

**Council Work Session  
December 15, 2022**

Present was Acting Mayor Trish Callahan, Vice President Delena Oden, Councilor Stacy Equitz and Councilor Alvin Thompson. Councilor Paul Price was absent.

Staff present were City Recorder Lori Paxton and by telephone Treasurer Katie Misfeldt.

**Councilor Equitz made a motion to open the meeting at 7:30 pm. Vice President Oden seconded. All ayes motion carried.**

Acting Mayor Callahan presented guidelines for conducting council meetings published by Robert's Rules of Order and Jurassic Parliament. She said we are going to start following these rules more closely to be in compliant with our town charter. She asked each council to bring the binder to every meeting from now on. City Recorder Paxton said the cost to replace one is \$20 if one gets lost.

Treasurer Misfeldt reported on the updates for the employee handbook manual. Compensation, vacation and flex time was discussed. She suggested inserting the phase 'Oregon law' on all the updates to make it easier to understand.

Acting Mayor Callahan noted another thing that needs updating is the hours for city hall. It needs to say 'Monday, Tuesday, Thursday and Friday 8 am to 1 pm, and Wednesday will be 8 am to 5 pm.

Treasurer Misfeldt said in the travel section, we need to also insert the phase 'Oregon law' and need to put in the current mileage rate.

Under the sick leave section Vice President Oden suggested using a Paid Time Off bank (PTO) like she has at her job. She said it is easier to track than a accrual basis like we have now. You would combine sick leave and vacation leave together and the software program keeps track of it for you. The way ours is set up, it says on vacation if you don't use it you lose it and she doesn't like that.

Councilor Equitz said if we needed to pay someone out we could add that into the policy. We should also consider stating an employee can only take 10 days of vacation at a time, that way we would not be short handed in the public works department. Vice President Oden said we could cap it at 2 years and a set number of days.

Treasurer Misfeldt said right now we do not have a cap on vacation time. She asked the council if they wanted to keep the 'use it or lose it' stipulation and they said no. Vice President Oden said once an employee uses their time, then they start accruing more for up to 2 years.

Vice President Oden said the Family Leave Law is now up to 12 weeks and Treasurer Misfeldt said we would also insert the phase 'Oregon law' in that section.

**Ordinance #328.2:** Acting Mayor Callahan asked the council if they would consider raising the spending limit again. She said if we need to hire a contractor to either remove some hazard trees or tow a vehicle or RV, the \$1500 is not enough to cover that. She said the one company in the valley that tows RVs charges \$1000 to remove it. A brief discussion ensued, then Vice President Oden suggested adding a clause to the ordinance that says 'Public Safety for Emergency Spending'. There would be no limit on it and that way the mayor will make the decision if it is an emergency or not, and we won't have to hold a special meeting to approve it.

Vice President Oden requested that the council be kept informed of any decision made on this and when a resident comes before council to ask for permission to do something, we will have that information before the meeting. This way we will be better informed.

**Covid Funds:** Acting Mayor Callahan talked about an idea that came up from a meeting she had with the director of the Rogue Community Health Center. They have a van they would give us if we could get a few volunteer drivers to take residents down to the valley for appointments or shopping. She said she will get more information for the council.

Councilor Equitz suggested using some Covid funds to put towards mental health services at the Landing. She said they also are in need of grant writers. Acting Mayor Callahan said the Rogue Community Health centers have grant writers and she would contact them.

The council discussed ways to utilize the funds, some by paying residents water and sewer bills for one month, or by paying for other utilities. City Recorder Paxton said she and Katie are aware of the families that have been most affected by Covid, so they could make a list and have the mayor approve it.

**Police Officer/Code Enforcement:** Acting Mayor Callahan said our municipal judge did not agree with combining the job positions and said it is not a good idea.

Councilor Equitz reported she spoke with several police agencies and they all said they would not combine the two.

Acting Mayor Callahan said she spoke with Sheriff Sickler again about joining two other small towns with ours and sharing a police officer. He told her he would look into it further.

Councilor Equitz said Josh Solenberger called her and asked if the council would consider selling him the two computers at the police station. They are the computers that go into the police cars. She said we don't use them, the warranty is almost up and they would be outdated before we even got to use them. She said she will get more information by the next council meeting.

**Councilor Equitz made a motion to adjourn the meeting at 9:43 pm. Vice President Oden seconded. All ayes motion carried.**

Minutes submitted by City Recorder Lori Paxton and Treasurer Katie Misfeldt.