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**SPECIAL CITY COUNCIL  
CITY OF RAMSEY  
ANOKA COUNTY  
STATE OF MINNESOTA**

The Ramsey City Council conducted a special meeting on Thursday, March 19, 2020, at the Ramsey Municipal Center, 7550 Sunwood Drive NW, Ramsey, Minnesota. Meeting by telephone or other electronic means in accordance with Minnesota Statute 13D.021.

Members Present: Mayor John LeTourneau  
Councilmember Nadine Heinrich  
Councilmember Mark Kuzma  
Councilmember Jeff Menth  
Councilmember Debra Musgrove  
Councilmember Chris Riley  
Councilmember Dan Specht

Members Absent: None

Also Present: City Administrator Kurtis Ulrich  
Fire Chief Matt Kohner  
Police Chief Jeff Katers  
Information Technology Manager Jason Fredrickson  
Communication and Events Coordinator Megan Thorstad  
Deputy City Administrator Timothy Gladhill

**1. CALL TO ORDER**

Mayor LeTourneau called the regular meeting of the Ramsey City Council to order at 5:30 p.m.

Mayor LeTourneau noted that this meeting is being conducted per telephonic means as allowed by State Statute in response to the declaration of emergency called by the Federal Government, State of Minnesota, along with other national organizations. He stated that he, as the Mayor, called a local state of emergency for a period of three days in response to the COVID-19 pandemic and the Council will consider extending that period of time. He provided additional details on how the meeting will be conducted and how members of the public can electronically participate.

**2. CITIZEN INPUT**

None.

**3. APPROVE AGENDA**

Motion by Councilmember Menth, seconded by Councilmember Musgrove, to approve the agenda as presented.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Kuzma	aye
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

#### **4. COUNCIL BUSINESS**

##### **4.01: Receive Update Regarding COVID-19**

Fire Chief Kohner reviewed the staff report and provided an emergency management update. He stated that COVID-19 continues to evolve, as does information coming down from other entities. He reviewed the number of cases in Anoka County and the range of ages of those that have been infected. He reviewed the types of businesses that have temporarily closed due to the pandemic. He stated that Anoka County declared a local state of emergency, and Ramsey followed on March 17<sup>th</sup>, declaring a local state of emergency. He explained that state of emergency is valid for a period of 72 hours, and an emergency meeting of the City Council was necessary in order to continue that declaration of local emergency.

City Administrator Ulrich stated that the City has been working under the guidelines reviewed by the Council earlier this week and provided a brief update.

##### **4.02: Adopt Resolution 20-062 a Declaration of Emergency for the City of Ramsey, MN Coronavirus Disease 2019 (COVID-19)**

City Administrator Ulrich reviewed the staff report and recommendation to adopt Resolution #20-062 a declaration of emergency for the City of Ramsey, MN Coronavirus Disease 2019 (COVID-19).

Motion by Councilmember Menth, seconded by Councilmember Kuzma, to adopt resolution #20-062 Approving a Declaration of Emergency for the City of Ramsey, MN Coronavirus Disease 2019 (COVID-19) as follows:

1. Under the authority given by Minnesota Statutes, Section 12.29 declares that a local emergency exists within the City of Ramsey, effective March 17, 2020, with all the powers and responsibilities attending thereto as provided by Minnesota Statutes, Chapter 12.

2. Directs City staff to review ordinance and regulatory requirements, operations, civil and legal proceedings, events, and resources to determine whether the foregoing should be adjusted or suspended, and to make recommendations regarding additional emergency regulations to support the employees and residents of the City of Ramsey.
3. Directs all City departments and offices to operate and support the response to this incident, under the direction and coordination of the Emergency Management Director and Emergency Management Team, including implementing new employee protocols, strategies, and processes to ensure that public services are maintained.
4. Directs the City's Emergency Management Director and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Anoka County, the State of Minnesota, and the Federal government, as needed.
5. Declares, under Minnesota Statutes, Section 13D.021, that in-person meetings of the Planning Commission, and other advisory commissions of the City of Ramsey are not practical or prudent due to the COVID-19 health pandemic and the peacetime emergency declared by Governor Walz pursuant to Minnesota Statutes, Chapter 12, and hereby directs that meetings of the Planning Commission, and other advisory commissions of the City shall either be canceled, postponed, or conducted by telephone or other electronic means, and hereby directs City staff to take such action as may be necessary to enable such meetings to occur via telephone or other electronic means pursuant to Minnesota Statutes, Section 13D.021, until such time as it is no longer impractical or imprudent for the Planning Commission, and other advisory commission to resume in-person meetings.
6. Orders this Emergency Declaration for the City of Ramsey, Minnesota, which shall continue through Tuesday, April 14, 2020, unless further extended by or with the consent of the City Council pursuant to Minnesota Statutes, Section 12.29, Subd. 1.
7. Orders that this declaration be given prompt and general publicity and that it be filed promptly by the City Clerk.

A roll call vote was performed by the City Administrator:

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Kuzma	aye
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

## **5. MAYOR, COUNCIL AND STAFF INPUT**

Councilmember Musgrove recognized Riversbend for offering free lunches and encouraged residents to call in for curbside pick up to support that business. She recognized it's the first day of spring and encouraged residents to check out Lower Rum River (LRRWMO) or the Conservation district, she mentioned they have a lot of information about activities. She

encouraged people to keep our leaders in their thoughts and prayers. Councilmember Specht recognized the amazing local businesses, employees of Coburns, and lastly the first responders. City Administrator Ulrich announced the upcoming meeting.

## 6. ADJOURNMENT

Motion by Councilmember Specht, seconded by Councilmember Musgrove, to adjourn the meeting.

A roll call vote was performed by the City Administrator

Mayor LeTourneau	aye
Councilmember Riley	aye
Councilmember Kuzma	aye
Councilmember Menth	aye
Councilmember Heinrich	aye
Councilmember Specht	aye
Councilmember Musgrove	aye

Motion carried.

The regular meeting of the City Council adjourned at 5:56 p.m.

Respectfully submitted,

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Kurtis G. Ulrich  
City Administrator

ATTEST:

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Katie M. Schmidt  
Administrative Assistant

Drafted by Amanda Staple  
*TimeSaver Off Site Secretarial, Inc.*

A recording of this meeting is available for viewing online at [www.qctv.org](http://www.qctv.org)  
<<http://www.qctv.org>>. Recordings are available for 36 months after the date of the meeting.