

SPECIAL CITY COUNCIL MEETING
Friday, March 13, 2020, 2:30 p.m.
Scappoose Council Chambers
33568 East Columbia Avenue

Call to Order

Mayor Burge called the Special City Council meeting to order at 2:30 p.m.

Roll Call

Present: Mayor Scott Burge, Council President Patrick Kessi, Councilor Megan Greisen, Councilor Brandon Lesowske, Councilor Pete McHugh, City Manager Michael Sykes, Police Chief Norm Miller, Finance Administrator Jill Herr, City Recorder Susan Reeves, City Planner Laurie Oliver, Utility Supervisor Doug Nassimbene and Jeff Weiss with the Scappoose Library.

Present via the Phone: Councilor Joel Haugen and Councilor Josh Poling.

Resolution No. 20-05: A Resolution Declaring an Emergency

City Manager Sykes explained before Council is Resolution No. 20-05 declaring a State of Emergency primarily because of the impacts of the COVID-19 virus. He explained it is clear to us that the sooner we act the more likely we will be able to combat this epidemic. He explained by passing this we wouldn't be open to the public and it would allow us to take precautions to help us minimize the impact of the virus on our community and also on our staff.

Mayor Burge read over Resolution No. 20-05:

NOW, THEREFORE, BE IT RESOLVED:

1. The City Council of the City of Scappoose declares an emergency related to transmission of the COVID-19 virus.
2. The City suspends the City's public contracting rules as they relate to preventing, preparing for, minimizing, responding to or recovering from the COVID-19 virus.
3. The City authorizes the City Manager or his designee to enter into contracts, incur obligations, and take all other steps necessary to mitigate, prepare for, respond to or recover from the COVID-19 emergency.
4. This State of Emergency shall last so long as the COVID-19 virus poses a threat to our City, or three months, whichever is less.
5. All City of Scappoose government buildings and offices will be closed to the general public. This includes City Hall, Community Development Center, Public Works and Police Department lobby. The Mayor and management team will evaluate continued office closures on a weekly basis.

6. Scappoose police officers and public works crews will continue to respond to calls. Contact non-emergency dispatch at 503-397-1521. In the event of an emergency, call 9-1-1.
7. Until further notice, water services will not be disconnected for non-payment of a City of Scappoose utility bill, in addition late fees will also not be assessed.
8. Scappoose Municipal Court will be limited to previously scheduled court appearances. Court staff will directly contact anyone if a court appearance date is rescheduled. If you are sick, please call to reschedule your court appearance. If you have any Municipal Court questions, you can call staff directly at 503-543-7146, option 2 or email the court at ccarpenter@cityofscappoose.org.
9. Scappoose citizens are encouraged to use the City's website payment portal option for making utility billing payments. Payments may also be made over the phone by calling Point & Pay 1-866-890-5764 or Xpress Bill Pay 1-800-720-6847. Please contact staff at 503-543-7146 option 1. You can also visit our website at www.ci.scappoose.or.us then click on "online payments".
10. City staff will continue to work while offices remain closed to the public. If you have a question for a staff member, City staff are available through email and telephone. A staff directory can be found on the City's website at <https://www.ci.scappoose.or.us/contact>.
11. Essential in-person meetings with City staff may be arranged by appointment. Please call or email the department that you need to meet with to arrange an appointment time.
12. The City is evaluating moving all previously scheduled City Council meetings to a virtual meeting platform. Details will be released at a later date regarding how those meetings will be held and how the public can virtually comment before or during the meeting(s). All other City boards and commission meetings scheduled over the next four weeks have been canceled. This includes Planning Commission, Parks & Recreation Committee and Economic Development Committee.
13. This resolution shall take effect immediately upon adoption.

Councilor Haugen stated he is in favor of this resolution. He is hoping that staff is using gloves to open the mail.

Councilor McHugh asked where the guidelines came from?

Mayor Burge explained Legal Counsel Peter Watts wrote the resolution and then we had him add in the more specific items that the City is going to do during this time.

City Manager Sykes explained staff along with Mayor Burge was on a phone conference with the League of Oregon Cities, the Oregon Health Authority and other State agencies to help guide cities with guidelines.

Councilor Lesowske stated he is curious to know what coordination we have with the Fire Department and also first responders just so we can share that information with folks that may approach them.

Chief Miller explained the Fire Department has their own protocols and the Police Department is now starting to do their own protocols, and he is suspending ride-a-long's, tours, items like that for now. He explained any updates he gets from the State or County he is passing along to staff.

Councilor Lesowske asked Chief Miller if he feels comfortable with the amount of personal protective equipment (PPE) that staff has in order to respond to a situation?

Chief Miller replied he does.

Council President Kessi asked with the City offices being closed to the public do we have items in place for people to do things without coming to us, are we missing anything?

City Manager Sykes explained we will have a drop box in the front lobby at City Hall where people can make payments, drop of items for City Hall or other City offices. He explained if there is a critical meeting, we may choose to meet with them or we can do a conference call, which is what we are going to try to do as much as possible.

City Planner Laurie Oliver explained the approach that the Community Development Center plans to take.

City Manager Sykes explained we agree that it is critical to make sure that we are as available as possible to the public, given the circumstances, and at the same time keeping our employees and the public as safe as possible.

Councilor Lesowske asked about non-essential staff being able to work remotely to reduce any interactions even within staff, is that something that has been thought about?

City Manager Sykes replied yes.

Council President Kessi stated this could get worse and he thinks as a community we should look at possibly talking to the Scappoose OHSU center about if this does get worse and how we can start putting an action plan in place to start treating people if it does come to that. He stated as long as we are being proactive and working with State, Federal and County authorities. He stated if we are all working together to put a plan together and we can deal with it and we are not reacting that is the position he would like us to be in.

Chief Miller explained there are protocols for that, and he explained the process that will take place.

Council and staff had discussion on how the City/staff will continue to operate during this time.

Councilor Greisen moved and Councilor Lesowske seconded the motion that Council approve Resolution No. 20-05: A Resolution Declaring an Emergency. Motion passed (7-0). Mayor

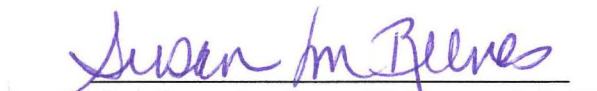
Burge, aye; Council President Kessi, aye; Councilor Greisen, aye; Councilor Haugen, aye; Councilor Poling, aye; Councilor Lesowske, aye and Councilor McHugh, aye.

Adjournment

Mayor Burge adjourned the special meeting at 2:56 p.m.


Mayor Scott Burge

Attest:


City Recorder Susan M. Reeves, MMC