

PAYSON CITY
SPECIAL COUNCIL MEETING
Payson City Center, 439 W Utah Avenue, Payson UT 84651
Monday, March 16, 2020

CONDUCTING William R. Wright, Mayor

ELECTED OFFICIALS Linda Carter, Brett Christensen, Taresa Hiatt, Brian Hulet (via telephone),
Doug Welton, William R. Wright

STAFF PRESENT David Tuckett, City Manager
Mark Sorenson, City Attorney
Kim E. Holindrake, City Recorder
Brad Bishop, Police Chief
Cathy Jensen, Finance Director
Melanie Marsh, HR Director
Scott Spencer, Fire Chief
Tracy Zobell, Parks & Golf Director
Kent Fowden, Streets/Landfill/Storm Superintendent
Jill Spencer, City Planner
Travis Jockumsen, City Engineer/Public Works Director
Daniel Jensen, Planner II
Alice Heslop, Utility Billing
Cheryl Hobbs, Utility Billing
Karl Teemant, Recreation Director
Kim Lefler, Communities That Care Coordinator
Janeen Dean, Community Events Coordinator
Dona Gay, Library Director
Kevin Stinson, Administrative Assistant
Melanie Marsh, Human Resources Director
Dale Shaw, IT Technician
Amanda Baker, Legal Executive Secretary

William R. Wright, Mayor, called this meeting of the City Council of Payson City, Utah, to order at 11:05 p.m. The meeting was properly noticed.

A. PRAYER & PLEDGE OF ALLEGIANCE

Prayer offered by William R. Wright.

Pledge of Allegiance led by Brett Christensen.

B. ACTION ITEMS

1. Update and briefing regarding the state guidelines for health safety

Staff Presentation:

Dave Tuckett stated he wanted to discuss with the council best practices regarding guidelines for health safety. He met with department heads this morning. The Fire Department cancelled all meetings except for the Wild Land Training on Tuesday. It has been difficult getting some supplies

such as hand sanitizer, etc. Masks were ordered about a month ago and the order got cancelled. Chief Spencer is in contact with the Health Department. The Recreation Department has closed all programming, but their office is open. There are some private dance classes that rent the Peteeetneet. The Police Department has cancelled all training and gatherings. It's more difficult because they have to respond to calls. This is the nature of their business and have to meet one on one with people. They have protective gear and looking at extra shifts for grocery stores, etc. where there have been issues. The golf course is open with precautions at the front counter with gloves and social distancing. The men's opening social has been postponed. There is a senior golf event the middle of April; staff will continue to monitor the situation. The parks are open. The city offices are open, and staff are wearing gloves. People are encouraged to paying through the drive-up window on the north side or pay online. The Public Works Department is out working and will continue to do so. The letter from the State regarding the water supply was posted on the city website; there is no problem with water. The court is mandated to be open with limited types of hearings. In conforming with the order from Chief Justice Durrant regarding court operations, all currently scheduled hearings are cancelled with the exception of arraignments, pre-trials, and orders to show cause. Review hearings already set on the calendar in the next two weeks will be continued to the week of April 13 or later with the exception of in-custody, bench warrant, domestic violence, and sentencing hearings. will be held on originally schedule dates. The court has the ability to do video conferencing with the jail if needed.

As a follow-up to the letter that went out to residents on March 13, he reviewed a new draft letter that will go out to the residents.

It has been a turbulent and somewhat disturbing week for the Nation, the State, and the City of Payson regarding the Coronavirus (COVID-19). Payson City's Council and Mayor met today and discussed further options and suggestions in order to keep our citizens safe. Since our letter dated March 13, 2020, the Center for Disease Control is now recommending cancelling events with 50 or more people for the next eight weeks. With this directive, we are reaching out to those who have scheduled our city facilities and informed them of the new restrictions. Payson City has implemented the following to mitigate the community spread of COVID-19.

- *Payson City has closed the Senior Center including all programming with the exception of Meals on Wheels delivery.*
- *The City will limit mass gatherings to less than 50.*
- *The library will be closed until further notice. We are working on allowing digital resources and/or possible drive up services. Fines will be suspended until further notice.*
- *Recreation programs will be suspended until further notice.*
- *Customer service counters will remain open, but with added precautions including social distancing, protective gear for employees, ongoing disinfecting, added signage and encourage use of online and drive up services.*
- *Payson utilities will not be interrupted during the restrictions of COVID-19.*
- *We encourage those over 60 years of age and those with compromised immune systems to avoid public gatherings.*
- *Public Safety:*
 - *First responders are taking additional precautions when practical including addressing issues via phone.*
 - *Fire Stations. All training and gatherings have been suspended. There will be no ride along or public tours.*

- *Golf Course will remain open; however, the front counter will exercise social distancing and take precautions when handling payments and other personal interaction.*
 - *Development Services will conduct virtual meetings with developers and limit personal contact if possible.*
 - *All non-essential meetings will be postponed.*
 - *City Council and Planning Commission meetings will continue as scheduled with limited participants in the room of 20 or less.*
 - *Payson Justice Court will cancel all currently scheduled hearings with the exception of the following:*
 - *Arraignments: Individuals needing to appear a first time on a case, after making sure contact information is correct, will be advised to contact the Court after April 1, 2020 to reschedule. Having done so, there will be no warrants issued for a non-appearance in March.*
 - *Pre-trials, Orders to Show Cause and Review hearings already set on the calendar in the next two weeks will be continued to the week of April 13 or later with notices being sent out, unless the case fits into one of the following categories:*
 - *In-custody hearings,*
 - *Bench warrant hearings,*
 - *Any hearing on a domestic violence related charge,*
 - *Sentencing hearings.*
- In the above, the hearings will be held on the date originally scheduled.*

Discussions:

Private dance classes at the Peteetneet have been encouraged to cancel; the Peteetneet is also rented for gatherings. Activities at the Peteetneet will be cancelled and the facility closed at this time as well as any activities in the banquet hall.

Mayor Wright met with the Seniors Director, who will be in her office every day and will interact with Meals on Wheels each day to ensure meals are delivered.

The library is looking at doing a curbside service. Staff is wiping down everything that comes into the library. If the library does a curbside service, items could be put on hold on line. Staff feels it could be done safely. Staff is working on a digital/virtual story time that can be accessed on line. Chrome books are available as well. There is plenty of work for the library employees to do. Comcast is offering 90 days of free internet for those who qualify. With school now on line, some students might need the portable WIFI (hot spot) available at the library. Of course, the city doesn't want the virus to spread. There are concerns about meetings like this and those in need. The library is a resource for those who don't have anything. It was noted that all the WIFI units are checked out. The schools have these as well. Cones can be set up at the back door for curbside service. The state library is working on additional resources. They will not extend due dates on books but will waive fines if they can't bring the book back for some reason. Residents can call the library to renew a book. Discussion to close the library for two weeks, offer curbside, and then re-evaluate. The exterior of the books can be cleaned with a Lysol wipe; nothing can be done about the interior. Information on how long the virus lasts on surfaces differs between one to nine days. Books may need to be quarantined several days. If curbside can be done safely, then do it. The consensus of the council is to do curbside with the library as long as it can be done safely.

Those coming to the city center administrative offices are looking for assistance because they are paying with cash, credit card, etc. The front counter could be closed. Residents can be assisted

through drive-up window on the north side of the building and can call in or go on line to make payments. There is a concern with vehicles backing up onto Utah Avenue during certain times of the month. Signs can be put up encouraging social distancing. The staff are using gloves, and there is hand sanitizer available for staff and customers. If it gets worse, the front counter could be shut down. There may not be enough employees to cover the front counter and the drive-up window at the same time. The front doors, counters, service areas, and areas throughout the offices should be wiped down routinely/hourly throughout the day.

Public Safety staff are responding to all calls.

The golf course doesn't have enough staffing to wipe down golf carts. Currently there are two employees working in the shop, and the course is open 12 to 14 hours. The golf course is busier than normal. The Golf Pro is comfortable with the current precautions. Spray disinfectant could be used.

Development Services will use Zoom or other mediums to hold virtual meetings with staff, developers, applicants, etc. A drop box can be provided for building permits and development submittals. Payments can be done on line except for the building permits, but a check could be mailed or dropped off. Counter service will be handled like the administration counter and staff will encourage telephone use and emails.

City Council and Planning Commission meetings can be set up through Zoom. Because school is out, CTC will be postponed until further notice. Youth court is suspended. The council works sessions on Wednesday will be cancelled. The Finance Director will send out the PowerPoint on the budget. Anyone coming to make public comment or attend public hearings could be rotated into the council chambers. It's important for residents to know that the city wants to hear from them. Electronic comments can be made through Zoom or email. Staff will work on holding the council meeting virtually through Zoom.

Discussion to keep in mind that the peak is yet to come. China is just now coming down and are four weeks ahead of us. Information will be sent out on social media, messages on signs, and by phone. There are best practices that will be included with the letter to residents. Include a statement in the letter re-emphasizing that utilities are working and a phone number for emergencies. Employees can work with their supervisors to work from home. Notices for utility shutoffs will be sent out normally, but actual shutoff may be delayed. The city doesn't want to cause accounts to become even more behind. Staff will work with residents to avoid shutoff. These processes and procedures will be in affect for two weeks and then reevaluated.

C. ADJOURNMENT

MOTION: Councilmember Christensen – To adjourn. Motion seconded by Councilmember Hiatt. Those voting yes: Linda Carter, Brett Christensen, Taresa Hiatt, Brian Hulet, Doug Welton. The motion carried.

The meeting adjourned at 12:10 p.m.

 /s/ Kim E. Holindrake
Kim E. Holindrake, City Recorder