

City of Austin
Craig Clark,
City Administrator



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City of Austin Announces Extended Closure of City Facilities and Continuity of City Services

Dear Residents,

As we continue to hear of instances of individuals being impacted by COVID-19 we are working to deal with this unprecedented time in our nation and how it plays out locally. Adjusting to spending time at home, practicing social distancing, utilization of social media to keep a connection and dealing with the impacts on our economy are all the result of dealing with a new normal. We wanted to update you on an indefinite extension of the closure of City facilities to the public until further notice. During this time, we want to also be clear how services will be maintained as we work with our public health officials to balance safety of the public and employees while providing reasonable access.

We look forward to a brighter time when the pandemic is behind us but I take resolve from the City staff who are ready to continue our roles to serve the public during this trying time. Austin is a generous community and we know practicing the proper safety measures and helping those in need is something we'll rise to the challenge of as we've made a hallmark of supporting each other.

Sincerely,

A handwritten signature in black ink that reads "Craig Clark". The signature is written in a cursive style.

Craig Clark, Administrator

COVID-19 Procedures By Department

Austin Police Department

- 507-434-9400 and 911 remain our contact numbers
- Limited access to the lobby. Please use the phone in the outer entryway to contact a dispatcher.
- All non-mandated lobby services are discontinued including finger printing.
- Use the grey box labeled "Mower County" in the outer entry way to submit documents to the Police Department.

Fire 507 433-3405

- Building closed
- No burn permits to the public
- No commercial building inspections
- Continue complaint-based life, health and safety inspections
- Smoke and carbon monoxide installations continue

Public Works

- Public Works Department, 507-437-9950
 - **Primary Contacts**
 - **April Grabau** agrabau@ci.austin.mn.us
 - **Erica Nelson** erican@ci.austin.mn.us
 - **Steven Lang** slang@ci.austin.mn.us or 507-437-9949
- City Hall closed to the public
- Engineering Office, 507-437-9950
 - Contacts
 - Mitch Wenum mitchw@ci.austin.mn.us or 507-437-9945
 - City Hall closed to the public
 - Accepting bids for projects related to summer construction
 - Monitoring recommended protocols and planning for impacts to summer construction
 - Employees limiting contact with social distancing
- Building, Planning, Zoning & Rental, 507-437-9950
 - Contacts
 - Holly Wallace hollyw@ci.austin.mn.us or 507-437-9952
 - Fred Husemoller fredh@ci.austin.mn.us or 507-437-9954
 - City Hall closed to the public
 - Limited contact, social distancing
 - Permit Request & Issuance:
 - Building
 - Via Email - Permit applications and plans shall be submitted via email to the Building Department at erican@ci.austin.mn.us for review and processing. Permit fees shall be calculated and you will receive a call to arrange for payment.
 - Via Mail – Will be processed as normal with a two-day delay.
 - Inspections and other Guidance:
 - Inspection requests shall be made by email or telephone and may be accommodated as reasonably possible.
 - Photos, videos and other means of technology may be utilized for inspection, (ie. Facetime, etc.), at the discretion of the Building Official.
 - Rental and Zoning
 - Scheduled inspections will be temporarily suspended. Complaint inspections as needed for unsafe, unsanitary and life-threatening conditions only.
 - Re-inspections may be made via photos, video and other means of technology, at the discretion of the inspector.
 - Planning
 - Planning Commission meetings will be held as needed, see additional guidance regarding public meetings under Administration.
- Street Department, 507-434-0067
 - Closed to the public
 - Note on door to drop deliveries inside
 - Somewhat Normal Operations, employees limiting contact with social distancing
- Sewer Department, 507-434-0067
 - Limiting sewer main cleaning in residential areas
 - Postponed sump pump inspections to later date
 - Somewhat Normal Operations, employees limiting contact with social distancing
- Wastewater Treatment Plant, 507-437-7701
 - Closed to the public
 - Note on door to drop deliveries inside
 - Somewhat Normal Operations, employees limiting contact with social distancing
- Arena, Riverside & Packer
 - Closed to the public
- Transfer Station, 507-437-4606
 - Closed to the public for drop-off
 - Open for commercial haulers
- Airport, 507-433-1813
 - Somewhat Normal Operations, things are slow with limits to flight traffic and people movement

Clerk's Office – 507-437-9940

- Business Licensing – applications and requests can be processed electronically
- Assessment Searches – Search requests can be e-mailed or submitted off the City website
- Payments – Mail all payments or make arrangements via phone at 437-9940
- Questions – Call 437-9940 with question

Library- 507 433-2391

- Closed to the public
- Calls 10-4 Monday through Friday
- Online reference questions www.austinpuliclibrary.org
- Additional services on-line- ebooks, audiobooks, etc.
- All due dates on materials will be extended and no fines will be accrued during closures

Parks and Recreation- 507 433-1881

- Facilities Closed- Jay C. Hormel Nature Center's Interpretive Building and Ruby Rupner Auditorium, Arenas, Sola Fide Observatory, Izaak Walton Cabin, Park Restrooms
- All programming canceled
- Trimming and removing trees from boulevards, parks, and other City properties
- Office open for calls 8-5

Human Resources – 507-437-9942

- Office closed to the public, available by phone and email
- No open positions at this time – however, the City's general application is accessible on the City's website
- Seasonal/temporary application process is currently suspended

