

WESTFIR CITY COUNCIL MEETING MINUTES

Monday, October 5, 2020

Audio/Video Teleconference, 5:30 p.m.

MINUTES

CALL TO ORDER:

Mayor Matt Meske called the meeting to order at 5:31 p.m. Councilors D'Lynn Williams and Randy Stark were present. Councilors Edward Johnstone and Thalia Lerin were absent.

MAYOR'S MINUTE:

Mayor Meske stated that since the Council met recently, he had nothing further to add, but that he would like to discuss the Trans Cascadia development proposal later in the meeting.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

RESOLUTION 491: UPDATING PERSONNEL POLICIES AND ADOPTING NEW HANDBOOK:

City Recorder Nicole Tritten discussed minor changes she made to clarify language regarding employee eligibility for paid vacation hours. The Council approved the changes.

Mayor Meske made a motion to approve Resolution 491 updating personnel policies and adopting the new handbook, with minor proofreading and formatting changes still pending. Councilor Stark seconded, and the motion carried, 3-0.

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

APPROVE MINUTES – September 2, 2020; September 21, 2020;

Councilor D'Lynn Williams made a motion to approve the minutes from September 2, 2020, and September 21, 2020. Councilor Randy Stark seconded, and the motion carried, 3-0.

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

CHAMBER OF COMMERCE UPDATE:

Chamber President Lynda Kamerrer presented the update. With the agreement of Oakridge, she offered Westfir space on the kiosk display at the Highway 58 rest area. She reported that since the Chamber was unable to hold the harvest festival due to the Covid-19 pandemic, they would experiment with an online platform offering workshops and presentations that would be available to the public starting around October 20 and running through the end of the month. She said that the Chamber has plans to use the online platform to generate revenue in the future by charging a fee for workshops and classes.

WATER / SEWER REPORT:

Jackson Stone presented the water and sewer report. He stated that the City used almost the same amount of water as last year for the month of September. He said that after the last power outage he refueled the generators at the water and sewer plant and filled the extra 20-gallon tank and the gas cans. Jackson reported that a house along Westfir Road has a 500-gallon fuel tank that is not enclosed in

a containment vessel. He expressed concern about the possibility of a leak into the river. Councilor Stark asked if a containment vessel was required by State or other regulation. Jackson responded that he didn't know, but that he wanted to bring the matter to the City's attention. Mayor Meske asked whether the tank was elevated, and Jackson replied that it was not, that the tank was on the ground. Jackson said that he would like to install large "No Overnight Parking" signs at City Hall because of vehicles parking for multiple days.

In addition, Jackson reported:

- The sand filter is cleaned and would be going back online this week.
- The City truck was running better after he replaced four injectors, and he planned to replace the other four.
- He moved a few rocks to the Portal to stop people from driving onto the mill site at night.

POLICE REPORT:

There were no comments on the police report.

CITY RECORDER REPORT:

Before presenting the report, Nicole asked the Council how they wanted to address the issue of the fuel tank that Jackson discussed. Councilor Stark said that the City couldn't do anything without knowing the regulations. Council Williams offered to research fuel storage regulations.

Nicole Tritten presented the report and addressed these items:

- Whether the Council wanted to continue sending Christmas cards. [Yes.]
- A resident on a payment plan who failed to pay the installment by the deadline. She asked if the Council wanted to revoke his payment plan. [Council approved continuance of the payment plan but decided that the next missed deadline would result in revocation of the payment plan and water shutoffs would resume.]
- The second of two 30-yard Community Cleanup dumpsters, originally scheduled to be at City Hall through October 5, was rescheduled to be at City Hall during the Great Willamette Clean Up on October 10.
- Whether it was acceptable to the Council to schedule both the Planning Commission hearing and Local Contact Review Board hearing before the November 2 Council Meeting. [Yes.]

CITY FINANCIAL REVIEW:

Nicole submitted the bank statement, cash deposits, and expenditure sheet. She stated that she also submitted the Profit and Loss report to the Council for the first quarter of the fiscal year. The Council asked questions about the report and pointed out some entry errors in the budget. She asked the Council when they wanted to make the transfer of \$60,000.00 from the LGIP account to Banner Bank that was included as cash on hand in the budget. Councilor Williams said that she would like the transfer done in November, and the Council agreed. Nicole reported that red paint for the Portal parking lot could only be purchased in increments of three cases (36 cans). The Council decided to proceed with the purchase of three cases.

Mayor Meske made a motion to approve expenditures for October 2020 in the amount of \$39,964.53. Councilor Stark seconded, and the motion carried, 3–0.

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

CITIZENS CONCERNS NOT ON AGENDA:

Nicole reported that she received a question by e-mail from a Westfir landowner about whether a duplex would be allowed in Hemlock. She said that her reading of the development code is that duplexes are allowed on corner lots in a Community Residential Zone. The Council agreed with her interpretation. She said that she would refer the landowner to the development code.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Williams reported that she looked at the Westfir Land Development Code and made a summary of items she thought were applicable to the Trans Cascadia (TC) development proposal. She said that she would send her summary to Nicole to distribute to the Council. Mayor Meske commented on the TC proposal. He cited issues like septic/sewer, fire lanes, traffic flow and the general complexity of the proposal, and the fact that the City does not have the expertise to guide TC in the development process. He suggested to Nicole that she reach out to Lane Council of Governments for assistance with how to proceed. Councilor Williams expressed concern about prohibited RV/vehicle camping in Hemlock but said she didn't think the City could do much in light of the Covid-19 pandemic.

ADJOURN MEETING:

Councilor Randy Stark moved to adjourn the meeting. Mayor Meske seconded, and the meeting was adjourned at 6:56 p.m.

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

Respectfully submitted,

Matt Meske, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE