

**PLEASANTON CITY COUNCIL**  
Tele-meeting via Zoom  
**March 20, 2020**  
**SPECIAL COUNCIL MEETING MINUTES**

**CALL MEETING TO ORDER:**

Joining members included: Mayor Mike Frisbie, Council Members: Aaron Portmann, Ashley Toms, Brandon Johnson, and Chris Ellis. Also present were City Administrator Erica Kern, and City Clerk Teresa Whitaker, Fire Chief Rob Dent, Sheriff Friend, and Jackie Taylor from the Linn County News.

**Absent: Jake Mattingley**

**1. NEW BUSINESS:**

- a. Discuss/Consider City Hall operating protocol and chain of command during COVID-19 outbreak. Kern began the meeting with how the city is handling the COVID19 outbreak. Mike stated that Erica has already handled a lot of the procedures that the city is implementing due to the guidance of Linn County. He also wanted to make sure the public is aware of the steps we are taking. The public works department will be only present when it is there time to work at the water department beginning today. The plant can be operated by their mobile phones apart from one time per day when sampling is done. Dustin will be the main point of contact for work orders for service connections or disconnections. All work orders will be done by phone to eliminate papers passing between employees. Nancy will be the only one in the office. She and Dustin have been working on disinfection. The police department will still be patrolling. Erica requested a motion from the Council to approve paying employees regardless of sick/vacation time balances. Motion by Ashley to approve the recommendation. There was a 2<sup>nd</sup> by Aaron. Motion carried 4-0.

Ashley asked if the police are called out on any medical calls and then asked if they had PPE in place (protective gear). Tristan said they do not have much on hand. Erica stated we will need to get that in place, and we will begin searching by talking to AMR first. Fire Chief Rob Dent stated that AMR is not to ask for any assistance without assessing the situation first to ensure there are no issues with the virus.

Kern stated that she and Jake were talking yesterday about streamlining things while we go through this. Kern stated that she is currently authorized to approve bills up to \$2000.00 and she feels that is probably ample. Clerk Whitaker stated the motion could read that we could pay all regular bills and consider them mandatory up to \$2000.00. Ashley Toms motioned the same. Chris 2nd. All voted in favor and motion carried 4-0.

- b. Discuss/Consider City media and communications relations during COVID-19 outbreak. Taken from above- 'Mike stated that Erica has already handled a lot of the procedures that the city is implementing due to the guidance of Linn County. He also wanted to make sure the public is aware of the steps we are taking.'
- c. Discuss/Consider preventative and protective measures for employees during COVID-19 outbreak. Erica asked the council if they feel there are any other measures that need to be taken. Ashley stated that we should be taking temperatures daily and anyone with a temperature over 100 degrees should go home.

Chris asked if we should be stocking up on water plant supplies. Erica asked Joey to tell the council how supplies were at the plant. Joey stated that we had about a month worth of supplies. He will send the chemical supplier a message and get some more stocked up. Kern stated that the guys work hard on disinfecting at the plant already but will be doing additional measures. Mike asked if we are doing it with vehicles also. Kern said we will begin to do that with the vehicles. Kern said that we are down one car for the police department, so they are riding together.

Tristan stated that the training is going well with Barbara. She will not be leaving in April because KLETC is not conducting training for now and it will be pushed back from 3 to 9 weeks.

Kern stated that Rob Dent had gone around to all the businesses last week and talked to them about precautions and how to deal with mandatory business closing. Rob reiterate that he had talked to the businesses and they were very receptive.

- d. Discuss/Consider plans for future events during COVID-19 outbreak. Kern then stated that we will need to cancel the Easter egg hunt. She wondered if the Council would like to cancel. Mayor Frisbie stated that we should look at rescheduling for a later date. The swimming pool hiring is now on hold and interviews are on hold until we put measures in place to interview. Kern stated that most of the applicants are returning lifeguards. Mike asked if a phone interview was sufficient for interviewing. Kern will reach out to the County and ask what they feel is the best way to handle things. Brandon asked what the latest date would be without running out of time. Kern stated we are pressed up against the deadline as some lifeguards need to be certified still.

Kern asked the council wants to do regarding the meetings. The next meeting is scheduled for April 6<sup>th</sup>. Ashley and Aaron both agree with reassessing the situation. Mayor Frisbie stated it is important to have continuity.

Kern then suggested that we set aside codes for now because of the interaction it requires. Clerk Whitaker stated that because Sandy is a part time employee, her wages will be cut in half. Kern asked if we could pay her for full hours. Ashley motioned to approve paying codes personnel her full-time hours. Aaron 2<sup>nd</sup> the motion. All voted in favor. Motion carried 4-0.

Mayor Frisbie stated we need to keep the city-wide garage sale dates in our minds to see if we should reschedule.

Ashley asked Erica if we have a policy for a confirmed case. Erica stated we are following County policy. Council discussed whether we need to have a motion to follow the guidelines. Chris motioned that we follow guidelines set in place by KDHE and CDC. 2<sup>nd</sup> by Aaron. Tristan asked how that would affect the police department. Kevin Friend stated that the county is under the same guidelines and they would need to be quarantined if they are in contact. Motion died as it was not a necessary motion because we are all following the guidelines already.

Nancy Hayes asked about meter reading and how to deal with that. We are not locking off for non-payment until at least April 15<sup>th</sup>. No late fees will be applied to the March bill. Aaron asked if the meter reading needs to put the guys in contact with the public. They asked if Dustin could read the meters. Joe Whitaker stated he does not know how to do that. If there is no contact, meters can be read. Kern will talk to Nancy and Joe to get the meter reads scheduled. Dustin can do the manual reads and the water personnel will do the electronic reads.

Casey is out for the week as he may have been exposed to someone. It was totally out of precaution, not because he was sick.

Mayor Frisbie asked if the front door is locked. Nancy opens the door for deliveries only.

Rob stated that the fire department has a few suits that the police and fire can use in a medical emergency. By protocol, they will not put their guys in that position.

Sheriff Friend stated that the PPE needs to be fit tested and the supervisors are all qualified to do the fit testing. Friend has been setting up some dates and times to make that happen. Friend stated that they are making up some PPE packs to share with LE and Fire. If the state were to offer any free supplies, he urged that we not pass up that chance so we can give that back to the sheriff's office.

**2. Meeting adjourned at 6:49 pm**

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Mayor Mike Frisbie

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City Clerk Teresa Whitaker