

**Work Session / Special Council Meeting
December 15, 2021**

Members present were Mayor Linda Spencer, President Trish Callahan, Vice-President Delena Oden, Councilor Stacy Equitz, Councilor Alvin Thompson, Councilor Matthew Goodman and Councilor Paul Price.

Staff presents was Treasurer Katie Misfeldt, Public Works Operator Chris Bray and City Recorder Lori Paxton.

Work Session: Councilor Equitz made a motion to open the meeting at 7:00 pm. President Callahan seconded. All ayes motion carried.

Mayor Spencer said we received a few ideas from our municipal judge on how to staff the police department. We can look at hiring a retired police officer from California that wants to move to Oregon, but will still work part time. He thinks they would already have their own health insurance and since there were a certified officer they might only have to take a refresher course in Oregon. He said he will give us more information next month.

Mayor Spencer said we have several law enforcement needs; do we want to send someone to the academy for the full course; hire the sheriff's officer part time or a retired officer. Plus we need a code enforcement officer.

Councilors gave their thoughts on the matter and added more questions to the mix.

Councilor Goodman asked how much would it cost to contract with the sheriff officer? Mayor Spencer said the first year is around \$93,000 and second year is around \$165,000 for 20 hours per week. He would work two ten hour shifts.

Treasurer Misfeldt said we currently have \$142,000 in the department and are only paying for the upkeep of the police office out of those funds.

Mayor Spencer suggested hiring the sheriff for one year and during that time actively seek a retire officer.

Vice President Oden asked what about starting a reserve program? Mayor Spencer explained the process, but you have to have a chief of police in place to oversee it. We can always check into it and see what our options are.

Councilor Thompson did not like the idea of contracting with the sheriff's department, besides from costing too much money the officer would be spending a lot of this time driving back and forth from work.

Vice President Oden inquired about housing for an officer, to have them live in town. Mayor Spencer said that is an idea we can explore further. Although the down side to that is having a cop live in town has created safety issues in the past with the officer and his family.

Council Equitz said with that \$142,000, she suggested adding another \$2 onto the public safety fee and hire a full time officer at \$27 an per and a part time officer at \$20 per hour. We can pay health

insurance, utilities at cop shop, ECSO fees and maintain the cars. We can also hire a code enforcement officer for \$15 per hour. She said there are cops out there now looking for work because they are not vaccinated. She also said we need a grant writer for the police department. Mayor Spencer said we need to check for a volunteer one.

Councilor Goodman ask what the difference is between a marshal and a chief? Mayor Spencer didn't know and Councilor Goodman said he would try and find out.

Vice President Oden made a motion to adjourn the work session at 7:44 pm. Councilor Equitz seconded. All ayes motion carried.

Councilor Equitz made a motion to open the special meeting at 7:44 pm. Vice President Oden seconded. All ayes motion carried.

Butte Falls Community Forest Plan: President Callahan made a motion to approve and adopt the Butte Falls Community Forest Plan. Vice President Oden seconded. All ayes motion carried.

Memorandum of Understanding with Trust For Public Lands: Vice President Oden made a motion to approve and adopt the Memorandum of Understanding with the Trust for Public Lands. Councilor Equitz seconded. All ayes motion carried.

Establish a Community Forest Manager's Position & Job Description: Councilor Equitz made a motion to approve the position of a Forest Manager and creating a job description for the position. Councilor Goodman seconded . All ayes motion carried.

Official Hiring of a Forest Manager: President Callahan made a motion of hire Michael Smeltz as the Forest Manager. Councilor Equitz seconded. All ayes motion carried.

Mayor Spencer said he will still be working in the public works department, we are just extending his duties.

Ordinance #345: An ordinance to approve exclusive use of forest generated funds. Mayor Spencer read the entire ordinance to the council. This ordinance stipulates that any funds that are generated for the forest will not be spent in other ares of the budget, only for the forest plan. Councilor Equitz made a motion to approve and adopt Ordinance #345. President Callahan seconded. All ayes motion carried.

Mayor Spencer said we have support from Jackson Soil & Water Conservation District and others to help us get grants to clean up the forest. President Callahan said there are almost 100 entities that are involved.

FireWise Community Report: Mayor Spencer said our fire department has started surveying every building and property in town for fire hazards. The Oregon Department of Forestry has funds available through a grant to help with cleaning up properties.

Audit 2020/2021: Councilor Equitz made a motion to accept the audit report. Councilor Price seconded. All ayes motion carried.

Treasurer Misfeldt offered to help the new council members with any questions they might have on the report.

Public Works Request: PWO Bray said he needs to purchase chlorine and the estimated amount right now is \$2,500. This will last us about 5 months. He requested a standing approval for ordering chlorine every 5 months, the cost is split between water and sewer. City Recorder Paxton said if the price changes then he could come back and get council approval again. **Councilor Equitz made a motion for the request to be granted as a standing order as long as the price does not go up. President Callahan seconded. All ayes motion carried.**

PWO Bray requested \$1,500 to repair and re-calibrate a meter for the sewer plant effluent. This is the DEQ recommends doing every 2 years. **President Callahan made a motion to approve the request. Councilor Goodman seconded. All ayes motion carried.**

City Recorder Paxton reminded the council to review all of the COVID-19 grant paper work and submit ideas on what we can spend the money on.

Councilor Price made a motion to adjourn the meeting at 8:34 pm. President Callahan seconded. All ayes motion carried.

Minutes submitted by City Recorder Lori Paxton.