

**Minutes of Special Council Meeting**  
**Monday, March 16, 2020**  
**City of Hoyt Lakes, Minnesota**

1. The Hoyt Lakes City Council met in special session at the City Council Chambers on Monday, March 16, 2020 at 5:00 p.m. Those present: Mayor Chris Vreeland; Councilors: David Zins, Dan Popp, Brian Ceglar, Christine Peterson. Staff present: East Range Police Department Chief Tim Soular, City Clerk-Treasurer Rebecca Burich, Melanie Olmstead, Wayde West, Jacob Berndt, Ken Snetsinger, Ann Vreeland, Tony House, Josh Peterson, Jordan Hronoski, Betsy Karkinen, Susan Sowers. City of Aurora: Becky Lammi, David Cromley, Talicia Honkola.
2. Moved by Councilor Ceglar, supported by Councilor Zins, to approve the agenda. Motion carried.
3. Chief Soular shared information on prevention, health and safety of our community, and social distancing. He also met with the City of Gilbert and the St. Louis County Sheriff's Department. Fire Department Chief House and EMS Director Peterson also provided updates for their departments in regard to staffing, supplies and procedures.
4. A sample notice to employees was provided along with protocol on when to not report to work. Hoyt Lakes contacts for policies, plans and decisions will be Chief Soular, Mayor Vreeland and City Clerk-Treasurer Burich.
5. Aurora City Administrator Becky Lammi provided information on the Mesabi East School closure.
6. Moved by Councilor Ceglar, supported by Councilor Popp, to appoint Tim Soular – East Range Police Department, Becky Burich – City of Hoyt Lakes, Becky Lammi – City of Aurora, Jodi Knaus – Town of White, Amanda Gross – Mesabi East Schools, Jeff Jacobson – City of Biwabik and Laura Ackman – Northern Pines to the East Range COVID-19 Response Team and to designate authority to this team to close City/Township Buildings. Motion carried. This team will meet on a regular basis beginning Tuesday, March 17, 2020.
7. Staffing: Supervisors need to have plans in place for if their teams become ill. Early hire of part-time employees, if needed. Supervisors will begin meeting weekly.
8. Moved by Councilor Zins, supported by Councilor Ceglar, to suspend any out of city training/travel until further notice. Motion carried.
9. Sick time was discussed with regard to COVID-19 and quarantine situations which will be handled as paid administrative leave and employee will not have to use sick leave to cover such absence.
10. Moved by Councilor Peterson, supported by Councilor Popp, to waive the contract requirement of indicating in-writing preference as to vacation periods by April 30, until further notice. Motion carried.
11. Moved by Councilor Ceglar, supported by Councilor Zins, to waive the contract requirement of providing a doctor's slip or other satisfactory verification for all sick leave absences over three days with regard to COVID-19 for staff until further notice. Motion carried.
12. Moved by Councilor Popp, supported by Councilor Zins to refer 14-day quarantine matters to the personnel committee for determination. Motion carried.

13. Future City Council meetings will continue as scheduled. Safety guidelines will be followed. Council members can attend via conference call if necessary. The public is encouraged to view Council Meetings on public access television and on the City website.
14. Update was provided by City Clerk-Treasurer Burich in regard to local banking operations with the First National Bank of Gilbert, Hoyt Lakes Branch.
15. Employees were advised to log all times and supplies regarding COVID-19 for possible future reimbursements.
16. Moved by Councilor Ceglar, supported by Councilor Peterson, to adjourn at 6:30 pm. Motion carried.

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Chris J. Vreeland, Mayor

ATTEST: \_\_\_\_\_

Rebecca Burich  
City Clerk-Treasurer