

MEETING OF THE BOARD OF CITY COMMISSIONERS

March 18, 2020

On March 18, 2020 at 5:30 p.m. the Board of City Commissioners met via telephone, with Mayor Bakken present in the Mayor's Conference Room of the City/County Office Building, located at 221 N. 5th St. The purpose of the special meeting was to discuss impacts on the organization relating to the COVID-19 pandemic.

Those present included: Mayor Bakken, Commissioner Marquardt (telephone), Commissioner Zenker (telephone), Commissioner Guy (telephone) and Commissioner Oban (telephone).

Renae Moch updated the Commission on what is happening with the COVID-19 pandemic. Burleigh County had its first positive test on March, 17, 2020. There were two other positive tests on the same day. Morton County had two positive tests confirmed on March 18, 2020. The North Dakota Department of Health (NDDOH) is doing contact tracing work to help identify others that may be at risk of being infected with COVID-19. Bismarck-Burleigh Public Health (BBPH) is helping to support this effort. Staff will get a daily briefing from the NDDOH. Department of Operations Center through BBPH is working with the Assistant City Administrator, Jason Tomanek and Emergency Manager Gary Stockert to support messaging and operations.

Ms. Moch has been in contact with Sanford to share information and to be on the same page. She will also be reaching out to other medical providers in the community. The Board of City Commissioners will receive daily briefing from Moch. The briefing will typically take place at the end of the business day. The briefing will come after Governor Burgum's briefing at 4 p.m.

City Attorney Janelle Combs informed the Board of City Commissioners about locking the City of Bismarck's buildings with screening for visitors coming in for business. The screening will be on a building-to-building basis. The Veterans Memorial Public Library closed Monday. A unique screening protocol will need to be developed for each building's needs.

A motion was made by Commissioner Marquardt and seconded by Commissioner Guy to approve locking the City buildings to the general public, but allowing the public to enter after screening. Upon a roll call vote, all voted aye, M/C.

The City Attorney noted that there is a need for staff to have the ability to make decisions and develop protocols, including working remotely from home to help limit the potential number of employees from becoming infected.

Attorney Combs briefed the commissioners on the task to each department director to develop plans for operations as follows:

1. Non-essential to COVID-19 operation employees to work from home.
2. Secondment of non-essential to COVID-19 operation employees to essential divisions.
3. Modify workflows and levels of service (calls going to voicemail, extending deadlines) based on staffing needs as well as prioritizing COVID-19 needs.

A motion was made by Commissioner Oban and seconded by Commissioner Zenker to give temporary authority to staff with the understanding that the portfolio holder will be notified when decisions are made and if the portfolio holder is not available, the mayor, and then the vice mayor, in that order. Upon a roll call vote, all voted aye, M/C.

The meeting was adjourned at 6:25 p.m.