



**CITY OF SHELTON, WASHINGTON - CITY COUNCIL**  
Emergency COVID-19 Business Meeting Minutes  
March 13, 2020 – 3:30 p.m.  
Shelton Civic Center

**COUNCILMEMBERS AND PERSONNEL PRESENT**

*Councilmembers:*

Mayor Kevin Dorcy  
Deputy Mayor Deidre Peterson  
James Boad  
Kathy McDowell  
Eric Onisko  
Joe Schmit

*Personnel:*

City Manager Jeff Niten  
City Clerk Donna Nault  
City Attorney Kathleen Haggard  
Administrative Support Assistant Kary Holloway

**CALL TO ORDER**

The meeting was called to order at 3:30 p.m. Roll call was taken – Councilmember Megan Fiess was absent.

**A motion was made and seconded to excuse Councilmember Fiess. Passed.**

City Attorney Kathleen Haggard reported the purpose of today's Council meeting was an emergency meeting, which is covered under, Section 42.30.030 of the Open Public Meetings Act, which authorizes the City Council to meet for purposes of emergency action.

**PRESENTATIONS**

- Coronavirus (COVID-19) Communications with City of Shelton citizens and staff – presented by City Manager Jeff Niten
- Emergency Resolution No. 1157-0320 – presented by City Attorney Kathleen Haggard

City Manager Jeff Niten discussed how communications could be shared and disbursed with the community and City staff.

City Attorney Kathleen Haggard read emergency Resolution No. 1157-0320, which provides for authorization of City Council, City Manager and department directors to take necessary actions to respond to the Federal, State and local emergency related to COVID-19.

**A motion was made and seconded to approve Resolution No. 1157-0320. Passed.**

City Attorney Kathleen Haggard also reported City Council Rules allow for telephonic participation at Council meetings, but how often that can be exercised is limited. Due to the current COVID-19 state of emergency, it would be necessary to liberalize the current rules in order to have better response times, as needed, to the current emergency situation.

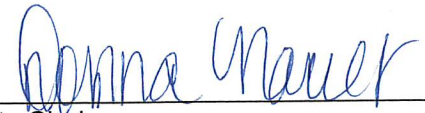
**A motion was made and seconded to approve suspension of City Council Rules until April 24, 2020. Passed.**

City Manager Jeff Niten report that non-essential personnel will be directed to work from home. The City's IT department will be coordinating efforts with staff to ensure that they have the necessary VPN networks, and other internet network capabilities in order to allow staff duties to be performed from home. The City's in-person delivery of services to residents and visitors will be slowed during this time. There were no public comments made at this meeting.

**ADJOURN**

The meeting was adjourned at 3:43 p.m.

  
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Mayor

  
\_\_\_\_\_  
City Clerk