



City of Donald

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City Council Special Session

Action Agenda Summary

Monday, March 16, 2020 at 6:45pm

Donald City Hall, 10710 Main Street NE, Donald, OR 97020

OPEN MEETING: Mayor Brad Oxenford opened the Special Session meeting of the Donald City Council on March 16, 2020 at 6:47pm.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Mayor Brad Oxenford, Councilors: Sheryl Glenn, Katie Gonzalez, Gerry Waller and Rod Scott.

Absent: Council President Gloria Nicholson and Councilor Troy Hellickson (both excused)

Staff Present: City Manager Heidi Bell and Public Works Director Alonso Limones.

BUSINESS ITEMS

I. Discussion and Preparedness Plan for local outbreak of the COVID-19 Virus

The Council discussed the following topics regarding the outbreak of the COVID-19 virus.

- Council decided to suspend Water Shut Offs for non-payment and all Delinquent Account Fees. The Council wants to support people during this time of uncertainty and keep providing people with access to clean water and sewer during this health crisis, regardless of the customer's financial situation.
- Council reviewed a press release drafted by Mayor Oxenford. Council provided more information that they would like Mayor Oxenford to include. After the suggested changes are made, the press release will be posted on the City's community boards, website and Mayor Oxenford will post on social media.
- The Council discussed the cleaning of the City Parks. It was decided that this task would be too difficult to keep up with. Instead, Council would like to communicate to the public that the parks are not being cleaned and are to be used at each individual's discretion.
- Director Limones was instructed to have extremely restricted contact with the Public to help reduce any potential exposure to the virus since he possesses the State's licenses to operate the Water and Sewer Treatment Systems.
- The Council discussed how to support the North Marion School District's breakfast and lunch sack lunch combo that will be delivered from the City Skate Park Monday – Friday from 10:30am to 10:45 am.
- Council discussed the "Temporary City Policy: Response to COVID-19" for City employees, in case they are affected by the virus.

- The Council discussed two City Hall employees working remotely to help comply with the social distancing recommendations and decrease their exposure since the biggest risk of exposure is to City Hall staff. If a City Hall employee is affected by the virus then this practice of social distancing might allow the City to continue to function for longer, or through the duration of the outbreak.
- The Council held discussion regarding the Mayor and City Manager’s decision to lock City Hall to the public as of Tuesday, March 17, 2020 starting at 8am. This change will allow the remaining City Hall staff member to be safer and support social distancing measures. Customers can also drop payments through the door slot, phone call City Hall, or email, if they need anything. They can also knock on the door if they need immediate attention.
- The Public Notice posted for this Special Session encouraged people with questions or concerns to call City Hall during the meeting; or (as always) email prior to the start of the meeting. There were no calls or emails received.
- Council held discussion and decided to suspend all non-essential employee meetings or travel.
- Council discussed and decided to suspend all reservations for the Donald Community Center. Manager Bell is to inform anyone with a key checked-out to them that they should not access the Community Center or hold any events. The Community Center It will not be cleaned any more than the regular routine.
- Council decided that there will be no in-person volunteering for the City at this time.
- Council discussed and decided that there will be no City meetings held, other than any Emergency City Council Meetings (if needed). Mayor Oxenford and Manager Bell are to work on teleconferencing methods.
- Council held discussion and wishes to send the clear message to City staff that their safety is a top priority. Mayor Oxenford said “no one is to be a hero”. Staff should do what makes sense to protect themselves, while serving the City.

II. Vote: Declaration for emergency to receive potential State or Federal Reimbursement Funding

Mayor Oxenford read aloud the Emergency Declaration and the Council decided to move forward with the Declaration. Councilors noted that there was a typo: it read “Untied” and should read “United.” Council decided to remove “Enhanced cleaning routines at all City buildings” and added a bullet of “No in-person volunteering”. The declaration states that it will remain in effect for four weeks, but may be extended in two-week increments.

- ✓ Councilor Gonzalez motioned and Councilor Glenn seconded to approve the Declaration of a State of Emergency for the COVID-19 Outbreak”. No discussion. Vote: 5-0-0. Motion carried.
- ✓ Councilor Glenn motioned and Councilor Gonzalez seconded to approve:
 - Suspension of the disconnection of any water service for non-payment and any Delinquent Account Fees for water and sewer.

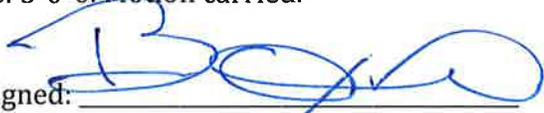
- Mayor Oxenford's press release, contingent upon their direction to include more information that was suggested earlier in the meeting.
- City Parks will not have increased level of cleaning and to inform the public of this decision.
- PW Director Limones is to extremely restrict interactions with the public to only in times of necessity.
- The City of Donald and Council will work to support the North Marion School District's combination breakfast and lunch program for youth.
- The "Temporary City Policy: Response to COVID-19" for City employees.
- Remote work for City employees to maintain their working hours.
- Locking of City Hall but posting alternative ways for the public to communicate with City Hall staff.
- Suspending all non-essential travel and meetings for employees.
- Suspending all reservations and meetings at the Donald Community Center.
- Suspending of all in-person volunteering for the City.
- Suspending of City meetings, unless an emergency City Council meeting is necessary.

Councilor Gonzalez asked for clarity regarding City Hall employees working remotely.
Vote: 5-0-0. Motion carried.

ADJOURN

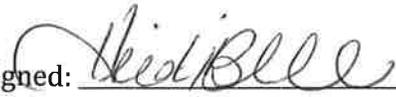
- ✓ Councilor Waller motioned and Councilor Glenn seconded to adjourn the Special Session meeting of the Donald City Council at 8:04 pm. Vote: 5-0-0. Motion carried.

Date: April 21, 2020

Signed: 
Brad Oxenford, Mayor

ATTEST:

Date: April 21, 2020

Signed: 
Heidi Bell, City Manager