

RESOLUTION 2020-004

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BINGEN, WASHINGTON,
RATIFYING EMERGENCY PROCLAMATION 2020-01, AUTHORIZING
TEMPORARY PROCEDURES TO RESPOND TO THE COVID-19 PANDEMIC, AND
AUTHORIZING UTILITY PAYMENT MITIGATION**

WHEREAS, the State of Washington, along with much of the world, is experiencing an outbreak of the Novel Coronavirus, known as COVID -19, and;

WHEREAS, COVID-19 is a respiratory disease that can result in serious illness or death and is easily spread from person to person, and;

WHEREAS, on January 31, 2020 the United States Department of Public Health and Human Services Secretary declared a public emergency for the 2019 Novel Coronavirus beginning on January 27, 2020, and;

WHEREAS, on February 20, 2020 Governor Inslee proclaimed a state of emergency (Proclamation 20-05) for all counties in Washington State due to the spread of COVID-19 and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented, and;

WHEREAS, on March 3, 2020 Klickitat County Emergency Operations Center was activated to Level-2 (partial activation) and is working to ensure that local stakeholders have access to all relevant information related to COVID-19 for preparation purposes, and;

WHEREAS, on March 13, 2020 the President of the United States declared a national emergency related to COVID-19, and;

WHEREAS, on March 14, 2020, Mayor Betty J Barnes issued Emergency Proclamation 2020-01, declaring the COVID-19 pandemic to be an emergency in the City of Bingen pursuant to Section 38.52.070 RCW and other relevant provisions of state and federal law; and

WHEREAS, on March 23, 2020 Governor Inslee issued Proclamation 20-25 amending Proclamation 20-05 requiring residents of Washington to “Stay Home – Stay Healthy;” and

WHEREAS, on March 24, 2020 Governor Inslee issued Proclamation 20-28 amending Proclamation 20-05 waving certain requirements in RCW 42.56, the Public Records Act, and RCW 42.30, the Open Public Meetings Act, that provides for any activity that necessitates an in-person setting; and

WHEREAS, on March 24, 2020 Governor Inslee issued Proclamation 20-23.1 amending Proclamation 20-05, 20-23 strongly encouraging municipal and public utility boards and commissions to delegate authority to senior utility executives to take any and all actions

necessary or appropriate to mitigate the economic impacts to their utility customers to address the COVID-19 crisis; and

WHEREAS, on April 2, 2020 Governor Inslee issued Proclamation 20-25.1 amending Proclamation 20-25 requiring residents of Washington to “Stay Home – Stay Healthy” and extending the provisions and each expiration date therein to 11:59 PM on May 4, 2020; and

WHEREAS, the existing conditions related to COVID-19 warrant the proclamation of the existence of a local emergency and providing for temporary procedures to respond to the COVID-19 pandemic.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BINGEN AS FOLLOWS:

Section 1. Ratification and Finding of Fact.

Council hereby ratifies Emergency Proclamation 2020-01 issued by Mayor Betty J Barnes for the City of Bingen on March 14, 2020. Council further finds that an emergency exists pursuant to Section 39.04.280(2)(b) RCW and authorizes the Mayor to waive any necessary competitive bidding requirements related to the COVID-19 emergency.

Section 2. City’s Response and Operations.

- A. The City is committed to protecting the public and staff by minimizing the spread of COVID-19 and complying with Governor Inslee’s order to “Stay Home – Stay Healthy.” The City has and will continue to follow the guidelines provided by the State of Washington and the Klickitat County Health Officer, who prescribe social distancing and minimizing gatherings of people to best combat the spread of COVID-19.
- B. The City has closed, and will continue to maintain closures, of all city offices to the general public beginning Friday, March 13, 2020 until further notice. Citizens may pay utility bills, acquire licenses, submit permit applications, contact staff and transact other City business via telephone, email, and online. City staff is working remotely where and when possible. City public works and wastewater treatment staff are working in shifts and ensuring the city’s critical infrastructure is maintained in good operating condition.
- C. All non-essential construction work is halted until further notice. Emergency construction work will be allowed with the appropriate permits. The City will arrange for inspections of emergency construction work.
- D. Greenspace in Daubenspeck Park will remain open. The Daubenspeck Park playground equipment, skatepark, public restrooms, and basketball court have been closed until further notice. If law enforcement or staff observes that good social distancing is not being maintained, the City reserves the right to close the entirety of Daubenspeck Park.
- E. The City will not issue late fees, penalties, etc., nor shut off water, due to late or unpaid payments. City utility billing will continue to be issued.

- F. All City Committee and staff meetings are cancelled.
- G. Pursuant to Governor Proclamation 20-28, council meetings will be held via teleconferencing until such time in person meetings can resume. Public comment will not be taken at any city council meeting via teleconference. All meetings held via teleconference will be recorded and the recordings will be made available to the public and posted on the city's webpage, if possible. The public is encouraged to send questions, concerns, and comments to the City Clerk Treasurer via email. The City Clerk Treasurer will ensure that all emails are disseminated to the appropriate staff and/or officials. Until further notice, hard copies of the agenda packet will not be provided. Agendas and instructions on how to attend the meeting by teleconference will be posted on the City's webpage, at City Hall, and at the Post Office.
Per Governor Inslee's Proclamation 20-28, council meetings will be held only to address necessary and routine matters or matters necessary to respond to the COVID-19 outbreak and the current public health emergency. Any other matters will be held until regular public participation under the Open Public Meetings Act is possible.
The Mayor is authorized to adjourn regularly scheduled council meetings (first and third Tuesdays of each month) in lieu of the requirement of a quorum of council to adjourn a meeting as provided in RCW 42.30.090. In the event a regular meeting is adjourned, notices will be posted on the City's webpage, at City Hall, and at the Post Office
- H. Mayor Betty J Barnes issued the attached "Memorandum to All Employees" on March 17, 2020 advising employees of the City's response and providing direction to employees regarding using any form of paid leave during the COVID-19 event, effective March 17, 2020 through April 27, 2020. The City Council confirms the decision of the Mayor to not require employees to use any form of paid leave in the event employees are directed to be self-quarantined, quarantined, sent home with symptoms, stay home sick or unable to work due to scheduling or office closures. The provisions in this Memorandum are to be extended until further notice.
- I. Mayor Betty J Barnes issued the attached "Memorandum to All Employees" on March 25, 2020 advising employees of updates to the City's response and providing a rotating shift schedule for staff members to follow during the COVID-19 event, effective March 25, 2020 until further notice. The City Council confirms the decision of the Mayor to schedule employees on a rotating shift schedule. The provisions in this Memorandum are to be extended until further notice.

Section 3. Budget.

During the term of this Resolution, the City Council adopts the following budget restrictions:

- A. All non-essential equipment replacements are hereby suspended, unless the replacement is completely funded by grants or the City's enterprise utility funds or is already on order.
- B. The City Council hereby encourages the expenditures of funds for acquiring necessary technology to facilitate employees to work from home where remote work is possible and

approved by the Mayor and the appropriate Department Head.

- C. All staff time dedicated to emergency health responses related to COVID-19 pandemic must be tracked to allow for FEMA reimbursement.

Section 4. Single-Use Carryout Bag Requirements.

The requirement for charging a fee for providing paper bags to customers is suspended until further notice. Retail establishments may establish requirements that do not allow for customers to bring their own carryout bags due to concerns over COVID-19.

Section 5. Communication.

- A. All updates regarding City functions and actions related to the COVID-19 pandemic will be posted on the City's website to provide the public with the best updated information.
- B. The City will cancel and discourage any unnecessary gatherings of community members and/or staff during the term of this resolution.

Section 6. Effectiveness.

The provisions of this Resolution shall become effective upon adoption and expire on May 4, 2020 unless further extended or shortened by further action of the City Council.

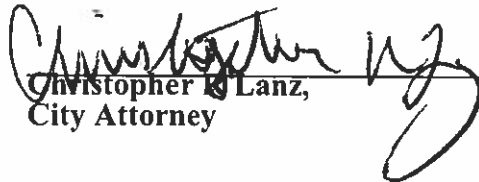
ADOPTED by the Council of the City of Bingen, Washington. Dated this 7th day of April, 2020.


Betty J Barnes, Mayor

ATTEST:

APPROVED AS TO FORM:


Cheyenne Pantoja Wright
Clerk Treasurer


Christopher Lanz,
City Attorney

City of Bingen, Washington
Emergency Proclamation 2020-01

Whereas, the State of Washington, along with much of the world, is experiencing an outbreak of the Novel Coronavirus, known as COVID-19, and;

Whereas, COVID-19 is a respiratory disease that can result in serious illness or death and is easily spread from person to person, and;

Whereas, on January 31, 2020 the United States Department of Public Health and Human Services Secretary declared a public emergency for the 2019 Novel Coronavirus beginning on January 27, 2020, and;

Whereas, on February 20, 2020 Governor Inslee proclaimed a state of emergency (Proclamation 20-05) for all counties in Washington State due to the spread of COVID-19 and directed that the plans and procedures of the Washington State Comprehensive Emergency Management Plan be implemented, and;

Whereas, on March 3, 2020 Klickitat County Emergency Operations Center was activated to Level-2 (partial activation) and is working to ensure that local stakeholders have access to all relevant information related to COVID-19 for preparation purposes, and;

Whereas, on March 13, 2020 the President of the United States declared a national emergency related to COVID-19, and;

Whereas, proactive measures must be taken to protect public health, safety and welfare of the City of Bingen, visitors, and staff, and;

Whereas, additional resources may be required in response to the COVID-19 outbreak, and;

Whereas, the City may require supplemental assistance, and;

Whereas, the severity of this event may go beyond the capability of local resources and the duration of the event is unknown, and;

Whereas, the existing conditions related to COVID-19 warrant the proclamation of the existence of a local emergency.

NOW, THEREFORE, I Betty Barnes, Mayor of the City of Bingen verbally proclaim that a local emergency now exists due to the COVID-19 outbreak and that emergency operations are in effect, and this necessitates the utilization of emergency powers granted under RCW 38.52.070.

DATED this 14th of March, 2020 at 3:45 p.m.

City of Bingen, Washington
Emergency Proclamation 2020-01

The City of Bingen is authorized to exercise the powers vested under this proclamation considering the exigencies of this emergency without regard to time-consuming procedures and formalities prescribed by law (except Constitutional requirements).

SIGNED AND DATED THIS 14th DAY OF MARCH, 2020.

A handwritten signature in cursive script, reading "Betty J. Barnes", is written over a horizontal line.

Betty J. Barnes, Mayor



**CITY OF BINGEN
MEMORANDUM**

To: City Employees

In light of the ongoing COVID-19 situation, we want to update you on the current efforts underway to deal with the challenges of this rapidly-changing series of events.

Effective Tuesday, March 17, 2020 the Klickitat County Board of County Commissioners has decided to close all County Offices, including the County Courthouse (except for Superior Court and East District Court), to the public but will continue full staffing and conduct normal business as practical. West District Court will remain open until further notice.

The City of Bingen is taking the following actions:

City Council meeting scheduled for March 17, 2020 has been cancelled

City Hall is closed to the public effective March 13 through April 27, 2020. During this time employees will continue to come in to work unless ill or otherwise directed, and all city business will be conducted over the phone, through email, or through the mail.

City Park Bathrooms are to be closed for public health.

City employees handling mail or cash/check payments are to wear gloves to reduce risk of spreading the virus.

City employees are to sanitize and disinfect regularly touched surfaces at least daily, using cleaning products available at City buildings and worksites.

In order to remove any barriers from you being able to follow current and future COVID-19 related directives we have decided that employees won't be required to use any form of paid leave in the event you are directed to be self-quarantined, quarantined, sent home with symptoms, stay home sick or are unable to work due to scheduling or office closures. This is effective March 17, 2020 through April 27, 2020.

The Klickitat County Department of Emergency Management (DEM) and the Klickitat County Health Department have been communicating, coordinating, planning, and preparing with local stakeholders (local hospitals and medical clinics; local fire departments/fire districts and the EMS district; local police and the Sheriff's office), the Washington State Department of Health, and the Washington State Emergency Operations Center. Local Elected and Appointed Officials are meeting on a regular basis to discuss how the cities and county will deal with any significant impacts of COVID-19.

The Klickitat County Emergency Operations Center (EOC) – which serves the cities and the county – has been activated at Level 2 (partial activation) for better support and coordination among local government and local stakeholders. The EOC, located on the ground floor of the DEM/9-1-1 building, in Goldendale, has been communicating and coordinating with the State



CITY OF BINGEN MEMORANDUM

EOC to provide and receive incident-related information, seek resources, and maintain awareness about the status of COVID-19 in Washington State.

Currently, there is one confirmed COVID 19 case within Klickitat County. Several more people have been tested by the Klickitat County Health Department – all have been negative for the virus so far. More test results are outstanding. However, the combined effort to develop and maintain situational awareness – and maintain communications in Klickitat County for when sustained community spread is identified.

In abundance of caution and concern for the health of City employees, we urge you to remember the following:

- Wash your hands frequently, with soap and warm water, for at least 20 seconds
- Use an alcohol-based hand sanitizer with at least 60% alcohol when soap and warm water are not readily available.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.
- Cover coughs and/or sneezes with a tissue – then throw the tissue in the trash and wash your hands, as previously mentioned. If not tissue, cough or sneeze into the inside of your elbows/shirt-sleeve.
- **Stay home if you are ill** – don't spread your illness to nearby employees – this is very important for the Continuity of Operations in City government.

If you feel unwell – and decide your symptoms need medical review – please call your medical provider for advice. Don't just show-up at the medical office / clinic / facility. Schedule a time to meet your medical provider. Approach the facility using the access path provided to you during your scheduling phone call (patients with symptoms are being kept apart from other patients and medical staff – you may be met outside the facility or asked to enter through a separate door). Cover your face with a mask that will be provided by the medical staff. Avoid exposing others to your illness during transport.

Above all, **DON'T PANIC**. Most people who develop COVID-19 recover in a few days with no long-term problems. At-risk groups (60+ years and / or underlying chronic illness) should consider social distancing to avoid potential exposure to the illness.

If you are ill – or think you have been exposed to someone who has COVID-19 – self-quarantine may be suggested. Don't take a chance on exposing others – and your community – to the virus.

While being tested for the virus has been problematic, please know that test results do not influence medical care (you are treated for the symptoms that you exhibit) and do not influence



CITY OF BINGEN
MEMORANDUM

the duration of the illness. The virus must run its course – currently there are no-anti-viral medicines approved to treat / shorten the duration of COVID-19.

Together, we will get through this. There are things that you should do – and things that you shouldn't do.

Please follow the direction of the CDC, the Washington State Health Department, and the Klickitat County Health Department. Realize that their direction may change as more is learned about COVID-19. Their direction will help you and your families avoid illness; will help protect at-risk populations; will help safe-guard our communities and their economic well-being; and will help to avoid overloading pre-hospital and medical care providers during potential periods of extreme demand.

Throughout our history we have endured and survived many challenges. If we work together and help each other we will survive this crisis too.

A handwritten signature in black ink that reads "Betty J. Barnes". The signature is written in a cursive, flowing style.

Mayor Betty J. Barnes



3/25/2020
HEALTH & SAFETY UPDATE
COVID-19 RESPONSE

CITY OF BINGEN

MEMORANDUM

To: City Employees

Currently there are six (6) confirmed cases in Klickitat County and one (1) confirmed case in neighboring Hood River County. Washington State Governor Jay Inslee has issued a "Stay Home, Stay Healthy" order, available at the following web address: <https://coronavirus.wa.gov/>

In addition to those listed in the previous memo, the City of Bingen is taking the following actions:

- Daubenspeck Park Playground, Basketball Court, and Skatepark are closed for public health
- City departments will be staffed on a limited, rotating schedule as follows:

	City Hall	Public Works	Treatment Plant
Monday	Cheyenne	David	Buck
Tuesday	Dena	Jay	Tom
Wednesday	Cheyenne	David	Buck
Thursday	Cheyenne	Mike	Tom
Friday	Dena	David	Tom

The decision to limit staffing and use a rotating schedule was made to protect our employees, families, and community. Our essential services must remain operational so it is extremely important for everyone to stay home as much as possible and limit exposure when not at work.

When coming into work on your assigned day(s), please remember to sanitize all regularly touched surfaces and items to reduce the risk of transmission.

I also urge you to remember the following:

- Wash your hand often with soap and warm water for at least 20 seconds
- Use alcohol based sanitizer with at least 60% alcohol when unable to wash your hands
- Avoid touching your eyes, nose, and mouth
- Cover coughs and sneezes with a tissue or your elbow if tissues are unavailable
- **Stay home if you are ill**

Please follow the direction of the CDC, the Washington State Health Department, and the Klickitat County Health Department. Realize that their direction may change as more is learned about COVID-19.

If you need to seek medical attention, please call ahead and let your provider know about your symptoms. It is important for you to follow all directions given in your scheduling phone call as they are in place to protect our community and medical care providers.

HEALTH AND SAFETY IN THE CITY OF BINGEN

City of Bingen needs everyone on their game to effectively manage the COVID -19 response.

It's important to stay focused on best health practices in the City and while engaged in our response activities. The greatest risk to staff is not the COVID -19 virus, but rather the consequence of activities related to its response.

Our work behaviors including: rushing, fatigue, frustration and complacency can contribute to common safety related errors including: loss of balance, traction or grip, mind not on task, or simply being "in the line of fire" of hazardous energy.... Which combine to increase the risk of injury in the City.

If you see something that looks unsafe, say something! If you are fatigued, take a break, try a light snack and rehydrate. If you find yourself rushing, ask yourself if the perceived gain outweighs the risk: it probably doesn't. If you are frustrated, take a walk around.

We are all in this together.

Thank you,

A handwritten signature in blue ink that reads "Mayor Betty J Barnes". The signature is written in a cursive style.

Mayor Betty J Barnes