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City of Falls City  
City Council Regular Meeting Minutes  
Tuesday May 19, 2020 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

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**COVID-19 Related Conference Call (425)-436-6370, Code #251514**

**Council Present:** Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey

**Staff Present:** Mac Corthell, City Manager; Jamie Ward, City Clerk

**1. Call to Order**

Mayor Gordon called the meeting to order at 6:02PM

**2. Roll Call And Pledge of Allegiance**

Clerk Ward took roll call. Counselor L. Sickles was absent. Mayor Gordon led the pledge.

**3. Motion to adopt the entire Agenda**

A motion was made by Councilor T. Meier and seconded by Councilor D. Sickles to adopt the entire agenda. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

**4. Public Comments and Letter Communications**

None

**5. Old Business**

Corthell read his staff report explaining the category details for reopening the City (See exhibit A).

**a. City Hall Business Conducted through the foyer only**

After minimal discussion regarding face masks and or the installation of a window for the utility biller to take payments through council decided to go with staff's recommendation and keep doing city business through the foyer window.

A motion was made by Councilor D. Sickles and seconded by Councilor T. Meier to Leave restriction n place until social distancing requirements are lifted, likely phase III. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

**b. Utility Fees and Shut-off' s Waived**

Corthell explained that there were not may residents effected by the COVID-19 closures and the need to continue to waive penalties and physical shutoffs was no longer needed.

A motion was made by Councilor J. Drill and seconded by Councilor D. Sickles to begin implementing late fees and shut-offs after 05/25/2020-06/25/2020 billing cycle. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

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**c. Park structures closed; green spaces open with signage until restrictions are lifted ap per the Governors executive order beginning in Phase I.**

A motion was made by Councilor J. Drill and seconded by Councilor T. Meier to reopen park structures when Polk County enters Phase I. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

d. City owned facilities closed to non-essential uses

Corthell explained that the city should keep all city owned public buildings closed except for use of City Council meetings due to the cost it would take to make sure proper cleaning measures are being met. City Staff will clean after each meeting.

A motion was made by Councilor J. Drill and seconded by Councilor D. Sickles to Leave restriction until social distancing is lifted but allow for conduct of City Council Meetings (with social distancing) Continue to restrict other uses until distancing restrictions are lifted.. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

e. Falls City Events Cancelled through June 2020 unless there is a need to deviate from this plan. That deviation must be presented and approved by city council.

A motion was made by Councilor T. Bailey and seconded by Councilor T. Meier to restrict all gatherings of all types based on phase I. After July 01, 2020 allow for events that meet the restrictions of the given phase and can properly be planned and monitored by volunteers. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

**6. Adjourn**

A motion was made by Councilor C. Lauder and seconded by Councilor J. Drill to Adjourn. Motion carried 5-0-0-1. Ayes: Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, T.J. Bailey.

Council Adjourned at 6:55PM

Attested:

  
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Mayor, Jeremy Gordon

  
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City Clerk, Jamie Ward

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## AGENDA REPORT

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** CITY MANAGER, MAC CORTHELL  
**SUBJECT:** COVID-19 INFORMATION & NEXT STEPS  
**DATE:** 5/19/20

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### SUMMARY

Status and next steps regarding the COVID-19 Pandemic Emergency.

### BACKGROUND

The speed with which the COVID-19 outbreak afflicted society necessitated a fluid response that continues, in part, today. The State of Oregon has been under mandatory lockdown since March, and Governor Brown recently rolled out a three phase plan to re-open the state on a county by county basis.

On May 15, most Oregon counties entered Phase I of the re-opening process, but Polk County's application was rejected (likely due to our proximity to Marion County). The applications and status will be reviewed on a weekly basis to determine when counties with rejected applications can reopen.

As lockdown restrictions are relaxed, and some COVID-19 related measures are cancelled, it is incumbent upon us as City leaders to determine a course for re-opening our City, within the confines of the various laws and orders at play, and with the health of our citizens in mind.

Read on for a listing of resources related to this report, and a matrix outlining current measures underway in Falls City, staff recommendations regarding those measures, and potential resource impacts.

### RELATED RESOURCES

1. Governor Brown's Executive Orders
  - a. <https://www.oregon.gov/gov/admin/pages/executive-orders.aspx>
2. Phased Reopening Plan and Information
  - a. <https://govstatus.egov.com/or-covid-19>
3. Polk County Phased Reopening Framework
  - a. <https://www.co.polk.or.us/boc/polk-county-covid-19-phased-re-opening>

### EXHIBIT

- A - Falls City Current Measures and Recommendations
- B - Governor's Phased Reopening Presentation 5/7/2020

### PROPOSED MOTION

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If you wish to adopt all staff recommendations as written, move to adopt all recommendations as written. If you wish to modify a recommendation, move to adopt the particular recommendation, subject to the following amendment, "\_\_\_\_\_."

Current Measures & Associated Rules	Options/Information	Staff Recommendation	Resource Impacts
<p align="center"><b>City Hall Business Conducted through the foyer only</b></p> <p align="center">[EO 20-12]</p>	<p align="center">Can be cancelled at any time, but social distancing requirements remain in place</p>	<p align="center">Leave restriction in place until social distancing requirements are lifted (likely Phase III)</p> <p align="center">Alternative 1: Lift restriction, construct appropriate barriers in City Hall</p>	<p>No material impact to financial or human resources.</p> <p align="center">Alternative 1: Construction costs of barriers (approx. \$1,500), plus costs for employees to deep clean inside of City Hall daily and between customers</p>
<p align="center"><b>Utility Fees and Shut-Offs Waived</b></p> <p align="center">[Res 07-2019]</p>	<p align="center">Scheduled to expire in conjunction with State's emergency declaration</p>	<p>Begin implementing fees and shut-offs after 5/25-6/25 billing cycle. This provides staff time to notice in newsletter, web, utility bill, reader board, bulletin boards</p> <p align="center">Alternative 1: Leave fee/shut-off embargo in place through state's emergency declaration or some other time trigger</p>	<p>Late fee, shut-off, turn-on related revenues restart</p> <p align="center">Alternative 1: Lack of incentive to pay bill on-time may result in multiple month bill accrual and large costs to overcome upon restoration of fee structure</p>
<p align="center"><b>Park structures closed, green spaces open with signage</b></p> <p align="center">[EO 20-12]</p>	<p align="center">Will be automatically cancelled when Polk County enters Phase 1</p>	<p align="center">When Polk Co enters Phase I, Re-open all park structures for use, continue signage</p>	<p align="center">No material impacts</p>
<p align="center"><b>City owned facilities closed to non-essential uses</b></p> <p align="center">[Res 08-2020] [EO 20-12]</p>	<p align="center">Scheduled to expire in conjunction with State's emergency declaration. Council may lift the restriction entirely when Polk County enters Phase 1</p>	<p align="center">Leave restriction until social distancing lifted, but allow for conduct of City Council meetings (with social distancing) Continue to restrict other uses until social distancing restrictions are lifted.</p>	<p align="center">Staff attention to Council Chambers will carry costs around \$150 per meeting. Other events would carry more extensive costs due to the need to ensure social distancing and proper clean up</p>
<p align="center"><b>Falls City Emergency Declaration</b></p> <p align="center">[Res 09-2020]</p>	<p>Expired 4/28/2020. Staff sees no current need to be under an emergency status.</p>	<p align="center">Re-Declare Emergency if the City sees an emergent situation or costs related to the County, State, or Fed declaration</p>	<p align="center">The City does not anticipate additional COVID-19 related costs at this time</p>
<p align="center"><b>Falls City Events Cancelled through June 2020</b></p> <p align="center">[Res 09-2020] [EO 20-12]</p>	<p align="center">Gatherings of all types are restricted based on the Phase of the County. Falls City events are set to reopen July 1, 2020</p>	<p align="center">After July 1, 2020 allow for events that meet the restrictions of the given phase, and can be properly planned and monitored by volunteers</p>	<p align="center">Some staff costs to ensure additional planning is sufficient to meet relevant restrictions.</p>