

**Regular Council Meeting Held By Teleconference (Zoom)
December 15, 2020**

Members present were Mayor Linda Spencer, Council President Trish Callahan, Council Vice President Delena Oden, Councilor Stacy Equitz, Councilor Alvin Thompson and Councilor Anna Huerta. Councilor Loren Oden was absent.

Staff present was Treasurer/Budget Officer Katie Misfeldt, Fire Chief Jeff Gorman, Planning Commission Chair Lyle Bozeworth and City Recorder Lori Paxton.

Councilor Equitz made a motion to open the meeting at 7:04 pm. President Callahan seconded. All ayes motion carried.

Previous Minutes: Councilor Equitz made a motion to approve the previous minutes. President Callahan seconded. All ayes motion carried.

Review & Payment of Bills: Councilor Equitz made a motion to approve the bills. President Callahan seconded. All ayes motion carried.

Draft Audit: Treasurer/Budget Officer Misfeldt said she has reviewed the draft audit and everything looks really good. **President Callahan made a motion to adopt the Draft Audit for fiscal year 2019/2020. Vice President Oden seconded. All ayes motion carried.**

IGA Jackson County: An agreement with the county for water in exchange for road maintenance services. Mayor Spencer said this agreement will allow the county to get bulk water in exchange for road maintenance in our city limits. Our current agreement with them has expired, so an approval would just be renewing another 10 year agreement with them the. The difference being we negotiated it at \$0.01 per gallon. Councilor Huerta asked if they would pave the sidewalks? Mayor Spencer did not know, but said she would find out. **Councilor Equitz made a motion to approve the 10 year agreement with Jackson County Roads and Parks. President Callahan seconded. All ayes motion carried.**

Resolution #616: A resolution accepting an ODOT street grant in the amount of \$100,000. Mayor Spencer said this money will go towards fixing Truck Road from the Landing all the way to the cattle guard on the west end. Councilor Huerta wanted to know why Truck Road? Mayor Spencer said the condition of the road is very bad. It gets used by our emergency vehicles and a Mercy Flights ambulance when a helicopter is flown in to Mac Field. There are also 2 new homes being built out there now. **Councilor Equitz made a motion to approve and adopt Resolution #616. Councilor Huerta seconded. All ayes motion carried.**

Inter-government Agreement with RVCOG: An agreement for Rogue Valley Council of Governments to manage the ODOT grant. **Councilor Huerta made a motion to approve the agreement. Councilor Equitz seconded. All ayes motion carried.**

FireWise Community: Councilor Equitz explained what a FireWise community is and how to become a one. This program was designed to help people learn more about wildfire and how they can make their homes and neighborhoods safer. She said a group from the program would come in and help us clean brush around town and on city right-of-ways. We would learn how to keep it clean and also get contact for grants.

Mayor Spencer said she met with Fire Chief Jeff Gorman and individuals from the FireWise program and they toured the burned out areas from the wildfire that we had. They would bring in 2 teams to help us with brush removal in the forest areas and in town as well.

Chief Gorman said everyone needs to create a defensible space around their home and it needs to be kept up. The town would be responsible for maintaining its property once it is cleaned, and maybe do a yearly maintenance project.

Councilor Equitz said there are benefits in joining the FireWise community. We could apply for grants to help with the clean up and help with maintaining it.

President Callahan asked if this would interfere with our mitigation committee? Councilor Equitz said no, in fact it would be a big help with contacting people and getting information out there.

Chief Gorman said he met with ODF and checked out some key areas that need to be cleaned up before the next fire season comes. He said one of the problems is large trees in alleyways that have limbs hanging down. We can't drive our trucks through there now. Some trees belong to homeowners.

After a little more discussion, **Councilor Equitz made a motion for the Town of Butte Falls to become a FireWise Community. President Callahan seconded. All ayes motion carried.**

COVID-19 Infection Control Plans: City Recorder Paxton said there are four plans, one for each department. (Administration, Fire, Police and Public Works). She explained the plans are directly from OSHA and they aim to eliminate or lessen workers exposure to Covid-19. **Councilor Equitz made a motion to approve and adopt the Covid-19 Infection Control Plans. Councilor Thompson seconded. All ayes motion carried.**

Oregon OSHA Covid-19 Workplace Policy: Councilor Thompson said after reading policy there is one area that he does not agree with. If an employee gets Covid-19, then all employees have the right to know who the sick person is. City Recorder Paxton said it is against the law to disclose an employees medical condition. Mayor Spencer said we can not be contrary to federal law. Councilor Thompson said he realizes that but still doesn't agree with it. **Vice President D. Oden made a motion to approve and adopt the Oregon OSHA Covid-19 Workplace Policy. Councilor Equitz seconded. Councilor Thompson opposed. Roll Call Vote: Ayes – Callahan, D. Oden, L. Oden, Huerta, Equitz. Nay – Thompson. Motion Carried.**

Ordinance #271.1 Amendment: The reason for an amendment to the Fire Dept Reserve Account, Treasurer Misfeldt said, is right now we do not have a place to put other funds that are earmarked for the fire dept. For example; grants and other monies beside donations. Currently the reserve account is set up for donations only. **Councilor Huerta made a motion to approve and adopt Ordinance #271.1 Amendment. Councilor Equitz seconded. All ayes motion carried.**

Tax Lot #300: Discussion to consider re-zoning that tax lot. Mayor Spencer said part of the land that Weyerhaeuser owns around town is a good place for development for home sites, about 17 acres. Right now it is listed as Forest Zone. There is a strong possibility of a developer wanting to purchase those 17 acres and develop it.

President Callahan said this is all in the planning stages right now and explained that only 13 acres would be usable for homes. The developer would landscape around 15-20 homes, and it would bring more revenue to the town. Of course the homes would have to be approved through our planning commission and council first.

Mayor Spencer said the biggest issue right now is deciding if we want to re-zone that area or not, but we don't have to decide right away, but soon.

Planning Commission Chair Lyle Bozeworth said the town has the authority to re-zone and then Jackson County will accept the council's decision.

Planning Commission: Chair Bozeworth presented a manufactured home & garage site plan, to be built off of Truck Road. He said the plan is from developer Jamie Hanscom and it is in compliance with our ordinance. He stated the planning commission recommends approval.

Councilor Huerta made a motion to approve the site plan. President Callahan seconded. All ayes motion carried.

Vice President D. Oden inquired about the 10' setback in the back of the property. There is no road, so doesn't a 20' apply? Chair Bozeworth said since there is no road, it only requires a 10' setback. Access to the property is from the front on Truck Road.

Department Reports: Copies of all reports are on file at city hall.

Councilor Huerta mentioned that she hasn't seen our police officer on duty lately. Mayor Spencer they have been on duty, both officers are still riding together in the same car, but the other patrol car will be in service by next week. Vice President D. Oden asked the mayor if she had met with Officer Solenberger about his coverage and the council's concerns? Mayor Spencer said she requested to get their schedules and for them to start working alternate shifts.

Mayor Spencer announced the Planning Commission will start holding monthly meeting starting on the first Tuesday in January.

City Recorder Paxton reported on a ongoing issue at 203 Fee Street. She said the water has been shut off for months due to non payment of services. One of the owners of the property, who does not live there, called and asked if the council would consider waiving, at least, three months of operations and maintenance charges and late fees. The other property owner is disabled and has been in a hospital up north, so he hasn't been home for awhile. She said there are other people living in the home, supposedly care-taking the place. Paxton said the council has waived fees in the past on a case by case basis.

The council discussed it and came to a decision. **Councilor Huerta made a motion to allow six months of operation and maintenance charges and late fees be waived, as long as extra payments are made each month to catch up and there are no missed payments. If a payment is not made, all fees will revert back to original charges. Councilor Thompson seconded. All ayes motion carried.**

Councilor Equitz made a motion to adjourn the meeting at 8:35 pm. President Callahan seconded. All ayes motion carried.

Minutes submitted by City Recorder Lori Paxton.

