

**SPECIAL BURLEY CITY COUNCIL MEETING  
CITY HALL  
March 27, 2020**

**COMMENCE MEETING**

Council met in special session at 3:03 p.m. with Mayor Ormond presiding. Council members present were Jon Anderson, Casey Andersen, John Craner, Janet Hansen, Bryce Morgan and Kimberli Seely all joined by phone.

City Staff present were as follows: City Administrator Mark Mitton, City Clerk Ellen Maier, Engineer Bryan Reiter, and Mayor Ormond were present. Attorney Dave Shirley, Sexton Dave Allred, WW Treatment Director Dee Hodge, Golf Pro Scott Draper, Fire Chief Shannon Tolman, Electrical Supervisor Brent Wallin, Shop Foreman Rick Garner, Sanitation Supervisors Eric Pufhal and Korky Blackner, and newspaper reporter Laurie Welch all joined by phone.

**CITY CLOSURES IN COMPLIANCE WITH GOVERNOR LITTLE’S STAY HOME ORDER**

City Administrator Mark Mitton spoke with all the departments. It was decided that the majority of employees are essential, but precautions are being taken. They will no longer be having department meetings or having lunch together. Most employees will be working alone or in shifts, as well as, some employees working from home where possible. Employees are to stay within their vehicles and be in offices infrequently. Water, sewer, electric, garbage, and streets are deemed essential services.

Employees currently working from home are one City engineer with health concerns, our GIS specialist, and Economic Development Doug Manning by doctor’s order.

All City employees are considered on call at all times during this order.

The library will continue to do its pick-up service with the option to check out books and movies online. The library itself is closed with very few employees working.

Electric department employees will be self-isolating in their trucks, but will still be responding to calls and outages.

The Wastewater department will be working in shifts due to the nature of keeping the treatment plant running efficiently.

The Water department will be self-isolating in their trucks and still continuing to perform maintenance tasks.

Sanitation department employees will continue to work as usual; however, they will no longer be having daily department meetings.

The Shop employees are essential for each department within the City, but they are a smaller crew and will be doing their best to social distance whenever possible.

The Clerk's office employees will all be working as usual with the exception of "light" days. On "light" days there will only be two to three people in the office, with clerks rotating days in the office. Ellen has been set up to work remotely if necessary. Mark will continue to work from his office during the order and will be available.

Non-essential amenities including parks, the golf course, public restrooms, and the RV Park are all closed at this time, though the gates will not be shut. We are encouraging people to not use these amenities during this time. The Pro Shop will be closed with option for golfers to simply "walk on", but the flags will not be up nor the greens maintained to the usual degree. If too many golfers are present on the golf course during the stay at home order we will address it then.

Normal maintenance will continue to take place within the parks and the golf course. Seasonal employees will not be brought in. The swimming pool will not open until further notice.

The cemeteries are shut down and we are asking people to not visit during this time. Dave will continue to be available to accommodate any funerals that need to take place. We will no longer be providing canopies which place people within close proximity of one another. We are also asking that only immediate family attended the graveside services.

The City is satisfying CDC requirements with sick employees and not allowing them to return to work until they have been temperature free for 72 hours without the help of fever reducers.

City employees will not be required to prove they are an "essential worker". There is a form which can be filled out by Mark if necessary.

Dave Shirley asked if there had been any discussion in regards to paying employees out passed the mandatory two weeks. Federal law states that an employer must pay employees during this order. Due to the paperwork and overall hassle that would be involved in temporarily laying off an employee in order for them to collect unemployment – which the City will pay for anyway– it was decided that employees would still be paid by the City regardless during the order.

This order will be in effect until 11:59 P.M. on April 15<sup>th</sup>, 2020, with potential to be extended, rescinded, or superseded by the Governor at that time.

A motion was made by council member Casey Andersen and seconded by Council member Morgan to adjourn the meeting at 3:25 P.M.

All "Aye."  
Motion carried.

City of Burley

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Mayor Ormond

ATTEST:

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City Clerk