

**Notice of Regular Meeting of the
[City Council, Port Authority, Planning Commission, etc.]
By [TELEPHONE / ELECTRONIC MEANS]**

Pursuant to Minn. Stat. § 13D.021, subd. 1(1) I, _____, [Mayor / City Manager] of the City of [CITY NAME], Minnesota, determine that in-person meetings of the [City Council, Port Authority, Planning Commission, etc.] are not prudent during the COVID-19 health pandemic/peacetime emergency declared by the Governor's Executive Order No. 20-01 under Minn. Stat., Ch. 12. **As such, the [City Council, Port Authority, Planning Commission, etc.] regular meetings during such states of emergency, beginning with the regular meeting scheduled to occur at _____ on _____, 2020, [will be held by telephone / other electronic means (describe)] and any or all member(s) of the [City Council, Port Authority, Planning Commission, etc.] may potentially attend such meeting by phone or other electronic means.** A schedule of the [City Council, Port Authority, Planning Commission, etc.] regular meetings is available in the City Clerk's office.

Commented [CH1]: This must be done by the presiding officer, chief legal counsel, or chief administrative officer for the body.

Additionally, I determine the presence of the public at the regular meeting location is not feasible due to the COVID-19 health pandemic/emergency declaration, pursuant to Minn. Stat. § 13D.021, subd. 1(3).

Members of the public may monitor the meeting electronically from a remote location by [describe process (e.g. dialing a conference number and entering a conference code; listening to a live audio stream available at a website), emailing comments, etc.]. [The city 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.]

THIS NOTICE OF REGULAR MEETING BY TELEPHONE OR OTHER ELECTRONIC MEANS IS GIVEN PURSUANT TO MINN. STAT. § 13D.04.

Dated: _____, 2020

[Mayor / City Manager]