



Council Minutes

March 31st, 2020

ROLL CALL: Mayor Don Ware called the teleconference meeting to order at 7:00 p.m. with Councilors Gerber, Neddeau, Block, Thompson, Chambers, and Hansen, Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were present.

PUBLIC: Elizabeth Coleman, Kim Clayton, Bryan Bradburn, Allen Buzzard, Alex Paul (*Democrat Herald*), and Tia Parrish (*The Times*).

ADDITIONS AND DELETIONS: Mayor Ware proclaimed April to be Child Abuse Awareness Month. Council concurred.

MINUTES: Councilor Gerber made a motion to approve the February 25th, 2020 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.

LEGISLATIVE ITEMS:

1. **Resolution 2020.06 – Worker’s Compensation Declaration.** Councilor Block made a motion to approve R 2020.06. Councilor Hansen seconded the motion, and it passed unanimously.
2. **Resolution 2020.07 – Emergency Declaration.** Mr. McDowell would like Council to officially confirm Mayor Ware’s Emergency Declaration due to Covid-19. Councilor Block made a motion to approve R 2020.07. Councilor Neddeau seconded the motion, and it passed unanimously.
3. **Resolution 2020.08 – Authorizing the Mayor, Council President, and City Administrator to make decisions regarding the Coronavirus Pandemic.** Mr. McDowell informed Council that this resolution will ensure that the City can make decisions surrounding the Coronavirus Pandemic in real-time. Voting will be required, and two votes shall move a proposal or response forward. If the Mayor or Council President are unable to serve, all Councilors will be eligible to serve with a succession plan based on Council seniority. Councilor Gerber made a motion to approve R 2020.08. Councilor Hansen seconded the motion, and it passed unanimously.
4. **Resolution 2020.09 – Use of Leaves for Covid-19.** Mr. McDowell stated that this resolution contains 80 hours of administrative leave and enables Staff to use sick leave as needed during the Covid-19 crisis. Councilor Gerber made a motion to approve R 2020.09. Councilor Hansen seconded the motion, and it passed unanimously.
5. **Resolution 2020.10 – Line Item Designation for Covid-19 Use.** This resolution details line items that can be accessed as necessary for Covid-19 use during the pandemic. Councilor Block made a motion to approve R 2020.10. Councilor Hansen seconded the motion, and it passed unanimously.

ACTION ITEMS:

1. **Appoint Budget Committee Members.** Mr. McDowell stated that the City had received two applications for these vacancies, Dayna Hansen and Patrick Starnes.



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Councilor Block made a motion to appoint Dayna Hansen only, as Patrick Starnes did not file a letter of interest, only a one-line email. Councilor Gerber seconded the motion. Councilor Hansen recused himself from the vote stating a conflict of interest. The vote passed unanimously, with Councilor Hansen abstaining.

2. **Third Party Public Records Facebook Issue.** Mr. McDowell reminded Council that at the last Council meeting Staff was authorized to proceed with this process. McDowell has hired PageFreezer. The setup fee is \$250, and the monthly fee is \$109. This service will put us in good standing with the public record law; Council agreed by consensus.

DISCUSSION ITEMS:

1. **Emergency Community Outreach.** McDowell informed Council that he has reached out to the Faith Community, the Brownsville Senior Center, American Legion, and the Chamber to basically prepare for emergency community outreach as necessary. All folks that he spoke with are interested in helping as needed. Mr. McDowell would like to form an ad hoc committee, basically establishing and implementing a future plan to make sure the City is supporting folks as needed. Mayor Ware stated that he believes Sharing Hands is fine right now, but they may well have budget problems soon as the thrift store had to close, and that is the main financial support for the Food Bank. McDowell will bring more information to Council as it comes available.
2. **OGEC Finalizations.** McDowell reminded Council that the deadline for this filing is April 15th, 2020. All elected officials must complete this filing online. Please let us know if you need help.
3. **Vineyard Wind Machines Notice.** McDowell reminded Council that it is that time of year when the wind machines in the vineyard in south town may be kicking on. The wind machines operate primarily in the spring and fall when cold temperatures can harm the crop. We might expect to hear more complaints as folks are home right now.
4. **Playground Details & Parks Master Plan Update 2020.** McDowell would like some direction from Council going forward. The quotes to move the existing playground equipment came in at three times (3x) the anticipated budget. It might be a good time to consider budgeting additional funding and replacing, instead of moving, the old equipment. Councilor Block stated that he thought it would be a good idea to put some funding aside and be able to purchase new equipment in the future. Council concurred.
5. **February Financials.** No comments.

COUNCIL COMMENTS: McDowell showed Council the City website highlighting where to find information and how to maneuver around the pages. Ms. Jamie Cross has stated a Facebook disaster page. The City may work with her in the future as this pandemic unfolds to push information out to the public.



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Councilor Hansen put together a handout for Council to refresh memory and to all be on the same page. The handout covers things like role of City Government as opposed to what other community groups can provide.

Mr. McDowell also reminded Council that Public Works will be seen out working during this pandemic as they are providing essential functions. They will continue to practice social distancing to the best of their abilities. We need to keep them healthy so we can continue to provide essential water and sewer services.

Meal on Wheels Request. Mr. McDowell stated that Council has received a request for partnership support for the Meals on Wheels program for \$1,310. It is about a 9% increase from last year. *Councilor Gerber made a motion to approve this partnership request. Councilor Hansen seconded the motion.* Discussion was called for. Councilor Thompson asked if Council approves this increase, do we need to increase all other partnerships? McDowell stated that liability insurance alone has gone up 22% this year. Councilor Gerber commented that this program may need more help this year with the COVID-19 crisis. Councilor Hansen commented that he agreed. He would like to approve this increase, but that future increases need to be evaluated and discussed. *A vote was called for, and the motion passed unanimously.*

Mayor Ware stated that he feels Council has successfully completed a teleconference! Councilor Thompson commended Mr. McDowell for his patience and willingness to help get everyone to this meeting successfully tonight. His efforts are much appreciated.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 7:30 p.m. Councilor Gerber seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware