



Approved: April 13, 2020

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**CITY OF ARDEN HILLS, MINNESOTA  
SPECIAL CITY COUNCIL WORK SESSION  
MARCH 26, 2020  
5:00 P.M. - ARDEN HILLS CITY COUNCIL CHAMBERS**

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**CALL TO ORDER/ROLL CALL**

Pursuant to due call and notice thereof, Mayor Grant called to order the Special City Council Work Session at 5:00 p.m.

*Note: On March 20<sup>th</sup>, the Mayor signed a determination allowing Councilmembers to participate in City Council meetings via telephone pursuant to State Statute 13D.021*

**Present via Telephone:** Mayor David Grant, Councilmembers Brenda Holden, Fran Holmes, Dave McClung and Steve Scott

**Absent:** None

**Also present:** City Administrator Dave Perrault, Public Works Director/City Engineer Todd Blomstrom, Finance Director Gayle Bauman, Community Development Manager/City Planner Mike Mroska, and City Clerk Julie Hanson

**1. AGENDA ITEMS**

**A. COVID-19 Personnel Considerations**

**City Administrator Perrault** provided an update regarding City staff operations due to the Governor's two-week Stay At Home Order set to go into effect on Friday, March 27 at 11:59 p.m. He indicated that as of the work session, City Hall staff has been working their normal day, and no one is currently isolating or quarantined. He stated that the Public Works maintenance crews staggered their work schedule the past week and were currently working a split shift schedule.

**City Administrator Perrault** discussed the new requirements enacted by the Federal Government pertaining to emergency paid sick leave and extended emergency FMLA provisions.

**City Administrator Perrault** asked if Council was comfortable with essential staff continuing to report to the office or if they would like to pursue a work from home option for City Hall employees.

**Finance Director Bauman** briefly discussed tax credits from Federal programs.

**Mayor Grant** requested the discussion be divided into three sections; those critical at City Hall, those non-critical at City Hall, and Public Works. City Hall positions considered critical include City Administrator, Public Works Director/City Engineer, Finance Director, CD Manager/City Planner and City Clerk.

**City Administrator Perrault** noted that construction projects are continuing and most cities are having their building official report as an essential function.

**Councilmember Scott** felt some functions of critical staff could be done remotely. He was comfortable leaving discretion to the City Administrator.

**Mayor Grant** said the Finance Director, CD Director and City Clerk could all be dependent on circumstances. He felt the Public Works Director should be present and the City Administrator should be in the office.

After discussion, it was determined the City Administrator and Public Works Director would continue to report to City Hall on a preferred but not mandatory level.

Discussion ensued regarding non-critical office staff, including internet access and security, and telephones. It was decided staff should work from home with phones transferred during the Governor's Stay At Home Order.

**Mayor Grant** asked about upcoming grants.

**City Administrator Perrault** discussed upcoming grant opportunities.

**Councilmember Holden** thought the Park and Rec department could develop internet classes for children and seniors.

**City Administrator Perrault** noted the Park and Rec department would be discussed at a future work session. A preliminary work plan is being developed for staff.

**Mayor Grant** began discussion about Public Works by asking the Public Works Director how he anticipated moving forward.

**Public Works Director/City Engineer Blomstrom** described the split shift schedule currently in place for Public Works. Some cities have only one or two employees come in for emergencies and to check lift stations, some are doing split shifts or alternating weeks, some are adjusting schedules. He felt there should be at least two Public Works employees working at the same time, currently there are three which has been enough to be productive.

**Mayor Grant** asked about the applications for Public Worker Maintenance positions.

**Public Works Director/City Engineer Blomstrom** responded that over 20 applications have been received, scoring is in process and first round interviews will be conducted by telephone. He

would prefer to hire a limited amount of seasonal employees that would be assigned to the split crews. The ICWC has suspended services through April.

**Public Works Director/City Engineer Blomstrom** explained the strategies being implemented to keep virus transmission contained.

Council agreed the strategies for Public Works employees are acceptable but asked that the Council be updated if the Director implements changes to staffing strategies.

**Councilmember Holden** inquired about the cleaning crew at City Hall.

**Councilmember Scott** said he would rather have them clean more often so as not to miss something.

**City Administrator Perrault** said they are cleaning each night with a crew of one or two. He can investigate recommended options from Ramsey County or the CDC.

**Councilmember Holden** asked what is happening with Planning Cases.

**Community Development Manager/City Planner Mike Mroska** responded that there is only one case pending that is not staff driven. The April 15 Planning Commission meeting will most likely be via teleconference. They can apply the 120-day rule if necessary. They are researching processes to allow for public comment.

**Community Development Manager/City Planner Mike Mroska** noted they will be adding information regarding small business loan opportunities through the County and State to the City website.

**City Administrator Perrault** clarified that essential personnel will be directed to work remotely but requested approval to come into the office as they deem necessary.

**Councilmember McClung** said they should limit the amount of time in the office and question if they really need to be there to accomplish tasks.

**Councilmember Scott** asked about mail delivery.

**City Administrator Perrault** said unless an administrative staff person is in the office either he or the Public Works Director will handle incoming and outgoing mail.

**City Administrator Perrault** also clarified that non-critical employees working from home will be paid 40 hours per week unless they take PTO. Council agreed.

## 2. COUNCIL/STAFF COMMENTS

**Councilmember Holmes** thanked staff for keeping the City running.

**Councilmember Holden** said keeping people safe is their number one goal.

**Mayor Grant** encouraged everyone to be safe and thanked Council and Staff for their patience during telephone meetings.

**AJOURN**

Mayor Grant adjourned the City Council Special Work Session meeting at 5:53 p.m.



Julie Hanson  
City Clerk



David Grant  
Mayor