

WESTFIR CITY COUNCIL MEETING MINUTES

Monday February 3, 2020

Westfir City Hall 5:30 p.m.

MINUTES

CALL TO ORDER:

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

MAYOR'S MINUTE:

The Mayor briefly commented on the Superbowl, which took place the day before the meeting.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

GRANT REQUEST FOR "THE BUS FAIR":

Brock Butterfield introduced himself as the planner and Melody Cornelius as the event coordinator of The Bus Fair, being held June 19–20, 2020. Brock presented a report from the 2019 event. He stated that they had 1,292 attendees from 27 states. Brock stated that the event spent \$7,500.00 in the local community and that 80% of the proceeds from the sale of wine and beer were a fundraiser for the local organization Greater Oakridge Area Trail Stewards (GOATS)—the group's highest-net fundraiser in seven years. Brock presented the results of a survey of event attendees, with a response rate of 76%. The survey results showed that 56% of attendees had been to Oakridge before and 44% had not. Forty-six percent of survey respondents answered that they planned to stay in the area on Sunday, the day after the event. Brock stated that the 2019 event was able to break even with the help of grants from Westfir and Oakridge. Melody Cornelius said that while they are seeking grants and other funding, they plan for the event to be self-sustaining by year four. Councilor Randy Stark asked whether they expect repeat attendance or if it was an event people would attend only once. Brock responded that the event would have 30 new buses on display, and that they plan to feature more live music, including bands from Portland and Eugene. The Council asked whether Westfir would be included in promotion of the event. Brock answered that Westfir can have a booth at the event and that Westfir could be mentioned in the newsletter sent to attendees prior to the event if the City provided the content.

Councilor Randy Stark made a motion to grant \$1,000.00 to The Bus Fair. Councilor Thalia Lerin seconded, and the motion carried 5–0.

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

CENSUS 2020 OUTREACH:

A recruiting assistant did not attend the meeting as planned.

There was a brief recess while the batteries were changed on the audio recorder.

ORDINANCE 120 VARIANCE APPLICATION:

Paul and Kristen Ballard submitted a development application to allow a variance for a third dog on their property. Councilor Thalia Lerin explained that the Ballards were kindly taking in the dog of a neighbor who went into a long-term care facility. Mayor Matt Meske stated that the dog, Maze, had caused problems for the City in the past, including the owner being cited and taken to court for the dog running loose. The Mayor stated that Council could not vote on the matter until the Ballards were made aware of and agreed to the City's condition for owning the dog—that Maze be kept on a leash at all times. Councilor D'Lynn Williams said she believed that any conditions had come directly from the judge on the case. The matter was tabled pending a review of the court case and notification to the Ballards.

ORDINANCE 140 VARIANCE APPLICATION:

Don Henderson submitted a development application and site plan to the City to allow a variance for one shipping container on his property. The Council had already discussed the variance and given provisional approval at an earlier meeting, and so proceeded directly to a vote. Councilor Randy Stark moved to approve the variance. Councilor Thalia Lerin seconded, and the motion carried 5-0.

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

APPROVE MINUTES:

Councilor D'Lynn Williams made a motion to approve the minutes from January 6, 2020 and January 9, 2020. Councilor Randy Stark seconded, and the motion carried.

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

WATER / SEWER REPORT:

Jackson Stone presented the water and sewer report. Jackson reported that he replaced the motherboard and sensor for the monitor at the sewer plant and it was functioning again. Jackson stated that the City had a drinking water inspection by the Oregon Health Authority in September 2019 which reported one small deficiency: The OHA would like the double check valve backflow device at the sewer plant to be inspected by a certified professional once a year. Jackson said that he would research the cost and get back to the Council next month.

Mayor Matt Meske inquired about security camera needs at the water plant, since money was budgeted for them in FY2019-2020. Jackson stated that he has four cameras in total at the water plant, which he feels are adequate. Councilor Randy Stark asked whether any of the cameras can read a license plate driving away, and Jackson responded in the negative. Mayor Matt Meske asked about the cost of a license plate camera and Councilor Edward Johnstone said the prices range from \$40.00-\$1,000.00 with decent ones in the \$175.00-\$250.00 range. The Mayor asked what the best use of City funds would be to improve security at the water plant, and Jackson stated that he would like the front of the plant to be fenced off. Mayor Matt Meske suggested purchase of a gate and placement of boulders to prevent access by vehicles, and Jackson agreed with the idea.

POLICE / FIRE REPORT:

The Mayor commented on seeing strangers hanging around in the area, and Councilor D'Lynn Williams mentioned trailers passing through at late hours.

RESOLUTION 486 NOTARY JOURNAL AGREEMENT:

Before voting on Resolution 486 and the Notary Journal Agreement, each member of Council attested to a potential conflict of interest since as residents of Westfir they can use City notary services for free. Councilor Randy Stark made a motion to pass Resolution 486 for the City to maintain a Notary Journal Agreement. Councilor D'Lynn Williams seconded, and the motion carried 5–0.

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

Mayor Matt Meske made a motion to approve the Notary Journal Agreement. Councilor D'Lynn Williams seconded, and the motion carried 5–0.

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

BUDGET PROJECT WITH PREVIOUS CITY RECORDER:

Mayor Matt Meske made a motion to approve a special project with Melody Cornelius, former City Recorder and current Portal Maintenance employee, for FY2020–2021 budget preparation, not to exceed \$300.00 (10 hours at \$30.00 per hour). Councilor Thalia Lerin seconded, and the motion carried 5–0.

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

DOWEL TOWING UPDATE:

Councilor Thalia Lerin reported that she spoke with Mikal McPherson and Chief Kevin Martin of the Oakridge Police. They suggested that somebody from the City speak with Mindy at Dowel Towing. The deal they struck with The City of Oakridge is that any vehicle on the street is towed for free and all impound fees are charged to the driver. Councilor Lerin stated that towing is problematic when the vehicle is on private property. Mayor Matt Meske noted that it's particularly difficult to distinguish between a public street and private property in Westfir because there is no curb and gutter. The Council determined that for the most part, Westfir's problem is with nuisance vehicles on private property. Councilor Edward Johnstone offered to speak to Dowel Towing about the City's towing needs.

REPRESENTATION AT CHAMBER OF COMMERCE BOARD MEETINGS:

Toni Wassenberg of Casey's Riverside RV Park introduced herself and spoke on behalf of the Oakridge/Westfir Chamber of Commerce. Following up on an e-mail sent to the City, Toni stated that the Chamber keeps an open seat for the Mayor of Westfir. However, since the Mayor has not attended recently, the Chamber wanted to know if another person from City government would like to attend. She said the Chamber wants to ensure good communication with the City. Councilor Edward Johnstone offered to attend meetings because the Mayor said that he doesn't have time. The Mayor praised the Chamber for their meaningful projects and stated that he enjoyed the time he spent on the board.

CONSIDER OUTSTANDING CITY PROJECTS:

Councilor D'Lynn Williams asked about the status of several City projects budgeted for FY2019–2020. Councilor Thalia Lerin reported on the progress of the kiosk photo project for the Portal. She stated that she couldn't put up the display until the weather improves, and that she will need additional funds of around \$250.00. She said that she will have determined the exact amount by the work session on February 18. The Mayor reported on the plan to resurface the Hemlock skate park/basketball court. He stated that the only quote he had seen was too high at \$10,000.00. He said that he would like to group together three asphalt projects: Hemlock park, City Hall entrance, and a path at the water plant. The

Mayor directed the City Recorder to get a bid for the three projects. He suggested that the \$1,500.00 budgeted for security cameras at the water plant could be used instead for a gate and/or rock barrier and a paved path.

The Council moved on to discussion of future City work. Councilor D'Lynn Williams asked about the need to develop a tiny home ordinance. Mayor Matt Meske stated that he doesn't think it's necessary and that what are called tiny homes can be addressed under existing ordinances or handled by variance.

Councilor Thalia Lerin read an e-mail she sent to County Commissioner Heather Buch's office regarding the City of Westfir's interest in expanding its Urban Growth Boundary to include the community of Westridge. Councilor Lerin reported that she was referred to Alex Cuyler, the County's intergovernmental Relations Manager. Councilor D'Lynn Williams stated that the City had accomplished a lot in the past year or so. The Council tabled further discussion of City projects for the February 18 work session.

CITY RECORDER REPORT:

Nicole Tritten presented the report and summarized the items. She reported that three of four budget committee members confirmed that they can serve, and that the City needs one or two more. She stated that a call for budget committee members was included in the February newsletter. Nicole said that Statement of Economic Interest (SEI) filing notices would be e-mailed to the Council and herself on March 15 and their filings are due no later than April 15. Nicole reported that she missed a February 1 deadline to file the City's Total Maximum Daily Load (TMDL) annual report with the DEQ. She stated that she spoke to Priscilla Woolverton, the City's contact, and they scheduled a training meeting by phone for February 12, at which time a new deadline would be set.

MAYORAL REPORT NOT ON AGENDA:

Mayor Matt Meske reported back to the Council about his access to the City's bank account through his personal online banking at the same bank, the ease of which he expressed concern about at the November 14, 2019 Council Meeting. He said that he spoke to Pam at Banner Bank about his concern, and she was able to remove his online access to the City's account. The Mayor stated that because online funds transfers are so easy, that for the security of the City's account, the Mayor (and Councilors) should not have online access. Councilor Edward Johnstone asked the Mayor to speak to the bank about third party verification as another level of security for the City account. The Councilors requested that the Mayor ask the bank whether they also have online access to the City account, if they are Banner Bank account holders, since they are signers on the City's account.

CITY FINANCIAL REVIEW:

Nicole Tritten submitted the bank statement, cash deposits, and expenditure sheet. Nicole reported that volunteer Nicole Davis requested an additional \$200.00 for the Easter event, hoping to add another activity. Councilor D'Lynn Williams moved that an additional \$200.00 be allocated to the Easter event out of the Bridge Lighting Festival surplus. Councilor Thalia Lerin seconded, and the motion carried 5-0.

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

Councilor D'Lynn Williams said that she didn't understand the amount listed on the January expenditure sheet as "CIS (80% employee insurance Jan/Feb)" for \$1,143.78, which was more than the approved amount. Nicole stated that it was premiums for her health insurance for January and February. There was a discrepancy because CIS told her not to pay the insurance company directly for her portion as she

did in January. Instead her contribution must be a payroll deduction, which started with her February paycheck. Nicole explained that her contribution will have to be adjusted to move the funds from health insurance expense to payroll expense. She asked the Council how often the adjustment should be made, and they decided it should be made on a quarterly basis.

Councilor D'Lynn Williams said that the amount budgeted each month for office supplies should be decreased from \$500.00 to \$200.00. Nicole asked for \$300.00 per month instead. The Council agreed, with the decrease to begin with March expenditures.

Councilor Randy Stark made a motion to approve expenditures for February 2020 in the amount of \$14,677.77. Councilor D'Lynn Williams seconded, and the motion carried 5-0.

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

CITIZENS CONCERNS NOT ON AGENDA:

There were no concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

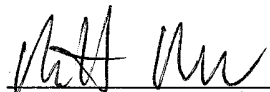
There were no concerns.

ADJOURN MEETING:

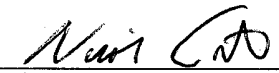
Councilor Randy Stark moved to adjourn the meeting, Councilor D'Lynn Williams seconded, and the meeting was adjourned at 7:39 pm.

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

Respectfully Submitted,



Matt Meske, Mayor



ATTEST:
Nicole Tritten, City Recorder

3-2-20
DATE: