

WESTFIR CITY COUNCIL MEETING MINUTES

Monday, September 21, 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 expressed thankfulness that Westfir escaped the wildfires this year and offered sympathy to our neighbors across the McKenzie drainage and further north.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

TRANS CASCADIA EXCURSIONS DEVELOPMENT PROPOSAL:

Nick Gibson introduced himself as the proprietor of Trans Cascadia Excursions (TCE) in Westfir on the corner of Westoak Road and the Aufderheide. Blair Banker introduced himself as Nick Gibson's business partner. Mr. Banker stated that he is an avid mountain biker as well as a real estate developer, and that he saw a need for a mountain bike-oriented development in the area. Mr. Gibson described the project as a mountain bike community: a place for people to meet and get amenities and accommodations that would include bike rentals, trail shuttles, camping (tents, vans, some RV), rental cabins, a café, an event center and more. He said at this stage they wanted to know what the community thinks of the plan, and whether the community might have concerns about other issues such as traffic.

Mayor Meske inquired about the ownership of the land shown in their development sketch, which included the TCE location. Mr. Banker stated that the land, which is currently for sale, is owned by Bob Newland. Mr. Gibson said they were also considering land on the mill site. Mayor Meske stated that the Council was supportive of development of the sites but warned about obstacles they would face, particularly sewer infrastructure. Councilor Edward Johnstone expressed enthusiasm for a development finally taking advantage of the great resources of the area. Councilor D'Lynn Williams expressed concern about there being enough parking, and about the experience of TCE's residential neighbors with traffic and noise. Councilor Randy Stark asked about the time frame for the project. Mr. Gibson said the project would be phased in over a number of years. Mayor Meske stated that he saw the development as being a benefit for the City on several levels.

EXTENDED STAY REQUEST PER ORDINANCE 139:

James and Janis Hancock had been living in an RV on their property over the summer while prepping to build a house. Per City Ordinances 138 and 139, camping is not allowed within the City for more than two weeks in a three-month period without authorization by the Council. According to Jackson Stone, the Hancocks were not aware of the ordinances and were working from a Declaration of Covenants, Conditions and Restrictions (CCR) that allowed for living in a travel trailer or motor home for a period of up to 12 months during construction of a permanent living unit. Mayor Meske stated that the CCR was

obsolete and superseded by City Ordinance because the property is within City limits. Janis Hancock e-mailed the City with the Hancocks' plans for the property, but the Council was not clear what variance they were asking for. Mayor Meske said that he would contact the Hancocks to explain the ordinances and that they can apply to the Council for a temporary variance.

REQUEST TO RAISE WATER USAGE AMOUNT IN SUMMER:

Resident Dennett Marlow wrote a letter to the Council asking that the City allow for greater water usage in the summer months at the base rate. Councilor Randy Stark asked City Recorder Nicole Tritten about recent water usage, and she replied that usage amounts in July and August were surprisingly high. Mayor Meske requested that Nicole compile average water usage by month for a three-year period, and the Council would review the information at a work session in January. Nicole said that she would update Ms. Dennett about the Council's plan.

APPROVE MINUTES – August 3, 2020

Councilor D'Lynn Williams made a motion to approve the minutes from August 3, 2020. Councilor Randy Stark seconded, and the motion carried, 5–0.

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

CHAMBER OF COMMERCE UPDATE:

Chamber President Lynda Kamerrer left a message in the Zoom Q&A section that she was not able to attend, but that she would send a Chamber report later in the week.

WATER / SEWER REPORT:

Jackson Stone presented the water and sewer report. He said that water usage was up about 100,000 gallons from last year at this time. He stated that he was not able to set up water service on the Hancock property, possibly because the line blew out and had been shut off at the main line. He said the job would require the services of a plumber to dig out and repair the line. Mayor Meske requested that Jack get the process started.

Jackson reported that the City truck needed new fuel injectors and requested \$350 to start with a replacement of four of eight injectors. He reported that his chlorine supplier doubled its price without warning, but that he was able to get a reasonable price by switching from five-gallon buckets to 55-gallon drums. Mayor Meske inquired where the drums would be stored, and Jackson said that the drums would be stored at City Hall in an equipment storage room. Councilor Stark inquired whether it was considered hazardous waste. Jackson responded that it was not hazardous; the shop has sufficient ventilation and the drums would not leak fumes.

Jackson commented on the TCE development proposal, saying that he didn't think the County would allow the developers to bring the sewer line under the bridge to the Newland property. He stated that if they developed mill site, the City would need significant expansion of its water infrastructure.

POLICE / FIRE REPORT:

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

EMPLOYEE HANDBOOK REVISIONS:

Nicole asked the Council about employment policies that needed to be established in order to finalize the Employee Handbook: whether the Council wanted to amend the policy that allowed as many as 250 hours of accrued vacation time to be taken as a lump sum payment by employees; and whether the

Council favored a zero-use policy with regard to personal use of City-owned communications and software systems. The Council decided not to modify the vacation policy. They decided against a zero-use policy for City-owned communications and software systems, while adopting more specific language about prohibited uses.

PUBLIC CONTRACTING RULES PACKET REVIEW:

The Council decided to accept the public contracting rules as written by the attorneys and, therefore, proceed to a public hearing at a joint meeting of the City Council and Local Contract Review Board in November.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- Scheduled meeting with the City’s accountant on September 24 for the annual financial report.
- Development of a Facebook page for the City.
- Need for a City parking ordinance.
- The City’s legal name listed incorrectly in the federal System for Award Management as “WESTFIR, CITY OF INC.”
- Implementation of computer security measures.
- Striping of the Portal parking lot before pavement repair.
- Triple Summit Challenge date change from September 25 to October 23.
- Whether to hold the Bridge Lighting Festival this year, considering Covid-19 restrictions.
- New small business grants through Lane County from Coronavirus Relief Funds.

CITY FINANCIAL REVIEW:

Nicole submitted the bank statement, cash deposits, and expenditure sheet. She reported that the Oregon Interscholastic Cycling League had cancelled their planned event at the Portal. She asked whether the organization could apply their \$200 non-refundable deposit to an event next year, and the Council agreed. Nicole asked the Council whether they wanted to pursue a lien against Woody Butler’s house for unpaid water bills. The Council decided it was not worth pursuing a lien since the house is in foreclosure and the bills were mostly for zero usage fees.

Councilor D’Lynn Williams made a motion to approve expenditures for September 2020 in the amount of \$20,809.64. Councilor Edward Johnstone seconded, and the motion carried 5–0.

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

CITIZENS CONCERNS NOT ON AGENDA:

Nicole read a comment from resident Helene Truthstone about the placement of the solar speed sign.

COUNCILOR CONCERNS NOT ON AGENDA:

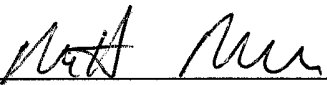
Councilor Stark brought up three items for later discussion: acknowledging the volunteer IT work by Ken Grimsby; acknowledging other City volunteers; and allocating around \$300 for decorative improvements for the City Hall office. Councilor Williams reported that the local Kiwanis group was disbanding. They voted to donate the items from the cancelled Greenwaters Easter Egg Hunt to Westfir for their next Easter Egg hunt. The items are stored at Westfir City Hall.

ADJOURN MEETING:


Councilor Randy Stark moved to adjourn the meeting. Councilor D’Lynn Williams seconded, and the meeting was adjourned at 7:58 p.m.

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

Respectfully submitted,



Matt Meske, Mayor



ATTEST:
Nicole Tritten, City Recorder

10/5/20
DATE