

**MAYOR MICHAEL R. BROWN
GRAND FORKS, NORTH DAKOTA**

EMERGENCY ORDER 2020-1

Pursuant to the Declaration of Public Health Emergency dated March 16, 2020 and the authority set forth in Grand Forks City Code Section 2-0301, I, Michael R. Brown, Mayor of the City of Grand Forks, North Dakota, hereby order as follows:

1. **City Meetings.**

- A. The meeting of the Grand Forks City Council Committee of the Whole scheduled for Monday, March 23, 2020 is hereby cancelled. All agenda items shall be considered by the Grand Forks City Council at a future regular or special meeting.
- B. The meeting of the Grand Forks Growth Fund Committee scheduled for Monday, March 23, 2020 is hereby cancelled. All agenda items shall be considered by the Grand Forks Growth Fund Committee at a future regular or special meeting.
- C. All in-person meetings of City committees, boards, authorities and commissions are suspended. However, City committees, boards, authorities and commissions may meet through alternative means including electronically or telephonically. Provisions should be made for the public to be able to reasonably observe public meetings and participate in public hearings via electronic or telephonic means. Such meetings, to the extent reasonably possible, should also be recorded. In those instances in which public hearings are scheduled, means for receipt of public comment must be established. Nonessential meetings should be postponed.
- D. The City Clerk shall accept all timely submitted written comments or statements regarding any public hearings in lieu of personal appearances. All timely submitted written comments or statements shall be considered as part of any public hearing held by the City Council or any of its committees, boards, authorities or commissions. The City Clerk is authorized to establish policies and procedures regarding the receipt of written comments or statements.

2. **City Hall and Other City Buildings.**

- A. City Hall and other City buildings shall operate on a necessary staff basis only. Such building shall be closed to the public except, however, those City buildings which are required to be open to the public to provide essential

government services may remain open to the public upon approval by the City Administrator. The City Administrator is hereby authorized to arrange for the receipt of deliveries to City buildings and to authorize limited public entry to City buildings or portions thereof as may be reasonably necessary for the conduct of essential City governmental activities and services. This section shall not, however, apply to the Grand Forks Regional Airport Authority terminal.

- B. Phone numbers for essential City Departments shall be posted on the entrance doors to City Hall.
- C. Those seeking to conduct business with the City of Grand Forks are encouraged to utilize the City's virtual City Hall which appears on the City webpage at www.grandforksgov.com. City Departments may also be contacted through email or by telephone. Face to face meetings with the public are discouraged but may be allowed at the discretion of the appropriate Department Head.

3. **City Employees.**

- A. In an effort to keep City employees and the public safe and healthy as well as to conduct City business as most efficient under the circumstances, the City Administrator, in consultation with the Director of Human Resources, is hereby authorized to undertake the following:
 - (1) temporarily transfer or reassign personnel or functions of City departments and employees for the purposes of performing or facilitating conduct of essential City functions.
 - (2) reschedule employee work schedules and hours of work including the use of flex shifts, staggered shifts, and/or split shifts;
 - (3) arrange for at-home or remote work;
 - (4) transfer the supervision or direction of personnel
 - (5) deploy employees from one department to another department and/or between job classifications to allow for effective staffing of City departments; and
 - (6) to undertake such other personnel directives as may be reasonably necessary or convenient to insure the effective and efficient provision of City business and services and to insure continuity of government under the circumstances.

- B. All nonessential personnel, as determined by each Department Head, are authorized to work from home or remotely.
- C. Any City employee having been diagnosed as suffering from COVID-19 or displaying symptoms consistent with COVID-19 or who are subject to an order of quarantine or isolation shall not report for work. Such employee should inform their supervisor of their absence from work.
- D. The Director of Human Resources and the City Administrator are hereby authorized and directed to develop and implement a policy to provide paid leave to City employees who must be absent from work for reasons related to exposure to COVID-19, including but not limited to situations involving quarantine, self-quarantine, isolation, care for family member affected with COVID-19, or to care for school aged children due to school closures or other circumstances substantially related thereto that prevent the City employee from performing work related duties. Such policy shall not, however, apply to employees requiring sick leave, vacation leave or other leave unrelated to COVID-19 exposures.

4. **Board of Equalization.**

Pending further order, the City Assessor shall accept written protests to valuation in lieu of personal appearances before the Board of Equalization.

5. **Bid Openings**

The City Engineer and Finance Director are hereby authorized and directed to develop and implement a policy to provide for bid openings without public in-person access to the bid opening. Where reasonably possible, provisions should be made for the public to observe bid openings via electronic or telephonic means. Results of bid openings should be posted on the City webpage. The City Engineer may take such action as may be reasonably necessary or convenient to receive bid packages in a timely manner utilizing deliveries, drop boxes, or electronic receipt. In-person delivery of bids by bidders are discouraged.

6. **City Travel.**

All City related travel shall be suspended except as may be authorized by the Mayor and/or City Administrator.

7. **City Expenditures**

All discretionary spending should be postponed, subject to authorization by the Finance Director and City Administrator.

8. **Utility Late Fees and Water Shutoff.**

- A. All late fees for utility billings are hereby suspended.
- B. All City of Grand Forks water shutoffs due to nonpayment are hereby suspended.

If any provision of this Order or the application thereof to any person or circumstance is held to be invalid by a court of competition jurisdiction, the remainder of the Order, including the application of such part or provision to other persons or circumstances should not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

This Order shall be effective upon its issuance and continue until modified, suspended or revoked by further order.

Date: 3/20/20


MICHAEL R. BROWN, Mayor