



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: March 4, 2025

Subject: Emergency Management Tabletop Exercise

The City Council, in coordination with Police Chief Josh Antoine and SBM Assistant Fire Chief Matt Montain, will be conducting an Emergency Management Tabletop Exercise focused on an incident scenario. This exercise is designed to enhance the City's preparedness, response coordination, and decision-making capabilities in the event of a public safety emergency.

Pursuant to Minn. Stat. § 13D.05, subd. 3(d) of the Minnesota Open Meeting Law, this discussion will be conducted in closed session to review and discuss security procedures, emergency response protocols, and infrastructure vulnerabilities that, if disclosed, could compromise public safety.

Upon conclusion of the closed session, the City Council will reconvene in open session to provide a general summary of the non-sensitive aspects of the discussion.

Requested Action:

1. Motion to close the meeting pursuant to Minn. Stat. § 13D.05, subd. 3(d) to discuss security matters related to the Emergency Management Tabletop Exercise.

Mayor Nelson will read the following into the record:

"In accordance with the Minnesota Open Meeting Law, Minn. Stat. § 13D.05, subd. 3(d), the City Council will now enter a closed session to discuss security matters related to an emergency management tabletop exercise.

This exercise involves reviewing response strategies, security vulnerabilities, and coordination efforts in the event of an emergency incident. The discussion will include sensitive security procedures, emergency response coordination, and critical infrastructure vulnerabilities that, if disclosed, could compromise public safety.

This meeting is being closed to protect the effectiveness of emergency response strategies and ensure the security of public infrastructure. A recording of this closed session will be maintained as required by law.

At the conclusion of the closed session, the City Council will return to an open session to provide a general summary of non-sensitive aspects of the discussion."

2. Reconvene in open session and provide a general summary of the discussion. Staff will provide a summary of the discussion at the City Council's request.

If you have any questions, please do not hesitate to contact me at 763-784-6491.