

Resolution #20-11
Interim Measures for the Continuation of Government Services
During the Nationwide Response to the COVID-19 Pandemic

WHEREAS, the COVID-19 Coronavirus is a respiratory disease that can result in serious illness or death, can easily spread from person to person, and has potential impacts for which the Centers for Disease Control (CDC) has issued warnings; and

WHEREAS, on March 12, 2020, Governor Evers issued EXECUTIVE ORDER #72 declaring that a public health emergency, as defined in Wis. Stat. 323.02(16), exists for the State of Wisconsin and, further, that a period of abnormal economic disruption, as defined in Wis. Stat. 100.305, also exists in the State of Wisconsin; and

WHEREAS, the Common Council is empowered by Wis. Stat. 323.11 to declare, by ordinance or resolution, an emergency existing within the local unit of government whenever conditions arise by reason of a disaster, or an imminent threat of a disaster, that impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of the local unit of government; and.

WHEREAS, when an emergency is declared, Wis. Stat. 323.11(4)(a) empowers the Common Council to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency, including the power to bar, restrict, or remove all unnecessary traffic, both vehicular and pedestrian, from the highways; and

WHEREAS, if, because of the emergency conditions, the governing body of the local unit of government is unable to meet promptly to declare an emergency under 323.11, the chief executive officer shall exercise by proclamation all of the powers conferred upon the governing body under Wis. Stat. 323.11(4)(a) or 323.11 that appear necessary and expedient - with the condition that the proclamation shall be subject to ratification, alteration, modification, or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the governing body shall not affect the prior validity of the proclamation.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Declaration.

- 1.1. Pursuant to Wis. Stat. 323.11, the Council finds and declares that an emergency exists within the City by reason of an imminent threat of disaster impairing critical systems of the City due to the spread of COVID-19.
- 1.2. Based upon the information available to the Council and the ongoing threat posed by the spread of COVID-19, the period of emergency shall continue for sixty (60) days from the effective date of this Resolution unless sooner terminated or extended by further resolution of the Council.

2. Legislative Empowerment.

- 2.1. During the period of the emergency, the majority agreement of the Mayor, Council President, relevant Department Head, and City Administrator - collectively, the "Emergency Executive Committee" - shall be sufficient to enact all powers of the Council as though the Council, itself, were taking such action.
- 2.2. Pursuant to the authority granted by Wis. Stat. 323.14(4)(b), all actions taken by the majority agreement of the Emergency Executive Committee (EEC) - which would ordinarily require authorization by the Council - shall be recorded by the Office of the City Clerk/Treasurer and placed in a resolution which shall be subject to ratification, modification, or repeal by the governing body as soon as that body can meet, but the subsequent action taken by the Common Council shall not affect the prior validity of the action.
- 2.3. The City Clerk-Treasurer (or designee) shall notify the Common Council via email & post on the City's website all EEC actions within three (3) business days of said action.

3. Budget and Financial.

- 3.1. The City Clerk/Treasurer shall activate Fund 49, Emergency Operations.
- 3.2. Incremental and material costs incurred because of the COVID-19 response are to be expensed to Fund 49,.

4. Interim Policies.

- 4.1. All employees - including those classified as permanent part time and casual - shall receive their normal compensation during any period in which they are unable to work by reason of a COVID-19-related condition and their paid leave banks shall not be diminished because of such absence. This provision is accompanied by the expectation that, during these employees' normal work periods, they will be at home and/or available to be called-in to work or, if feasible, to work from home.
- 4.2. Department heads are authorized to direct that employees be self-quarantined and/or work from home to the extent necessary and feasible.
- 4.3. All travel and meetings - which are not crucial to the ongoing delivery of critical public services - shall be cancelled or conducted virtually.
- 4.4. To the extent necessary and feasible, the Incident Command System is to be employed during this emergency.
- 4.5. The Council's Procedural Rules are hereby suspended and, accordingly:

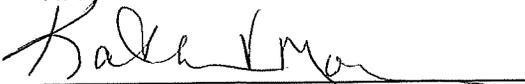
- 4.5.1. A quorum can be achieved by five (5) or more members of the Council attending a meeting via telephone or internet and the votes of all members so attending shall have the same validity as if they were attending in person.
- 4.5.2. Meetings may be conducted in places not necessarily accessible by the public and without the 24-hour notice required by the Open Meetings Law, but the record of such meetings shall still be made and publicly disseminated as soon as is practicable.
- 4.5.3. Public appearances at all meetings during this emergency period are hereby suspended.
- 4.6. **Clerk/Treasurer.** During the period of emergency, the City Clerk-Treasurer is authorized to:
 - 4.6.1. Approve licenses.
 - 4.6.2. Approve street use permits upon approval from department heads.
 - 4.6.3. Pay invoices upon proper processing by department heads (or designees).
 - 4.6.4. Suspend:
 - 4.6.4.1. late fees on dog & cat licenses
 - 4.6.4.2. late fees on municipal services (garbage) bills
 - 4.6.4.3. interest on accounts receivable invoices
 - 4.6.5. Extend the April 30 real estate tax payment due date to May 31
 - 4.6.6. Process payroll even if timecards are temporarily unavailable.
 - 4.6.7. Schedule public hearings for future Common Council meetings.
 - 4.6.8. Conduct bid openings as scheduled without the public present.
 - 4.6.9. Cancel non-City entities' use of City Hall meeting rooms.
 - 4.6.10. Adjust City Hall face-to-face operations, as necessary.
- 4.7. **Police Department.** During the period of emergency, the Police Department is authorized to:
 - 4.7.1. Develop ongoing, flexible operational plans/procedures which take into account the needs for law enforcement services while also keeping members and citizens safe. Such plans/procedures may change the Department's normal response to calls for service – depending on the severity of the call.
 - 4.7.2. Close or limit walk-in traffic to the lobby area of the Public Safety Building to reduce face-to-face contact with all employees.
- 4.8. **Fire Department.** During the period of emergency, the Fire Chief is authorized to:
 - 4.8.1. Develop and implement to the extent necessary, contingency plans to provide essential emergency services to the community.
 - 4.8.2. Function as the Emergency Management Coordinator of the City and is directed to carry out his/her duties under the City's Emergency Management Plan under the supervision and direction of the Mayor and perform such other duties as may be directed by further resolution of the City.
- 4.9. **Community Services Department.** During the period of emergency, the Community Services is authorized to:
 - 4.9.1. Approve opening and closing of parks
 - 4.9.2. Cancel or suspend park sponsored activities
 - 4.9.3. Approve Bid results for the 2020 Maintenance Contracts with concurrence of City Administrator
 - 4.9.4. Make normal Park Board decisions with concurrence of Park Board Chair
 - 4.9.5. Close front office to walk in traffic to reduce exposure to staff

Adopted this 19th day of March 2020.



Michael M. Diercks, Mayor

ATTEST:



Kathleen V. Morse, MMC/CMTW/WCPC
City Clerk/Treasurer



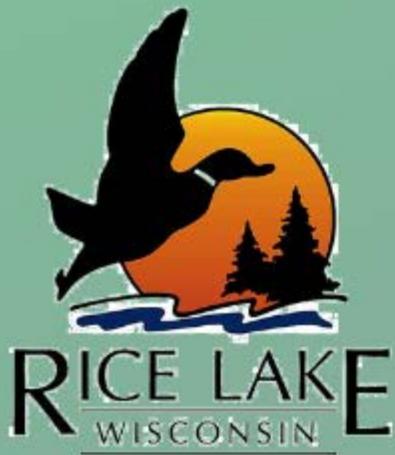
City of Rice Lake Policy Update:

- City of Rice Lake Common Council declares the COVID-19 threat an emergency and takes interim measures which allows principal City services to continue.
- "Emergency Executive Committee" formed to act in the Council's stead during this period, with all decisions subject to Council approval after the fact.
- Per City Council, this period of emergency will continue for 60 days (though this can be extended).



City of Rice Lake City Hall Update:

- The Council declares there to be a COVID-19 emergency.
- The Clerk/Treasurer is authorized to:
 - Approve licenses / street use permits / pay invoices.
 - Suspend late fees:
dog/cat licenses & municipal services.
 - Schedule public hearings for City Council meetings.
 - Adjust City Hall face-to-face operations.



City of Rice Lake Community Services Department Update:

- The Council declares there to be a COVID-19 emergency.
- The Community Services Department is authorized to:
 - Approved to open / close all City parks
 - Suspend / cancel park sponsored activities.
 - Approve bid results from 2020 maintenance contracts with input from City Administrator.
 - Close the CSD front office to reduce exposure.



City of Rice Lake Fire Update:

- The Council declares there to be a COVID-19 emergency.
- The Fire Department is authorized to:
 - Develop & implement contingency plans to provide emergency services to our community.
 - Functions as the Emergency Management Coordinator of the City per the City's Emergency Management Plan.



City of Rice Lake Police Update:

- The Council declares there to be a COVID-19 emergency.
- The Police Department is authorized to:
 - Develop & implement contingency plans to provide emergency services to our community.
 - Close / limit walk in traffic within the Public Safety Building lobby to reduce exposure to staff.



City of Rice Lake Library Update:

- The Council declares there to be a COVID-19 emergency.
- The Library Department is authorized to:
 - Function as the City's Public Information Official and will act as the point of contact for news media and public officials.
 - The Rice Lake Public Library is closed to the public until further notice.