

**THE CITY OF CLEVELAND
BOLIVAR COUNTY
STATE OF MISSISSIPPI**

**MINUTES OF SPECIAL MEETING HELD
ON FRIDAY, MAY 8TH, 2020**

This special meeting of the Mayor and Board of Aldermen of The City of Cleveland, Mississippi, was duly and legally begun and held remotely via Zoom at 4:00 o'clock p.m. on Friday, May 8th, 2020, pursuant to the following order of the Mayor and Board, which was posted according to law.

**Notice of Special Call Meeting of the
Mayor and Board of Aldermen of the City of Cleveland
May 8, 2020**

Pursuant to Mississippi Code Annotated §21-3-21, Mayor Billy Nowell calls a special meeting of the Mayor and Board of Aldermen of the City of Cleveland to discuss the following matters:

1. Employee Action Recommendations (Public Works);
2. Approval of Revisions to Grievance Policy; and
3. Discussion of Governor Reeves' recent Executive Order.

Said meeting shall be held on Friday, May 8, 2020 at 4:00 p.m. via Zoom Video Communications per the following link and call-in information:

Join Zoom Meeting

<https://us02web.zoom.us/j/87921376940?pwd=VvtuSWEzVlA3UzZOMlVDN0E2ejU2UT09>

Meeting ID: 879 2137 6940
Password: 160645

Notice of this special meeting shall be delivered to all aldermen who may be found. Notice of this meeting shall be placed in City Hall pursuant to Mississippi Code Annotated § 25-41-13 and shall be made a part of the minutes of said special call meeting.

So called this, the 7th day of May, 2020 at 10:30 a.m.

/s/ Billy Nowell

BILLY NOWELL
Mayor City of Cleveland

Present were: Billy Nowell, Mayor; Kirkham Povall, Robert Sanders, Danny Abraham, Theodore "Ted" Campbell, J. Paul Janoush, Gary Gainspoletti and Maurice Smith, Aldermen; Danny Griffith, City Attorney; Dominique Green, City Clerk; Michelle Arbuckle, Deputy City Clerk; Charles "Buster" Bingham, Chief of Police; Heather Williams, Human Resources Coordinator; Ray Bell, Public Works Director.

The meeting was duly opened, and, upon due proclamation first made, the following proceedings were held, to-wit:

**ORDER TO REQUIRE SPECIFIC NON-ESSENTIAL BUSINESSES TO
FOLLOW STATED GUIDELINES TO RE-OPEN AND MITIGATE THE
FURTHER SPREAD OF COVID-19 PURSUANT TO GOVERNOR REEVES'
EXECUTIVE ORDER NUMBER 1473**

After discussion, upon Motion by Alderman Abraham, second by Alderman Povall, and unanimously adopted, it is ordered to require specified Non-Essential Businesses to follow stated guidelines to re-open during the COVID-19 pandemic to aid in mitigating the further spread of COVID-19 pursuant to Governor Reeves' Executive Order Number 1480 and therefore reopen municipal parks effective immediately.

**Requirements to Open Salons, Barber Shops, and Other Personal Care & Grooming
Facilities; Fitness, Exercise Centers, Bowling Alleys and Gyms; Restaurants and Bars;
and Parks**

In the City of Cleveland, Mississippi

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND BOARD OF ALDERMEN of the City of Cleveland pursuant to Mississippi Code Section 45-17-7, that the City hereby adopts the following additional emergency measures that shall take effect and expire at the times provided in Executive Order 1480 unless further action is taken by the governmental authority of the City of Cleveland, to protect the public health, safety, and welfare of the community from the spread of a contagious or infectious disease and to eliminate or limit injuries or deaths that may occur in the absence of such measures:

SECTION 1

In order to protect the health and safety of customers and employees inside any business' facilities which remain open as essential businesses, such business must take appropriate actions to promote proper sanitization and minimize close person-to-person contact and enforce appropriate social distancing, to include the following:

A. EFFECTIVE MONDAY, MAY 11, 2020 AT 8:00 A.M.

Requirements to Open Salons, Barber Shops, and Other Personal Care & Grooming Facilities

1. Prior to resuming operations, the entire salon/shop, including areas not open to the public shall be deep cleaned, disinfected, and sanitized.
2. All of the above listed facilities must take all reasonable measures to ensure compliance with the Mississippi State Department of Health's and CDC's regulations, orders and guidelines to prevent the spread of COVID-19, including, but not limited to: social distancing; sending sick employees home; actively encouraging sick employees to stay home; separating and sending home employees who appear to have respiratory illness symptoms; adopting and enforcing regular and proper hand-washing and personal hygiene protocols; and daily screening of employees for COVID-19 related symptoms before beginning their shift.
3. All employees must be provided training regarding minimizing the spread of COVID-19, including reinforcement of proper sanitation, hand washing, cough and sneeze etiquette, and proper use of PPE.
4. Break rooms must be thoroughly cleaned and sanitized, and the number of employees in the break room must be limited to allow for strict social distancing (a minimum of six feet between employees and no gathering of more than ten employees).

5. All waiting areas must be closed, items such as magazines, popcorn poppers, and coffee pots/machines must be removed, and customers will not be permitted to congregate outside of the salon prior to their appointment. Customers must wait in their vehicle until their appointment time.
6. Hand sanitizer must be placed at all points of entry and exit, and customers must be required to sanitize their hands upon entry into and exit from the salon/shop.
7. Chairs must be re-arranged to ensure at least six feet of separation between customers.
8. The number of customers in the salon/shop will be limited to one customer per employee.
9. Disinfectant for immersion of tools must be changed daily.
10. The salon must be deep cleaned daily. All bowls, hoses, spray nozzles, foist handles, shampoo chairs and arm rests must be disinfected daily.
11. Services must be provided on an appointment or walk-in basis. All customers must wait outside until they are called for screening prior to entry into the salon.
12. The use of technology solutions to minimize person-to-person contact is encouraged, including mobile appointment systems, text upon arrival, and contactless payment options.
13. Signage must be posted at each entrance stating no customer with a fever or other symptom of COVID-19 is permitted in the salon.
14. All linens, including all towels, capes, and neck strips must be stored in an airtight container.
15. All linen hampers and trash containers must be cleaned and disinfected daily, and all such containers must have a lid.
16. All of the above listed facilities must conduct a daily screening of all employees at the beginning of their shift. Such daily screening shall include the following questions, and any employee answering any question in the affirmative must be sent home:
 - Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
 - Are you experiencing a cough, shortness of breath, or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
17. All employees are required to report any symptoms of COVID-19 to their supervisor, and any employee that exhibits any of the symptoms of COVID-19 during their shift must be sent home immediately and advised to consult with their physician.
18. Every employee must be provided a face covering, covering nose and mouth, and must be required to wear that face covering while on duty, such face coverings must be cleaned or replaced at least daily.
19. Every employee must wear disposable gloves when serving a customer and change gloves between customers.
20. Customers must be screened for illness prior to their entry into the salon. Such screening shall include the following questions, and any customer answering any question in the affirmative will not be permitted to enter the salon:
 - * Have you traveled outside of the United States in the past 14 days?
 - * Have you experienced any COVID-19 symptoms (fever, cough, shortness of breath, sore throat, body aches, or loss of sense of taste or smell) in the past 14 days?
21. Customers must wear a face covering, covering nose and mouth, while inside the salon at all times except when receiving a service that otherwise could not be provided while wearing a face covering.
22. Each customer must be draped with a clean cape. Capes must be laundered after each use. The use of disposable capes is encouraged.
23. A protective neck strip must be placed around the neck of each hair-cut customer.
24. The use of neck brushes is prohibited.
25. Employees must wash their hands with soapy, warm water for a minimum of twenty seconds between every customer.
26. Chairs (including arm rests and head rests), stations and all other surfaces that are contacted by customers during the course of providing services must be sanitized after each use by customers. All other high-touch areas,

including all door handles must be sanitized, at a minimum, once every two hours.

B. EFFECTIVE MONDAY, MAY 11, 2020 AT 8:00 A.M.

Requirements for Fitness/Exercise Centers/Bowling Alley and Gyms

1. Prior to resuming operations, the entire facility, including areas not open to the public must be deep cleaned, disinfected, and sanitized.
2. Facility must set hours of operation to close to the public no later than 10:00 p.m.
3. In addition to other staff, a minimum of one employee must be on-site during the facility's hours of operation dedicated to wiping down equipment following use by customers.
4. Facility must take all reasonable measures to ensure compliance with the Mississippi State Department of Health's and CDC's regulations, orders and guidelines to prevent the spread of COVID-19, including, but not limited to: social distancing; sending sick employees home; actively encouraging sick employees to stay home; separating and sending home employees who appear to have respiratory illness symptoms; adopting and enforcing regular and proper hand-washing and personal hygiene protocols; and daily screening of employees for COVID-19 related symptoms before beginning their shift.
5. Daily screening of employees must include the following questions, and any employee answering any question in the affirmative shall be sent home:
 - * Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
 - * Are you experiencing a cough, shortness of breath, or sore throat?
 - * Have you had a fever in the last 48 hours?
 - * Have you had new loss of taste or smell?
 - * Have you had vomiting or diarrhea in the last 24 hours?
6. All employees must be required to report any symptoms of COVID-19 (i.e., fever, cough, shortness of breath, sore throat, body aches, or loss of sense of taste or smell) to their supervisor,

and any employee that exhibits any of the symptoms of COVID-19 during their shift must be sent home immediately and advised to consult with their physician.
7. All employees must be provided training regarding minimizing the spread of COVID-19, including reinforcement of proper sanitation, hand washing, cough and sneeze etiquette, and proper use of PPE.
8. Every employee must be provided a face covering, covering nose and mouth, and shall be required to wear that face covering while on duty, such face coverings must be cleaned or replaced at least daily.
9. Every employee must wear disposable gloves and change gloves, at a minimum, once per hour.
10. Break rooms must be thoroughly cleaned and sanitized, and the number of employees in the break room shall be limited to allow for strict social distancing (a minimum of six feet between employees and no gathering of more than ten employees).
11. The number of customers in the facility must be limited to no greater than 30% of the facility's maximum occupancy. Facilities are encouraged to limit each customer's time in the facility to a maximum of one hour per day, especially if such use is during peak times.
12. Signage must be posted at each entrance stating no customer with a fever or other symptom of COVID-19 is permitted in the facility.
13. Customers must be screened for illness prior to their entry into the facility.
14. Exercise machines and equipment/Bowling lanes must be rearranged and/or deactivated to ensure a minimum of six feet of separation between customers.
15. Classes or group exercise activities are permitted. Participants must maintain a minimum of six feet of separation between each individual at all times, and all exercise equipment must be rearranged and/or deactivated to ensure a minimum of six feet of separation between participants.
16. All high-touch areas, including all door handles must be sanitized, at a minimum, once every two hours.

17. Hand sanitizer must be placed at all points of entry and exit, and throughout the facility, and customers must be required to sanitize their hands upon entry into and exit from the facility, and when moving between exercise equipment.
18. If the facility provides towels for use by customers, such towels must be stored in an airtight container.
19. All linen hampers and trash containers must be cleaned and disinfected daily, and all such containers must have a lid.
20. Facilities may offer food services but must comply with the City of Cleveland's Requirements for Restaurants/Bars.
21. All common areas, with the exception of bathrooms/locker rooms must remain closed.
22. The facility's floor must be deep cleaned daily.

C. EFFECTIVE IMMEDIATELY

Requirements for Parks

1. Parks are open for recreational outdoor activities limited to 20 people or less at any one time.
2. Individuals must maintain the minimum requirement of 6 feet social distancing between individuals.
3. Restrooms will remain closed.
4. Park hours will be 9:00 a.m. through 7:00 p.m. daily.

The City reserves the right to issue emergency orders more restrictive than those imposed by the above Executive Orders.

SECTION II

ENFORCEMENT of this Emergency Order shall be via issuance of a citation to the manger (person in charge) on the premises of the business at the time of the occurrence. **CITATIONS** shall be answerable to the City of Cleveland Municipal Court. **VIOLATIONS** of this Emergency Order shall be a misdemeanor. **PENALTIES** for violations shall be punishable by a fine not exceeding Three Hundred Dollars (\$300.00) as provided by Mississippi Code Section 45-17-9.

Alderman Danny Abraham moved for adoption of this Emergency Order, which motion was seconded by Alderman Kirkham Povall, said Emergency Order having been introduced in writing at the regular meeting of the Mayor Board of Aldermen of the City of Cleveland,

Mississippi, held on May 5, 2020, at 6:30 p.m., which was read, considered, debated and ultimately adopted unanimously, paragraph by paragraph, section by section, then as a whole, and the question being put to a vote, the Mayor recorded the votes as follows:

Alderman Gary Gainpoletti voted:	aye
Alderman J. Paul Janoush voted:	aye
Alderman Ted Campbell voted:	aye
Alderman Robert Sanders voted:	aye
Alderman Danny Abraham voted:	aye
Alderman Maurice Smith voted:	aye
Alderman Kirkham Povall voted:	aye

/s/ Billy Nowell
 Billy Nowell
 Mayor of the City of Cleveland, Mississippi

/s/ Dominique Green
 Attest: Dominique Green
 City Clerk, City of Cleveland, Mississippi

ORDERED this May 8th, 2020.

ORDER FOR EXECUTIVE SESSION

After discussion, upon Motion by Alderman Povall, second by Alderman Janoush, and unanimously adopted, it is ordered that the Board go into closed session to consider going into executive session to discuss a personnel matter in the Public Works Department.

ORDERED this May 8th, 2020.

After discussion, upon Motion by Alderman Povall, second by Alderman Sanders, and unanimously adopted, it is ordered that the Board go into executive session to discuss a personnel matter in the Public Works Department.

ORDERED this May 8th, 2020.

EXECUTIVE SESSION

Discussions ensued concerning each topic addressed in the above motion. However, no board action was taken, unless as noted otherwise.

Upon motion by Alderman Povall, second by Alderman Janoush, and unanimously adopted, it is ordered to suspend Street Laborer Albert Smith for five days for reasons stated per his personnel record on file.

After discussion, Alderman Campbell motioned, Alderman Smith seconded, an order to suspend Street Laborer Leroy Johnson for five days rather than terminate such employee for reasons stated per his personnel record on file.

The vote was recorded via roll call as follows:

Abraham	AYE
Sanders	AYE
Smith	AYE
Campbell	AYE
Gainspoletti	NAY
Janoush	NAY
Povall	NAY

The motion carried.

Upon motion by Alderman Povall, second by Alderman Janoush, and unanimously adopted, it is ordered that the Board come out of executive session and re-enter open session

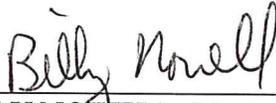
ORDERED this May 8th, 2020.



ORDER TO ADJOURN

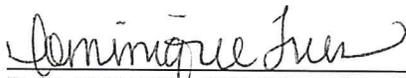
With there being no further business to come before the Board at this session of this special meeting, upon motion duly made by Alderman Povall, second by Alderman Janoush, and unanimously adopted, it is ordered that the special called meeting of May 8th, 2020 thereof be adjourned.

ORDERED this May 8th, 2020.



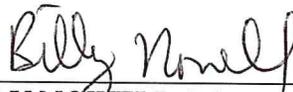
BILLY NOWELL, Mayor

Attest:



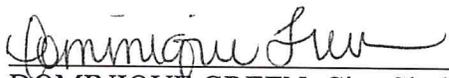
DOMINIQUE GREEN, City Clerk

Minutes approved this 2nd day of June, 2020.



BILLY NOWELL, Mayor

Attest:



DOMINIQUE GREEN, City Clerk