

**TOWN OF KERSEY  
BOARD OF TRUSTEES SPECIAL MEETING  
MARCH 17, 2020 – MINUTES**

The Kersey Board of Trustees met in a special meeting on Tuesday, March 17, 2020, at the Kersey Town Hall. Due to the COVID-19 outbreak, the meeting was held outside on the patio. Mayor Gary Lagrimanta at approximately 6:00 p.m. called the meeting to order. Trustees present: Allen Salser, Clay Luce, and Nathan Roth. Trustees Sameshima, Theorine, and Kellerhuis were absent and excused.

Town Staff present were: Christian Morgan, Town Manager, Rick Zier, Town Attorney, David Gottschalk, Chief of Police, Julie Piper, Town Clerk, and Haley Curtis, Deputy Town Clerk.

**Additions to the Agenda**

1. Three resolutions for approval.

**New Business:**

1. Approval of Ordinance 2020-0002 Adopting the Continuity of Operations Plan  
Christian explains that this plan needs put in place for continuation of operations in case of Shelter in place orders are received. It outlines the succession lines and a sub-plan for each department. Motion made by Trustee Luce and seconded by Trustee Roth to approve Ordinance 2020-0002 Adopting the Continuity of Operations Plan. Motion carried with a 4-0 vote.
2. Approval of Ordinance 2020-0003 Establishing Section 2-50 of the Kersey Municipal Code to Adopt Emergency Ordinances  
Christian states this ordinance will allow the town board to adopt emergency ordinances in a split decision with further follow-up if needed within 90 days.  
Motion made by Trustee Roth and seconded by Trustee Salser to approve Ordinance 2020-0003 Establishing Section 2-50 of the Kersey Municipal Code to Adopt Emergency Ordinances
3. Approval of Ordinance 2020-0004 Amending Section 2-47 of the Kersey Municipal Code to Include Specific Language Relating to Emergency Meetings  
Christian states this ordinance addresses public notification about emergency meetings and that the maximum amount of notification will be given in the event of a meeting needed for catastrophic reasons.  
Motion made by Trustee Luce and seconded by Trustee Roth approving Ordinance 2020-0004 Amending Section 2-47 of the Kersey Municipal Code to Include Specific Language Relating to Emergency Meetings. Motion carried with a 4-0 vote.
4. Approval of Resolution 2020-0009 Canceling the March 24, 2020 Board of Trustees Work Session.  
Motion made by Trustee Roth and seconded by Trustee Luce to approve Resolution 2020-0009 as stated. Motion carried with a 4-0 vote.
5. Approval of Resolution 2020-0010 to Change the Regularly Scheduled April 14, 2020 Regular Meeting to April 29, 2020 to be Held in Conjunction with the April 28, 2020 Work Session. Motion made by Trustee Roth and seconded by Trustee Luce to approve Resolution 2020-0010 as stated. Motion carried with a 4-0 vote.
6. Approval of Resolution 2020-0011 Authorizing the Town Manager to Declare a Local Emergency  
Motion made by Trustee Luce and seconded by Trustee Roth to approve Resolution 2020-0011 as stated. Motion carried with a 4-0 vote.

Christian states as far as records and software, the town is ready for emergency. Many records are stored at an off-site storage facility. Computer systems are backed up daily and the accounting software is cloud-based backup with the changes immediately saved.  
All recreation and community center activities are canceled and the community center is closed. Public restrooms have been closed to the public. Lobby only in the Town Hall is open to the public. If front office staff becomes uncomfortable with this, the building will be closed.  
Meetings are being held by video conference and for public meetings, a link will be provided to the public.

Unapproved Minutes – 03/24/2020

Staff will be looking at grants for portable generator, water tank, and fuel storage. Also will be updating computers for remote use.

Trustee Luce states the Chamber is willing to help seniors get meals and a couple community members are willing to help in this effort. James and Kaylee will check with our senior community members for a need.

**Adjournment**

Mayor Lagrimanta adjourned the meeting at approximately 6:33 p.m.

Respectfully submitted,

Julie Piper  
Town Clerk