

WESTFIR CITY COUNCIL MEETING MINUTES

Monday, October 7, 2019

Westfir City Hall, 5:30 pm

CALL TO ORDER:

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

MAYOR'S MINUTE:

Council President D'Lynn Williams expressed thanks to volunteers who helped with City Hall cleanup.

CITIZEN COMMENTS ON AGENDA ITEMS:

Don Henderson commented on draft Ordinance 140 Shipping Containers. He stated that he needs at least one shipping container on his property to keep his personal and work tools safe from theft, and that a locked garage is not a deterrent.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

FALL EVENT PROPOSAL:

Viki Burns spoke in place of her co-planner, Randy Dreiling. The proposed event is a 3-day fall festival at the Westfir Portal in September 2020. The planned theme of the event is Bigfoot, and activities will include "punkin chunkin" and possibly a bicycling element. Viki stated that she needs a permit from the City of Westfir soon because it will be required as part of a special use permit application with the US Forest Service that must be submitted by December 1.

APPROVE MINUTES:

Councilor Randy Stark made a motion to approve the minutes from September 3, 2019 and September 17, 2019, incorporating a minor correction to the September 3 minutes made by City Recorder Nicole Tritten. Councilor Edward Johnstone seconded, and the motion carried, 4-0.

AYES: Williams, Lerin, Johnstone, Stark NAYS: 0 ABSTENTIONS: 0

WATER/SEWER REPORT:

Jackson Stone presented the water and sewer report. He reported high water usage last month compared with the previous year, which he said may be due in part to the accuracy of the new water meter. He said that the new meter is working well and that the sand trap is back online. He reported that there was an inspection by Oregon Health Authority and only one minor problem was discovered, which he will work on fixing. He reported that he purchased a trailer from Lowe's. He also ordered an automotive inverter for the generator for the water plant. He reported that the new Relief Operator, Robert Archer, successfully worked on his own the prior weekend.

POLICE / FIRE REPORT:

The police reports for August and September were reviewed, and there was no comment. There was no fire report.

Resolution 485:

During the September 3 Council Meeting the portal maintenance position was found to be underfunded for the FY 2019–2020 budget. Resolution 485 moves \$5,000 from the highway contingency fund to cover the portal maintenance position. In addition, Councilor D’Lynn Williams later found a shortfall in the amount budgeted for road maintenance, which is being used for the tree removal along Winfrey Road. Thus, the resolution moves an additional \$4,000 from the highway contingency fund to cover the amount contracted for the tree removal, plus some surplus for any unanticipated costs on the project. Councilor Thalia Lerin made a motion to approve Resolution 485 for the transfer appropriation authority between funds for the fiscal year 2019–2020 budget. Councilor Randy Stark seconded, and the motion carried, 4–0.

AYES: Williams, Lerin, Johnstone, Stark NAYS: 0 ABSTENTIONS: 0

ORDINANCE 140 SHIPPING CONTAINERS:

Tabled to amend language to allow one container per property with a 50-foot setback.

CITY RECORDER REPORT:

Nicole Tritten presented the report and summarized the items. She stated that she signed up for a Notary Public class taking place on October 17. Nicole reported that she met with the IT specialist Ken Sanders to discuss the following data protection measures: local and remote backups, password management, and upgrading the office computers to Windows 10 Professional to allow encryption of data. The Council expressed support for increased data security and authorized funds for the upgrades. Councilor D’Lynn Williams moved to purchase a second portable hard drive for backups for up to \$150. Councilor Randy Stark seconded, and the motion carried, 4–0. Councilor D’Lynn Williams moved to authorize an additional \$500 in expenditures for other security-related software upgrades and improvements. Councilor Thalia Lerin seconded, and the motion carried, 4–0.

AYES: Williams, Lerin, Johnstone, Stark NAYS: 0 ABSTENTIONS: 0

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CITY FINANCIAL REVIEW:

Nicole Tritten submitted the bank statements, cash deposits, and updated expenditure sheet. Nicole stated that Mayor Meske would like the Council to consider a payment of \$100–\$200 to Premiere Concrete, which loaned the city an excavator for facility cleanup. Councilor Randy Stark moved to pay Premiere Concrete \$200 for the use of their equipment. Councilor Edward Johnstone seconded, and the motion carried, 4–0.

AYES: Williams, Lerin, Johnstone, Stark, NAYS: 0 ABSTENTIONS: 0

Councilor Thalia Lerin made a motion to approve the expenditures for October 2019 in the amount of \$51,502.77. Councilor Randy Stark seconded, and the motion carried, 4–0.

AYES: Williams, Lerin, Johnstone, Stark, NAYS: 0 ABSTENTIONS: 0

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Edward Johnstone discussed the progress of security improvements to the City Hall building. He reported that the estimated cost of electrical work for the installation of floodlight cameras outside was too expensive and might have to be reconsidered. However, he stated that the interior security system, comprised of video cameras and a monitored alarm system, can proceed. Councilor D’Lynn Williams made a motion to amend the October 2019 expenditures to include the interior security system at a cost of \$657.00, for a revised total of \$52,159.77. Councilor Thalia Lerin seconded, and the

motion, carried 4-0.

AYES: Williams, Lerin, Johnstone, Stark, NAYS: 0 ABSTENTIONS: 0

Councilor Thalia Lerin stated that she needs a storage space for the plexiglass for the kiosk project until it's ready for installation. It was determined that the shop at City Hall is the best location for storage.

CITIZENS CONCERNS NOT ON AGENDA:

Elizabeth Stark requested that a city volunteer t-shirt be offered in thanks to the man who voluntarily keeps the grass mowed on the road to the sewer plant under the BPA power lines. The Council agreed.

ADJOURN MEETING:


Councilor Randy Stark moved to adjourn the meeting, Councilor Edward Johnstone seconded, and the motion carried, 4-0. Meeting was adjourned at 7:12 pm.

AYES: Williams, Lerin, Johnstone, Stark NAYS: 0 ABSTENTIONS: 0

Respectfully submitted,



Matt Meske, Mayor



ATTEST: DATE: 11-14-19
Nicole Tritten, City Recorder