

**NOTICE for Meeting pursuant to Minn. Stat. § 13D.021**

**City of Cambridge**

**City Council Meeting**

**Notice of Meeting by Telephone or Other Electronic Means**

NOTICE IS HEREBY GIVEN that the City Council of the City of Cambridge will hold an emergency meeting on Friday, March 27 at 3:00 pm at Cambridge City Hall, 300 3<sup>rd</sup> Avenue NE, Cambridge, Minnesota.

In accordance with the requirements of Minn. Stat. Section 13D.021, Mayor Godfrey and City Administrator Woulfe have determined that an in person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes.

Because of the COVID19 pandemic, it has been determined that attendance at the regular meeting location by members of the public is not feasible.

Because of the pandemic and emergency declaration, it has been determined that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible.

Therefore, some or all of the City Council members may be participating by telephone or other electronic means.

Members of the public may monitor the meeting by watching Facebook Live on the City's Facebook page (Cambridge City Hall, Minnesota) Any person monitoring the meeting remotely are be responsible for their own costs to view Facebook or attend the meeting electronically.

*If this is a notice for a special meeting, then include the special meeting purpose description here:*

*The purpose of the special meeting is to declare a local state of emergency, update the City's COVID19 response plan annex, and discuss overall City operations during the Governor's Stay at Home Executive Order.*

Posted: March 26, 2020

ATTEST: Linda J. Woulfe

## **Declaring Electronic Meetings**

**City of Cambridge**  
**Mayor James Godfrey and Chief Administrator Linda J. Woulfe**  
**Determination Regarding Conducting Meetings**  
**by Telephone or Other Electronic Means**

As the Mayor and Chief Administrator of the City of Cambridge (the "City") we find as follows:

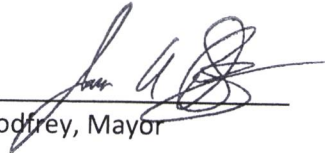
- a. The coronavirus ("COVID-19") has been declared a health pandemic and national - state emergencies have been declared.
- b. On January 31, 2020, the Secretary of the U.S. Health and Human Services declared a public health emergency in response to COVID-19.
- c. On March 11, 2020, the World Health 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 cancellation 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.

Based on the above findings, we determine the following:


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 [*Planning Commission, Charter Commission, EDA, HRA*] ("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.
5. The City will broadcast Council meetings on Facebook Live it is available to the public for viewing.

Dated: 03-25-2020

  
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James A. Godfrey, Mayor

Dated: 03-25-2020

  
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Linda J. Woulfe, City Administrator

## **CITY OF CAMBRIDGE MAYORAL 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 Tim 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 Cambridge (the "City");

**WHEREAS**, on March 25, 2020, the Mayor and Chief Administrative Official 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 Cambridge 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;

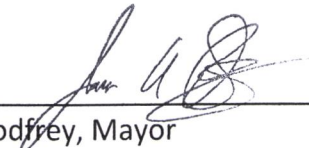
**WHEREAS**, the Mayor finds that the emergency poses the risk of and may cause catastrophic loss of public health, safety, and welfare if not immediately addressed; and

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

**NOW, THEREFORE, I, JAMES A GODFREY, MAYOR OF THE CITY OF CAMBRIDGE, HEREBY PROCLAIMS:**

1. A local state of emergency is declared for the City of Cambridge 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 Administrator and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Isanti 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 and Chief Administrative Official 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 at 3:00 pm to discuss this declaration and consider extending the declaration.

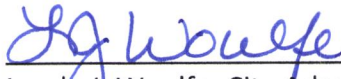
8. The City Clerk is directed to give this declaration prompt and general publicity and file consistent to Minnesota Statute, section 12.29.



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James Godfrey, Mayor

ATTEST:



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Lynda J. Woulfe, City Administrator

## RESOLUTION R20-023

### *City of Cambridge Declaration of COVID-19 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 Tim 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 Cambridge (the "City");

**WHEREAS**, on March 25, 2020, the Mayor and Chief Administrative Official 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 Cambridge 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 Council finds that the emergency is sudden and could not have been anticipated;

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

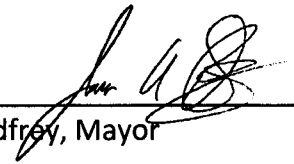
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CAMBRIDGE, HEREBY PROCLAIM:**

1. A local state of emergency is declared for the City of Cambridge 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 City Administrator and 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 Administrator and other appropriate City staff to request and coordinate appropriate aid and resources from surrounding jurisdictions, Isanti 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 and Chief Administrative Official pursuant to Minnesota Statutes, section 13D.021.
6. This declaration shall continue for not more than a period of 45 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 at 3:00 pm to discuss this declaration.



8. The City Administrator is directed to give this declaration prompt and general publicity and file consistent to Minnesota Statute, section 12.29.

Dated this 27<sup>th</sup> day of March, 2020

  
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James Godfrey, Mayor

ATTEST:

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Lynda J. Woulfe, City Administrator