

City of Ramsey
Agenda
Special City Council
Thursday, March 19, 2020

5:30 pm

Meeting by telephone or other electronic means in accordance with Minnesota Statute 13D.021
Public Access Via Computer, tablet or smartphone: <https://global.gotomeeting.com/join/198339845>

Public Access via Dial-in Telephone
United States: +1 (571) 317-3122
- One-touch: tel:+15713173122,,198339845#
Access Code: 198-339-845

- 1. Call to Order**
- 2. Citizen Input**
- 3. Approve Agenda**
- 4. Council Business**
 1. Receive an Update Regarding COVID-19
 2. Adopt Resolution 20-062 a Declaration of Emergency for the City Of Ramsey, MN Coronavirus Disease 2019 (Covid-19)
- 5. Mayor/Council/Staff Input**
- 6. Adjournment**

CC Special Session

4. 1.

Meeting Date: 03/19/2020

By: Colleen Lasher, Administrative Services

Information

Title:

Receive an Update Regarding COVID-19

Purpose/Background:

The purpose of this case is to receive an update on the COVID-19 situation. Matt Kohner, Fire Chief and Emergency Management Director for the City of Ramsey, and City Administrator Ulrich will provide the City Council with an update.

Notification:

N/A

Observations/Alternatives:

N/A

Funding Source:

N/A

Recommendation:

N/A

Action:

Based on discussion.

Attachments

No file(s) attached.

Form Review

Inbox	Reviewed By	Date
Matt Kohner	Matt Kohner	03/18/2020 02:05 PM
Kurt Ulrich	Kurt Ulrich	03/18/2020 05:24 PM
Form Started By: Colleen Lasher		Started On: 03/18/2020 10:30 AM
Final Approval Date: 03/18/2020		

CC Special Session

4. 2.

Meeting Date: 03/19/2020

By: Colleen Lasher, Administrative Services

Information

Title:

Adopt Resolution 20-062 a Declaration of Emergency for the City Of Ramsey, MN Coronavirus Disease 2019 (Covid-19)

Purpose/Background:

This is an emergency meeting pursuant to Statute 13D.04, Subd. 3 Emergency meetings. The purpose of this meeting is to consider extending the Declaration of Local Emergency in the City of Ramsey. Mayor LeTourneau, per Minnesota Statute 12.29, signed a Declaration of Local Emergency in the City of Ramsey on Tuesday, March 17, 2020, which is set to expire after 72 hours. The City Council must take action to continue the Declaration in order for the Local State of Emergency to continue.

Attachments:

Minnesota Statutes 12.29, 13D.04, 412.19, 13D.021
Mayor's March 17, 2020 Declaration
Resolution 20-062

Notification:

N/A

Observations/Alternatives:

N/A

Funding Source:

N/A

Recommendation:

N/A

Action:

Motion 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 be either cancelled, 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.

Roll Call Vote:

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

Attachments

13D.04

412.191

13D.021

12.29

Resolution 20-062

03-17-20 Declaration

Form Review

Inbox

Kurt Ulrich

Form Started By: Colleen Lasher

Final Approval Date: 03/18/2020

Reviewed By

Kurt Ulrich

Date

03/18/2020 05:26 PM

Started On: 03/18/2020 10:24 AM

13D.04 NOTICE OF MEETINGS.

Subdivision 1. **Regular meetings.** A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

Subd. 2. **Special meetings.** (a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refileing of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refileing requirement to each person who filed during the preceding year.

Subd. 3. **Emergency meetings.** (a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

(b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body.

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

Subd. 4. **Recessed or continued meetings.** (a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

Subd. 5. **Closed meetings.** The notice requirements of this section apply to closed meetings.

Subd. 6. **State agencies.** For a meeting of an agency, board, commission, or department of the state required or permitted by law to transact public business in a meeting:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice;

(2) all provisions of this section relating to publication are satisfied by publication in the State Register or posting on the website of the agency, board, commission, or department; and

(3) a schedule of the regular meetings shall be kept on file at the primary offices or posted on the website of the agency, board, commission, or department.

Subd. 7. **Actual notice.** If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2014 c 274 s 1

412.191 MEMBERS; POWERS, DUTIES.

Subdivision 1. **Composition.** The city council in a standard plan city shall consist of the mayor, the clerk, and the three or five council members. In optional plan cities, except those cities having a larger council under Minnesota Statutes 1994, section 412.023, subdivision 4, the council shall consist of the mayor and the four council members. A majority of all the members shall constitute a quorum although a smaller number may adjourn from time to time.

Subd. 2. **Meetings.** Regular meetings of the council shall be held at such times and places as may be prescribed by its rules. Special meetings may be called by the mayor or by any two members of a five-member council or three members of a seven-member council by writing filed with the clerk who shall then mail a notice to all the members of the time and place of meeting at least one day before the meeting. The mayor or, in the mayor's absence, the acting mayor, shall preside. All meetings of the council shall be open to the public. The council may preserve order at its meetings, compel the attendance of members, and punish nonattendance and shall be the judge of the election and qualification of its members. The council shall have power to regulate its own procedure.

Subd. 3. **Publish proceedings; alternative.** The council, after every regular or special meeting, shall publish the official council proceedings or a summary conforming to section 331A.01, subdivision 10. As an alternative to publication, the city may mail, at city expense, a copy of the proceedings to any resident upon request. The publication shall occur within 30 days of the meeting to which the proceedings relate. Cities with a population of less than 1,000 according to the latest federal census are not required to comply with this section, but may do so at their discretion.

Subd. 4. **Ordinances.** Every ordinance shall be enacted by a majority vote of all the members of the council except where a larger number is required by law. It shall be signed by the mayor, attested by the clerk and published once in the official newspaper. In the case of lengthy ordinances, or ordinances which include charts or maps, if the city council determines that publication of the title and a summary of an ordinance would clearly inform the public of the intent and effect of the ordinance, the council may by a four-fifths vote of its members direct that only the title of the ordinance and a summary be published, conforming to section 331A.01, subdivision 10, with notice that a printed copy of the ordinance is available for inspection by any person during regular office hours at the office of the city clerk and any other location which the council designates. A copy of the entire text of the ordinance shall be posted in the community library, if there is one, or if not, in any other public location which the council designates. Prior to the publication of the title and summary the council shall approve the text of the summary and determine that it clearly informs the public of the intent and effect of the ordinance. The publishing of the title and summary shall be deemed to fulfill all legal publication requirements as completely as if the entire ordinance had been published. The text of the summary shall be published in a body type no smaller than brevier or eight-point type. Proof of the publication shall be attached to and filed with the ordinance.

Every ordinance shall be recorded in the ordinance book within 20 days after publication of the ordinance or its title and summary. All ordinances shall be suitably entitled and shall be substantially in the style. "The City Council of ordains:".

Subd. 5. [Repealed, 1976 c 44 s 70]

History: 1949 c 119 s 22-26; 1967 c 289 s 6; 1973 c 123 art 2 s 1 subd 2; 1976 c 44 s 26; 1981 c 219 s 1; 1984 c 543 s 46,47; 1986 c 444; 1989 c 30 s 4,5; 1997 c 7 art 1 s 135; 2004 c 182 s 30; 2016 c 158 art 1 s 182

13D.021 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.

Subdivision 1. **Conditions.** A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or other electronic means so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. **Members are present for quorum, participation.** Each member of the body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site; costs.** If telephone or another electronic means is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

Subd. 4. **Notice of regular and all member sites.** If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04 of the Open Meeting Law.

History: 2007 c 110 s 1

12.29 DECLARATION OF LOCAL EMERGENCY.

Subdivision 1. **Authority to declare emergency.** A local emergency may be declared only by the mayor of a municipality or the chair of a county board of commissioners or their legal successors. It may not be continued for a period in excess of three days except by or with the consent of the governing body of the political subdivision. Any order or proclamation declaring, continuing, or terminating a local emergency must be given prompt and general publicity and filed promptly by the chief of the local record-keeping agency of the political subdivision.

Subd. 2. **Effect of declaration of emergency.** A declaration of a local emergency invokes necessary portions of the response and recovery aspects of applicable local or interjurisdictional disaster plans, and may authorize aid and assistance under those plans.

Subd. 3. **Interjurisdictional agencies.** No interjurisdictional agency or official may declare a local emergency unless expressly authorized by the agreement under which the agency functions. However, an interjurisdictional disaster agency shall provide aid and services in accordance with the agreement under which it functions.

History: 1976 c 266 s 2; 1986 c 444; 1996 c 344 s 18

Councilmember _____ introduced the following resolution and moved for its adoption:

RESOLUTION #20-062

RESOLUTION OF DECLARATION OF EMERGENCY FOR THE CITY OF RAMSEY, MINNESOTA, CORONAVIRUS DISEASE 2019 (COVID-19)

WHEREAS, the virus named “SARS-CoV-2,” is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person and which causes a disease named “Coronavirus Disease 2019,” commonly known as “COVID-19,” which is a respiratory disease that can result in serious injury or death; and

WHEREAS, on January 21, 2020 the first case of COVID-19 was detected in the United States; on March 6, 2020 the first case of COVID-19 was detected in the State of Minnesota; and as of March 16, 2020, there are fifty-four known cases of COVID-19 in Minnesota, including cases in Anoka County; and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13, 2020, Governor Tim Walz declared a Peacetime State of Emergency to authorize all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, as of March 15, 2020 the World Health Organization Situation Report confirmed a total of 153,517 cases of COVID-19 in over 135 countries, including 5,735 deaths; and as of March 16, 2020 a total of 54 cases of COVID-19 have been reported in Minnesota including three to five (3 to 5) potential cases in Anoka County; and

WHEREAS, COVID-19 has been identified by the World Health Organization as a pandemic, and the United States Centers for Disease Control has provided guidance for individuals, healthcare professionals, and businesses to slow the spread of COVID-19, which include cancelling or postponing in-person events that involve more than fifty people for eight weeks; and

WHEREAS, the City of Ramsey’s Emergency Management Team has been preparing for weeks, working diligently with local, state, and federal partners to maintain situational awareness and respond to COVID-19; and

WHEREAS, additional local cases will trigger a more aggressive public health response and are predicted to impact residents of the City of Ramsey and those who work in or travel through the City, including City employees; and the need for social distancing, school closings, and

quarantine methods to stop the spread of COVID-19 is expected to cause significant challenges; and

WHEREAS, the City Administrator and Emergency Management Director find that this situation threatens the health, safety, and welfare of the citizens of the community and will cause a significant impact on the ability of public safety personnel to address any immediate dangers to the public as a result of COVID-19; and

WHEREAS, the City Administrator and Emergency Management Director find that traditional sources of financial aid, assistance and relief will not be able to compensate for the potential impact of COVID-19, and have determined that the necessary resources to respond to and recover from this pandemic will exceed those resources available within the City of Ramsey, and additional resources will be needed from Anoka County, State and Federal sources.

NOW, THEREFORE, BE IT RESOLVED, THAT MAYOR JOHN LE TOURNEAU OF THE CITY OF RAMSEY, HEREBY PROCLAIMS, DECLARES, REQUESTS, AND DIRECTS 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 be either cancelled, 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.

The motion of the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

and the following abstained:

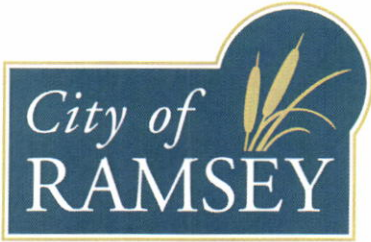
and the following were absent:

Whereupon said resolution was declared duly passed and adopted by the Ramsey City Council this the 19th day of March, 2020.

Mayor

ATTEST:

City Clerk



7550 Sunwood Drive NW • Ramsey, MN 55303

City Hall: 763.427.1410 • Fax: 763.427.5543

www.cityoframsey.com

CITY OF RAMSEY DECLARING LOCAL STATE OF EMERGENCY

WHEREAS, there is a global COVID-19 Pandemic; and,

WHEREAS, the President of the United States has declared a National Emergency; and,

WHEREAS, the Governor of the State of Minnesota has declared a Peacetime Emergency; and,

WHEREAS, Subject Matter Experts have determined that proactive measures must be undertaken to reduce the impact of COVID-19, and activity will be beyond the usual resources of the City of Ramsey; and,

WHEREAS, response and support to affected individuals, communities, medical systems, business and government has caused significant impact to the county as a whole; and,

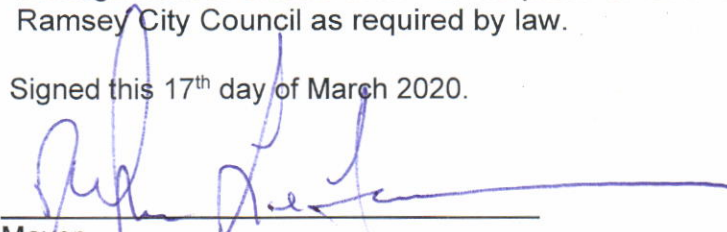
WHEREAS, Minnesota Statutes Chapter 12.29 authorizes the Mayor of Ramsey to sign a Declaration of Local Emergency in the City of Ramsey valid for up to 72 hours after which a meeting of the City Council will be needed to continue this Declaration; and,

WHEREAS, The City of Ramsey Director of Emergency Management recommends the City of Ramsey Council declare that a Local State of Emergency exists in the City of Ramsey:

NOW, THEREFORE BE IT RESOLVED, I John LeTourneau, as Mayor of the City of Ramsey, declare Ramsey to be in a Local State of Emergency March 17th, 2020, due to ongoing and expected response to and recovery from; COVID-19 Pandemic and direct the City Administrator and the Director of Emergency Management to coordinate such actions and request such local, state and/or federal assistance as needed to protect lives and public and private property in the City of Ramsey and the recovery of the city from the impacts of this situation to the extent practicable and allowed by law, ordinance and resolution.

BE IT FURTHER RESOLVED, that I direct the City Administrator and Director of Emergency Management to ensure a formal Request for Council Action be put forward to a meeting of the Ramsey City Council as required by law.

Signed this 17th day of March 2020.



Mayor,
City of Ramsey