

CITY OF COLUMBUS



**City Council Special Meeting Agenda
(Telephonic Format)
03.20.2020
10:00 a.m.**

1. Call to order 10:00 a.m.
2. Approval of Agenda
3. Motion - Resolution Extending the Period of a Mayor-Declared Local Emergency
(Pages 1-8 & Email on Friday am)
4. Adjournment

Telephonic Meeting Call-in Instructions:

Meeting starts at 10:00 a.m.

Call in line will be open starting 15 minutes before meeting begins

Call from any phone line: 651-419-2018

Password for conference call: press 16319#

Please read "Conference Call" Etiquette Rules before participation

Members of City Council may participate in this meeting by attendance or phone

**CITY OF COLUMBUS, MINNESOTA
RESOLUTION 2020-___**

**A RESOLUTION ENACTED PURSUANT TO MINNESOTA STATUTES
SECTION 12.29 EXTENDING THE PERIOD OF A
MAYOR-DECLARED LOCAL EMERGENCY**

WHEREAS, the City Council of the City of Columbus, Minnesota (“Council”) finds that the following local emergency (“Emergency”) exists in the City of Columbus, Minnesota (“City”):

1. On March 11, 2020, the World Health Organization determined that the COVID-19 outbreak constitutes a pandemic. On March 13, 2020, President Trump declared a national state of emergency as a result of the pandemic.
2. On March 13, 2020, Governor Tim Walz issued Emergency Executive Order 20-01 declaring a state of peacetime emergency to address the COVID-19 pandemic in Minnesota. The Governor’s Executive Order along with this Declaration triggers activation of the City’s emergency management plan and enables the City to exercise its emergency powers.
3. The spread of COVID-19 in the United States and Minnesota has raised serious public health concerns and resulted in a great deal of uncertainty. Much remains unknown about the virus and how it spreads.

WHEREAS, Minnesota Statutes, Section 12.29 authorizes the Mayor to declare the existence of the Emergency, to invoke any necessary portions of any emergency operations/management plans and pandemic response plans, and to authorize aid and services in accordance with interjurisdictional agreements; and

WHEREAS, Minnesota Statutes, Section 12.37 authorizes the City, acting through its governing body, to: (1) enter into contracts and incur obligations necessary to combat the disaster by protecting the health and safety of persons and property and by providing emergency assistance to the victims of the disaster; and (2) exercise the powers vested by that section in the light of the exigencies of the disaster without compliance with time-consuming procedures and formalities otherwise prescribed by law; and

WHEREAS, the Mayor of the City of Columbus, Minnesota has declared that a local emergency is in effect in the City as of 5:00 p.m. on March 17, 2020 (“Mayoral Declaration of Local Emergency”) which is attached to this Resolution as Exhibit A; and

WHEREAS, the City Council of the City of Columbus agrees with the Mayoral Declaration of Local Emergency and further finds that the local emergency will last for more than three days and that immediate action to respond to the local emergency is needed in order to protect the health, safety and welfare of the City and the community; and

WHEREAS, the Council finds that this emergency, which involves an outbreak of an infectious disease (COVID-19), is a highly fluid and evolving situation, and in the interest of the public

health, a response or action may be needed that requires deviation from standard procedures for procuring goods and services; and

WHEREAS, Minnesota Statutes Sections 12.29 and 12.37 authorize the actions taken in this resolution and provide that emergency contracts and agreements are not subject to the normal purchasing and competitive bidding requirements because of the local emergency.

NOW, THEREFORE, BE IT RESOLVED BY THE COLUMBUS CITY COUNCIL as follows:

1. The Mayor's Declaration of a local emergency is continued in effect until further action of the City Council.
2. City Administrator or Public Works Superintendent is authorized to enter into agreements and contracts necessary for the procurement of materials, equipment, and services required to respond to the local emergency.
3. The Mayor, City Administrator or Public Works Superintendent, are authorized to execute any agreements, contracts, and related documents regarding the local emergency necessary to implement corrective action relative to the local emergency to protect the health, safety and welfare of the City and the community.
4. City Administrator or Public Works Superintendent is authorized to take any appropriate action and to prepare any appropriate documents to facilitate the directives of the Council as set forth in this resolution.
5. This declaration of a local emergency will invoke any and all emergency operations/management plans and pandemic response plans of the City. The portions that are necessary for response to and recovery from the Emergency are authorized, including but not limited to all appropriate community containment and mitigation strategies. To the extent normal state laws and city policies and procedures impede an efficient response or compliance with federal and state directives and recommendations, the Mayor, City Administrator, City Attorney, City Building Official, City Staff and consultants and their designees are authorized to suspend compliance with those laws, policies, and procedures and to take those actions necessary to protect the public health, safety, and welfare.

Adopted this 20th day of March, 2020.

Jesse H. Preiner, Mayor

Attest:

Elizabeth Mursko, City Administrator

4828-9151-2503, v. 2

**Mayor Jesse H. Preiner’s Statement and Determination
Regarding Conducting Meetings by Telephone or Other Electronic Means**

As the Mayor of the City of Columbus, Minnesota I find as follows:

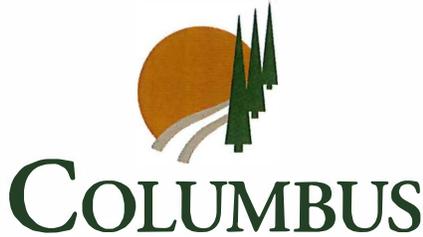
- a. The spread of COVID-19 in the United States and Minnesota has raised serious public health concerns and resulted in a great deal of uncertainty. Much remains unknown about the virus, how it spreads and the likely extent of infection.
- b. On March 11, 2020, the World Health Organization determined that the COVID-19 outbreak constitutes a pandemic. On March 13, 2020, President Trump declared a national state of emergency as a result of the pandemic.
- c. On March 13, 2020, Governor Tim Walz issued Emergency Executive Order 20-01 declaring a state of peacetime emergency to address the COVID-19 pandemic in Minnesota.
- d. The Minnesota Department of Health has provided specific guidance encouraging postponement or cancelation of events that do not allow social distancing of at least six feet per person, which is generally not practical to achieve in the City Council chambers or in the other rooms where the City’s staff, consultants and members of the public may meet.
- e. Minnesota Statutes, section 13D.021 authorizes cities to meet by telephone or other electronic means if the presiding officer, chief legal counsel, or chief administrative officer determines that meeting in person or by interactive television is not practical or prudent because of the existence of a declared health pandemic or emergency. I have consulted with the City Administrator and City Attorney in making this determination.

Based on the above findings, I determine as follows:

1. Until further notice, all meetings of City bodies, including without limitation, the City Council, Economic Development Authority, Planning Commission, Park Advisory Board and Public Works Advisory Board, as governed by Minnesota Statutes, Chapter 13D, shall be conducted by telephone or other electronic means because it is not practical or prudent to hold those meetings in person or by interactive television. All such meetings must comply with the requirements in Minnesota Statutes, Section 13D.021.
2. The presence of at least one council member, the City Administrator or City Attorney at the City Council chambers for such meetings is not feasible due to the health pandemic and the emergency declaration.

Dated: _____

Jesse H. Preiner, Mayor
City of Columbus, Minnesota



City of Columbus
16319 Kettle River Blvd., Columbus, MN 55025
Ph: 651-464-3120

Mayor Jesse Preiner
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Columbus, MN 55025
651-270-0753
mayorjessep@ci.columbus.mn.us

**CITY OF COLUMBUS
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 Anoka County AND the City of Columbus; and,

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

WHEREAS, Minnesota Statutes, Section 12.29 authorizes the Mayor of the City of Columbus to declare a local emergency in the City of Columbus valid for up to 72 hours after which a meeting of the Columbus City Council will be held to continue this Declaration.

NOW, THEREFORE BE IT RESOLVED, I Jesse H. Preiner, as Mayor of the City of Columbus, declare the City of Columbus to be in a Local State of Emergency on March 17th, 2020, and thereafter, due to the ongoing and expected response to and recovery from COVID-10 Pandemic; and further direct the City Administrator and the Public Works Superintendent to coordinate any and all local, state and federal assistance as needed to protect lives and public and private property in the City of Columbus and the recovery of the City from the impacts of the COVID-10 Pandemic to the extent practicable and allowed by law, ordinance and resolution.

BE IT FURTHER RESOLVED, that I direct the City Administrator and City Attorney to ensure a formal Request for City Council Action be put forward to a meeting of the City Council within 72 hours as required by law.

By: 
Jesse H. Preiner
Its: Mayor

ATTEST:


Elizabeth Mursko, City Administrator



Rules of Conference Call Etiquette - General Public

1. **Join the call at least 10 minutes in advance to ensure the technology is working properly.**
 - **Phone number: 651-419-9018**
 - **Password: 16319**
2. **The Leader will do a roll call for in-person attendees and then for remote attendees.** State your full name when the Leader asks what remote attendees are on the phone.
3. **The Leader will announce when it is time for Public Open Forum. Hold comments or questions until this time.**
4. **Mute your line when you are not speaking.** Everyone participating in the teleconference can hear every noise that you make, including eating, shuffling papers, etc.
5. **Have a good internet or cellular connection.** If possible, dial in from a landline since cell phones can be problematic depending on your connection.
6. **Don't use other phones or gadgets during the teleconference.** This can create a poor connection or static feedback and is very annoying for callers!
7. **Silence your phone.**
8. **Never put the call on hold.** (Also - if you are using your cell phone for the teleconference, do not navigate to other apps such as texts, email, Facebook, Instagram, etc.).
9. **Wait... to speak until a second after the person speaking is completely through talking to avoid interrupting or talking over one another.**



Rules of Conference Call Etiquette – Council Members

1. **Join the call at least 10 minutes in advance to ensure the technology is working properly.**
 - **Phone number: 651-419-9018**
 - **Password: 16319**
2. **The Leader will set the ground rules at the beginning of the call.** The leader's job is important. At the beginning of the call, the leader should:
 - Welcome everyone.
 - Explain that the call is on speakerphone, and everyone can hear *everything* going on at home.
 - Lay out the ground rules. Don't assume that those on the call understand the rules for a quick and efficient call.
3. **The Leader will name or ask in-person attendees to introduce themselves (use full name and titles if appropriate), and then ask for roll call from remote attendees.**
4. **Throughout the call the Leader should:**
 - Follow the agenda.
 - If someone is not speaking up, give them the floor, invite them to share their thoughts
5. **Each time you speak, or when making a motion use your name first and ... (This is Mr. Columbus,...).** Announce the document and page number if you're referencing something in the agenda packet.

- 6. The Leader will announce when it is time for Public Open Forum. Hold comments or questions until this time. Leader will ask if anyone wishes to speak, and if there is more than one person, the leader will assign a number to all that want to speak.** Announce yourself when roll call is taken and each time before you speak. Use your full name and address.
- 7. Mute your line when you are not speaking.** Everyone participating in the teleconference can hear every noise that you make, including eating, shuffling papers, etc.
- 8. Have a good internet or cellular connection.** If possible, dial in from a landline since cell phones can be problematic depending on your connection.
- 9. Don't use other phones or gadgets during the teleconference.** This can create a poor connection or static feedback and is very annoying for callers!
- 10. Silence your phone.**
- 11. Never put the call on hold.** (Also - if you are using your cell phone for the teleconference, do not navigate to other apps such as texts, email, Facebook, Instagram, etc.).
- 12. Wait... to speak until a second after the person speaking is completely through talking to avoid interrupting or talking over one another.**