

## **MINUTES**

***Montevallo City Council***

***Emergency Meeting***

**March 17, 2020**

**5:30 p.m. at City Hall**

**Mayor Hollie Cost, Council Member Rusty Nix, Council Member Tiffany Bunt, Council Member Willie Goldsmith, Council Member Arthur Herbert, and Council Member Jason Peterson were in attendance.**

Mayor Cost called the Emergency Meeting to order at 5:30 p.m.

Mayor Cost thanked everyone for attending. She said the meeting was being live-posted on Facebook as a means of keeping those who could not attend up-to-date on our actions as a city. The purpose of the meeting was to keep the Council and the public informed regarding the steps we've taken in response to the COVID-19 Pandemic and the State of Emergency declared by Governor Ivy, as well as Mayor Cost. The Mayor said she appreciates everything the Council, our department heads and employees do for the city.

Mayor Cost then reviewed the following:



541 Main Street  
Montevallo, AL 35115  
205-665-2555  
205-665-9203 Fax  
[www.cityofmontevallo.com](http://www.cityofmontevallo.com)

Hollie C. Cost, Ph.D. – Mayor  
Herman Lehman – City Clerk  
Jeremy Littleton – Chief of Police  
Brad Davis - Fire Chief

**Council Members**

Tiffany Bunt  
Willie Goldsmith  
Arthur Herbert  
Rusty Nix  
Jason Peterson

City of Montevallo COVID-19 Update

March 17, 2020

The City of Montevallo is firmly committed to protecting the health and safety of all who work, play and stay here. We encourage you all first and foremost to consult primary information sources regarding ways you can protect yourself and others. Specifically, staying home if sick, maintaining a 6-foot distance from others, limiting gatherings to no more than 10 individuals, washing hands frequently and cleaning and sanitizing surfaces regularly. The Center for Disease Control and Prevention (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>) is the premier informational resource.

In the interest of public health and safety, the following changes are being made regarding our typical operational procedures. Keep in mind this is a fluid situation. Updates will be provided regularly on our city Facebook and webpage . Please email [mayorsoffice@cityofmontevallo.com](mailto:mayorsoffice@cityofmontevallo.com) with any questions, suggestions or concerns.

- All city events and meetings other than those required by law (i.e. City Council and Planning and Zoning) are canceled until further notice
- City Council meetings will be broadcasted. Details will be provided prior to the meeting. The public is encouraged to participate via web-based options.
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*Department and Building Updates*

- Montevallo Boys and Girls Club located at Park and Recreation Building- closed (per BGC board directive)
- City Hall Building - Employees and police business only. Citizens in need will ring the buzzer to gain entry.
- Court - All court payments should be made online or mailed to City Hall 541, Main Street, Montevallo, AL 35115
- Fire Department - all services will continue. Healthy employees only permitted in building.
- Montevallo Golf Club- Open during regular hours. Additional sanitizing and modifications to cart rentals
- Impact Montevallo – Services continue; director working remotely [shogan@cityofmontevallo.com](mailto:shogan@cityofmontevallo.com)
- Montevallo Main Street-director working remotely [mainstreet@cityofmontevallo.com](mailto:mainstreet@cityofmontevallo.com)
- Parks and Recreation-All youth athletics, field and facility rentals are canceled until further notice. Parks remain open with individuals encouraged to maintain proper distancing.
- Parnell Memorial Library- Closed until further notice; providing grab bags
- Police Department - All services will continue. Healthy employees only permitted in building.
- Public Works – Services continue. Shop open only to employees.
- Recycling Center – open for business during regular hours; employees only inside building
- Senior Center- Closed, meals being provided to seniors, daily calls made to all participants

We wish you all the best during this challenging time and appreciate your patience, understanding and support!

Council Member Herbert asked about the school lunch program.

Mayor Cost said the schools are administering that program. We were asked to host a drop-off box here at City Hall for additional food collections for families in need. We could not, however, safely house that at City Hall. We have arranged for the local grocery stores to serve as collection sites for those items.

In addition, Mayor Cost discussed the following memos:

# Memo

**To:** All City Employees  
**From:** Hollie Cost, Mayor  
**cc:** Tiffany Bunt, Willie Goldsmith, Arthur Herbert, Rusty Nix, Jason Peterson  
**Date:** March 16, 2020  
**Re:** COVID-19 policies and protocol

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Thank you for your dedicated service to the City of Montevallo. During this international health crisis, I want to reassure you that your continued health and safety is our primary concern. As such, it is necessary to make many protocol changes regarding social distancing, hosting events, meeting interactions and sick leave policies. During this time, we are striving to maintain only critical city operations while continuing to serve our citizens in the highest capacity possible. Your direct supervisor will provide you with updated changes as this crisis evolves. In the meantime, the following policies are to be immediately implemented and in place until further notice.

- If you experience fever, coughing or shortness of breath, you are to remain at home and contact your physician for guidance immediately. Inform your supervisor of your reason for absence.
- You are to use your sick leave during this time unless you do not have sick time. If this is the case, you are to contact Human Resources (Lisa Terrill) for immediate support. We do not want any employee to suffer a financial loss due to illness or to feel they have to report to work for fear of losing money.
- While at work, all employees are to maintain a minimum of 6-foot distance from all other individuals. This practice is also strongly recommended outside of work. No hand shaking, hugging or fist bumps. Elbow bumps or a wave are great replacements.
- Regular handwashing for at least 20 seconds is mandated throughout the day.
- All frequently contacted surfaces are to be cleaned and sanitized regularly (i.e. door knobs, steering wheels, counters, handrails) using bleach or alcohol solutions.
- Travel by plane, train or bus is strongly discouraged during this time. Employees who must travel using these methods should report this to their supervisors immediately.

- Travel to high alert areas is strictly prohibited. If family circumstances demand that employees travel to these areas, they are to notify their supervisor immediately.
- All face-to-face meetings are cancelled unless necessary. If so, they are to be held in a space that allows for 6 ft. social distancing.
- Employees or volunteers only are allowed in all city offices.
- All city sponsored events or meetings unless legally required are cancelled until further notice.
- City employees are to frequently check their city email for additional updates.
- Employees are to ensure that their updated contact information is on file with Lisa Terrill in Human Resources.
- Please utilize our Employee Assistance Program if you are feeling excess anxiety over this situation. It is available as a resource for you.
- Employees may be asked to support other departments during this time.
- Employees who blatantly refuse to adhere to these policies will be subject to disciplinary policies related to insubordination.

# Memo-City of Montevallo

**To:** Department and Division Heads  
**From:** Hollie Cost, Mayor  
**cc:** Maggie Benson  
**Date:** March 9, 2020  
**Re:** COVID-19

Based on the widespread nature of COVID-19 and in the interest of protecting city employees from the potential spread of the disease, the following workplace policies are to be enacted immediately.

- Supervisors are to regularly review the CDC website for the most current information available on COVID-19. <https://www.cdc.gov/coronavirus/2019-ncov/summary.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts-h.pdf>
- The following posters are to be placed prominently in offices and public areas:
  - [Don't Spread Germs at Work](#)
  - Stop the spread of germs [English](#) [Spanish](#)
    - Handwashing [English](#) [Spanish](#)
- Employees experiencing symptoms of the flu are to remain at home until they are asymptomatic. Until a state of emergency is declared by the Mayor, employees missing 3 or more consecutive days of work must provide a medical note upon return. At which point a state of emergency is declared, an updated policy will be distributed.
- Employees are to notify supervisors of all travel plans in and out of the country.
- Employees traveling to high-risk areas are to remain at home for a period of 7 days upon return, working from home if possible. If not possible, employees must take additional vacation time.
- Employees testing positive for COVID-19 must notify supervisors immediately and remain home until cleared by a physician to return to work.
- Supervisors must share any knowledge of employees who develop COVID-19 with Human Resources and the Mayor immediately.
- Supervisors are to institute a policy of frequently cleaning shared work surfaces such as phones, computer keyboards, doorknobs, railings and restrooms.
- Supervisors are to immediately begin planning to accept all payments online and offer online services to the greatest extent possible.
- Supervisors are to identify essential personnel that must continue to report to the office even in the condition of a widespread outbreak, providing that list to the Fire Chief, Police Chief, and Mayor.
- Supervisors are to identify work-related opportunities for employees who must work from home in the case of office closures or home confinement after travel. (i.e. monitoring emails, participating in webinars, processing payments, office research, division marketing and promotion, event planning).
- Supervisors are to survey employees to determine their level of access to the internet in order that the city can assist in providing that access if necessary. It is recommended that the following questions be asked:
  - Do you have internet access at home?
  - How reliable is that access?

Mayor Cost pointed out that Governor Ivy has issued a State of Emergency, and that we received the following notification from the Alabama Department of Public Health:

**ORDER OF THE STATE HEALTH OFFICER  
SUSPENDING CERTAIN PUBLIC GATHERINGS  
DUE TO RISK OF INFECTION BY COVID-19**

**(APPLICABLE TO BLOUNT, SAINT CLAIR,  
SHELBY, TUSCALOOSA AND WALKER COUNTIES)**

**WHEREAS**, Coronavirus Disease 2019 (COVID-19) has been detected in Alabama; and

**WHEREAS**, the appearance of COVID-19 in the State poses the potential of widespread exposure to an infectious agent that poses significant risk of substantial harm to a large number of people; and

**WHEREAS**, on March 13, 2020, on recommendation of the State Health Officer, Kay Ivey, Governor of the State of Alabama, declared a state public health emergency exists in the State of Alabama; and

**WHEREAS**, on March 16, 2020, the Jefferson County Health Officer, in response to a rapidly growing number of cases of COVID-19 being detected in Jefferson County, issued an order suspending certain public gatherings in that county; and

**WHEREAS**, there are certain to be many more undetected cases of COVID-19 in Jefferson County, and its surrounding counties; and

**WHEREAS**, the State Board of Health has designated COVID-19 to be a disease of epidemic potential, a threat to the health and welfare of the public, or otherwise of public health importance; and

**WHEREAS**, *Code of Ala. 1975*, § 22-3-5(2), authorizes a County Health Officer to “institute immediate measures to prevent the spread” of diseases so designated by the State Board of Health; and

**WHEREAS**, *Code of Ala. 1975*, § 22-2-2(7), authorizes the State Health Officer, on behalf of the State Board of Health, to exercise the duties of county health officer in counties having no County Health Officer.

**NOW THEREFORE, THESE PREMISES CONSIDERED**, it is ordered that the following be implemented in Blount, Saint Clair, Shelby, Tuscaloosa, and Walker Counties:

1. Effective today, March 17, 2020, at 5:00 P.M., all gatherings of 25 persons or more, or gatherings of any size that cannot maintain a consistent six-foot distance between persons, are prohibited until further notice. This Order shall apply to all gatherings, events or activities that bring 25 or more persons in a single room or single space at the same time.

2. Effective Wednesday, March 18, 2020, all Senior Citizen Center gatherings shall be closed.

- a. Senior Citizen Centers and their partners are urged to assure that their clients continue to receive needed meals via curbside pick-up or delivery.

3. Effective at the close of school or business Wednesday, March 18, 2020, all the following shall be closed until April 6, 2020:

- a. Private Schools (all grades through 12th grade)
- b. Preschools and childcare centers with 12 or more children. This shall not apply to childcare centers operated within hospitals.

Prior to April 6, 2020, a determination shall be made about whether to extend the above closures.

4. Effective immediately, all Nursing Home/Long Term Care Facilities shall prohibit visitation of all visitors and non-essential health care personnel, except for certain compassionate care situations such as end-of-life.

5. Effective today, March 17, 2020, at 5:00 P.M., any restaurant, bar, brewery or Priority Category 3 food service establishment shall not permit on-premises consumption of food or drink for one week. This order shall be reevaluated prior to the end of one week for possible modification.

- a. Such establishments may continue to offer food for take-out or delivery provided the social distancing protocols including maintaining a consistent six-foot distance between persons are followed.
- b. Such establishments are strongly encouraged to offer online ordering and curbside pick-up of food.
- c. Hospital food service areas are excluded from this order provided they have their own social distancing plan.

6. If the organizer or sponsor of an otherwise suspended event desires, they may submit a request for an exemption from this order, at the discretion of the State Health Officer. While the State Health Officer is under no obligation to grant such an exemption, it shall be fairly considered based on the following criteria:

- a. Effective measures have been taken to identify those attending the event that may potentially be affected with COVID-19, including but not limited to personal testing for the disease or submission of current medical clearances to the organizer.
- b. Effective measures have been taken to prevent the spread of infection even by those that are infected while not symptomatic, including the provision of anti-infection measures such as proper facemasks, personal sanitation measures, and other measures that may be considered proper.



Requests for an exemption must be submitted AT LEAST two weeks in advance of any scheduled event.

This Order shall remain in full force and effect for the duration of the existence of the current emergency conditions.

Done on this 17 day of March, 2020.



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Scott Harris, M.D., M.P.H.  
State Health Officer

Locally, the Mayor noted she has also declared a State of Emergency as described in the following:



## CITY OF MONTEVALLO

### DECLARATION OF A STATE OF EMERGENCY

**WHEREAS**, the City of Montevallo, Shelby County, Alabama is presently faced with an emergency due to a COVID-19 Pandemic; and

**WHEREAS**, citizens of the State of Alabama have contracted an infectious disease caused by the coronavirus disease 20219 (COVID-19); and

**WHEREAS**, according to the Centers for Disease Control and Prevention (CDC), there is currently no vaccine to prevent COVID-19; and

**WHEREAS**, the CDC recommends the best way to prevent illness is to avoid being exposed to this virus; and

**WHEREAS**, the virus is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

**WHEREAS**, citizens are encouraged to take steps to protect themselves:

#### **Clean your hands often -**

**Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

**Avoid touching your eyes, nose, and mouth** with unwashed hands.

#### **Avoid close contact -**

**Avoid close contact** with people who are sick

Put **distance between yourself and other people** if COVID-19 is spreading in your community. This is especially important for people who are at higher risk of getting very sick; and

**WHEREAS**, citizens are also encouraged to take steps to protect others:

**Stay home if you're sick –**

**Stay home** if you are sick, except to get medical care. Learn what to do if you are sick.

**Cover coughs and sneezes –**

**Cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.

**Throw used tissues** in the trash.

Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**Wear a facemask if you are sick –**

**If you are sick:** You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then you should do your best to cover your coughs and sneezes, and people who are caring for you should wear a facemask if they enter your room. Learn what to do if you are sick.

**If you are NOT sick:** You do not need to wear a facemask unless you are caring for someone who is sick (and they are not able to wear a facemask). Facemasks may be in short supply and they should be saved for caregivers.

**Clean and disinfect –**

**Clean AND disinfect frequently touched surfaces daily.** This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

**If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.

**To disinfect:** Most common EPA-registered household disinfectants will work. Use disinfectants appropriate for the surface.

**Options include:**

**Diluting your household bleach.**

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water

Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Alcohol solutions.**

Ensure solution has at least 70% alcohol.

**Other common EPA-registered household disinfectants.**

Products with [EPA-approved emerging viral pathogens pdf \[7 pages\]](#)external icon claims are expected to be effective against COVID-19 based on data for harder to kill viruses. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.); and

**WHEREAS**, Governor, Kay Ivey has issued an Executive Order declaring a state of emergency in the State of Alabama; and

**WHEREAS**, ALA CODE §31-9-10 (1975) provides the power and authority for a political subdivision such as the City of Montevallo to declare a state of local emergency and also, to waive the procedures and formalities otherwise required of political subdivision by law, including but not limited to:

- a. Performance of public work and taking whatever prudent action in necessary to ensure the health, safety, and welfare of the community
- b. Entering into contracts.
- c. Incurring obligations.
- d. Employment of temporary workers.

- e. Utilization of volunteer workers.
- f. Rental of Equipment.
- g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.
- h. Appropriation of expenditure of public funds.

**NOW, THEREFORE, BE IT RESOLVED**, in accordance with ALA CODE §31-9-10 (1975), that I, Hollie C. Cost, Mayor do hereby declare the COVID-19 (Coronavirus) poses a serious threat to the lives of residents of Montevallo, Alabama and that a state of emergency exists.

Authorized and effective this 16<sup>th</sup> day of March, 2020.

\_\_\_\_\_  
Hollie C. Cost, Mayor

Attest:  
  
\_\_\_\_\_  
Herman Lehman, City Clerk

The Mayor said she will continue to communicate with the Council and consult with them as she is able. However, this declaration gives her the ability to act independently and swiftly as situations dictate.

Council Member Nix asked if there was any time limit on these emergency powers.

The City Clerk explained that these powers are authorized under State Code and come into play once the Governor declares a State of Emergency. As long as that State of Emergency exists, this declaration affords the Mayor those powers. It does not, however, take away from the role of the Council in routine decision making. This simply gives the mayor, as an example, the authority to rent a piece of equipment or purchase emergency supplies necessary to quickly react to an emergency without having to wait for council approval or worry about bids.

Mayor Cost said that she will still keep the Council fully informed regarding her actions.

The Mayor said the good news is at this point we do not have any confirmed cases of the virus. However, testing is limited, and she knows of several being tested.

In addition, Mayor Cost stressed that in addition to the health-related impact of this outbreak, it will have a significant, deleterious financial impact on our community, as well. She urged everyone to buy local as often as possible. Our local restaurants will be hit especially hard by these actions. As such, she urged everyone to support our local restaurants by ordering take-out. Also, as Council Member Nix reminded us the other day, be sure to tip, as well.

The Mayor also mentioned that the Water Board has agreed to cease service cut-offs during this period.

Mayor Cost stressed again how proud she is of our City Council, and how appreciative she is of all they do for our community.

There being no further business before the Council, Council Member Nix made a motion to adjourn. Council Member Peterson seconded. ALL AYES . . . MEETING ADJOURNED at 5:49 p.m.

Submitted by:

Herman Lehman  
City Clerk