

WESTFIR CITY COUNCIL MEETING MINUTES

Monday, August 3, 2020

Audio/Video Teleconference, 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.

MAYOR'S MINUTE:

Mayor Meske noted that he would prefer to meet face-to-face rather than over Zoom, but it's just the situation as we find it.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

PORTAL UPDATE/REQUESTS:

Portal maintenance operator Melody Cornelius reported that there are dead trees at the Portal too large for her to remove. She met with the firm that removed trees on Winfrey Road and received an estimate of \$500.00 to remove two dead locust trees, one dead fir, and a live locust tree that is leaning toward the restrooms.

The Council was unable to hear the rest of Melody's report due to internet connectivity problems.

The Council agreed to include the \$500.00 expense for tree removal in the August expenditures.

2020 PUBLIC CONTRACTING RULES UPDATE PACKET:

Mayor Meske stated that he thought it was advisable for the City to purchase the public contracting rules update packet from Local Government Law Group. The Council agreed to add the \$175.00 cost to the August expenditures.

APPROVE MINUTES:

Councilor Randy Stark made a motion to approve the minutes from July 6, 2020. Mayor Meske seconded, and the motion carried, 5-0.

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

WATER / SEWER REPORT:

Jackson Stone presented the water and sewer report. He said that he started cleaning sand filters, so filter no. 1 is down but would be back online in about a week. He stated that he needed to order new UV lamps and sleeves for the sewer plant. Councilor Stark asked whether it was common for water usage to be about the same as last year but for sewer flow to be almost twice as much as the prior year. Jackson replied that he didn't have an answer, but that all the testing results were good, and he wasn't aware of any problems. Councilor D'Lynn Williams pointed out that more houses in Hemlock were occupied than

the previous year and only occupied houses contribute to sewer flow.

POLICE/FIRE/EMPLOYEE IGAs:

Councilor D'Lynn Williams stated that Oakridge adopted a 10% increase for intergovernmental services, which comported with the amounts budgeted by Westfir. She pointed out one addition to the language in the law enforcement contract under Police Responsibilities, Section 3b, which states that Westfir is responsible for applicable reports and court processes for non-criminal related ordinance violations. She said that the language was not included in the previous contract but was assumed. City Recorder Nicole Tritten pointed out that the Employee IGA cost was less than the 10% increase that was included in the Westfir budget.

Mayor Meske made a motion to approve the intergovernmental agreements with the City of Oakridge for fire protection and law enforcement services and for reimbursement of employee benefits for FY2020–2021. Councilor Randy Stark seconded, and the motion carried, 5–0.

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

OAKRIDGE TRIPLE SUMMIT CHALLENGE:

Mayor Meske commented that Devin VansCoy had written a detailed and thoughtful e-mail explaining how he planned to handle hygiene and social distancing for his event. Mayor Meske and Councilor Stark both stated that they would like the event to have an extra portable toilet. Overall, the Council felt comfortable allowing the event to go forward.

Melody rejoined the meeting to continue her update, but the Council could still not hear her due to poor internet connectivity and the attempt was abandoned.

RESOLUTION 492 ESTABLISHING BUSINESS LICENSE FEES:

Resolution 492 clarified Resolution 395 by adding a sentence stating that, for the purpose of determining the business license fee, all references to gross annual receipts include receipts from business conducted both inside and outside the City. Mayor Meske stated that he was not sure about the usefulness of the business licenses to the City or the businesses, and that in future the Council may want to consider whether to end the program.

Councilor D'Lynn Williams moved to adopt Resolution 492, repealing Resolution 395. Councilor Randy Stark seconded, and the motion carried, 5–0.

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

RESOLUTION 493 DECLARING A STATE OF EMERGENCY:

Resolution 488, which declared a temporary state of emergency in the City due to Covid-19, expired on July 5. Resolution 493 declares a temporary state of emergency in the City and ties the expiration date to the State's declaration of a state of emergency due to the pandemic.

Councilor Randy Stark made a motion to adopt Resolution 493. Councilor D'Lynn Williams seconded, and the motion carried, 5–0.

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

POLICE REPORT/FIRE REPORT:

There was no fire report. There were no comments on the police report.

CITY RECORDER REPORT:

Nicole Tritten presented the report and summarized the items. She stated that she distributed the most recent version of the employee handbook to the Council, in which she had accepted most of the changes recommended by the insurance company. She said that there were still questions to be reviewed and decided by the Council, and suggested a work session for that purpose, to which the Council agreed. Further, she reported that there would be a Planning Commission public hearing before the next Council Meeting to consider the City's 5-year temporary use permit for the Bridge Lighting Festival.

Nicole reported that a resident warned for expired vehicle registrations responded to the City that he needed more time to comply because of delays at the DMV. Nicole said that she confirmed that vehicle registration was taking up to five weeks and asked the Council whether it was acceptable to grant the resident more time. The Council agreed that more time be given for vehicle registration compliance while there continue to be DMV-related delays. In addition, Nicole reported that there was a State moratorium through the end of 2020 on law enforcement citations of vehicle registrations that expired during March–December 2020. She questioned whether the City could legitimately cite expired vehicle registrations considering the State moratorium. Mayor Meske strongly recommended that nuisance vehicle warnings for this period be for cars with issues beyond expired registration tags, such as being inoperable.

CITY FINANCIAL REVIEW:

Nicole Tritten submitted the bank statement, cash deposits, and expenditure sheet. She informed the Council that she had read about the Corona Relief Fund (CRF) but found that the City did not meet the requirements to receive State reimbursement for Covid-related expenses. The City could issue reimbursable grants under the program for rent or utility assistance for residents, but the funds would have to be managed by a third party such as a non-profit. She asked the Council if they knew of any organizations that could partner with the City. Councilor Williams suggested that she check with St. Vincent de Paul.

Councilor Williams noted that Nicole was able to make the transfers out of the General Fund for FY2019–2020. Nicole replied that the accountant approved making the transfer date June 30, 2020. She stated that she planned to make the adjustment in the middle of FY2020–2021.

Mayor Meske suggested that the Council vote on August expenditures after hearing concerns not on the agenda.

CITIZENS CONCERNS NOT ON AGENDA:

A resident expressed concern about the spraying of the pesticide Crossbow by unmarked vehicles and wondered if the pesticide application was by the County. He was particularly concerned about spraying on the mill site where residents eat blackberries. Councilor Williams stated that the County was unlikely to use unmarked vehicles, and Mayor Meske said that the County will post notice of plans to apply pesticide. Mayor Meske pointed out that the mill site is private land, which would not be sprayed by the County.

Another resident e-mailed a request that the City, for health and safety reasons, not shut off any resident's water during the pandemic, as long as the resident had a payment plan with the City. He offered a payment plan on his own account of the current bill plus \$50.00 per month toward the arrears. The Council calculated that \$50.00 a month would take nine months to repay, and some on the Council thought a six-month repayment plan was more reasonable. Councilor Randy Stark expressed a preference that water not be shut off during the pandemic as long as a good faith effort is made to keep

making payments.

Mayor Meske made a motion to give the resident six months to repay the arrears of \$440.00 on his water bill under the terms discussed. Councilor Edward Johnstone seconded, and the motion carried 4-1.

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

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Thalia Lerin asked Nicole whether she could still receive a small reimbursement for the Portal kiosk project even though the project was budgeted for the previous fiscal year. Nicole said that she didn't think it was an issue, and Councilor Williams agreed that it was well within the Portal improvements budget for the current fiscal year.

Mayor Meske made a motion to approve expenditures for the month of August in the amount of \$30,170.30. Councilor D'Lynn Williams seconded, and the motion carried, 5-0.

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

RECESS REGULAR MEETING FOR EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a):

At 6:35 p.m. Mayor Matt Meske called for an executive session to consider the employment of a public officer, employee, staff member, or individual agent.

ADJOURN EXECUTIVE SESSION, RECONVENE AND CALL COUNCIL MEETING TO ORDER:

Mayor Matt Meske adjourned the Executive Session at 6:59 p.m. and reconvened the Council Meeting.

ADJOURN MEETING:

Mayor Meske moved to adjourn the meeting. Councilor Randy Stark seconded, and the meeting was adjourned at 7:00 p.m.

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

Respectfully submitted,

Matt Meske, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE