

**March 27, 2020  
Special Emergency Meeting**

Pursuant to due call and notice thereof, an emergency meeting of the City Council of the City of Halstad was duly called and held at the Halstad Community Center in said City on March 27, 2020 at 5:30pm.

Mayor Lori DeLong called the special meeting to order at 5:30 p.m.

The following council members were present: Darin Johnson, Brandon Mickelson, Bruce Purrington, Mike Trygg

The following council members were absent: None

Others in attendance by invitation: Halstad City Municipal Superintendent Lucas Spaeth, Halstad Fire Chief Todd Westcott and Amy Fagerstrom, Halstad Rescue Squad President.

Mayor DeLong gave an explanation for the Emergency Declaration and purpose of the meeting in regards to the current Covid-19 health pandemic. The action being taken was reasonable and prudent to allow for the safe continuing operation of the city, and its ability to conduct business, while abiding the restrictions placed into effect by President Trump and Governor Walz.

**CITY OF HALSTAD PROCLAMATION AND DECLARATION OF EMERGENCY**

**WHEREAS**, the virus named COVID-19 is a new strain of coronavirus that has not previously been identified in humans and can easily spread from person to person;

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

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

**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;

**WHEREAS**, on March 25, 2020 Governor Timothy J. Walz issued a stay at home order requiring non-essential employees and public officials to limit interaction with the public;

**WHEREAS**, the current pandemic has had a detrimental effect on the City of Halstad (the "City");

**WHEREAS**, on March 27, 2020, the Mayor issued a declaration calling for City meetings to be held by electronic means;

**WHEREAS**, Minnesota Statutes, section 12.29 authorizes the mayor of a municipality to declare a local emergency for a period of up to three days;

**WHEREAS**, the Halstad City Council may consent to an extension of a declaration of local emergency beyond three days;

**WHEREAS**, Minnesota Statutes, section 12.37 an emergency declaration authorizes the City to enter into contracts and perform other duties without following many of the time-consuming legal procedures normally required, including:

- Arranging for the performance of public work
- Contracting
- Incurring obligations
- Employing temporary workers
- Renting equipment

- Purchasing supplies and materials
- Complying with limitation on tax levies
- Appropriating and expending public funds, including publication of ordinance and resolutions, advertisement for bids, provisions of civil service laws and rules, competitive bidding, and budget requirements;

**WHEREAS**, the Mayor finds that the emergency is sudden and could not have been anticipated;

**WHEREAS**, the Mayor finds that this situation threatens the health, safety, and welfare of the residents of the community and threatens the provision and delivery of city services as a result of the Emergency ;

**WHEREAS**, the Mayor finds that the emergency poses the risk of and may cause catastrophic loss of public health, safety, and welfare if not immediately addressed; and

**WHEREAS**, the Mayor finds that traditional sources of relief are not able to repair or prevent the injury and loss.

**NOW, THEREFORE, I, LORI DELONG, MAYOR OF THE CITY OF HALSTAD, HEREBY PROCLAIMS:**

1. A local state of emergency is declared for the City of Halstad pursuant to Minnesota Statutes, chapter 12.
2. The City Staff is directed 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.
3. All City departments and offices are directed 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. The City's Clerk-Treasurer and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Norman County, the State of Minnesota, and the Federal government, as needed.
5. Public meetings shall be held consistent with the prior declaration of the Mayor pursuant to Minnesota Statutes, section 13D.021.
6. This declaration shall continue for not more than a period of three days from the date of execution unless extended by the City Council.
7. An emergency meeting of the City Council shall be held on March 27, 2020 at 5:30 pm to discuss this declaration and consider extending the declaration.
8. The City Clerk is directed to give this declaration prompt and general publicity and file consistent to Minnesota Statute, section 12.29.

Mayor DeLong also declared the city would suspend in-public meetings and conduct meetings by telephone or through electronic means yet to be determined. This measure was also reasonable and prudent to further protect city employees and members of the public from the spread or infection of the Covid-19 virus.

**City of Halstad  
Mayor Lori DeLong Determination Regarding Conducting  
Meetings by Telephone or Other Electronic Means**

**As the Mayor of the City of Halstad (the "City") I find as follows:**

- a. The coronavirus ("COVID-19") has been declared a health pandemic and national and state emergencies, have been declared.
- b. On January 31, 2020, the Secretary of the U.S. Health and Human Services declared a public health emergency in response to COVID-19.
- c. On March 11, 2020, the World Health Organization (WHO) recognized the global outbreak COVID-19 as a pandemic.
- d. On March 13, 2020, President Donald J. Trump proclaimed the outbreak of COVID-19 in the United States a national emergency.
- e. On March 20, 2020, Governor Timothy J. Walz issued Executive Order 20-01 under Minn. Stat. Ch. 12 declaring the outbreak of COVID-19 in Minnesota a peacetime emergency. On March 16, 2020, the Minnesota Executive Council extended Executive Order 20-01 for 30 days.
- f. On March 25, 2020 Governor Timothy J. Walz issued Executive Order 20-20 under Minn. Stat. Ch.12 declaring a statewide shelter in place order.
- g. The Minnesota Department of Health has provided specific guidance encouraging postponement or cancelation of events that do not allow social distancing or at least six feet.
- h. Minnesota Statutes, section 13D.021 authorizes cities to meet by telephone or electronic means if it is determined that meeting in person is not practical or prudent because of a health pandemic or an emergency declared under Minnesota Statutes, chapter 12.
- i. I have consulted with the City's legal counsel and municipal superintendent regarding the current situation.

**Based on the above findings, I determine as follows:**

1. Due to the current pandemic and state of emergency, complying with the provisions of Minnesota Statutes, Chapter 13D, would threaten the health safety and welfare of City officials, City staff, and the public.
2. Due to the current pandemic and state of emergency declared under Minnesota Statutes, Chapter 12, it is not practical or prudent for the City Council, Utility Commission, Planning Commission, and EDA ("City Commissions") to conduct in person meetings.
3. Until further notice, or until such time as the State of Minnesota determines to no longer be in a state of emergency, all meetings of City Commissions governed by Minnesota Statute, Section 13D shall be conducted by telephone or other electronic means.
4. All meetings of City Commissions shall comply with the requirements of Minnesota Statute, section 13D.021.

Council members Mickelson, Johnson and Trygg were tasked with investigating and testing methods to be used and publicized for upcoming meetings. Mayor DeLong asked the council to consider a Resolution to extend the Emergency beyond the 3 day limit placed upon the mayor's declaration. Mike Trygg presented and read Resolution #2020-03-27A extending the Mayor's declared local emergency until further action by the council or as long as the peacetime emergency declaration of the Governor's Executive Order #20-01 remains in effect. Bruce Purrington moved to adopt the resolution, second by Darin Johnson.

**RESOLUTION # 2020-03-27A**

**CITY OF HALSTAD, MINNESOTA**

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

**WHEREAS**, the Mayor of the City of Halstad, Minnesota, Halstad by proclamation dated March 27, 2020 has declared that a local emergency is in effect in the City;

**WHEREAS**, the City Council of the City of Halstad agrees with the mayor's determination 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;

**WHEREAS**, the Mayor of the City of Halstad, Minnesota, by proclamation dated March 27, 2020 has declared that all city meetings shall be held by telephone or other electronic means pursuant to Minnesota Statute, section 13D.021;

**WHEREAS**, the state of emergency, health pandemic, and concerns for the safety of City staff and the public, has made it no longer feasible to have an authorized person or members of the public present at the regular meeting locations of the City pursuant to Minnesota Statute, section 13D.021, subd. 1 (3) and (4).

**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 §§ 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 HALSTAD CITY COUNCIL** as follows:

1. The Mayor's Declaration of a local emergency is continued in effect until further action of the City Council or as long as the State of Minnesota peacetime emergency declaration of the Governor's Executive Order 20-01 remains in effect.
2. Meetings of the City Council and other City commissions shall continue to be held through electronic means until further action of the City Council.
3. City staff is directed to schedule future meetings without city staff or the public at the regular meeting location.
4. City staff is authorized to enter into agreements and contracts necessary for the procurement of materials, equipment, and services required to respond to the local emergency.
5. The Mayor and Municipal Superintendant are authorized to execute any necessary 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.
6. City staff 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.
7. The Mayor, Municipal Superintendant, City staff, City attorney, and City consultants are authorized and directed to take any and all additional steps and actions necessary or convenient in order to accomplish the intent of this resolution.

A Roll Call vote was held. DeLong, Trygg, Johnson, Mickelson and Purrington voted (aye) in favor, so say all, motion carried.

Mayor DeLong appointed the Halstad Emergency Management Team members as following: Lori DeLong-Director, Darin Johnson-Asst. Director, Lucas Spaeth-Coordinator, Todd Westcott (Halstad Fire Chief) and Amy Fagerstrom (Halstad Rescue Squad President). Lucas Spaeth reported the Municipal Utility was currently fully staffed and has mutual aid agreements in place with other local utilities to assist or receive assistance if necessary; the Red River flood outlook is currently not severe, the levee and road raises are in place, sand is available for contingencies if needed. Brandon Mickelson indicated the importance of tracking expenditures for reimbursement later from FEMA. Todd Westcott reported there were no major flood concerns in Halstad Township. Amy and Todd reported their departments currently have sufficient resources (N-95 masks, PPE) but it was unknown what kind of demands might be placed on them in the coming weeks as Covid-19 makes its way through the local population. The National

Guard may have resources to assist. Lori DeLong discussed whether the needs of any shut-ins (food, medical, other) were being met and to check on neighbors but reminded all to stay safe and maintain social distance.

Mayor DeLong advised Mike Trygg to file the declarations and resolution documents appropriately and make any necessary notifications. There was no further discussion or other business brought before the council.

Motion by Brandon Mickelson and second by Bruce Purrington to adjourn at 6:00pm. Motion carried.

---

Mike Trygg, City Clerk