

WESTFIR CITY COUNCIL MEETING MINUTES

Tuesday July 2, 2019
Westfir City Hall 5:30pm

MINUTES

CALL TO ORDER:

Councilor D'Lynn Williams called the meeting to order at 5:30pm. Councilors Thalia Lerin, Randy Stark, and Edward Johnstone were also present. Mayor Matt Meske was absent. All stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Councilor D'Lynn Williams noted that this is a time of new beginnings. We are now beginning a new fiscal year and there will be new people, new equipment and new businesses in the City. She told City Recorder Melody Cornelius that we appreciate her service to the City and will miss her greatly.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

APPROVE MINUTES:

The Council took a few moments to review minutes of meetings held on May 7, 2019; June 4, 2019 and June 18, 2019. Councilor Randy Stark motioned to approve the minutes of the meetings on May 7, 2019, June 4, 2019 and June 18, 2019. Councilor Edward Johnstone seconded, and the motion carried.

AYE: 4 NAY: 0 ABSENT: 1

WATER/SEWER REPORT:

Jackson Stone presented the water and sewer report. He noted that there was an increase in water production from 733,000 gallons in June of 2018 to 1,120,000 gallons last month. Jack stated that most of the increase is due to the new, very accurate meter at the water plant. He reported that he did some transfer pumping at the sewer plant to even out the flow and that 93,000 gallons was processed for the month. One of the sludge tanks at the sewer plant was pumped in June and that he wants to have the other one pumped in July. Jack also reported that the City has a new lawnmower courtesy of Councilors Thalia Laren and Edward Johnstone who arranged for a nice John Deere to be given to the City, he just had to go and pick it up.

Jack then introduced two gentlemen from Adkins Engineering Survey in Klamath Falls, Dan Scalas and Andy Paul. Adkins Engineering is a diverse firm that handles all kinds of infrastructure projects. Their firm has contacted us regarding our eligibility for a Community Development Block Grant. These Community Development Block Grants are from the Federal Government and administered by the State. The Grants are a great opportunity for small cities to build or improve city facilities and are the source of the most grant dollars available. Every three to four years the updated list of eligible cities is published and this year Westfir made the list. Adkins Engineering is a full-service company and can help write and administer these Grants. Jack had given them a tour of our City facilities earlier in the day and inquired whether we could use a Block Grant to add a second water holding tank to our system. The addition of another tank would be classed as improving an existing system. Dan said that he would check but wasn't optimistic unless there was some new development requiring additional capacity. Melody noted that they said one of their services was proving water rights and asked if they could assist the City in proving our water rights, which needs to be done by 2021. Dan said they would be happy to do that for us and to contact them when the time comes. Dan and Andy said they think we have a terrific system operator but there doesn't seem to be a lot of opportunity to use the Community Development Block Grant except maybe for a community facility. The Council thanked them for their time and information after which the two gentlemen left the meeting. Councilor Edward Johnstone then asked if the Community Development Block Grants could be used to purchase property. No one knew the answer to that question, but Councilor D'Lynn Williams said perhaps it could be done in conjunction with our urban growth boundary and suggested that Councilor Edward Johnstone should look up the

answer and also check out other grant programs that might allow for the purchase of property for the City to use for Community Facilities or other projects such as a new City Hall.

The full water/sewer report is attached.

POLICE REPORT:

Melody Cornelius distributed copies of the June police report. Councilor D'Lynn Williams noted that June was a busy month for the police department. Melody said she had also asked for a copy of the report of the theft at City Hall but has not received it. She did say, however, that since it is still an ongoing investigation, she will not be able to release any information contained in the report to either the council or the public.

FIRE REPORT:

There was no fire report available for June.

Councilor D'Lynn Williams asked if there was any information yet on the IGA's for the Police and Fire Departments so the numbers could be put in the 2019-2020 budget. Melody replied that she has not received any information yet but will inspire the people in Oakridge to get that to us as quickly as possible.

CITY RECORDER REPORT:

Melody Cornelius read her letter of resignation into the record (copy attached) her last official day of work will be July 10, 2019. She is willing to work under contract for special assignments in the coming months but suggested she be retained on the payroll temporarily until the new City Recorder is hired and trained. The Council will consider the contract idea, perhaps at the next work session. The Council is hoping to select a new City Recorder at the next regular Council Meeting after considering the applications at the next Executive Meeting and completing the interviews beforehand.

Melody spoke to PERS today and found out that there are significant increases in the required Employer Contributions for this 2019-2020 year. We do not know yet how this will affect our budget until we hire a new City Recorder, depending on if this person is PERS eligible or not.

CITY FINANCIAL REVIEW:

Melody directed the Council's attention to the financial reports. The first item was a breakdown of the cash deposits for the last fiscal year. She next noted that the Banner Bank statements for May and June included those for the old and the new bank accounts. The reconciliation for May was included in the report and the reconciliation for June will be available soon (computer issue). The Expenditures for July were reviewed, and Melody suggested we reduce the amount allotted for office supplies to \$1,000.00 since the major expenses for replacing things from the theft have been paid. At Councilor D'Lynn Williams' suggestion, the \$1,000.00 that will not be used for office supplies can now be allocated to the Sewer Plant to have the second tank pumped.

Melody further reported that this should be the last month for CIS, Employee Health Insurance, expense. The amounts listed on the Expense Report for Fire and Police are estimates since we haven't received information from Oakridge yet. She pointed out the new chairs in the Council Chamber, a bargain at St. Vincent de Paul at \$5.00 each.

The City Recorder position has been advertised in the Dead Mountain Echo as well as on Craig's List. The Craig's List ad cost \$20.00. Councilor Thalia Laren asked if we could advertise through LCOG. Melody said she doesn't think they have a platform for that but will inquire. She will also get the word out through her City Recorder website.

Melody noted that we should be receiving reimbursement from the insurance company for our theft loss very soon. The paperwork is all filed, and the appraiser was out a couple of weeks ago to complete his report with photos and estimates.

LJ Tree Care has been out doing a survey of the trees on Winfrey Rd. to determine the health and safety. He will bill us for the survey next month. Monies for this project will come from the Highway Fund.

Councilor Thalia Lerin asked about money for her proposed kiosk. She was wondering if she should purchase the materials and get reimbursed. After some discussion she decided she would have an estimate prepared for the next work session.

Councilor Randy Stark moved that the council approve the expenditures report. Councilor Edward Johnstone seconded, and the motion carried.

AYE: 4 NAY: 0 ABSENT: 1

Melody distributed the final 2019-2020 budget to the councilors and reported that the copies of the budget have been submitted to all required authorities. She reported that we had just received the Chamber of Commerce Newsletter.

Councilor D'Lynn Williams then turned the meeting over to our new Executive Director of the Oakridge-Westfir Chamber of Commerce, Janet Hansen. Janet is an Oakridge-Westfir native and the daughter of Jim and Janice Stout.

Ms. Hansen reported that we had a very successful Bus Fair in June that attracted over 500 people from all over the US and a couple from Canada as well. The Chamber has submitted an application in partnership with the City of Oakridge and the Oakridge School district to be a host for OR21, the Worldwide Track Event to be held in Eugene in 2021. Some of the other organizations in Oakridge are also involved in this effort. Hopefully we can be a host city for an international team. Ms. Hansen noted that she is favorably impressed with the number of organizations in our community and how well they work together.

The Chamber's July event will be "Whiskey Wednesday" on July 10th from 6 to 8 pm at the Oakridge Lodge and Guest House. She invited all to attend.

The Chamber is coming up with a new marketing/rebranding plan for Oakridge-Westfir. Ms. Hansen is a senior marketing expert with 35 years or experience in the music industry. Because of this experience the Chamber is now able to offer both new and old members four hours of free marketing consultation. Additional hours are available for a reasonable fee that will be billed by the Chamber. Offering this service is helping the Chamber fund the Executive Director's position.

The annual Chamber membership drive is July 15 to August 15 and the Chamber is striving for 100% of local businesses to become members, they now have 30% of businesses as members out of 134 businesses, industries and non-profits in Oakridge-Westfir. Regular Chamber meetings will resume in September and the Chamber is looking for a new place to meet. A couple of venues were suggested and Ms. Hansen said she would follow-up on the recommendations.

MATTERS OF CONCERN TO CITIZENS NOT ON AGENDA:

Originally there were no citizen comments but later in the meeting the following items were brought up:

Ms. Hansen reported that our area is on the list of the 50 most likely places in Oregon to experience a wildfire and asked if we have a code enforcement officer and if we can enforce codes regarding property owners who need to clean up their property to prevent wildfires. Councilor D'Lynn Williams said that ODF had a grant program for cleaning up areas that were a wildfire danger and that Oakridge did have a grant for helping citizens to clear out such areas. Melody said that property owners can be cited for "noxious weed growth" which could include cutting down weeds, etc. She said that Oakridge did have a grant for helping to clear out dangerous growth, they cleared out the area behind City Hall last fall, but they might be out of money at this time. Our code compliance system is complaint driven, we are able to write citations and usually have the Oakridge Police Department service them. We also have notices we can post and can serve citations ourselves if needed.

Elizabeth Stark mentioned that there is a limb down in the City Park, Jack said he would see it is cleaned up.

MATTERS OF CONCERN TO COUNCIL NOT ON AGENDA:

Councilor Edward Johnstone asked if there might be a grant available to purchase Mr. Newland's property. Melody suggested Councilor Johnstone should check out PARC as they have lists of grants available for several types of projects.

Councilor D'Lynn Williams ask Councilor Edward Johnstone if he had completed his research yet on a new security system. He replied that he has done some research and will next check into what security system is used by OLCC. He will update everyone at the upcoming work session.

Councilor D'Lynn Williams asked Relief City Recorder, Sharon Elrod, to bring information on the new gate for the boat ramp area to the upcoming work session.

Melody reported that there was no new information on the Emerald Broadband Contract. LCOG just sent an email saying they cannot negotiate the contract and we need to contact our city attorney.

Community Clean Up will be in September, the Council will set a date at the next meeting and the details will be in City newsletter. Melody suggested reserving the dumpster as soon as we set a date and that one 15-20-yard dumpster should be enough.

Councilor D'Lynn Williams and Melody both got information on container ordinances to be reviewed at the upcoming work session.

The Council agreed to have both an Executive Session and a Work Session on July 30th beginning at 5:30 with the Executive Session coming first. Items for the Executive Session will be: Applications for City Recorder position, review and set up interviews for Thursday and Friday and employee issues. Items for the Work Session will be: Security System, container ordinance, kiosk, Fire and Police IGA's and the gate for the swimming area. There was a question as to whether or not the City of Oakridge finalized their budget at their last Council Meeting however, no one knew for sure if they had or not. Oakridge's new City Administrator is expected to start next week. Melody will email all at Oakridge to see what the status is of our business with them.

Melody volunteered to serve on the interview board for the City Recorder position.

Melody will look up the email from LCOG to see the specific reason they stated for not being able to help us with the Emerald Broadband contract, she is also going to send a copy of the draft contract to our city attorney, Speer Hoyt for review and revision. LCOG might be willing to be an intermediary in the contract negotiations once our attorney has vetted it.

ADJOURN MEETING:

Councilor Randy Stark moved the meeting be adjourned. Councilor D'Lynn Williams seconded, and the motion carried.

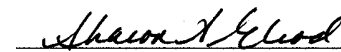
AYE: 4 NAY: 0 ABSENT: 1

Respectfully Submitted:

Attest:



Matt Meske, Mayor



Sharon Elrod, Relief City Recorder

08-06-19

Date