, neither is there a cure, nor is there a drug capable of slowing or halting the progression of the disease; and

WHEREAS, the symptoms of Parkinson's disease vary from person to person and can include tremors; slowness of movement and rigidity; difficulty with balance, swallowing, chewing, and speaking; cognitive impairment and dementia; mood disorders; and a variety of other non-motor symptoms; and

WHEREAS, additional research, education, and community support is needed to discover a cure and to deliver higher quality care to those living with the disease today; and

WHEREAS, the nationally recognized Health Partners Struthers Parkinson's Center of Excellence is located in Golden Valley and provides services for thousands of people with Parkinson's and their families.

NOW THEREFORE, LET IT BE RESOLVED that the Mayor and City Council of the City of Golden Valley do hereby invite all Golden Valley residents to contribute their time, expertise and resources toward eradication of this disease and its attendant economic burdens as their circumstance permit and to proclaim April as Parkinson's Awareness Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the great seal of the City of Golden Valley to be affixed this 21<sup>st</sup> day of April, 2020.

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Shepard M. Harris, Mayor

# City Council/Manager

**February 11, 2020 – 6:30 pm**  
Council Conference Room  
Golden Valley City Hall  
7800 Golden Valley Road

## REGULAR MEETING MINUTES

The meeting began at 6:30 pm in the Council Conference Room.

Present: Mayor Harris and Council Members; Rosenquist, Fonnest, Sanberg and Harris.

Staff present: City Manager Cruikshank, City Attorney Cisneros, Parks and Recreation Director Birno, and Park Maintenance Supervisor Lundstrom.

### 1. Medley Park Off-Leash Pet Exercise Area and Community Garden Proposal

Parks and Recreation Director Birno presented the staff report which included results from the 2016 community survey. The key takeaways were recreation amenities requests to be included in park planning. The two amenities that topped the request list were a community garden and an off-leash pet exercise area. Funding was allocated by City staff in the 2019 and 2020 Park Capital Improvement Plan (CIP) budget. The Open Space and Recreation Commission (OSRC) has held a public input session where resident comments were taken and tabulated into a community input report. The OSRC provided the Council with a unanimous recommendation not to add an off-leash pet exercise area to Medley Park and not to reconstruct tennis courts due to poor soil conditions.

The Council discussed the condition of the soil that is under the asphalt pads and the possibility to utilize raised containers that would aid in the aesthetic of the garden area as well as provide ADA compliance to allow people with disabilities to access the garden with ease. The Council also discussed potential tree removal, landscape restoration and sustainability in the Medley Park area.

The Council thanked staff and OSRC members for their work.

### 2. Control of Animal Ordinance Discussion

Police Chief Sturgis presented the staff report including recommendations to update the City's control of Animals ordinance which has not been updated in several decades. Staff recommends updating City Code Sec. 6-33 since current language allows for any dog or animal to be "under control and direction of the person having control or custody so as to be as effectively restrained by command as by leash". The proposed amendment would not allow for voice command as a form of control and would require the use of a leash no longer than six feet.

The Council discussed the proposed language and communication methods as public information campaigns outlining issues and to gather community input.

Communications department will include a brief survey in both online and printed versions (available for six weeks). City website will also contain information as well as CityNews and social media posts.

The Council will take formal consideration of the proposed ordinance language changes tentatively in April 2020.

**3. MnDOT Highway 55 Trail Project — Winnetka Avenue North to Glenwood Avenue**

Physical Development Director Nevinski presented the staff report. MnDot has plans to resurface Hwy. 55 from General Mills Blvd to Hwy. 100 in 2021. There is a proposal to construct a multi-use trail along the south side of Hwy. 55 between Winnetka Ave and Glenwood Ave. Mr. Nevinski indicated that the trail is identified on the City's bike and pedestrian plan and is the first section of a larger route for the Hwy 55 corridor.

The Council discussed the construction of the trail and the City's responsibility to maintain it as it will become a Golden Valley trail. The Council also discussed impacts to trees in the right of way during the eight-week estimated duration of the construction.

The Council also discussed public engagement and communications associated with the project. The City will link information to the project through its website to MnDot's. The City is estimating to hold an open house this spring to gather community feedback (including residents along Hwy. 55 who may be impacted by the project).

**4. Census Enumerator Access to Multi-Family Buildings**

Planning Manager Zimmerman presented the staff report. The 2020 U.S. Census is scheduled to begin April 1<sup>st</sup>. The City has coordinated efforts with other State offices to create awareness. Mr. Zimmerman elaborated on the State's demographer request to communities to take an additional step by passing an ordinance to ensure census workers have access to multi-family buildings.

The Council discussed the implications of considering the passage of such ordinance. The Council took into consideration the number of multi-family buildings currently in Golden Valley and the implications of Census workers being able to access such units to conduct the Census. The Council considered how a local ordinance can provide enforcement support while also clarifying protections for renters (who historically have a lower response rate in U.S. Census)

**5. Amendment to the Proclamation, Resolution and Letter of Support Policy**

City Manager Cruikshank presented the staff report. City Council has expressed interest in amending the Proclamation, Resolutions and Letter of Support Policy. City Manager Cruikshank outlined the proposed changes presented in the attachments. The Council reviewed the proposed changes on the Golden Valley Proclamations, Resolutions and Letters of Support Policy.

**6. Council Review of Future Draft Agendas, City Council February 18, City Council March 4, and Council/Manager March 10, 2020**

No changes were submitted for future draft agendas.

The meeting adjourned at 8:50 pm.

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Shepard M. Harris, Mayor

ATTEST:

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Tomas Romano, Assistant to the City Manager's Office



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## City Council

April 7, 2020 – 6:30 pm

### REGULAR MEETING MINUTES

In light of the recently declared COVID-19 health pandemic, the Mayor of the City of Golden Valley declared a local emergency under Minnesota Statute, section 12.37. In accordance with that declaration, beginning on March 16, 2020, all meetings of the City Council held during the emergency were conducted by telephone or other electronic means.

The City used WebEx to conduct this meeting electronically. Members of the public were able to monitor the meetings by watching it on Comcast cable channel 16, by streaming it on [CCXmedia.org](http://CCXmedia.org), and by dialing in to the public call-in line. The public was able to participate in this meeting during public comment sections, including the public forum, by dialing in to the public call-in line.

#### 1. Call to Order

Mayor Harris called the meeting to order at 6:30 pm.

##### 1A. Pledge of Allegiance

##### 1B. Roll Call

Present: Mayor Shep Harris, Council Members Larry Fonnest, Maurice Harris, Gillian Rosenquist and Kimberly Sanberg

Staff present: City Manager Cruikshank, City Attorney Cisneros and City Clerk Luedke

#### 2. Additions and Corrections to Agenda

**MOTION** made by Council Member Fonnest, seconded by Council Member Rosenquist to approve the agenda of April 7, 2020, as submitted. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

#### 3. Approval of Consent Agenda

**MOTION** made by Council Member Rosenquist, seconded by Council Member Fonnest to approve the consent agenda of April 7, 2020, as revised: removal of 3E1-Consider Construction Bids for the Council Chambers Renovation Project and 3E2-Consider Audiovisual Bids for the Council Chambers Renovation Project. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

##### 3A. Approval of Minutes:

3A1. City Council Meeting – March 17, 2020

##### 3B. Approve City Check Register and authorize the payments of the bills as submitted.

##### 3C. Licenses:

3C1. Approve the issuance of an Off-Sale 3.2 % Malt Liquor License to Golden Valley Holiday #3520 located at 600 Boone Avenue for the period of April 7, 2020, through June 30, 2020.

**3. Approval of Consent Agenda - continued**

**3D. Minutes of the Boards and Commissions:**

3D1. Bassett Creek Watershed Management Commission – February 20, 2020

**3E. Approval of Bids, Quotes and Contracts:**

~~3E1. Consideration of construction bids for the 2020 Council Chambers Renovation Project~~

~~3E2. Consideration of audiovisual bids for the 2020 Council Chambers Renovation Project~~

**3. Items Removed From the Consent Agenda:**

**3E1. Consideration of Construction Bids for the 2020 Council Chambers Renovation Project**

Physical Development Director Nevinski provided information on the Council Chamber Renovation project and stated that the bids the City received were higher than expected.

**MOTION** made by Council Member Harris, seconded by Council Member Rosenquist to reject all construction bids from the March 25, 2020, bid opening for the Council Chambers Renovation Project No. 19-05. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**3E2. Consideration of Audiovisual Bids for the 2020 Council Chambers Renovation Project**

**MOTION** made by Council Member Harris, seconded by Council Member Fonnest to reject all audiovisual bids from the March 25, 2020, bid opening for the Council Chambers Renovation Project No. 19-05. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**4. Public Hearing**

**4A. Public Hearing – Sweeney Lake Woods PUD No. 120, Amendment #1**

Planning Manager Zimmerman presented the staff report and answered questions from Council.

Mayor Harris opened the public hearing. No one requested to speak. Mayor Harris closed the public hearing.

There was Council discussion regarding the Sweeney Lake Woods PUD amendment.

**MOTION** made by Council Member Fonnest, seconded by Council Member Rosenquist to adopt **Ordinance #680**, approval of Major PUD Amendment, Sweeney Lake Shores P.U.D. No. 120, f.k.a. Sweeney Lake Woods, Amendment #1. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**4B. Public Hearing – Adopt Special Assessment for 2020 Pavement Management Area**

Assistant City Engineer Kakach and Finance Director Virnig presented the staff report and answered questions from Council. City Manager Cruikshank and City Attorney Cisneros answered questions from Council.

Mayor Harris opened the public hearing.

Ms. Andrea Lentini, 2540 Zealand Avenue, said she was concerned about the assessment fees amounts because of the COVID-19 Pandemic. She said she agreed the streets need repair, but asked if the Council may consider different options for the project's financial impact on residents. She said some options to be consider may be to move the first assessment payment's due date from November 2020 to November 2021, leave the same due date but wave the first year of interest or delay the project for one year. She said another option to be considered made be to narrow the streets to 26 feet, even through some neighbors advocated for 28 feet, if it would save cost.

Ms. Maureen Ziezulewicz, 2380 Zealand Avenue, said her current assessment fee is \$8,646 and because of the change in the standard width from 26 feet to 28 feet that her assessment fee was increased by \$1,116. She said she knows the 28 feet standard was lobbied by a citizen group but she felt it did not reflect the feelings of all 88 homes in the PMP area so she felt the matter should be revisited so that all of the households could be involved. She said she rejects the current assessment fee and asked the City to revisit it.

Ms. Cindy Dill, 2325 Zealand Avenue, said she thinks that the homeowners in the PMP area would be concerned with the movement around the streets because she was not sure what the street conditions would be like for bikes and stroller during the construction phase especially if the stay at home order was still in place. She said the construction workers would need to understand that there are many children in the area. She also said she agreed with the first caller that there should be some adjusts to the fee payments during the pandemic.

Mayor Harris closed the public hearing.

There was much Council discussion regarding the special assessments for the 2020 Pavement Management program including the financial impact on both the City and the residents due to the COVID-19 Pandemic. The Council discussed postponing the PMP project until 2021 and the cost involved with that.

Mayor Harris called for a motion to adopt and confirm the assessments for various public improvements for streets in the 2020 Pavement Management Area. None of the Council Members offered a motion, therefore the motion failed.

**5. Old Business**

**6. New Business**

**6A. 2020 Pavement Management Program**

**6A1. Award Construction Contract for 2020 Pavement Management Program**

Because the Special Assessments for 2020 Pavement Management Area failed, Mayor Harris asked if the Council Members would like staff to present the report on this item. The Council Members did not desire staff to present the report.

Mayor Harris called for a motion to authorize the Mayor and City Manager to execute an agreement for the 2020 Pavement Management Program with GMH Asphalt Corporation, incorporated in the form approved by the City Attorney for the construction of the 2020 Pavement Management Program City Project No 20-01 in the amount of in the amount of \$4,447,044.79. None of the Council Members offered a motion so the proposal failed.

**6A2. Award the Construction Observation and Engineering Services Agreement for the 2020 Pavement Management Program**

Because the 2020 Pavement Management Program contract failed, Mayor Harris asked if the Council Members would like staff to present the report on this item. The Council Members did not desire staff to present the report.

Mayor Harris called for a motion to authorize the Mayor and City Manager to execute an agreement for the 2020 Pavement Management Program with Short Elliott Hendrickson, Inc. in the form approved by the City Attorney for the construction observation and engineering services of the 2020 Pavement Management Project City Project No 20-01 in an amount not to exceed \$220,200. None of the Council Members offered a motion so the proposal failed.

**6B. Second Consideration - Ordinance 679 - Census Enumerator Access to Multi-family Buildings**

Planning Manager Zimmerman presented the staff report and answered questions for Council.

**MOTION** made by Council Member Rosenquist, seconded by Council Member Sanberg to adopt the second consideration **Ordinance #679**, concerning access to Multi-unit Housing Structures by United States Census Bureau Employees. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**6C. COVID-19 Pandemic Emergency Administrative Actions 20-23**

City Manager Cruikshank presented the staff report and answered questions from Council. City Attorney Cisneros provided additional information on the proposed resolution and answered questions from Council.

The Council discussed the proposed resolution and the emergency administrative actions. The Council thanked City staff for being proactive in the light of the COVID-19 Pandemic.

**6C. COVID-19 Pandemic Emergency Administrative Actions - continued**

**MOTION** made by Council Member Rosenquist, seconded by Council Member Harris to adopt Resolution 20-23, delegating certain authority to the City Manager. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**MOTION** made by Council Member Rosenquist, seconded by Council Member Sanberg to ratify Emergency Administrative Actions 20-01 through 20-20 and adopt all recommendations contained therein. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

**6D. Review of Council Calendar**

Some Council Members may attend the virtual Sweeny Lake Water Quality Project Open House on April 8, 2020, at 5:30 pm.

Some Council Members may attend the Golden Valley Police Department Facebook Live event on April 9, 2020, at 10 am.

The Council will virtually conduct Board/Commission Interviews on April 14, 2020, at 5 pm

The next Council/Manager meeting will be held virtually on April 14, 2020, at 6:30 pm.

The next Housing and Redevelopment Authority meeting will be held virtually on April 21, 2020, at 6:30 pm.

The next City Council meeting will be held virtually on April 21, 2020, at 6:30 immediately following the HRA meeting.

**6E. Mayor and Council Communication**

Council Member Harris provided an update from the Golden Valley Business Council virtually meeting that he attended. Council Member Rosenquist provided additional information regarding the meeting.

Mayor Harris provided information on a phone call that he, Council Member Rosenquist and City Manager Cruikshank had participated in with Representative Winkler.

**7. Adjourn**

**MOTION** made by Council Member Rosenquist, seconded by Council Member Fonnest to adjourn the meeting at 8:44 pm. Upon a vote being taken, the following voted in favor of: Larry Fonnest, Maurice Harris, Shep Harris, Gillian Rosenquist, and Kimberly Sanberg, the following voted against: none and the motion carried.

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Shepard M. Harris, Mayor

ATTEST:

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Kristine A. Luedke, City Clerk



# EXECUTIVE SUMMARY

## Administrative Services

763-593-8013 / 763-593-3969 (fax)

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**Golden Valley City Council Meeting**  
**April 21, 2020**

### **Agenda Item**

3. B. Approval of City Check Register

### **Prepared By**

Sue Virnig, Finance Director

### **Summary**

Approval of the check register for various vendor claims against the City of Golden Valley.

### **Financial Or Budget Considerations**

The check register has a general ledger code as to where the claim is charged. At the end of the register is a total amount paid by fund.

### **Recommended Action**

Motion to authorize the payment of the bills as submitted.

### **Supporting Documents**

Document is located on city website at the following location:

<http://weblink.ci.golden-valley.mn.us/WebLink/browse.aspx?id=717279&dbid=2&repo=GoldenValley>

The check register for approval:

- 04/17/20 Check Register

# Rising TIDES Task Force

**February 11, 2020 – 5:15**

**pm** Council Conference Room  
Golden Valley City Hall  
7800 Golden Valley Road

## REGULAR MEETING MINUTES

### Call to Order

The meeting was called to order at 5:21 pm by Chair Allen.

### Roll Call

Members present: Joelle Allen, Ajani Woodson, Ruth Paradise, Melissa Johnson, and Amber Alexander

Members absent: Brad Taylor-White, Sam Powers, and Sheri Hixon

Staff present: Kirsten Santelices, Human Resources Director

### Approval of Agenda

**MOTION** by Member Paradise to approve the agenda. Seconded by Member Woodson. Motion carried 5-0.

### Approval of Minutes

**MOTION** by Member Paradise to approve the January 14, 2020 meeting minutes. Seconded by Member Alexander. Motion carried 5-0.

### Announcements

Staff Member Santelices updated the task force that the three openings may be filled very soon, as the Council is scheduled for interviews on February 11 and 18 to fill the spots. Santelices also shared an opportunity for the Task Force to participate in a survey created by the City's HRA consultant. This survey gives the members an opportunity to provide feedback on the strategic housing priorities for the next 10-15 years. Staff will send the survey to the members directly.

Staff Santelices presented the task force with a sweet potato pie on behalf of Hennepin County Commissioner Irene Fernando and her group members at the Sweet Potato Comfort Pie event on January 19, 2020.

The Task Force then discussed the election of a Vice Chair. Member Alexander shared interest. Member Johnson nominated Member Alexander, seconded by Member Paradise. No other nominations, unanimous vote.

### Open Forum Planning

The group discussed ways to get more people involved in the work of the task force, including letting people know that they can get involved as much or as little as they wish, and do not need to make a full commitment in order to give their feedback or input. Discussed including language on materials like the agenda that says "all are welcome to attend."

The task force also discussed the traditional set-up of meetings and how interactions with the public take place at meetings. Member Paradise suggested that the task force consider changing the meeting format to give 10 minutes of each meeting to the public for an open forum. Members agreed to continue balancing existing protocols with examining opportunities for new protocols.

The task force discussed the topics of the upcoming open forum and the format of the event. Chair Allen recommended some way to update the community on the status of the task force's work since the last open forum. Vice Chair Alexander suggested creating a handout that addresses some of the parking lot issues that were not addressed at the last open forum. Chair Allen asked the group if there were other ways to be more engaging during the open forum. Suggestions included: using large post-it notes; having the task force members as facilitators rather than participants; asking each table to focus on different topics, then report out; providing the public a list of questions rather than the suggestions that the task force has already prepared; allowing the public to self-select the topics they feel more passionate about; hosting a parking lot again.

Staff Santelices asked if the group would like to conduct an online survey, and if so, what would they like to include? Additionally, Santelices asked if the group would like to livestream the event. The group discussed ways to include more people like livestreaming, Web Ex, etc. The group agreed that this may eliminate some barriers to participation, but it is important to maintain strong facilitation so that the individuals who are not physically in attendance can still fully participate. Vice Chair Alexander volunteered to research and determine, with the subcommittee) the best option for the open forum. Staff will put Vice Chair Alexander in touch with the communications team. Chair Allen stated that surveys are a good way to allow participation for those who are not comfortable sharing verbally.

Member Paradise shared an editorial from a newspaper about how people navigate tough conversations on equity. The group agreed that this appeared to be a 201 forum opportunity, to include building shared acumen. Chair Allen will also add to the presentation on Mar 11 a slide on the role and responsibilities of Council, the Task Force, and community members in this important work.

### **Topic Discussion: Ensuring Equity in City Programming, Services, and Facilities**

Members Paradise and Johnson recapped some of the topic conversation from the January meeting, including a focus on the limited affordable and accessible community facilities. Member Alexander asked if there were grants the City could apply for to pay for increased access of facilities. The group also intends to discuss catering options and the use of preferred caterers at Brookview. The topic will be discussed again at the March meeting.

### **Adjournment**

**MOTION** by Member Johnson. Seconded by Member Paradise. Meeting adjourned at 6:16 pm.

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Joelle Allen, Chair

ATTEST:

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Kirsten Santelices, Human Resources Director

# Rising TIDES Task Force

**March 10, 2020 – 5:15 pm**

Council Conference Room  
Golden Valley City Hall  
7800 Golden Valley Road

## REGULAR MEETING MINUTES

### Call to Order

The meeting was called to order at 5:19 pm by Chair Allen.

### Roll Call

Members present: Joelle Allen, Ajani Woodson, Alex Moreno, Ruth Paradise, Melissa Johnson, and Amber Alexander, Myat Thanda Tun, and Brad Taylor-White (5:26 pm)

Members absent: Sam Powers and Sheri Hixon

Staff present: Kirsten Santelices, Human Resources Director

### Approval of Agenda and February Meeting Minutes

**MOTION** by Member Johnson to approve the agenda and February 11, 2020 meeting minutes. Seconded by Member Woodson. Motion carried 6-0.

The new members introduced themselves to the full Task Force.

### Open Forum Planning

Chair Allen provided a brief overview of the October 2019 Open Forum, including the purpose, the set-up, and the agenda. Member Allen read through the draft agenda for the March forum, including reviewing summary topics, breakouts into table top discussions, and report-outs, with Task Force members as table captains. The Task Force agreed that the topic of Diversifying Employee Recruitment and Retention would be presented first, followed by the topic of Eliminating Barriers in Programming and Facilities. The Task Force agreed that “services” would not be included in the topic discussion at the forum because the group has not had enough time to adequately focus on the topic.

The group discussed the option of using Facebook Live to stream the event or recording the event to place on the website. The group agreed that Facebook Live would best allow people to participate from a distance. Member Taylor-White volunteered to be the communications/Facebook Live liaison. The City will promote the event on Facebook and the website. Additionally, the Task Force members will be prompters and facilitators, but will refrain from participating in the group discussion.

Staff Santelices will look for signs for COVID-19 and hand sanitizer. Member Taylor-White offered to bring some sanitizer as well. The group discussed the best options for refreshments and agreed that single-serve items would be most appropriate. Additionally, the group agreed that food options should be inclusive, with less sugar, and include some protein options.

The Task Force agreed that the full group should introduce themselves, including all participants, and share their favorite place to go in Golden Valley.

**Adjournment**

**MOTION** by Member Alexander. Seconded by Member Moreno. Meeting adjourned at 6:22 pm.

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Joelle Allen, Chair

ATTEST:

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Kirsten Santelices, Human Resources Director



# EXECUTIVE SUMMARY

## Parks and Recreation

763-512-2345 / 763-512-2344 (fax)

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**Golden Valley City Council Meeting**

**April 21, 2020**

### **Agenda Item**

3. D. 1. Acceptance of Donation of a Golf Bench Plaque for Brookview Golf Course

### **Prepared By**

Ben Disch, Brookview Golf Operations Manager

Rick Birno, Parks & Recreation Director

### **Summary**

As adopted in the Donation/Gift Policy, a gift of real or personal property must be accepted by the City Council by resolution and be approved by a two-thirds majority of the Council.

A donation has been made to Brookview Golf Course for \$56.00 for the addition of a plaque to be added to an existing bench previously donated to Brookview Golf Course. The funds for the plaque addition have been donated by the friends of Harvey Chargo.

### **Financial Or Budget Considerations**

\$56.00 has been donated by friends of Harvey Chargo for the cost of the plaque.

### **Recommended Action**

Motion to adopt Resolution accepting the donation of a plaque for a Brookview Golf Memorial bench.

### **Supporting Documents**

- Resolution accepting a Donation of a Plaque from the friends of Harvey Chargo for Brookview Golf Course (1 page)

RESOLUTION NO. 20-24

RESOLUTION ACCEPTING THE DONATION OF A PLAQUE FROM THE  
FRIENDS OF HARVEY CHARGO FOR BROOKVIEW GOLF COURSE

WHEREAS, the City Council adopted Resolution 04-20 on March 16, 2004, which established a policy for the receipt of gifts; and

WHEREAS, the Resolution states that a gift of real or personal property must be accepted by the City Council by resolution and be approved by a two-thirds majority of the Council. A cash donation must be acknowledged and accepted by motion with a simple majority.

NOW, THEREFORE, BE IT RESOLVED that the City Council accept the following donations on behalf of its citizens:

\$56.00 donation from the friends of Harvey Chargo for the addition of a plaque on a bench at Brookview Golf Course.

Adopted by the City Council of Golden Valley, Minnesota this 21<sup>st</sup> day of April, 2020.

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Shepard M. Harris, Mayor

ATTEST:

---

Kristine A. Luedke, City Clerk



# EXECUTIVE SUMMARY

## Fire

763-593-8079 / 763-593-8098 (fax)

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**Golden Valley City Council Meeting  
April 21, 2020**

### **Agenda Item**

3. D. 2. Acceptance of Donation of Household Bleach Cleaner

### **Prepared By**

Ted Massicotte, Deputy Fire Chief

### **Summary**

As adopted in the Donation/Gift Policy, a gift of real or personal property must be accepted by the City Council by resolution and be approved by a two-thirds majority of the Council.

A donation has been made to the City of Golden Valley by Factory Motor Parts of (78) 1 gallon bottles of its Splash household bleach cleaner. During the months of March and April, Factory Motor Parts is donating its product to local public service organizations to help with disinfecting during the pandemic response.

### **Financial Or Budget Considerations**

None

### **Recommended Action**

Motion to adopt Resolution accepting the donation of 78 bottles of Splash bleach cleaner.

### **Supporting Documents**

- Resolution Accepting a Donation of Splash Bleach Cleaner from Factory Motor Parts (1 page)

RESOLUTION NO. 20-25

RESOLUTION ACCEPTING THE DONATION OF SPLASH BLEACH CLEANER FROM  
FACTORY MOTOR PARTS

WHEREAS, the City Council adopted Resolution 04-20 on March 16, 2004, which established a policy for the receipt of gifts; and

WHEREAS, the Resolution states that a gift of real or personal property must be accepted by the City Council by resolution and be approved by a two-thirds majority of the Council. A cash donation must be acknowledged and accepted by motion with a simple majority.

NOW, THEREFORE, BE IT RESOLVED that the City Council accept the following donations on behalf of its citizens:

78 one gallon bottles of Splash Bleach Cleaner.

Adopted by the City Council of Golden Valley, Minnesota this 21<sup>st</sup> day of April, 2020.

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Shepard M. Harris, Mayor

ATTEST:

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Kristine A. Luedke, City Clerk



# EXECUTIVE SUMMARY

## Administrative Services

763-593-8013 / 763-593-3969 (fax)

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### Golden Valley City Council Meeting April 21, 2020

#### Agenda Item

3. E. Assigning General Fund Balance for COVID-19 Expenditures

#### Prepared By

Sue Virnig, Finance Director

#### Summary

The City of Golden Valley seeks to have a good balance in its General Fund in order to have sufficient reserves for cash flow, projects, and unexpected shortfalls or emergencies. In December 2011, the City established a formal policy that states the level of fund balance should be maintained at 60 percent of adopted expenditures in the General Fund. Adequate reserves indicate fiscal prudence and help the City maintain a high rating with bond-rating agencies, which prefer to see very strong and healthy balances.

When the fund balance is greater than 60 percent, it shall be reduced to 60 percent by using the excess funds for specific one-time projects, acquisitions, transfers to capital funds, or for long-term debt reduction to lessen the future impact on the property tax rate.

In 2019, General Fund had unassigned fund balance of \$1,351,348. Due to the COVID-19 Pandemic, staff recommends assigning \$1,350,000 for this anticipated future needs in 2020 and 2021. This assignment will provide resources to assist City departments and offices to operate in support of the response to this emergency, including the COVID-19 Pandemic Emergency Administrative Actions that were approved at the April 7, 2020, City Council meeting.

#### Financial Or Budget Considerations

The assignment of 2019 fund balance will allow \$1,350,000 in resources to help City departments and offices to operate in support of the response to this emergency, including the COVID-19 Pandemic Emergency Administrative Actions that were approved at the April 7, 2020, Council meeting.

#### Recommended Action

Motion to adopt Resolution Assigning 2019 General Fund Balance for the COVID-19 Expenditures.

#### Supporting Documents

- Resolution Assigning 2019 General Fund Balance for the COVID-19 Expenditures (1 page)

RESOLUTION NO. 20-26

RESOLUTION ASSIGNING 2019 GENERAL FUND BALANCE FOR  
COVID-19 EXPENDITURES

WHEREAS, the 2019 Budget was adopted on December 4, 2018 with Resolution 18-78, and amended on April 1 with Resolution 19-23, August 20, 2019 with Resolution 19-45, November 19 with Resolution 19-61, December 17 with Resolution 19-77; and

WHEREAS, in 2011, Resolution 11-83 Adopting Fund Balance Year-End Classifications Policy in Accordance with Governmental Accounting Standards Board (GASB) 54 that allows Commitments of Fund Balance to be assigned for specific purposes determined by formal action before year end; and

WHEREAS, in 2019, unassigned fund balance was \$1,350,000.

BE IT RESOLVED by the City Council of the City of Golden Valley, Minnesota, that following assignments will carry forward to 2020:

<b>Division</b>	
FUND BALANCE	(\$1,350,000)
ASSIGNED FUND BALANCE	\$1,350,000

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Golden Valley, Minnesota, that the Assigned General Fund Balance for the 2019 General Fund Budget is hereby given final approval.

Adopted by the City Council of Golden Valley, Minnesota this 21st day of April, 2020.

\_\_\_\_\_  
Shepard M. Harris, Mayor

ATTEST:

\_\_\_\_\_  
Kristine A. Luedke, City Clerk



# EXECUTIVE SUMMARY

## Administrative Services

763-593-8013 / 763-593-3969 (fax)

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### Golden Valley City Council Meeting

April 21, 2020

#### **Agenda Item**

3. F. Approve Intent for a Housing & Redevelopment Authority Levy for a Housing Program

#### **Prepared By**

Sue Virnig, Finance Director

#### **Summary**

The City needs to approve the resolution allowing the Housing & Redevelopment Authority (HRA) to intend to levy for a housing program. The HRA approved the resolution earlier this evening. This action will allow Hennepin County to set up a special district for the HRA with the intention to levy in the future.

#### **Financial Or Budget Considerations**

The intention allows the HRA to set a levy in the future for a housing program. This resolution only allows the setup of the district and at this time no levy amount will be considered. It may be reviewed again before September 15.

#### **Recommended Action**

Motion to adopt Resolution of approving Intent for a HRA Levy for a Housing Program.

#### **Supporting Documents**

- Resolution City of Golden Valley approving Intent for HRA Levy for a Housing Program (1 page)

RESOLUTION NO. 20-27

RESOLUTION CITY OF GOLDEN VALLEY APPROVING INTENT FOR  
HRA LEVY FOR A HOUSING PROGRAM

WHEREAS, The Golden Valley Housing and Redevelopment Authority (the "HRA") has authorities and powers according to MN Statutes, Sections 469.001 to 469.047. MS Statutes, Section 469.033, subd. 6 grants the HRA the power to levy and collect taxes subject to a resolution of consent from the Golden Valley City Council for a set period; and

WHEREAS, The HRA is requesting the City of Golden Valley to approve a consent to an intent to levy for HRA Housing Program that may begin with the year payable 2021. MN Statutes 276.067 states the written notice from the HRA needs to be received by July 1 of the current year that the district may be certifying a levy and notice includes a complete list or other description of the tax parcels in the district. The district would include all city parcels. The resolution of intent needs to be given to Hennepin County by July 1. The intent of this levy gives direction to Hennepin County to set up a special district to allow for such levy in the future; and

WHEREAS, The HRA discussed the levy and budget on March 10, 2020 and at its April 21 Meeting; and

WHEREAS, The HRA is asking the City of Golden Valley to approve consent and submit both resolutions to Hennepin County to set up a district in the purpose to levy in the future.

BE IT RESOLVED by the City of Golden Valley intends to consent to set up a special district for a HRA Housing District that would include all parcels in the City of Golden Valley.

Adopted by the City Council of Golden Valley, Minnesota this 21st day of April, 2020.

\_\_\_\_\_  
Shepard M. Harris, Mayor

ATTEST:

\_\_\_\_\_  
Kristine A. Luedke, City Clerk



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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Golden Valley City Council Meeting  
April 21, 2020

### **Agenda Item**

3. G. Board/Commission Appointments and Reappointments

### **Prepared By**

Tomás Romano, Assistant to the City Manager's Office

### **Summary**

On a staggered basis, each year on April 30, terms end for various members of City boards/commissions creating vacancies to be filled. Each year the City Council conducts interviews with persons who have applied to serve on a board or commission.

Attached is the list of vacancies to be filled, including board/commission members who have requested to be considered for reappointment as well as a list of applicants who are interested in being appointed.

### **Financial Or Budget Considerations**

Not Applicable.

### **Recommended Action**

Motion to make the following appointments and reappointments.

### **Supporting Documents**

- Vacancies Spreadsheet (1 page)
- Members Requesting Reappointment and Candidate Appointment Spreadsheet (1 page)

**Vacancies spreadsheet:**

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***Board of Zoning Appeals***

Commissioner	1-year term	Term expires- May 1, 2021
Commissioner	1-year term	Term expires- May 1, 2021
Commissioner	1-year term	Term expires- May 1, 2021
Commissioner	1-year term	Term expires- May 1, 2021
Youth Commissioner	1-year term	Term expires- May 1, 2021

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***Civil Service Commission***

Commissioner	3-year term	Term expires- May 1, 2023
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***Environmental Commission***

Commissioner	3-year term	Term expires- May 1, 2023
Commissioner	3-year term	Term expires- May 1, 2023
Commissioner	3-year term	Term expires- May 1, 2023
Youth Commissioner	1-year term	Term expires- May 1, 2021

---

***Human Rights Commission***

Commissioner	3-year term	Term expires- May 1, 2023
Youth Commissioner	1-year term	Term expires- May 1, 2021
Youth Commissioner	1-year term	Term expires- May 1, 2021

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***Human Services Commission***

Commissioner	3-year term	Term expires- May 1, 2023
Commissioner	3-year term	Term expires- May 1, 2023
Commissioner	3-year term	Term expires- May 1, 2023
Youth Commissioner	1-year term	Term expires- May 1, 2021

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***Open Space and Recreation Commission***

Commissioner	3-year term	Term expires- May 1, 2023
Commissioner	3-year term	Term expires- May 1, 2023
Commissioner	3-year term	Term expires- May 1, 2023
Youth Commissioner	1-year term	Term expires- May 1, 2021

---

***Planning Commission***

Commissioner	3-year term	Term expires- May 1, 2023
Commissioner	3-year term	Term expires- May 1, 2023
Youth Commissioner	1-year term	Term expires- May 1, 2021

---

**Recommended Action**

Motion to make the following appointments and reappointments

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***Board of Zoning Appeals***

Nancy Nelson	1-year term	Term expires- May 1, 2021
Richard Orenstein	1-year term	Term expires- May 1, 2021
Kade Arms-Regenold- youth	1-year term	Term expires- May 1, 2021
Chris Carlson (new appointment)	1-year term	Term expires- May 1, 2021
Sophia Ginis (new appointment)	1-year term	Term expires- May 1, 2021

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***Civil Service Commission***

Andrew Wold	3-year term	Term expires- May 1, 2023
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***Environmental Commission***

Susan Phelps	3-year term	Term expires- May 1, 2023
Jim Stremel	3-year term	Term expires- May 1, 2023
Shannon Hansen (new appointment)	3-year term	Term expires- May 1, 2023

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***Human Rights Commission***

Teresa Martin	3-year term	Term expires- May 1, 2023
Destiny Nathan- youth	1-year term	Term expires- May 1, 2021

---

***Human Services Commission***

Katie Hart	3-year term	Term expires- May 1, 2023
_____	3-year term	Term expires- May 1, 2023
_____	3-year term	Term expires- May 1, 2023

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***Open Space and Recreation Commission***

Bill Delaney	3-year term	Term expires- May 1, 2023
Della Daml- youth	1-year term	Term expires- May 1, 2021
_____	3-year term	Term expires- May 1, 2023
_____	3-year term	Term expires- May 1, 2023

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***Planning Commission***

Ryan Sadeghi	3-year term	Term expires- May 1, 2023
Chuck Segelbaum	3-year term	Term expires- May 1, 2023



# EXECUTIVE SUMMARY

## Parks and Recreation

763-512-2345 / 763-512-2344 (fax)

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**Golden Valley City Council Meeting**

**April 21, 2020**

### **Agenda Item**

3. H. Approve Amendment to Human Services Commission Bylaws

### **Prepared By**

Brian Erickson, Recreation Supervisor

Aaron Black, Chair

Denise La Mere - Anderson, Vice Chair

### **Summary**

The Golden Valley Human Services Commission is proposing to amend their Bylaws. The amendment would include allowing the Commission, during a local emergency, to make emergency allocation recommendations to the City Council for consideration if certain criteria has been met.

### **Financial Or Budget Considerations**

Not Applicable

### **Recommended Action**

Motion to amend the Human Services Commission Bylaws as proposed.

### **Supporting Documents**

- Redline copy of proposed amendments to the Human Services Commission Bylaws (7 pages)
- Human Services Commission Bylaws (5 pages)

# BYLAWS

## Human Services Commission

### Article I: Purpose, Mission, and Duties

The Human Services Commission ([the "Commission"](#)) exists to study human service needs in the community and recommend action to the City Council regarding funding those needs. With these goals in mind, the Commission will:

- Identify the community's needs for human services.
- Develop guidelines to evaluate funding requests and allocate funds to human service organizations that meet the identified needs of the community.
- Determine funds needed and strategies to provide funding through charitable gambling proceeds, fundraisers, or community events.
- Encourage and enlist participation from the greater Golden Valley community.

### Article II: Membership, Appointments, Terms, and Officers

#### A. Membership

The Commission shall consist of seven regular members, and two business or community organization members, and one voting youth member. Regular members shall be qualified voters and residents of the City. Business or community members shall be a representative, in an official capacity, of a Golden Valley- based business. Youth members shall live or attend school within Golden Valley and enrolled in school grades nine through twelve. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements.

#### B. Appointment and Terms

Appointments are made effective May 1 of each year. The Council shall appoint regular members and business/community organization members of the Commission for three-year staggering terms. Youth members shall be appointed for a one-year term. The terms of Commissioners shall be fixed and determined at the time of appointment by the governing ordinance.

Emphasis in appointments will be based on knowledge of human service needs in the community through participation in community organizations, experience and knowledge of fundraising, and evidence of personal commitment to the delivery of human service needs. Persons involved with agencies or groups that anticipate soliciting funds from the [GVHSB Commission](#) should not seek appointment. The City Council shall appoint the members of the Commission and to fill vacancies for unexpired terms.

#### C. Officers

The Commission shall elect officers of Chair and Vice-Chair from the Commission membership by its voting members at its regular annual meeting, (no later than the second meeting after May 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice-Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said

office. Officers may also delegate the duties of their position to other Commissioners as deemed appropriate by the Commission.

Chair responsibilities include:

- work with staff liaison to develop meeting agendas;
- conduct and preside at all meetings in a productive and time-efficient manner;
- ensure the Commission conducts its activities within the stated mission and bylaws of the Commission;
- appoint Commissioners to subcommittees;
- monitor and ensure the progress of the Commission; and
- report to the City Council.

Vice Chair responsibilities:

- perform the duties of the Chair in the absence or incapacity of the Chair; and
- perform all other duties as prescribed by the Commission.

### **Article III: Meetings and Attendance**

#### **A. Meetings**

All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and City code. This means all business and discussion occurs at a meeting which has been posted and is open to the public.

The presence of a majority of all regular voting members currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion, however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of the members should not discuss Commission business by email, forms of social media, telephone, or informal meetings. Commission meetings may be cancelled by the staff liaison if there are no items on the agenda for discussion.

The proceedings of meeting should be conducted using standard parliamentary procedure.

##### **i. Regular Meeting**

The regular meeting of the Commission shall be held on the second Monday of the month at Brookview at 7:00 pm. The Commission may, by a majority vote, change its regular meeting dates for any reason provided proper public notice of the changed meeting is provided.

##### **ii. Annual Meeting**

The Annual Meeting of the Commission shall be a regular meeting, typically the first meeting after May 1 of each year, at which time elections will be held.

iii. Special Meeting

A special meeting may be called by the Chair or whenever three members request the same in writing. Staff shall give notice to each board member, at least three days prior to any special meeting, of the time, place, and purpose of the meeting.

**B. Attendance**

Absences in one year should not exceed three consecutive meetings or more than 25 percent of the total meetings for the year. If a member is unable to attend a meeting, that member should contact the staff liaison, who will inform the chair if a quorum cannot be attained and the meeting will be cancelled.

A standardized letter of warning will be sent from the City Manager's office to any member after two consecutive or two total absences for groups meeting once a month. For those meeting twice a month the letter would be sent from the chair after two consecutive or five total absences. If a member exceeds the allowable number of absences the City Manager's office will send a standardized letter stating the member must step down because of the importance of regular attendance and the number of citizens interested in serving. If the City Manager's office feels there are extenuating circumstances in a case of a member who has not met the attendance requirements, an exception can be made.

**Article IV: Rules**

A. Fundraising

The Commission will plan, organize, and participate in annual fundraising campaigns. All Commissioners are expected to participate in fundraising efforts on behalf of the [GVHSB Commission](#).

B. Agency Selection

The Commission will make recommendations to the Council based on the applications and presentations provided by agencies with funding requests. Only agencies that meet the standards and criteria set by the Commission will be eligible for selection. All agency selections by the Commission are subject to approval by City Council.

i. Eligibility Criteria

To be eligible to receive funds, applicants must:

- use the funds for a program, project, or service that contributes to the City of Golden Valley and serves clients located in the City of Golden Valley in times of crisis or need
  - The program, project, or services cannot be duplicated by a level of government
  - The program, project, or services must include cooperation or collaboration between organizations
- have operated and delivered services consistently for a minimum of one year, evidenced by an established record of meaningful service utilization levels and adequate support through financial and/or volunteer contributions
- operate on a non-discriminatory basis, according to federal, state, or Golden Valley ordinances, as appropriate according to the jurisdiction consistent with the applicant's service area

- except as provided below, demonstrate that administrative, management, general ~~costs~~, and fundraising costs do not exceed 15 percent of revenue in any year for which the applicant has received funding from ~~GVHSB~~ the Commission without special ~~GVHSB~~ Commission review.

• Whenever administrative management, general costs, and fundraising costs exceed 15 percent, ~~applicant representatives must justify to GVHSB. GVHSB will~~ the Commission shall conduct a special review to determine the appropriateness of the particular circumstances which resulted in these costs exceeding 15 percent ~~and GVHSB. If the Commission wishes to allocate funds to an organization after completing the special review, the Commission,~~ together with the applicant, ~~will~~ shall agree upon a strategy for reducing these costs within the following fiscal year.

To be considered, applicants must also submit the appropriate application materials by the established deadline.

C. Use of Funds & Minimum Fund Balance

~~The Commission may recommend allocation of funds based on the rules set forth in these bylaws and maintaining a minimum of one and a half times the fund balance as of December 31 of the previous calendar year. All fund recommendations are subject to approval by the City Council.~~

~~Funds may be allocated to~~

i. Minimum Fund Balance

Each January, the City Finance Director shall calculate the annual minimum fund balance (the “Minimum Fund Balance”), which shall be equal to one and one-half times the actual operating expenses of the previous calendar year (January 1 through December 31). For purposes of this paragraph, operating expenses means all approved allocations and all Commission costs and expenses related to fundraising from the previous calendar year. Allocation recommendations shall be made so that the balance of the fund at the end of each year is greater than or equal to the annually adjusted Minimum Fund Balance.

ii. Use of Funds

The Commission may make allocation recommendations to the Council provided the following requirements are met:

- Each recommended recipient is a 501(c)(3) human services agencies whose request meet the criteria of “lawful purpose” pursuant to Min State Statute 349.12 Subd. 25. Furthermore, funds may be limited to certain groups based on public purpose expenditure rules.

~~Funds will not be granted for:~~

- Each recommended recipient agrees not to use the funds for:
  - ☞ ~~Salaries, general operating expenses, or capital projects,~~
  - ☞ ~~Individual or individuals, or~~
  - ☞ ~~Any organization licensed in the City for lawful gambling operations.~~
- Each recommended recipient meets all of the eligibility criteria in Article IV, paragraph B.
- The Minimum Fund Balance requirements of this section are met or will be met by December 31 of the calendar year.

All allocation recommendations are subject to approval by the City Council.

D. Emergency Allocation Recommendations

During a local emergency, the Commission may make emergency allocation recommendations to the City Council for consideration provided all of the following criteria have been met:

- The City has declared a local emergency;
- The recommended recipients meet all of the eligibility criteria in Article IV, paragraphs B(i) and (C) above;
- The recommended recipients use the funds to provide services that are related to mitigating the effects of the local emergency; and
- The Minimum Fund Balance requirements of Article IV, paragraph (C) above are or will be met by the end of the calendar year, or the Council has approved an exception to those requirements. The Council may only approve an exception to the Minimum Fund Balance requirements for emergency allocations, and the Minimum Fund Balance must be restored no later than December 31 of the calendar year following the year in which the emergency allocation is made.

The Commission shall verify that these criteria have been met; however, because time is of the essence during local emergencies, the Commission may make recommendations pursuant to this paragraph without requiring agencies to submit application materials. Recommendations made pursuant to this paragraph shall be approved by the Council.

E. ~~D.~~ Recordkeeping

All minutes and resolutions shall be in writing and shall be kept in accordance with City procedures, Minnesota Statute and Rules regarding preservation of public records and the Minnesota Data Privacy Act.

E. ~~E.~~ Reports

i. Fundraising Report

Annually the Commission shall provide the City Council with a report of fundraising event recommendations.

ii. Annual Allocation Report

By the last regular Council meeting of December each year the Commission shall comprise a report of fund allocation recommendations for the following calendar year.

iii. Special Reports

The Commission may make special reports to the Council to consider emergency requests or adjustments because of revenue shortfalls, but the Commission must justify the need outside the parameters of the annual allocation report.

i. ~~i.~~ Performance of Duties

Commissioners are expected to adequately prepare for, and attend meetings. Commissioners unable to complete an assigned task should notify the Commission Chair as soon as possible.

The Commission may ask the City Council to review a Commissioner's appointment based upon its assessment of significant non-performance of duties.

#### **Article V: Amendments and Revisions**

The Commission will review these bylaws no later than the second meeting after May 1 in every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, provided that notice of the proposed changes and amendments is provided to each member at least ten business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.

Document comparison by Workshare 10.0 on Tuesday, April 14, 2020 4:08:59 PM

Input:	
Document 1 ID	file:///J:\Commissions\Commission Stuff\Updated Bylaws\BYLAWS - Human Services Commission - 6.27.18 (Conversion).docx
Description	BYLAWS - Human Services Commission - 6.27.18 (Conversion)
Document 2 ID	J:\Commissions\Commission Stuff\Updated Bylaws\BYLAWS - Human Services Commission - 4.13.20 (draft).docx
Description	J:\Commissions\Commission Stuff\Updated Bylaws\BYLAWS - Human Services Commission - 4.13.20 (draft).docx
Rendering set	Standard

Legend:	
	<u>Insertion</u>
	<del>Deletion</del>
	<del>Moved from</del>
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	Style change
	Format change
	<del>Moved deletion</del>
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	48
Deletions	20
Moved from	1
Moved to	1

# BYLAWS

## Human Services Commission

### Article I: Purpose, Mission, and Duties

The Human Services Commission (the "Commission") exists to study human service needs in the community and recommend action to the City Council regarding funding those needs. With these goals in mind, the Commission will:

- Identify the community's needs for human services.
- Develop guidelines to evaluate funding requests and allocate funds to human service organizations that meet the identified needs of the community.
- Determine funds needed and strategies to provide funding through charitable gambling proceeds, fundraisers, or community events.
- Encourage and enlist participation from the greater Golden Valley community.

### Article II: Membership, Appointments, Terms, and Officers

#### A. Membership

The Commission shall consist of seven regular members, and two business or community organization members, and one voting youth member. Regular members shall be qualified voters and residents of the City. Business or community members shall be a representative, in an official capacity, of a Golden Valley-based business. Youth members shall live or attend school within Golden Valley and enrolled in school grades nine through twelve. A vacancy shall be deemed to exist if a member ceases to meet the residency requirements.

#### B. Appointment and Terms

Appointments are made effective May 1 of each year. The Council shall appoint regular members and business/community organization members of the Commission for three-year staggering terms. Youth members shall be appointed for a one-year term. The terms of Commissioners shall be fixed and determined at the time of appointment by the governing ordinance.

Emphasis in appointments will be based on knowledge of human service needs in the community through participation in community organizations, experience and knowledge of fundraising, and evidence of personal commitment to the delivery of human service needs. Persons involved with agencies or groups that anticipate soliciting funds from the Commission should not seek appointment. The City Council shall appoint the members of the Commission and to fill vacancies for unexpired terms.

#### C. Officers

The Commission shall elect officers of Chair and Vice-Chair from the Commission membership by its voting members at its regular annual meeting, (no later than the second meeting after May 1 in each year). The Chair and Vice Chair positions rotate, and members may only serve two consecutive years as the Chair or Vice-Chair. Should the office of Chair or Vice-Chair become vacant, the Commission shall elect a successor from its membership at the next regular meeting and such election shall be for the unexpired term of said office. Officers may also delegate the duties of their position to other Commissioners as deemed appropriate by the Commission.

Chair responsibilities include:

- work with staff liaison to develop meeting agendas;
- conduct and preside at all meetings in a productive and time-efficient manner;
- ensure the Commission conducts its activities within the stated mission and bylaws of the Commission;
- appoint Commissioners to subcommittees;
- monitor and ensure the progress of the Commission; and
- report to the City Council.

Vice Chair responsibilities:

- perform the duties of the Chair in the absence or incapacity of the Chair; and
- perform all other duties as prescribed by the Commission.

### **Article III: Meetings and Attendance**

#### **A. Meetings**

All meetings of the Commission shall be conducted in accordance with the Minnesota Open Meeting Law and City code. This means all business and discussion occurs at a meeting which has been posted and is open to the public.

The presence of a majority of all regular voting members currently appointed to the Commission shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes. In the event a quorum is not reached, a smaller number of members may meet to have informal discussion, however, formal action shall not be taken and must be reserved for such time as when a quorum of the Commission is reached. A quorum of the members should not discuss Commission business by email, forms of social media, telephone, or informal meetings. Commission meetings may be cancelled by the staff liaison if there are no items on the agenda for discussion.

The proceedings of meeting should be conducted using standard parliamentary procedure.

- i. **Regular Meeting**  
The regular meeting of the Commission shall be held on the second Monday of the month at Brookview at 7:00 pm. The Commission may, by a majority vote, change its regular meeting dates for any reason provided proper public notice of the changed meeting is provided.
- ii. **Annual Meeting**  
The Annual Meeting of the Commission shall be a regular meeting, typically the first meeting after May 1 of each year, at which time elections will be held.
- iii. **Special Meeting**  
A special meeting may be called by the Chair or whenever three members request the same in writing. Staff shall give notice to each board member, at least three days prior to any special meeting, of the time, place, and purpose of the meeting.

## B. Attendance

Absences in one year should not exceed three consecutive meetings or more than 25 percent of the total meetings for the year. If a member is unable to attend a meeting, that member should contact the staff liaison, who will inform the chair if a quorum cannot be attained and the meeting will be cancelled.

A standardized letter of warning will be sent from the City Manager's office to any member after two consecutive or two total absences for groups meeting once a month. For those meeting twice a month the letter would be sent from the chair after two consecutive or five total absences. If a member exceeds the allowable number of absences the City Manager's office will send a standardized letter stating the member must step down because of the importance of regular attendance and the number of citizens interested in serving. If the City Manager's office feels there are extenuating circumstances in a case of a member who has not met the attendance requirements, an exception can be made.

## Article IV: Rules

### A. Fundraising

The Commission will plan, organize, and participate in annual fundraising campaigns. All Commissioners are expected to participate in fundraising efforts on behalf of the Commission.

### B. Agency Selection

The Commission will make recommendations to the Council based on the applications and presentations provided by agencies with funding requests. Only agencies that meet the standards and criteria set by the Commission will be eligible for selection. All agency selections by the Commission are subject to approval by City Council.

#### i. Eligibility Criteria

To be eligible to receive funds, applicants must

- use the funds for a program, project, or service that contributes to the City of Golden Valley and serves clients located in the City of Golden Valley in times of crisis or need
  - The program, project, or services cannot be duplicated by a level of government
  - The program, project, or services must include cooperation or collaboration between organizations
- have operated and delivered services consistently for a minimum of one year, evidenced by an established record of meaningful service utilization levels and adequate support through financial and/or volunteer contributions
- operate on a non-discriminatory basis, according to federal, state, or Golden Valley ordinances, as appropriate according to the jurisdiction consistent with the applicant's service area
- except as provided below, demonstrate that administrative, management, general, and fundraising costs do not exceed 15 percent of revenue in any year for which the applicant has received funding from the Commission without special Commission review.

Whenever administrative management, general costs, and fundraising costs exceed 15 percent, the Commission shall conduct a special review to determine the appropriateness of the particular circumstances which resulted in these costs exceeding 15 percent. If the Commission wishes to allocate

funds to an organization after completing the special review, the Commission, together with the applicant, shall agree upon a strategy for reducing these costs within the following fiscal year.

To be considered, applicants must also submit the appropriate application materials by the established deadline.

#### C. Use of Funds & Minimum Fund Balance

##### i. Minimum Fund Balance

Each January, the City Finance Director shall calculate the annual minimum fund balance (the "Minimum Fund Balance"), which shall be equal to one and one-half times the actual operating expenses of the previous calendar year (January 1 through December 31). For purposes of this paragraph, operating expenses means all approved allocations and all Commission costs and expenses related to fundraising from the previous calendar year. Allocation recommendations shall be made so that the balance of the fund at the end of each year is greater than or equal to the annually adjusted Minimum Fund Balance.

##### ii. Use of Funds

The Commission may make allocation recommendations to the Council provided the following requirements are met:

- Each recommended recipient is a 501(c)(3) human services agencies whose request meet the criteria of "lawful purpose" pursuant to Min State Statute 349.12, subd. 25. Furthermore, funds may be limited to certain groups based on public purpose expenditure rules.
- Each recommended recipient agrees not to use the funds for:
  - Salaries, general operating expenses, or capital projects,
  - Individual or individuals, or
  - Any organization licensed in the City for lawful gambling operations.
- Each recommended recipient meets all of the eligibility criteria in Article IV, paragraph B.
- The Minimum Fund Balance requirements of this section are met or will be met by December 31 of the calendar year.

All allocation recommendations are subject to approval by the City Council.

#### D. Emergency Allocation Recommendations

During a local emergency, the Commission may make emergency allocation recommendations to the City Council for consideration provided all of the following criteria have been met:

- The City has declared a local emergency;
- The recommended recipients meet all of the eligibility criteria in Article IV, paragraphs B(i) and (C) above;
- The recommended recipients use the funds to provide services that are related to mitigating the effects of the local emergency; and
- The Minimum Fund Balance requirements of Article IV, paragraph (C) above are or will be met by the end of the calendar year, or the Council has approved an exception to those requirements. The Council may only approve an exception to the Minimum Fund Balance requirements for emergency allocations, and the Minimum Fund Balance must be restored no later than December 31 of the calendar year following the year in which the emergency allocation is made.

The Commission shall verify that these criteria have been met; however, because time is of the essence during local emergencies, the Commission may make recommendations pursuant to this paragraph without requiring agencies to submit application materials. Recommendations made pursuant to this paragraph shall be approved by the Council.

E. Recordkeeping

All minutes and resolutions shall be in writing and shall be kept in accordance with City procedures, Minnesota Statute and Rules regarding preservation of public records and the Minnesota Data Privacy Act.

F. Reports

i. Fundraising Report

Annually the Commission shall provide the City Council with a report of fundraising event recommendations.

ii. Annual Allocation Report

By the last regular Council meeting of December each year the Commission shall comprise a report of fund allocation recommendations for the following calendar year.

iii. Special Reports

The Commission may make special reports to the Council to consider emergency requests or adjustments because of revenue shortfalls, but the Commission must justify the need outside the parameters of the annual allocation report.

i. Performance of Duties

Commissioners are expected to adequately prepare for, and attend meetings. Commissioners unable to complete an assigned task should notify the Commission Chair as soon as possible.

The Commission may ask the City Council to review a Commissioner's appointment based upon its assessment of significant non-performance of duties.

**Article V: Amendments and Revisions**

The Commission will review these bylaws no later than the second meeting after May 1 in every three years. Members may present recommendations for changes and amendments. These bylaws can be altered or amended at any regular monthly Commission meeting with a majority of members present, provided that notice of the proposed changes and amendments is provided to each member at least ten business days before the meeting. The Council must review and approve any changes to, and has final authority regarding, these bylaws.



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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### Golden Valley City Council Meeting April 21, 2020

#### Agenda Item

3. I. Amendment to Boards and Commissions Attendance Policy in Bylaws

#### Prepared By

Tim Cruikshank, City Manager

#### Summary

Staff recommends updating the attendance policy in all board and commission Bylaws as follows:

##### Attendance:

Members are expected to attend all meetings. If a member is unable to attend a meeting, they should contact the staff liaison, who will inform the chair. If a quorum cannot be attained, the meeting will be canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager's office will review attendance records for the preceding calendar year (April-March) and send a standardized letter of warning to any member that has missed:

- two consecutive or three total meetings for groups that meet once a month; or
- two consecutive or five total meetings for groups that meet twice a month.

Because attendance is so important to the work of the City's boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances prevent the member from committing to consistently attending future meetings, the member may be asked to step down. The City Manager will not ask the member to step down if their inability to attend meetings is due to health reasons. If the member's attendance does not improve within 3 months after receiving a warning, the City Manager or their designee shall ask the member to step down. If the member chooses not to step down, the Council may take action to remove the member.

The purpose of these changes is to provide clear guidance to commissioners about attendance expectations and to provide clear guidance to staff about when to send attendance warning letters to commissioners. The attached redline shows a comparison of this language with the existing attendance policy.

#### Financial Or Budget Considerations

Not applicable

**Recommended Action**

Motion to approve the proposed changes to attendance policy in all Board and Commission Bylaws.

**Supporting Documents**

- Redline showing comparison of new attendance requirements and old attendance requirements (2 pages)

## Attendance:

~~Absences in one year should not exceed three consecutive meetings or more than 25 percent of the total meetings for the year. Members are expected to attend all meetings.~~ If a member is unable to attend a meeting, ~~that member~~ they should contact the staff liaison, who will inform the chair-  
if if a quorum cannot be attained ~~and~~, the meeting will be ~~cancelled~~.

~~A standardized letter of warning will be sent from~~ canceled. Staff liaisons will track attendance at each meeting. Each April, the City Manager's office will review attendance records for the preceding calendar year (April-March) and send a standardized letter of warning to any member ~~after~~ that has missed:

- ~~two consecutive or two~~ three total ~~absences~~ meetings for groups ~~meeting~~ that meet once a month. ~~For those meeting twice a month the letter would be sent from the chair after; or~~
- ~~two consecutive or five total absences. If a member exceeds the allowable number of absences the City Manager's office will send a standardized letter stating the member must step down because of the importance of regular attendance and the number of citizens interested in serving. If the City Manager's office feels there are extenuating circumstances in a case of a member who has not met the attendance requirements, an exception can be made~~ meetings for groups that meet twice a month.

Because attendance is so important to the work of the City's boards and commissions, the City Manager may ask the member to explain the reasons for their absences. If circumstances prevent the member from committing to consistently attending future meetings, the member may be asked to step down. The City Manager will not ask the member to step down if their inability to attend meetings is due to health reasons. If the member's attendance does not improve within 3 months after receiving a warning, the City Manager or their designee shall ask the member to step down. If the member chooses not to step down, the Council may take action to remove the member.

Document comparison by Workshare 10.0 on Friday, April 17, 2020 4:39:09 PM

Input:	
Document 1 ID	file:///L:\City Open Matters\Boards & Commissions\Bylaws\Attendance Policy Original.docx
Description	Attendance Policy Original
Document 2 ID	L:\City Open Matters\Boards & Commissions\Bylaws\Attendance Policy Updated.docx
Description	L:\City Open Matters\Boards & Commissions\Bylaws\Attendance Policy Updated.docx
Rendering set	Standard

Legend:	
<a href="#">Insertion</a>	
<del>Deletion</del>	
<del>Moved from</del>	
<a href="#">Moved to</a>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	15
Deletions	14
Moved from	2
Moved to	2
Style change	0
Format changed	0
Total changes	33



# EXECUTIVE SUMMARY

## City Administration

763-593-8006 / 763-593-8109 (fax)

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### Golden Valley City Council Meeting April 21, 2020

#### Agenda Item

6. C. COVID-19 Pandemic Emergency Administrative Actions

#### Prepared By

Tim Cruikshank, City Manager

Maria Cisneros, City Attorney

#### Summary

The City Manager and City Attorney recommend that the City Council ratify the attached ten Emergency Administrative Actions that staff has taken since April 7, 2020 in response to the COVID-19 pandemic. The new actions include:

- Emergency Administrative Action 20-21 Modifying the Critical Sector Employees Designations Pursuant to Executive Order 20-23
- Emergency Administrative Action 20-22 Modifying Liquor License Application Procedures
- Emergency Administrative Action 20-23 Adopting Temporary Worksite Safety Policies and Terminating Emergency Administrative Action 20-12
- Emergency Administrative Action 20-24 Suspending I&I and Sump Pump Inspection Fees
- Emergency Administrative Action 20-25 Authorizing Adjustments to Park & Rec Program Fees
- Emergency Administrative Action 20-26 Prorating Certain License Fees
- Emergency Administrative Action 20-27 Waiving City SAC Fees
- Emergency Administrative Action 20- 28 Ending Emergency Administrative Action 20-12 and Authorizing Brookview Golf Course Opening
- Emergency Administrative Action 20-29 Adopting City Facility Use Policies for the Public
- Emergency Administrative Action 20-30 Adopting Updated Temporary Employment Policies

The City Manager recommends the Council ratify these Emergency Administrative Actions and adopt all recommendations contained in the actions.

#### Financial or Budget Considerations

Not Applicable

**Recommended Action**

Motion to ratify Emergency Administrative Actions 20-21 through 20-30 and adopt all recommendations contained therein.

**Supporting Documents**

- Emergency Administrative Actions 20-21 through 20-30 (44 pages)



7800 Golden Valley Road  
Golden Valley, MN 55427

## **EMERGENCY ADMINISTRATIVE ACTION 20-21 MODIFYING CRITICAL SECTOR DETERMINATION TABLE**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley designates the employees on the attached Critical Sector Determination Table as critical sector employees, as defined by Minnesota Emergency Executive Order 20-33. This is an update to the table approved by the City Manager on March 27, 2020 pursuant to modifications to the Critical Sector list contained in Minnesota Executive Action 20-33 (April 8, 2020).

These designations shall remain in effect until Executive Order 20-33 expires, unless repealed or modified by subsequent City Manager or Council action.

A handwritten signature in black ink, appearing to read "Timothy J. Cruikshank", is positioned above a horizontal line.

Date: April 9, 2020

\_\_\_\_\_  
Timothy J. Cruikshank, City Manager

## CRITICAL SECTOR DETERMINATION TABLE

### UPDATES TO EMPLOYEE STATUS PURSUANT TO MINN. EXEC. ORDER 20-20 & 20-23

Pursuant to Governor Walz’s Executive Order 20-20 (March 25, 2020), as amended and clarified from time to time, only employees performing Critical Sector work may leave home to perform this work. The following additional limitations also apply:

- **All Critical Sector workers who can work from home must do so.**
- **Allowed activities and work performed in the above Critical Sectors should, to the maximum extent possible, be conducted in a manner that adheres to Minnesota Occupational Safety and Health Standards and the Minnesota Department of Health and CDC Guidelines related to COVID-19, including social distancing and hygiene.**
- People at risk of severe illness from COVID-19 are strongly urged to stay home, even when the executive order would allow them to leave their home or residence.
- Critical Sector exemptions apply only to travel to and from an individual’s home or residence and place of work and an individual’s performance of work duties that cannot be done at their homes or residence. Travel may include transportation to and from child care or school settings as necessary to ensure the safe care of children.

Under the Order, Critical Sector employees are workers performing all other governmental functions which are necessary to ensure the health, safety, and welfare of the public, to preserve the essential elements of the financial system of government, and to continue priority services as determined by a political subdivision of the State. All political subdivisions of the State will determine the minimum personnel necessary to maintain these governmental operations. Additionally, the Order provides specific guidance on a number of roles at the City. After reviewing the order, the City of Golden Valley has determined that its Critical Sector workers are:

	<b>Critical Sector Employees</b> These employees may travel to work only if necessary. All Critical Sector employees who can work from home must do so.	<b>Not Critical Service Employees</b> These employees should work from home, if possible, but may not travel to work	
<b>City Manager</b>	<ul style="list-style-type: none"> <li>▪ City Manager</li> <li>▪ City Council Members</li> <li>▪ City Clerk</li> </ul>		Exec. Order 20-20 § 6(i)(iii); Exec. Order 20-20 § 6(i)(i).
<b>Administrative Services</b>	<ul style="list-style-type: none"> <li>▪ Accountant</li> <li>▪ Accounting Coordinator</li> <li>▪ Accounting Technician</li> <li>▪ Finance Director</li> <li>▪ Information Technology Specialist</li> <li>▪ Information Technology Supervisor</li> <li>▪ Information Technology Tech</li> <li>▪ Utility Billing Specialist</li> <li>▪ Deputy Registrar Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>▪ Accounting Intern</li> <li>▪ Motor Vehicle License Clerk</li> <li>▪ Assessments/AP Tech</li> </ul>	Exec. Order 20-20 § 6(h); Exec. Order 20-20 § 6(l); <a href="#">Essential Critical Infrastructure Workforce Advisory</a> ; clarification letter from DVS (April 3, 2020).
<b>Communications</b>	<ul style="list-style-type: none"> <li>▪ Communications Director</li> <li>▪ Communications Specialist</li> <li>▪ Web Graphic Designer</li> </ul>		Exec. Order 20-20 § 6(h).
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>▪ Human Resources Director</li> <li>▪ Assistant to City Manager’s Office</li> </ul>		Exec. Order 20-20 § 6(i)(iii).
<b>Police</b>	<ul style="list-style-type: none"> <li>▪ Police Chief</li> <li>▪ Commander</li> <li>▪ Police Operations Supervisor</li> <li>▪ Sergeant</li> <li>▪ Investigator</li> <li>▪ Patrol Officer/School Resource Officer</li> <li>▪ Lead Community Service Officer</li> <li>▪ Community Service Officer</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administrative Assistant</li> <li>▪ Support Services Coordinator</li> </ul>	Exec. Order 20-20 § 6(b)); Exec. Order 20-20 § 6(ee)).
<b>Fire</b>	<ul style="list-style-type: none"> <li>▪ Fire Chief</li> <li>▪ Deputy Fire Chief</li> <li>▪ Assistant Fire Chief</li> <li>▪ Paid On-Call Firefighters</li> <li>▪ Paid On-Call Fire Officers</li> <li>▪ Fire Property Maintenance Specialist</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administrative Assistant</li> </ul>	Exec. Order 20-20 § 6(b); Exec. Order 20-20 § 6(iv).

<b>Legal</b>	<ul style="list-style-type: none"> <li>▪ City Attorney</li> </ul>		Exec. Order 20-20 § 6(cc).
<b>Parks &amp; Recreation</b>	<ul style="list-style-type: none"> <li>▪ Director of Parks and Recreation</li> <li>▪ Facilities and Recreation Supervisor</li> <li>▪ Golf Operations Manager</li> <li>▪ Park and Recreation Administrative Assistant</li> <li>▪ Golf Maintenance Supervisor</li> <li>▪ Greens and Turf Specialist</li> <li>▪ Turf Equipment Tech</li> <li>▪ Turf Maintenance Assistant</li> <li>▪ Assistant Golf Operations Manager</li> <li>▪ Golf Operations Coordinator</li> <li>▪ <a href="#">Restaurant and Catering Manager</a> (Reassigned)</li> <li>▪ <a href="#">Head Chef/Kitchen Supervisor</a> (Reassigned)</li> <li>▪ <a href="#">Lead Cook</a> (Reassigned)</li> <li>▪ Custodial Maintenance Specialist</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assistant Senior Program Coordinator</li> <li>▪ Bartender</li> <li>▪ Community Center Attendant</li> <li>▪ Golf Office Assistant</li> <li>▪ Golf Staff Coordinator</li> <li>▪ Guest Services Lead</li> <li>▪ Guest Services Specialist</li> <li>▪ Indoor Playground Attendant</li> <li>▪ Lead Pro Shop Cashier</li> <li>▪ Recreation Coordinator</li> <li>▪ Recreation Supervisor</li> <li>▪ Sports Instructor</li> <li>▪ <a href="#">Dishwasher/Bar-back</a></li> <li>▪ <a href="#">Cook</a></li> <li>▪ <a href="#">Server (if used for take-out, drive up, or delivery services)</a></li> <li>▪ <a href="#">Restaurant and Banquet Staff Coordinator</a></li> </ul>	<p>Exec. Order 20-20 § 6(c); Exec. Order 20-20 § 6(l); Exec. Order 20-23 § 6(b); Exec. Order 20-38 § 3(kk) – applies to Brookview Golf Course</p> <p><b>The following places of public accommodation remain closed to the public pursuant to Exec. Orders 20-20 and 20-04:</b></p> <ul style="list-style-type: none"> <li>• Three One Six (but encouraged to offer food and beverage using deliver service, window service, walk-up service, drive-through service, or drive-up service using social distancing measures outlined in Exec. Order 20-04. <a href="#">Employees highlighted in blue</a> could be considered essential if the Three One Six is reopened)</li> <li>• Brookview</li> <li>• Davis Community Center</li> </ul>
<b>Physical Development</b>	<ul style="list-style-type: none"> <li>▪ Physical Development Director</li> <li>▪ City Engineer</li> <li>▪ Assistant City Engineer</li> <li>▪ Planning Manager</li> <li>▪ Planner</li> <li>▪ Environmental Resources Supervisor</li> <li>▪ Environmental Specialist</li> <li>▪ GIS Specialist</li> <li>▪ Engineering Technician II</li> <li>▪ Engineering Technician III</li> <li>▪ Building Official</li> <li>▪ Building Inspector</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engineering Assistant</li> <li>▪ Inspections Admin Specialist</li> <li>▪ Inspections and Development Assistant</li> <li>▪ Planning Assistant</li> <li>▪ Physical Development Assistant</li> </ul>	Exec. Order 20-20 § 6(i)(iv); Exec. Order 20-20 § 6(x).
<b>Public Works</b>	<ul style="list-style-type: none"> <li>▪ Public Works Director</li> <li>▪ Street Maintenance/Vehicle Maintenance Supervisor</li> <li>▪ Utility Supervisor</li> <li>▪ Crew Leader Streets</li> <li>▪ Crew Leader Utility</li> <li>▪ Crew Leader Parks</li> <li>▪ Meter Specialist</li> <li>▪ Utilities Specialist</li> <li>▪ Public Works Maint Park</li> <li>▪ Public Works Inspector</li> <li>▪ PW Lead-Vehicle Maintenance</li> <li>▪ Public Works Maintenance-Street</li> <li>▪ Public Works Maint-Utilities</li> <li>▪ Public Works Maint-Vehicle</li> <li>▪ Assistant Forrester</li> </ul>	<ul style="list-style-type: none"> <li>▪ Administrative Assistant</li> </ul>	Exec. Order 20-20 § 6(e); Exec. Order 20-20 § 6(f); Exec. Order 20-20 § 6(x)); Exec. Order 20-23.

**EMERGENCY ADMINISTRATIVE ACTION 20-22  
TEMPORARILY MODIFYING LIQUOR LICENSE APPLICATION PROCEDURES**

Pursuant to Mayoral Proclamation and Council Resolution effective March 17, 2020, the City of Golden Valley will temporarily extend the deadline to submit applications for liquor licenses from May 1, 2020 to May 15, 2020 and the City Clerk will make certain modifications to the application form to facilitate electronic application submissions.

This action will continue indefinitely until repealed or modified by subsequent City Manager or Council action.



Date: April 13, 2020

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Timothy J. Cruikshank, City Manager



7800 Golden Valley Road  
Golden Valley, MN 55427

## **EMERGENCY ADMINISTRATIVE ACTION 20-23 ADOPTING TEMPORARY WORKSITE SAFETY POLICIES**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley hereby adopts the City of Golden Valley Temporary Worksite Safety Policies.

These policies replace the City of Golden Valley Temporary Decontamination Policy. Administrative Action 20-12, is hereby repealed.

The City of Golden Valley Temporary Worksite Safety Policies will continue in effect indefinitely until repealed or modified by subsequent City Manager or Council action.

A handwritten signature in black ink, appearing to read "Timothy J. Cruikshank", is written over a horizontal line.

Date: April 17, 2020

Timothy J. Cruikshank, City Manager

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Introduction and Purpose

The City of Golden Valley values the health and safety of its employees and community members. In response to the COVID-19 pandemic, the City Manager enacts these Temporary Worksite Safety Policies. These policies shall remain in place until repealed by action of the City Manager. Where there is a conflict between any Temporary Worksite Safety Policy and a department specific policy (approved by human resources), the department specific policy shall control. Employees must continue to follow the [City’s Temporary Employment Policies](#).

## Current Temporary Worksite Safety Policies:

Temporary Decontamination Policy .....	2
Temporary Vehicle and Equipment Use Policy.....	4
Temporary Facial Covering (Masks) Policy .....	5
Temporary Field Inspections Policy .....	7
Temporary Public Works On-Site Work Policy .....	8
Temporary City Park and Open Space Monitoring Policy.....	9
Temporary Golf Course Maintenance Policy .....	11
Temporary Golf Course Operations Policy .....	12

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Temporary Decontamination Policy

Effective 04/17/2020

### Introduction

During a health emergency, some City facilities may be closed. In these situations, staff shall, to the extent possible, work remotely. Periodically employees may need to enter closed City facilities to perform critical services. In addition to the requirements of this Decontamination Policy, the City shall follow the preventative measures and recommendations of the Center for Disease Controls (CDC) and OSHA. Employees may refer to the short [video guides](#) for the decontamination procedures below.

### Purpose

The purpose of this Decontamination Policy is to provide employees with procedures to consistently and effectively maintain the cleanliness of City property and facilities, thereby minimizing the spread of germs.

All employees entering closed City facilities, operating City equipment, or handling City property during a closure shall follow this Decontamination Policy.

### Supplies

The City will provide the necessary equipment and supplies needed to carry out this Decontamination Policy. The supplies inventory will be maintained by Public Safety Staff and employees should immediately notify the on-duty employee at the Public Safety front desk (763-593-8056) when inventory is low in any City facility. The following supplies will be located at or near the main entrances in each building:

- Spray bottles (3% bleach to water solution)
- Paper towels
- Hand Sanitizer
- Gloves

### Cleaning and Disinfecting Procedures

#### Facilities

1. Employees shall obtain the necessary supplies upon entering the building.
2. Employees shall use the supplies to decontaminate/wipe down the following:
  - any door handles encountered on the way to their work areas,
  - the employee's personal workspace, and
  - common places including, door knobs, plumbing fixtures, counter tops, desks, computers, etc.
3. Employees may not handle equipment, office supplies, or other such materials belonging to another employee.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



4. Any shared electronics, including computer monitors, tablets, and the copier control screens must be cleaned with antibacterial or disinfecting wipes. Employees should not use bleach spray or other harsh chemicals on these items.
  - Keyboards, mice, and other plastic items should be cleaned by a Clorox wipe or by spraying bleach solution into a rag and wiping it down. Employees should ensure liquid solution does not drip into the electronics and allow ample time for drying before use.
5. Employees shall also wash their hands upon entry and exit from the building and after using the restroom.
  - Employees are also encouraged to wash their hands regularly while performing their tasks in the City facilities.
6. Employees shall follow the same procedures in reverse when exiting the building.

## **Vehicles and Equipment**

1. Employees shall decontaminate/wipe down assigned vehicles and equipment before and after each use. This includes, but is not limited to door handles, steering wheels, levers, controls, buttons, and the dashboards.

Employees are encouraged to discuss any concerns and questions with their supervisor or Department Head.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Temporary Vehicle and Equipment Use Policy

Effective 04/17/2020

The purpose of this temporary policy is to reduce the risk of exposure to COVID-19 while employees complete critical services that require the use of City vehicles and equipment.

1. Only one employee is permitted to occupy a City vehicle at one time, and shall operate the vehicle or equipment that the employee is assigned, with the following exceptions:
  - a. Public Safety personnel
  - b. During a vehicle maintenance repair transport: one person shall occupy the driver's seat and one shall occupy the back seat
2. If an employee is required to operate machinery or equipment, the employee should make every effort to stay in the equipment or vehicle as much as possible.
3. Employees shall follow the City's [Temporary Decontamination Policy](#) for all vehicles and equipment.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Temporary Facial Covering (Masks) Policy

Effective 04/17/2020

### Introduction and Purpose

To prevent the spread of COVID-19 the Centers for Disease Control and Prevention (CDC) regularly updates its guidance. COVID-19 can spread between people who are interacting in proximity—for example, speaking, coughing, or sneezing—even if those people are not exhibiting symptoms. As such, the CDC recommends wearing a cloth face covering in public settings, particularly where other social distancing measures are difficult to maintain. It is the CDC's position that a facial covering protects other people around the wearer, but does not protect the wearer. This policy allows employees to wear a cloth mask or similar face covering ("Mask") in the workplace during the COVID-19 health crisis until face coverings are no longer recommended by the CDC. Employees may refer to the short [video guide](#) for proper mask use.

### Required Facial Covering

Employees shall wear a Mask while performing on-site job responsibilities where the employee is working in proximity to another individual and social distancing measures are difficult to maintain. This includes but is not limited to performing on-site field inspections, police patrol functions, fire response, public works utility inspections, public works road repairs, vehicle maintenance repair work, golf course maintenance duties, golf course operations, and City park and open space monitoring duties. The City shall provide a cloth face Mask to employees who are required to wear them under this policy. Employees should contact their supervisor to request a Mask prior to performing responsibilities at a jobsite.

Per CDC guidelines, employees who are not performing the functions of a healthcare worker or medical first responder shall not be issued surgical masks or N-95 respirators.

### Laundering Masks

Masks shall be washed and dried daily following [CDC recommendations](#). Employees shall follow the instructions below and adhere to any additional department-specific instructions.

#### Golf Operations and Golf Maintenance

After each use, Golf Operations and Golf Maintenance employees shall place Masks in the washing machine at the golf driving range.

#### Physical Development

After each use, Engineering and Inspections employees shall place Masks in the Street department washing machine.

#### Public Works

After each use, Utilities Maintenance employees shall place Masks in the Utility Maintenance washing machine. Street, Park, and Vehicle Maintenance employees shall place Masks in the Street department washing machine.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## **Voluntary Facial Covering**

Employees who are not required, but prefer to wear a cloth face Mask, may do so as long as the employee is still able to perform the essential functions of their job.

The City will prioritize distribution of Masks based on requirements of positions. Employees who voluntarily choose to wear a Mask may not receive a City-issued Mask.

## **Homemade Facial Covering**

Employees other than healthcare workers or medical first responders may bring their own Masks. Employees who bring their own Masks are encouraged to consult and follow CDC Guidelines (Appendix A) and CDC Face Covering Do's and Don'ts (Appendix B). Employees may not use materials that violate the City's Respectful Workplace policy, including materials that contain offensive pictures or language. Additionally, employees who voluntarily use Masks are encouraged to consult and follow the [CDC guidelines on laundering masks](#) and clothing items.

## **Personal Protective Equipment (PPE)**

Employees shall continue to follow all current department policies on the use of Masks and Personal Protective Equipment (PPE). This includes, but is not limited to Police, Fire, Public Works, and Golf Maintenance.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Temporary Field Inspections Policy

Effective 04/17/2020

The purpose of this Temporary Field Inspections Policy is to ensure the safety and health of City employees while they perform essential field inspections during the COVID-19 health pandemic. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Under this policy, employees shall follow the procedures outlined below.

1. Employees shall take precautions by using PPE (including masks and gloves) and by following the City's [Temporary Decontamination Policy](#) and the [Temporary Facial Covering Policy](#).
2. To the greatest extent possible on-site field inspections shall be completed through the use of video, live-streamed video (e.g., FaceTime), or review of high-quality pictures submitted by the permit holder.
3. Field inspections shall be conducted only when, in the sole discretion of the City Engineer or Building Official, all of the following requirements are met:
  - Pictures, video, or other information are not adequate, practical, or available to adequately evaluate site conditions or determine code compliance;
  - The field inspection takes place outside, such as a new construction site, and the employee does not enter a building, construction trailer, or vehicle with another occupant;
  - The employee follows all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time);
  - The job site or inspection location is unoccupied by others; and
  - The employee does not enter an occupied or inhabited home.
4. Employees shall follow the City's [Temporary Vehicle and Equipment Use Policy](#).

Additionally, any employee, upon arrival at a job site, may elect not to complete an inspection if they determine the conditions are unsafe, unsanitary, or social distancing protocols have not been or cannot be followed. If an employee determines that an inspection will not take place, the employee shall immediately notify their supervisor and department head.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Temporary Public Works On-Site Work Policy

Effective 04/17/2020

The purpose of this Public Works Work-Site Policy is to ensure the safety and health of City employees while they deliver critical services during the COVID-19 health pandemic. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Under this policy, employees shall follow the procedures outlined below.

1. To the extent possible, only one employee shall perform the required tasks to deliver critical services and perform daily rounds.
2. When two or more employees are required to deliver critical services, the department supervisors may stagger the start and end times of each employee. Additionally, employees shall:
  - Perform only assigned tasks, using only assigned equipment;
  - Follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#);
  - Follow the City's [Temporary Vehicle and Equipment Use Policy](#);
  - To the extent possible, remain in their assigned vehicle or equipment;
  - Alternate break times and take breaks individually in separate locations; and
  - Report daily time and resources to their division Crew Lead to track in Cartegraph.
    - Maintenance employees who have been assigned an iPad or tablet may use such device to report time and resources.
3. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).
4. Staff shall complete their individual timesheets remotely.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Temporary City Park and Open Space Monitoring Policy

Effective 04/17/2020

The purpose of this policy is to ensure the health and safety of City employees as they perform critical services and monitor the City's parks and open spaces for public compliance with Executive Order 20-20. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. The City shall schedule employees on a staggered and rotating basis to monitor the City parks and open spaces. Using City vehicles employees will monitor and encourage members of the public to adhere to Emergency Executive Order 20-33 and social distancing recommendations. Employees shall follow the procedures outlined below.

1. Employees shall follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#).
2. Employees shall follow the City's [Temporary Vehicles and Equipment Use Policy](#).
  - In the event that the employees' assigned vehicle is inoperable, the employee should notify their supervisor and pick out a new vehicle (adhering to decontamination procedures).
3. Public Safety (763-593-8079) shall be notified of the Park Monitoring staff on duty.
4. Employees shall perform rounds on throughout the City, monitoring City parks and open spaces for the following occurrences:
  - Individuals using playground equipment; or
  - Groups of 10 or more individuals engaging in activity that is inconsistent with social distancing practices.
5. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).
6. If an employee encounters any person(s) engaging in the activities listed above, the employee shall:
  - Maintain a distance of a minimum of six feet from any other person;
  - Communicate the following in a courteous and respectful manner:
    - Inform the individual(s) of Emergency Executive Order 20-33, including the guidance on social distancing;
    - Thank everyone for helping to keep the City safe and healthy; and
    - Point individuals to the City Website for City COVID-19 updates.
7. Under no circumstances should an employee initiate or respond to any conflict with any person(s).
  - If any employee feels uncomfortable, or encounters individuals who are hostile, the employee should remain calm, immediately remove themselves from the situation, and if necessary, employees may contact the Golden Valley Police department (763-593-8079).

## Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



8. Employees shall keep a log of any contact with members of the public and turn the log in to Public Safety at the conclusion of their shift.
9. Employees shall not allow anyone to access to City vehicles or offer a ride.
10. Upon completion of their shift, the employee shall follow closing procedures.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Temporary Golf Course Maintenance Policy

Effective 04/17/2020

The purpose of this policy is to ensure the health and safety of City employees performing essential functions for Golf Course Maintenance. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. To the extent possible, only one employee shall perform the required tasks to deliver critical services and perform maintenance duties.
2. When two or more employees are required to deliver critical services, the department supervisors may stagger the start and end times of each employee. Additionally, employees shall:
  - Perform only assigned tasks, using only assigned equipment;
  - Follow the City's [Temporary Decontamination Policy](#) and [Temporary Facial Coverings \(Masks\) Policy](#);
  - Follow the City's [Temporary Vehicle and Equipment Use Policy](#);
  - To the extent possible, remain in their assigned vehicle or equipment; and
  - Alternate break times and take breaks individually in separate locations.
3. Employees shall follow all social distancing requirements related to COVID-19 and recommended by the Centers for Disease Control and Prevention (as amended from time to time).

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Temporary Golf Course Operations Policy

Effective 04/17/2020 – Revised 04/21/2020

The purpose of this policy is ensure the health and safety of the City employees performing essential functions operating the City's golf course allowable under Emergency Executive Order 20-38. Employees identified to perform such responsibilities are listed on the City's Critical Services Determination Table. Employees shall follow the procedures outlined below.

1. Employees shall follow the City's Temporary Decontamination Policy and Temporary Facial Coverings (Masks) Policy.
  - Employees shall contact their supervisor for procedures of laundering masks.
2. Upon entry to the building employees shall initiate regular operations opening procedures.
3. Employees shall follow the City's Temporary Vehicles and Equipment Use Policy.
  - In the event that the employees' assigned vehicle is inoperable, the employee should notify their supervisor and pick out a new cart (adhering to decontamination procedures).
4. Employees shall perform responsibilities in the following areas:
  - Driving range;
  - Golf shop;
  - Golf course monitoring; and
  - Facilities cleaning
5. Upon completion of their shift, the employee shall follow regular operations closing procedures.

### Driving Range Responsibilities

Employees shall staff the driving range to monitor for proper usage. Employees shall also wear appropriate protective equipment to collect golf balls and sanitize the balls, ball basket, and the driving range tee-box after each use. Employees should refer to the Decontamination Policy for cleaning procedures.

### Golf Shop Responsibilities

Employees shall staff the desk at the pro shop to receive incoming calls and process reservations. Employees will take credit card payments over the phone. No in-person reservations may be accepted, nor shall staff accept any cash payments.

### Golf Course Monitoring Duties

Employees shall be scheduled to operate a golf cart and perform golf course monitoring duties. During these monitoring duties, employees shall continually inspect for the following:

- Proper signage displays and replace any that may be damaged;
- Proper placement of flag sticks;

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



- Social distancing measures, including black "x's" are preserved; and
- Golfers are starting at the appropriate tee-times.

Additionally, employees shall ensure that individuals are following golf course etiquette and established "golfing during COVID-19" requirements. If an employee encounters an individual or group of individuals using the golf course improperly, the employee shall:

- maintain a distance of a minimum of six feet from any other person; and
- remind individual(s) of the expectations

If any person(s) does not cooperate or respond, the employee shall contact a supervisor and if necessary, contact the Golden Valley Police department (763-593-8079).

## **Disinfecting Restroom Facilities**

The employees scheduled to work will be responsible for ensuring that the City public-facing restroom facilities are appropriately supplied with handwashing supplies and cleaned regularly. Employees shall follow the [CDC's Recommendations on Disinfecting Facilities](#). Employees will also ensure that proper signage is displayed and replace signs any that may be damaged. Additionally, restrooms shall be cleaned in the evenings pursuant to regular business operations.

# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## **Appendix A: CDC Guidelines Use of Cloth Face Coverings to Help Slow the Spread of COVID-19**

# Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

## How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

## CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

## Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

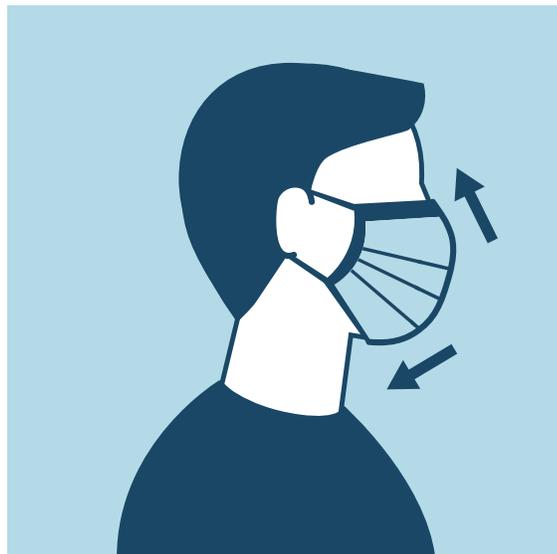
Yes. They should be routinely washed depending on the frequency of use.

## How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

## How does one safely remove a used cloth face covering?

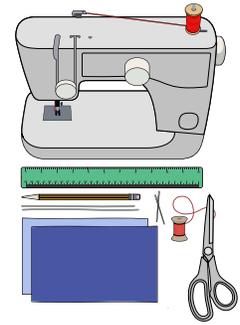
Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



# Sewn Cloth Face Covering

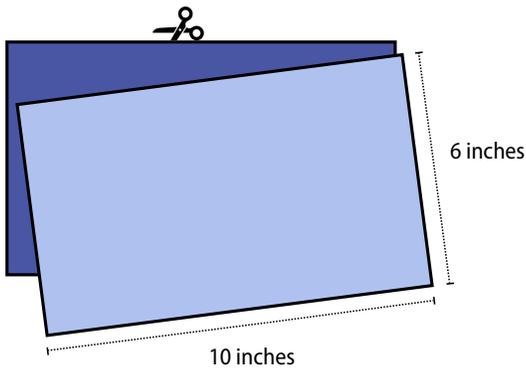
## Materials

- Two 10"x6" rectangles of cotton fabric
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- Scissors
- Sewing machine

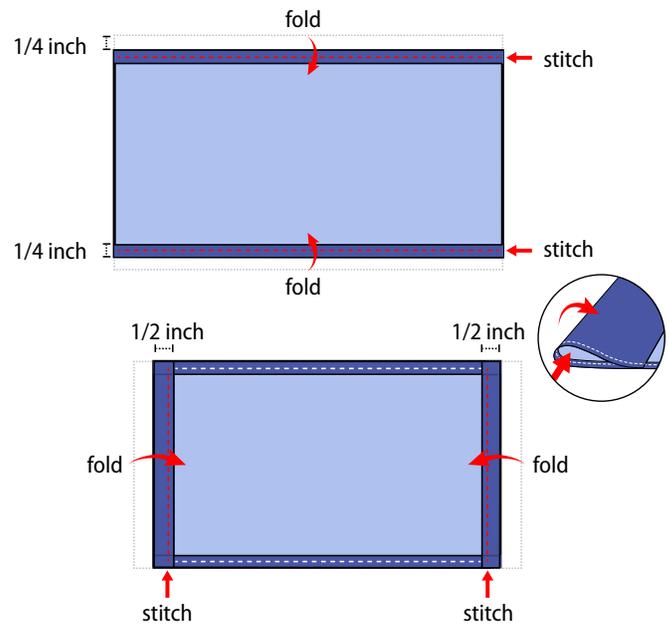


## Tutorial

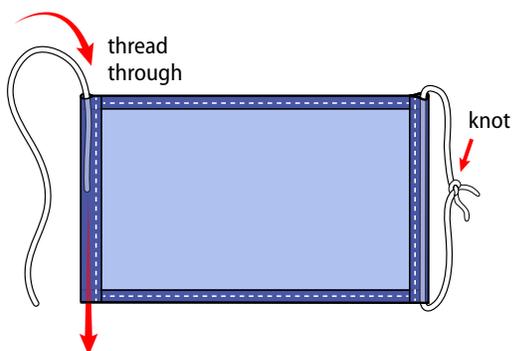
1. Cut out two 10-by-6-inch rectangles of cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. T-shirt fabric will work in a pinch. Stack the two rectangles; you will sew the cloth face covering as if it was a single piece of fabric.



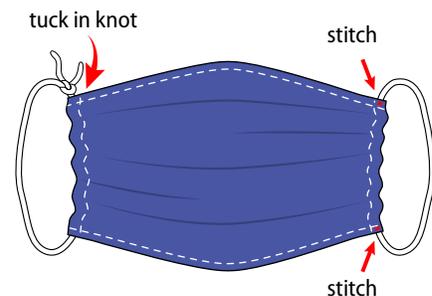
2. Fold over the long sides  $\frac{1}{4}$  inch and hem. Then fold the double layer of fabric over  $\frac{1}{2}$  inch along the short sides and stitch down.



3. Run a 6-inch length of  $\frac{1}{8}$ -inch wide elastic through the wider hem on each side of the cloth face covering. These will be the ear loops. Use a large needle or a bobby pin to thread it through. Tie the ends tight. Don't have elastic? Use hair ties or elastic head bands. If you only have string, you can make the ties longer and tie the cloth face covering behind your head.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the cloth face covering on the elastic and adjust so the cloth face covering fits your face. Then securely stitch the elastic in place to keep it from slipping.

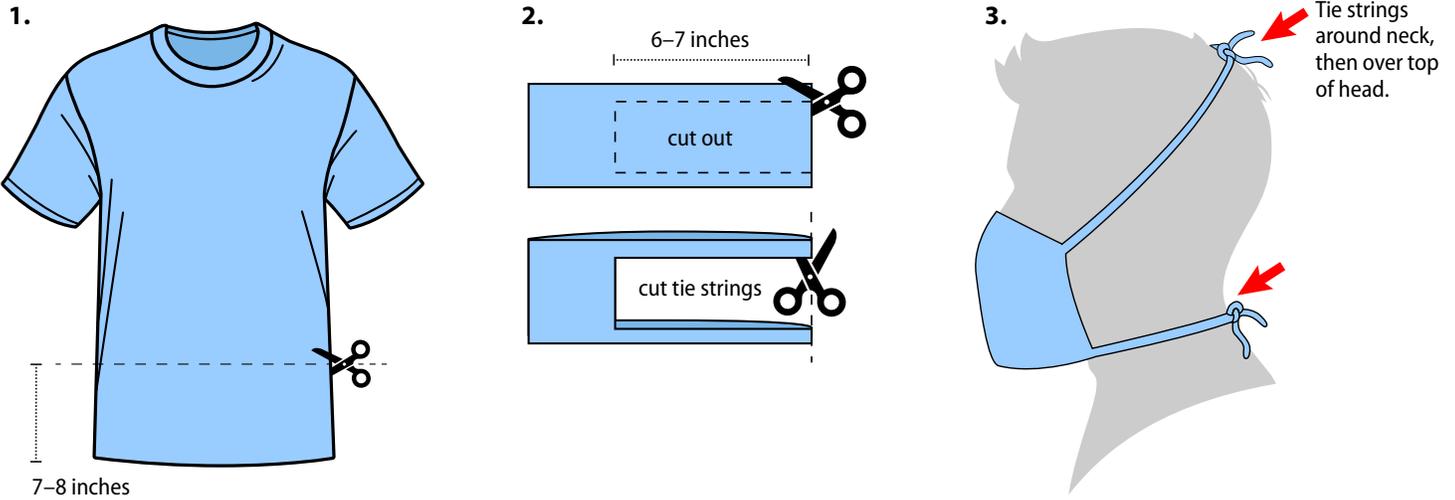


# Quick Cut T-shirt Cloth Face Covering (no sew method)

## Materials

- T-shirt
- Scissors

## Tutorial

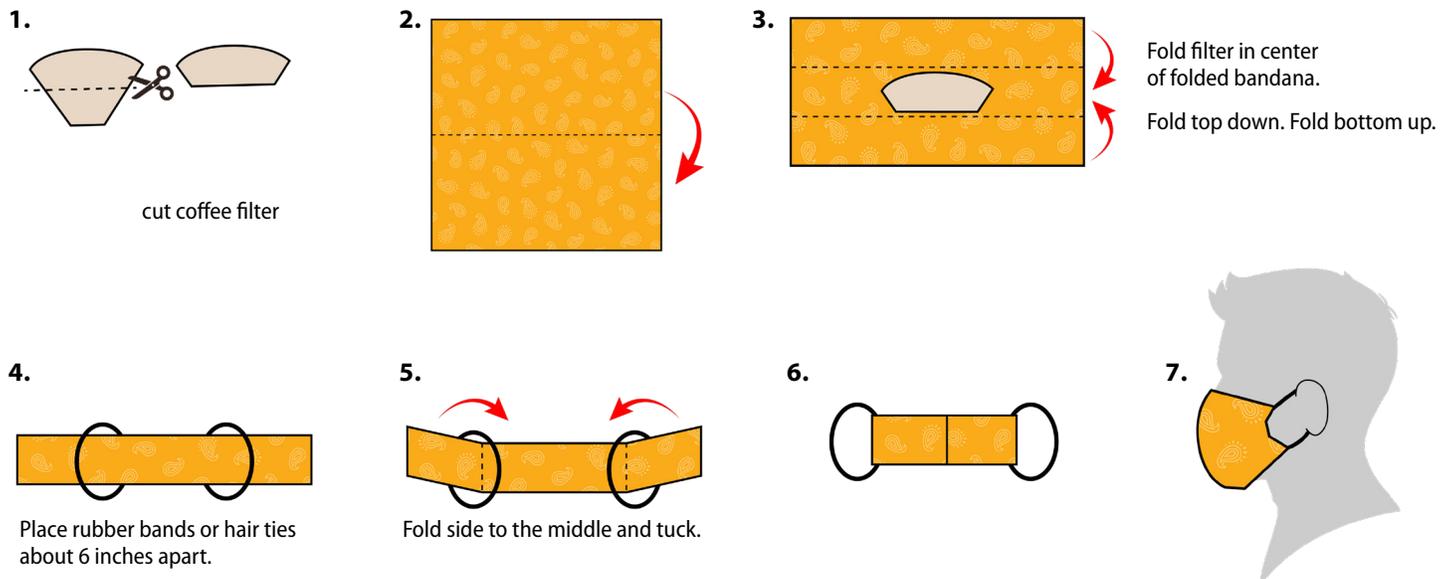


# Bandana Cloth Face Covering (no sew method)

## Materials

- Bandana (or square cotton cloth approximately 20"x20")
- Coffee filter
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

## Tutorial



# Temporary Worksite Safety Policies in Response to COVID-19 Pandemic



## Appendix B: Face Covering Do's and Don'ts

### Face Covering Do's and Don'ts:

#### DO:



- ✓ Make sure you can breathe through it
- ✓ Wear it whenever going out in public
- ✓ Make sure it covers your nose and mouth
- ✓ Wash after using

#### DON'T:

- ✗ Use if under two years old
- ✗ Use surgical masks or other PPE intended for healthcare workers



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



7800 Golden Valley Road  
Golden Valley, MN 55427

**EMERGENCY ADMINISTRATIVE ACTION 20-24  
SUSPENDING INFLOW AND INFILTRATION  
AND SUMP PUMP APPLICATION FEES**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley hereby suspends all Inflow and Infiltration Compliance Application fees and Sump Pump Compliance fees.

This suspension will continue indefinitely unless repealed by subsequent City Manager or Council action.

A handwritten signature in black ink, consisting of several vertical strokes and a horizontal line across the middle, positioned above a horizontal line.

Date: April 14, 2020

\_\_\_\_\_  
Timothy J. Cruikshank, City Manager

**EMERGENCY ADMINISTRATIVE ACTION 20-25  
PARKS & REC FEES ADJUSTMENTS**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley Parks and Recreation Department and Brookview Golf will make pro-rated adjustments to fees and charges for programs, classes, lessons, services, and leagues listed on in the 2020 fee schedule. Staff will determine exact fees as required in response to the COVID-19 pandemic.

These adjustments shall remain in effect, unless repealed or modified by subsequent City Manager or Council action.



Date: April 17, 2020

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Timothy J. Cruikshank, City Manager

# PARK & RECREATION

2020 ADOPTED  
FEE

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## ACTIVITIES

Rates/Fees are printed in Recreation Brochures (Spring/Summer, Fall, Winter)

### Adult Activities

Adult Individual Athletics/Fitness	\$20.00-\$100.00
Adult Programs	\$1.00-\$150.00
Adult Sports League Cancelation Fee	\$40.00
Adult Trips/Events	\$5.00-\$75.00
Kickball League	\$125.00-\$175.00
Open Gyms	
Drop-in fee	\$5.00
10-time Punch Pass	\$40.00
Soccer League - Co-Rec	\$425.00-\$550.00
Softball Leagues - Fall	\$400.00-\$500.00
Softball Leagues - Spring/Summer	\$800.00-\$900.00
Volleyball League	\$150.00-\$300.00

### Senior Programs / Activities

Craft/Art Classes	\$6.50-\$70.00
Membership Dues	\$6.00-\$50.00
Presentation/Discussion Groups	\$1.00-\$5.00
Special Events	\$4.00-\$40.00
	\$250.00-
Trips - Extended 2-6 Days	\$1,500.00
Trips - One Day	\$8.00-\$95.00

### Youth Activities

Youth Athletics	\$20.00-\$150.00
Youth Programs	\$5.00-\$175.00
Youth Trips/Events	\$0.00-\$100.00

## BACKYARD INDOOR PLAYGROUND

### Daily Rates

Resident	\$4.50
Non-Resident	\$5.50
Socks	\$2.00
10 Punch Pass - Resident	\$35.00
10 Punch Pass - Non-Resident	\$45.00

# PARK & RECREATION

2020 ADOPTED  
FEE

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## BACKYARD INDOOR PLAYGROUND (continued)

### Group Rates

*Pre-reservation required; Ratio of 10:1 youth/adult; 1 payment only*

Groups of 15 kids or more, max 50, incl per child \$4.50

### Party Rates

*Includes 2 hours party room and 10 indoor playground wristbands  
- extra wristbands may be purchased for daily rate (max of 20 people  
total per party room)*

Resident \$100.00

Non-Resident \$120.00

### Picnic Packages

*Three One Six Grill will provide food package options for party groups.*

### Private Backyard Indoor Playground Rental

*Includes 2 hours of exclusive use and 2 party rooms*

Resident \$250.00

Non-Resident \$280.00

Additional hour \$100.00

## OTHER PARK & RECREATION FEES

### Athletic Field

Resident - no attendant per hour / per field (min 2 hrs) \$25.00

Resident - with attendant per hour / per field (min 2 hrs) \$35.00

Non Resident - no attendant per hour / per field (min 2 hrs) \$35.00

Non Resident - with attendant per hour / per field (min 2 hrs) \$45.00

W/Ligt (Requires attendant) per hour / per field \$10.00

### All day tournament

Resident per field / per day \$150.00

Non-resident per field / per day \$250.00

Field Attendant per hour \$15.00

Beer/Wine Permit (only with Picnic Shelter rental) \$50.00

### Davis Community Center Gym

Resident per hour \$30.00

Non-resident per hour \$40.00

# PARK & RECREATION

**2020 ADOPTED  
FEE**

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## OTHER PARK & RECREATION FEES - continued

Entire Park Use -- plus facility rental fees (up to 12 hours)			
Resident			\$300.00
Non-resident			\$450.00
Equipment Use Fee Permit			
Inflatable, climbing wall, zipline, etc	Each		\$25.00
Gazebo/Sun Shelter			
<i>Brookview only - Available from 11:00 am-dusk and only in conjunction with Large Shelter Rental for wedding ceremonies</i>			
Resident	per hour		\$50.00
Non-resident	per hour		\$75.00
Hockey Rink (outdoor)			
Resident	per hour		\$25.00
Non-resident	per hour		\$35.00
Park Shelter Building			
Resident	per hour (minimum 2 hrs)		\$35.00
Non-resident	per hour (minimum 2 hrs)		\$40.00
Key Deposit	refundable when returned		\$25.00
Picnic Shelter Damage Deposit			\$250.00
Picnic Shelter Rental			
Small Park Shelter (up to 50 people)			
Resident			\$115.00
Non-resident			\$130.00
Large Park Shelter (up to 100 people)			
Resident			\$150.00
Non-resident			\$170.00
Professional Photo/Video Use of Specific Park Area (plus facility rental fees)			
Resident	per hour		\$100.00
Non-resident	per hour		\$125.00
Sand Volleyball Court-Brookview (2 courts)			
Resident	per hour		\$30.00
Non-resident	per hour		\$35.00

# PARK & RECREATION

**2020 ADOPTED  
FEE**

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## OTHER PARK & RECREATION FEES - continued

Tennis or Pickleball Court

Tournament - per day/per court

Resident \$50.00

Non-resident \$60.00

Court/hr

Resident per hour \$6.00

Non-resident per hour \$8.00

Youth Athletic Association

Player Field Maintenance Fee

Resident & Non-resident per person \$8.00-\$12.00

\$100.00-

Organization Field Maintenance Fee per organization \$2,000.00

**EMERGENCY ADMINISTRATIVE ACTION 20-26  
PRO-RATING CERTAIN LICENSE FEES**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley will issue partial refunds for the 2020 license fees listed below. Refunds will be equal to a pro-rated weekly amount of the total license fee and will be calculated by:

- a. converting the annual fee to a weekly pro-rated amount by dividing the total fee by 52; and
- b. multiplying the weekly prorated amount by the number of weeks (full or partial) that the establishment was required to be closed by any executive order issued by the Governor of the State of Minnesota, including but not limited to Minn. Exec. Orders 20-20 and 20-33.

Licensees shall apply for a refund in a form acceptable to the City Clerk. Refunds will be issued on or before December 31, 2020.

**Affected License Fees:**

- Massage therapist premise license
- On-sale 3.2 percent malt liquor license
- On-sale intoxicating liquor license
- On-sale wine license
- On-sale club license
- On-sale intoxicating liquor license with Sunday sales
- Brewpub on-sale intoxicating liquor license
- Brewpub on-sale 3.2 percent liquor license
- Brewer taproom on-sale liquor license
- Cocktail on-sale license and micro-distillery cocktail room licenses

This action will continue indefinitely unless repealed by subsequent City Manager or Council action.

Date: April 14, 2020



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Timothy J. Cruikshank, City Manager



7800 Golden Valley Road  
Golden Valley, MN 55427

**EMERGENCY ADMINISTRATIVE ACTION 20-27  
EXTENDING COLLECTION OF CITY SAC & WAC CHARGES**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley will extend the due date of all deferred City water and sewer access charges incurred before March 1, 2020 by waiving all payments due in 2020 and adding an additional year to the existing deferred term. No interest shall accrue during the 2020 calendar year.

This action will continue indefinitely unless repealed by subsequent City Manager or Council action.

Date: April 14, 2020

A handwritten signature in black ink, appearing to read "Timothy J. Cruikshank", is positioned above a horizontal line.

Timothy J. Cruikshank, City Manager

**EMERGENCY ADMINISTRATIVE ACTION 20-28  
ENDING EMERGENCY ADMINISTRATIVE ACTION 20-12  
AND AUTHORIZING THE OPENING OF BROOKVIEW GOLF COURSE**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley hereby

- repeals Emergency Administrative Action 20-13;
- modifies Emergency Administrative Action 20-03 to allow limited public access to Brookview Golden Valley for the sole purpose of using restroom facilities;
- and authorizes the opening of Brookview Golf Course as of 5:00 am on Saturday, April 18, 2020 pursuant to Minnesota Executive Order 20-38.

This action shall continue until repealed or modified by subsequent City Manager or Council action.



Date: April 17, 2020

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Timothy J. Cruikshank, City Manager

**EMERGENCY ADMINISTRATIVE ACTION 20-29  
ADOPTING CITY FACILITY USE POLICIES FOR THE PUBLIC**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley hereby adopts the City of Golden Valley City Facility Use Policies for the Public.

This action shall continue until repealed or modified by subsequent City Manager or Council action.



Date: April 17, 2020

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Timothy J. Cruikshank, City Manager

## Facilities Use Policies for the Public—Brookview

The City of Golden Valley has established these guidelines and safety measures based on CDC recommendations to ensure the health and safety of the public when visiting City of Golden Valley facilities.

Practice good social distancing and take these other steps to prevent COVID-19:

- Do not visit City facilities if you are sick or have symptoms (i.e., fever, cough, or shortness of breath) of COVID-19.
- Do not visit City facilities if you are sick with COVID-19, were recently exposed (within 14 days) to someone with COVID-19, or just don't feel well.
- Stay at least six feet from others at all times. Avoid physical contact with others, including greetings like hugs and shaking hands.
- Avoid touching your face with your hands and unnecessary contact with frequently touched surfaces.
- Do not go into a crowded area.
- Follow all posted instructions, signs, and social distancing floor markers.
- Cloth face masks can be considered an additional measure to reduce risk in public but are NOT a replacement for social distancing. The MDH website has guidelines for when to wear a mask.
- Do not gather with others outside of your household.
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Bring hand sanitizer with at least 60% alcohol to use if soap and water are not available.
- Organized activities and leagues are not allowed.
- No more than 3 people are allowed in the bathroom at one time.

### Golf Rules

- All fees must be paid by telephone or online. No cash will be accepted
- No outside beverages are allowed on the course.
- Golfers using the driving range must be spaced at least 6 feet apart.
- Golfers not from the same household may not share equipment, including balls, clubs, bags, etc.
- Motorized carts, pushcarts and rental equipment are not available.
- On-course restrooms are closed.
- Indoor restrooms are open. Up to three customers are allowed in the bathroom at one time. If the bathroom is full, wait in line, at least six feet away from others, outside of the bathroom. Guests are encouraged to use a paper towel when touching door handles, toilet handles and sinks.
- The Golf shop, lawn bowling green and Three One Six Bar + Grill are closed.
- Loitering on the patio or in the parking lot is not allowed. Golfers must leave the premises immediately following their round.
- Black "X's" have been placed at the first tee box and inside the building to remind customers to follow 6 foot social distancing rules. Each tee throughout the golf course

has a social distancing reminder sign. Guests must following all social distancing instructions throughout the course.

- Follow all instruction from City staff.
- Do not leave anything behind or share your personal belongings with others.

If you have questions or concerns, call 763-512-2300.

**EMERGENCY ADMINISTRATIVE ACTION 20-30  
UPDATING TEMPORARY EMPLOYMENT POLICIES  
IN RESPONSE TO COVID-19**

Pursuant to Mayoral Proclamation and Council Resolution, effective March 17, 2020, the City of Golden Valley adopts the attached updated City of Golden Valley Temporary Employment Policies in Response to COVID-19.

These Temporary Employment Policies shall remain in effect indefinitely unless modified by subsequent City Manager or Council action.



Date: April 17, 2020

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Timothy J. Cruikshank, City Manager

# Temporary Employment Policies in Response to COVID-19 Pandemic



The City of Golden Valley values the health and safety of its employees and community members. In response to the COVID-19 pandemic, the City Manager enacts the following temporary employment policies:

Employee Travel.....	2
Employee or Household Illness.....	3
COVID-19 Exposure.....	4
Flexible Work Arrangements .....	5
PTO and Vacation Maximum Accrual .....	7
Supervisor Responsibilities .....	8

# Temporary Employment Policies in Response to COVID-19 Pandemic



## Employee Travel

Effective 3/12/2020 – Revised 3/19/2020

- All employee business-related travel is prohibited, including local travel. Employees should contact their supervisor if they have questions about traveling for business purposes.
- Non-critical internal meetings shall be cancelled, or hosted virtually.
- Employees who are planning to travel for personal reasons, or have recently returned from a trip, should notify their supervisor immediately. Employees are encouraged to follow [CDC Guidelines and Recommendations](#).
  - Employees returning from vacation may be asked to self-quarantine for a period of up to 14 days without symptoms. Employees may continue to work remotely if they are able.
  - If at any time an employee develops symptoms, they should contact their supervisor as soon as practicable.

# Temporary Employment Policies in Response to COVID-19 Pandemic



## Employee or Household Illness

Effective 3/13/2020 – Revised 3/19/2020

- Employees who appear to have respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or who become sick during the day will be sent home immediately.
- If an employee or a person in the employee's household or under the care of an employee is sick, the employee should stay home until the employee's household is symptom free for at least 24 hours. Employees must also be fever-free without the use of fever-reducing medicine for at least 24 hours before returning to work.
  - Symptoms may include: persistent cough, runny nose, or sore throat, fever (100.4° oral), shortness of breath, or vomiting or diarrhea within the last 24 hours as a result of illness or unidentified cause.
- If an employee needs to stay home sick, they should notify their supervisor as soon as practically possible.

# Temporary Employment Policies in Response to COVID-19 Pandemic



## COVID-19 Exposure

Effective 3/13/2020 – Revised 3/15/2020 – Revised 3/19/2020

- If an employee or someone an employee has come in contact with tests positive for COVID-19, the employee should notify their supervisor or human resources immediately.
  - Per CDC guidelines, employees who have been exposed to someone with a confirmed or suspected case of COVID-19 should remain home for a minimum of 14 days without symptoms, or until such time that the suspected case of exposure is confirmed negative.
    - If at any time an employee develops symptoms they should contact their supervisor immediately.
- If the City learns of a possible exposure to COVID-19 at work, all affected employees will be notified.
  - The City will protect the privacy of employees, in accordance with the Americans with Disabilities Act.
- If an employee contracts COVID-19 as a result of their responsibilities in the workplace, Worker's Compensation benefits may apply. Please contact human resources.
- [Per CDC guidelines](#), if an employee tests positive for COVID-19, the employee may return to work only after the following have occurred:
  - Employee has had no fever (without the use of fever-reducing medicine) for at least 72 hours;
  - Employee's other symptoms have improved and
  - At least 7 days have passed since the first appearance of the employee's symptoms.

# Temporary Employment Policies in Response to COVID-19 Pandemic



## Flexible Work Arrangements

Effective 3/15/2020 – Revised 4/3/2020 – Revised 4/10/2020 – Revised 04/17/2020

All employees will continue to be paid at their normal rate of pay.

- Employees who are able to work remotely, should do so until further notice.
  - Employees who work remotely should continue to work their normal hours unless they have made other arrangements with their supervisor.
  - Employees who are unsure whether or not they can work remotely, should contact their supervisor.
  - Employees who need to make arrangements to work remotely should work with their supervisor to make the required preparations. If employees need to visit the office, the employee and supervisor should work together to arrange a specific time for the employee to come to the office. Staff should make every effort to minimize the number of people in the building.
    - All staff visiting City buildings shall follow the Temporary Decontamination Policy ([Temporary Worksite Safety Policies](#)).
    - *Employees deemed critical who are able to work on-site shall follow the City's [Temporary Worksite Safety Policies](#) and department-specific policies related to worksite safety and use of personal protective equipment (PPE).*
- Employees who cannot work remotely should be available to work during their regular hours, but should not report to work unless instructed to do so by their supervisor. All employees will continue to be paid at their normal rate of pay, unless otherwise noted below.
- Employees may be called in to work as situations change/evolve.
  - This means that all employees should be reachable and available to work during their regular work hours. If an employee has a pre-approved vacation the employee must use PTO/Vacation for that time, unless the vacation is cancelled. Employees should notify their supervisor if they intend to cancel their vacation.
  - Additionally, if an employee is unable work because they are sick or are caring for a family member who is sick, unrelated to COVID-19, the employee shall use PTO/sick leave until they are able to return to work. In this case, other leave benefits may apply, please contact human resources with questions. If the employee is unable to work based on a situation related to COVID-19, the employee should refer to the [COVID-19 Temporary Federal Leave Policies](#) and contact human resources.

# Temporary Employment Policies in Response to COVID-19 Pandemic



- All non-regular employees (including interns and Brookview staff) will be paid for all of the hours for which they have been scheduled.
- Beginning April 2, 2020 the following policy amendments shall take effect:
  - Except as noted below, non-regular employees who are no longer scheduled to work due to facility closures shall continue to be paid bi-weekly at their regular rate of pay. The number of hours for which the employee will be paid each pay period shall be based upon the average number of hours the employee worked over the previous six pay periods (from 12/23/2019-3/15/2020). Three One Six Restaurant employees shall be paid for the average number of hours worked over the same six pay periods, excluding the week of February 3 – February 9 (during which time the facility was closed for operational repairs).
  - For the purposes of this policy, non-regular employees include individuals in the following positions:
    - Server
    - Bartender
    - Cook
    - Dishwasher/Bar-Back
    - Restaurant and Banquet Staff Coordinator
    - Golf Staff Coordinator
    - Lead Pro-Shop Cashier/Pro-Shop Cashier
    - Guest Services Lead
    - Community Center Attendant
    - Indoor Playground Attendant
    - Sports Instructor
    - Assistant Senior Program Coordinator
    - Building and Grounds Maintenance Worker
  - Temporary employees whose positions have an established end date based on normal operating procedures shall end their employment on the normally scheduled date and shall not be entitled to pay after that date. These positions include: Warming House Attendants, Sports/Athletic Instructors, and Accounting Intern.
- *Beginning April 17, 2020, 5 pm, the City has implemented temporary layoffs of employees in the positions listed above.*
- Emergency Management/Public Safety personnel shall follow directives of their department leadership.

# Temporary Employment Policies in Response to COVID-19 Pandemic



## PTO and Vacation Maximum Accrual

Effective 4/8/2020

Under the City's existing leave policies employees accrue vacation hours or paid time-off (PTO) hours each pay period. The hours are accrued according to an accrual schedule, which is based on an employee's years of service. Each accrual schedule has a maximum number of accrual hours. The City's current vacation and PTO accrual schedules can be found [here](#). Under existing policies, an employee no longer accrues vacation or PTO hours once they have reached the maximum number of accrual hours within their schedule.

### Temporary Policy and Conditions

Under this temporary policy, employees are eligible to accrue vacation and PTO hours beyond their existing maximum accrual, provided all of the following conditions are met:

- The employee is a full-time regular or part-time regular benefit earning employee;
- The employee is within 40 hours of, or has already exceeded, their existing maximum accrual balance at any time between April 8, 2020 and December 31, 2020;
- the employee has submitted a vacation or paid time-off request between April 8, 2020 and December 31, 2020, and
- the employee's Department Head or the City Manager denied the employee's vacation or paid-time off request to preserve continuity of City operations.

If an employee reaches the maximum vacation or PTO accrual within their schedule, but has not been denied the opportunity to use such leave, the employee shall stop accruing leave hours pursuant to the existing vacation and PTO policies.

### Process

When an employee meets the conditions listed above the employee should email their department head and human resources with a request to extend their vacation or PTO maximum accrual. The request shall be reviewed and approved or denied by the City Manager.

Upon approval, employees shall continue to accrue vacation or PTO hours above their existing maximum accrual until December 31, 2020. All vacation hours and PTO hours accrued beyond the existing maximum accrual must be used by December 31, 2020. Employees shall follow normal vacation or PTO request policies and procedures.

Vacation or PTO hours accrued beyond the existing maximum accrual shall not carry over to the following calendar year, nor will the accrued hours be paid out to employees in the form of cash or any other type of compensation.

Additionally, all vacation hours and PTO hours that are accrued above the employee's existing maximum accrual will not be paid out to an employee upon separation from employment in the form of cash, or used in any manner other than what is stated in this policy.

# Temporary Employment Policies in Response to COVID-19 Pandemic



## Supervisor Responsibilities

Supervisors are responsible for the following responsibilities:

- Ongoing and regular communication with employees (both working and non-working) including messages from the Emergency Management Team and Department Head.
- Fill out and approve timecards.

Supervisors: please ensure you have the primary phone number and email for each of your employees, your direct supervisor, and your Department Head. Additionally, you should have the contact information for the following individuals:

- Tim Cruikshank, City Manager – (763-593-8003)
- Kirsten Santelices, Human Resources Director (all employee-related questions) – (763-593-3989)
- Ted Massicotte, Deputy Fire Chief (Interim Emergency Management Director) – (763-593-8080)
- Internal Only Public Safety Line – (763-593-8056)
- Wanita Williams, Accountant (payroll questions) – (763-593-8011)
- Sue Virnig, Finance Director (back-up payroll questions; expenses) – (763-593-8010)
- Cheryl Weiler, Communications Director (Crisis Communications Director) – (763-593-8004)