

**PRE-MEETING AGENDA
MOUNTAIN BROOK CITY COUNCIL**

**CITY HALL COUNCIL CHAMBER (A108)
56 CHURCH STREET
MOUNTAIN BROOK, AL 35213**

JULY 13, 2020, 6:00 P.M.

As authorized by the Governor of the State of Alabama on March 18, 2020, elected officials may deliberate by means of telephone conference, video conference or other similar means of communication. Members of the public are also invited to listen, observe and participate in public meetings by such means as well.

Due to COVID-19 and the mandate that public gatherings of 10 or more are not permitted. Therefore, should anyone wish to listen, observe or participate in the City Council meetings of July 13, 2020 at 7 p.m. (pre-meeting at 6:00 p.m.), please join by way of the Zoom app (re: Meeting ID: 801-559-1126, password 07132020).

1. Three (3) Board of Zoning Adjustment Appointments-Dana Hazen (See attached information. These items may be added to the formal agenda.)
 - A. Reappointing Norman Orr to a three-year term ending March 24, 2023.
 - B. Reappointing Richard Simonton to a three-year term ending July 25, 2023.
 - C. Appointing a supernumerary member to fill an unexpired term to end December 31, 2021.
2. MB Safer at Home amendments-Sam Gaston and Whit Colvin (See attached information. This item may be added to the formal agenda.)
3. Executive Session

RESOLUTION NO. 2020-

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that Norman Orr is hereby reappointed to the Board of Zoning Adjustment, to serve without compensation, with the term of office to end March 24 , 2023.

ADOPTED: This 13th day of July, 2020.

Council President

APPROVED: This 13th day of July, 2020.

Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on July 13, 2020, as same appears in the minutes of record of said meeting.

City Clerk

RESOLUTION NO. 2020-

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that Richard Simonton is hereby reappointed to the Board of Zoning Adjustment, to serve without compensation, with the term of office to end July 25, 2023.

ADOPTED: This 13th day of July, 2020.

Council President

APPROVED: This 13th day of July, 2020.

Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on July 13, 2020, as same appears in the minutes of record of said meeting.

City Clerk

RESOLUTION NO. 2020-

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that _____ is hereby appointed as a supernumerary member to the Board of Zoning Adjustment, to serve without compensation, with the term of office to end December 31, 2021.

ADOPTED: This 13th day of July, 2020.

Council President

APPROVED: This 13th day of July, 2020.

Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on July 13, 2020, as same appears in the minutes of record of said meeting.

City Clerk

City of Mountain Brook

Amended Safer at Home Plan

On May 21, 2020, the State Health Officer issued a Safer at Home Order (the "Order") to be implemented statewide.¹ That Order permits the re-opening and use of certain public facilities under conditions that are expressed in the Order. The City of Mountain Brook prepared its own Safer at Home Plan to provide the community clarity on how the regulations and conditions will apply to public facilities and amenities in the community. This Amended Plan reflects the application of the Order to the City as of July 9th, 2020.

1. **All Public Areas.** All property, areas, and facilities that are either owned or operated by the City of Mountain Brook or belong to or are used for the benefit of the general public shall be subject to the following rules, unless modified by more specific rules concerning certain activities:
 - i. Social distancing must be maintained pursuant to CDC and State Health Officer guidelines in place, as they may be amended from time to time. As of the date of this Plan, adequate social distancing means that all persons shall maintain a consistent six-foot distance between himself or herself and all persons from a different household.
 - ii. Any person who has a fever, cough, or other symptoms of COVID-19, who has been exposed to an individual known to have tested positive for COVID-19 or who has tested positive for COVID-19 shall not utilize any property, area or facility of the City of Mountain Brook unless and until such person has been specifically released from any and all COVID related restrictions by public health authorities or his or her health care provider.

These rules apply to public parks, public buildings, recreational facilities, sidewalks, and rights of way. They do not apply to persons operating or occupying motor vehicles on public streets, rights of way or public property.

2. **Parks.** Public parks will be open, subject to the other conditions in this Plan. Social distancing guidelines must be followed. Vulnerable individuals are encouraged to follow the stay-at-home guidelines.

¹ The Order was extended until July 31, 2020 by Order of June 30, 2020.

- a. Individuals must remain six (6) feet apart unless within the same family unit. The use of face masks is strongly encouraged.
- b. Organized athletic team activities shall be permitted subject to the specific regulations in the Order and subject to the provisions in Section 3 of this Plan. Pick-up games or other activities where social distancing cannot be maintained will not be allowed in the parks regardless of the number of participants. The use of tennis courts shall be permitted subject to the following:
 - o Participants shall not congregate within six feet of other participants unless required to participate in the activity.
 - o Participants shall not share equipment (other than tennis balls), water coolers, bottles, cups, towels or other items.
 - o No more than four (4) persons shall be permitted on any one court at any one time.
- c. All drinking fountains will remain closed and shall not be used.
- d. Pavilions will be open for general use but may not be rented until further notice. The general social distancing rules shall apply to all pavilion use. Any person using a pavilion must clean and disinfect all surfaces used, including specifically any picnic tables, after the pavilion use is completed.
- e. Restrooms shall remain closed until further notice.
- f. All persons using parks should limit contact with commonly touched surfaces except to the extent necessary. Park patrons will be expected to provide their own hand sanitizer or disinfectants.
- g. Other regulations that are park specific may be posted at each park and must be followed at all times.
- h. The City reserves the right to close the parks without notice.

3. **Sports Fields.** The following sports fields shall be open to the public, subject to the general rules and guidelines concerning field use:

- Mountain Brook Jr. High
- Mountain Brook Elementary
- Crestline Elementary
- Brookwood Forest Elementary
- Cherokee Bend Elementary
- Rathmell (MB Sports Park Foundation use only)
- Mountain Brook High School
 - o Soccer Fields
 - o Tennis Courts
 - o Track
 - o Baseball Fields (except for Varsity field)

Organized team use may be permitted subject to submission of a plan by those responsible for such activity and execution of an agreement acknowledging and agreeing to abide by State Health Officer's orders concerning organized team activities. The City reserves the right to permit or disallow any request in its sole discretion.

4. **Playgrounds.** All City playgrounds, including the playgrounds at the Tot Lot, Canterbury Road and Overton Park, will be open for use, subject to general social distancing regulations. The playgrounds at Crestline Elementary, Brookwood Forest Elementary, Cherokee Bend Elementary and Mountain Brook Elementary Schools are subject to the rules and regulations of the Mountain Brook Board of Education. Whether and to what extent they will be available for use is subject to the discretion of the Board of Education.

5. **City Hall.** Access to Mountain Brook City Hall will remain limited to keep both employees and members of the public safe. The front door (Church Street side) will be locked. The public may enter the building only if they have an appointment with the City Manager, other staff, or are conducting business with the revenue department or the Court magistrate. All persons should enter City Hall through the entrance on the Hoyt Lane side (Oak Street Garden) of the building and exit through the entrance on the Tibbett Street side (Police) of the building.
 - a. **Administrative Services.** City administrative services shall continue by way of telephone, fax, email or the City's website, www.mtnbrook.org, or P.O. Box 130009, Mountain Brook, AL, 35213. Those needing administrative services in the Magistrate and Revenue areas may enter the building as described above and should contact those departments to gain access to the building. All other City services are currently by appointment only. Depending on the department and the ability to provide adequate social distancing, appointments may be by telephone or online meetings. In-person meetings may be available for some departments when necessary or appropriate. Available options will be provided when appointments are requested. Second floor of City Hall will be closed to the general public.
 - b. **Court.** Municipal Court has been resumed as of June 17, 2020. Court personnel continue to be available by phone and, in some circumstances, in person to answer questions, to take payments and handle other court related matters. Persons attending court shall follow protocols established by court officials. Generally, the number of persons allowed in the

courtroom shall be limited, all persons allowed in the courtroom shall wear face coverings and no guests or family members shall be permitted to attend court with defendants. Defendants shall register their attendance on the Hoyt Lane side entrance of City Hall and then wait in their vehicle until summoned by text to enter the courtroom.

- c. **Police Department.** The police department remains closed to the general public except for those parties coming to the Department by appointment. All parties that do come to the Department are subject to the access procedures in place since the COVID-19 orders were put in place. Reports may be provided over the phone for non-emergencies by calling (205) 802-2414.
 - d. **Fire Department.** The fire department remains open and subject to the access procedures in place prior to COVID-19 orders. In order to maintain adequate social distancing, no persons from different households shall be permitted to occupy the waiting area/lobby of the fire department at the same time. Visitors will be required to wait outside the entrance (with appropriate social distancing) until the lobby is vacated. All visitors should call ahead for an appointment and arrangements can be discussed at that time.
6. **Public Works Facility.** The public works facility shall remain closed to the general public and meetings with administrative personnel shall be by appointment only. The general public may continue to purchase compost pursuant to current policies and subject to COVID-19 guidelines related to social distancing.
 7. **Library.** The library building will remain closed to the general public until further notice. Curbside Pick-up services for library materials are available.
 8. **Face Masks/Coverings.** The City will abide by State and County Health Orders in its facilities and on all City property with regard to the use of face masks or face coverings. Pursuant to Orders in place as of the date of this Amended Plan, facemasks or face coverings shall be required in all parts of municipal buildings open to the general public until further notice unless one or more of the exceptions in Section 3 of the County Health Order of June 30, 2020 is applicable.

Bringing Workers back to Work Safely for
Reopening Business post COVID-19
Mountain Brook City Hall

1. Disinfection Required. Workers should clean/disinfect their area when they arrive for work and when they leave for the day. This would include wiping down their keyboard, mouse, phones including handset/headset, pens, staplers, countertops, file drawer handles, etc. (commonly used surfaces). Cleaning supplies will be provided by the city.
2. Face Covering/Mask Procedures: In order to comply with the recent Jefferson County Health Department directive on wearing masks/face coverings in public places, the following procedures are established:
 1. City Hall is a public building with some areas that are open to the general public and other parts that are non-public places. Face coverings/masks are required to be worn in all parts of City Hall that are open to the public. Masks have been provided but if you need another one, contact the City Manager's office.
 2. Employees are not required to wear masks or face coverings in private offices that are not open to the general public. However, if employees leave their general office areas to go the copier/mail room, non-public restrooms or to visit with another employee outside the employee's office area, a mask or face covering should be worn. If an employee is required to walk through an area that is open to the general public, a mask or face covering must be worn, consistent with the Health Department's order.
 3. When meeting with a person from outside city hall, the employee and visitor/customer must wear a mask or face covering.
 4. Any visitor from outside City Hall, including other city employees from the various departments of the city, must wear a mask or face covering when entering/exiting the building and while inside any part of the building that is open to the general public.
 5. Employees who leave City Hall for any reason must wear masks or face coverings outside when in a place where 10 or more persons are gathered and when unable to maintain a distance of 6 feet or more between persons. Employees must wear a mask or face covering when entering into or when on the premises of the indoor space of any businesses or venues open to the general public.
3. Use of Restrooms. Workers should use a hand drying towel to open the restroom door while exiting the restroom.
4. Elevators. Workers should touch the elevator buttons, etc. with something other than fingers if possible, or use hand sanitizer or disinfecting wipes after touching these surfaces.
5. Hand Washing Upon Entering building. If you leave the building to eat, etc., you must wash your hands after re-entering the building but before entering your work area. Proper hand washing: <https://www.youtube.com/watch?v=y7e8nM0JAz0&feature=youtu.be>
6. Revenue and Magistrate area. Revenue staff and Magistrates should clean/disinfect the area in front of their windows and the foyer area at noon, and the cleaning crew should wipe down with disinfectant all commonly used and/or shared use surfaces at night.
7. Additional Cleaning Process. The City will use a disinfectant "fogger" in the evening on Tuesday and Friday in three key areas. One fogger each in: Magistrate area, Revenue area, and the foyer on the Hoyt Lane entrance. (Fire Department will train city staff on use.)
8. Employee Access to City Hall. All employees should use the door leading to the Inspection offices (next to metal roll up window) which is nearest to the Tibbett Street side of the building to enter and exit the building. The door to the Magistrate area and to the Revenue area should not be used to prevent "air currents" from moving possibly contaminated air through the door space when the door is opened or

closed. The roll-down door at the inspections counter should stay closed. No more than one person will be allowed in the kitchen at a time and sanitizing wipes will be provided to encourage employees to wipe down surfaces upon entering and using.

9. Public Access to City Hall. Public should enter through the Hoyt Lane side (Oak Street Garden) of building for those needing services in the Magistrate area and Revenue area and exit through the Tibbett Street side (Police) of the building. For Planning, Building & Sustainability, there will be no in-person, public inquiry (continue to answer by email and phone). The doors will be shut in the lobby near the restrooms. The front door (Church Street side) will be locked but a citizen may enter the building if they have an appointment with the City Manager. The second floor of City Hall will be closed to visitors unless they have an appointment with a staff member. Signs and information will be posted on all doors.
10. Social Distancing Measures. Use stands with webbing to guide/corral citizens to the area that is desired for them to travel. Use tape on the floors as a guide for “social distancing” of six feet. Also use sign stands/signs for information.
11. City Information. Direct customers to the revolving turnstile for forms and items needed to conduct city business. Pens will be provided that the public can take with them. This will limit their time standing at the countertop/plexiglass area in front of our workers.
12. CDC Recommendations. Workers should refrain from sharing headsets or other objects that are placed near their mouth or nose and maintain physical distance during mutual breaks. Workers are advised to stagger breaks, stay clear of break rooms, and refrain from sharing food or utensils. Employers are encouraged to increase the frequency of cleaning commonly touched surfaces and work with maintenance staff to increase air exchanges in work buildings. Workers who become ill should be sent home immediately. Follow the COVID-19 non-first responder guidelines for returning to work. (See attached.)
13. Employee Testing. The National Safety Council, along with more than 50 partner organizations, is calling on the federal government to provide [COVID-19](#) testing resources to all employers and worksites engaged in essential business services during the pandemic. In an [April 14 letter](#) sent to Vice President Mike Pence, the coalition points out that about 25% of people with COVID-19 present as asymptomatic, increasing the risk of exposure among workers. So, as more testing supplies become available to workplaces outside the health care industry, workplace testing should be a priority. “A lack of easily accessible COVID-19 testing means that some of our employees may unknowingly be coming to work and spreading the disease to their co-workers and the public,” the letter states. The City reserves the right in the future to implement an employee testing program for the safety of its workers once testing supplies are readily available.