

# CITY OF WESTFIR PLANNING COMMISSION

## PUBLIC HEARING

Monday, November 2, 2020

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

### MINUTES

**The purpose of the public hearing was to hear comments regarding a proposed land use change.**

Mayor Matt Meske opened the public hearing at 5:31 p.m. Planning Commission members D'Lynn Williams, Edward Johnstone, Thalia Lerin, and Randy Stark were in attendance.

Mayor Meske read the explanation of the nature and purpose of the hearing as follows:

“The public hearing is being held for the purpose of taking comments on the application for a five-year Temporary Use Permit: Case No. TUP 01-20, to allow use of the Westfir Portal and 001 North Fork Rd in December for the annual Bridge Lighting Festival for years 2020–2024.”

City Recorder Nicole Tritten announced the opportunities for submission of information and appeal as stated in the public notices. The commission found no ex parte contacts or conflicts of interest. The Staff Report was read out loud and discussed by the Commission. Mayor Meske provided the applicant testimony on behalf of the City. There were no public comments.

The Planning Commission voted to recommend that the City Council approve the five-year temporary use permit.

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

Mayor Matt Meske closed the public hearing at 5:54 p.m.

**JOINT MEETING OF  
THE WESTFIR LOCAL CONTRACT REVIEW BOARD and CITY COUNCIL  
PUBLIC HEARING  
Monday, November 2, 2020  
Audio/Video Teleconference, following the Planning Commission Hearing**

**MINUTES**

Mayor Matt Meske called to order the joint meeting of the Local Contract Review Board and City Council at 5:55 p.m. Local Contract Review Board members/City Councilors D'Lynn Williams, Edward Johnstone, Thalia Lerin, and Randy Stark were in attendance.

He read the explanation for the purpose of the hearing as follows:

“The public hearing is being held for the purpose of taking comments on the City’s draft findings supporting the exemption of certain classes of special procurements and public improvement contracts from competitive bidding requirements.”

The staff report was presented by Carrie Connelly, a lawyer with Local Government Law Group.

There were no public comments. The Local Contract Review Board and City Council voted to recommend adoption of joint Resolution 495 opting out of the attorney general’s model contracting rules and amending public contracting rules for the City of Westfir.

**AYES:** Meske, Williams, Johnstone, Stark   **NAYS:** 0   **ABSTENTIONS:** 0   **ABSENT:** Lerin (sound dropped from connection)

Mayor Meske closed the public hearing at 6:10 p.m. The joint meeting was left open for the official vote on Resolution 495 in the regular City Council meeting.

# WESTFIR CITY COUNCIL MEETING MINUTES

Monday, November 2, 2020

Audio/Video Teleconference, immediately following Public Hearings

## MINUTES

### **CALL TO ORDER:**

Mayor Matt Meske called the meeting to order at 6:11 p.m. Councilors D'Lynn Williams, Edward Johnstone, Thalia Lerin, and Randy Stark were present.

**MAYOR'S MINUTE:** Mayor Matt Meske commented that he would like to get back to in-person meetings, but conditions didn't allow it for now.

### **CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

### **COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

### **LAND USE DECISION:**

Councilor Randy Stark made a motion to approve the land use change recommended by the Planning Commission: approval of five-year temporary use permit TUP 01-20 for the annual Bridge Lighting Festival. Councilor Edward Johnstone seconded, and the motion carried, 5-0

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

### **RESOLUTION 495 OPTING OUT OF ATTORNEY GENERAL'S MODEL CONTRACTING RULES AND AMENDING PUBLIC CONTRACTING RULES FOR THE CITY OF WESTFIR:**

Councilor Stark moved to adopt Resolution 495 on behalf of the City of Westfir and on behalf of the City of Westfir's Local Contract Review Board. Mayor Meske seconded, and the motion carried, 5-0.

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

**ADJOURNMENT OF JOINT MEETING:** Mayor Meske adjourned the joint meeting of the Local Contract Review Board and Westfir City Council at 6:16 p.m. The regular meeting remained in session.

### **APPROVE MINUTES – October 5, 2020**

Councilor Stark made a motion to approve the minutes from October 5, 2020. Councilor Williams seconded, and the motion carried, 5-0.

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

### **CHAMBER OF COMMERCE UPDATE:**

Chamber President Lynda Kamerrer presented the update. She reported that the Headwaters Harvest Festival was underway, offering online classes on the Chamber's website platform. In addition, there were a few in-person events, including a film-showing and a demonstration of pumpkin throwing with a trebuchet. Lynda reported that Business Oregon was providing a large shipment of PPEs that the Chamber would distribute to local businesses, including masks, gloves, and hand sanitizer.

**WATER / SEWER REPORT:**

Jackson Stone presented the water and sewer report. He stated that the water outage on October 7 and 8 resulted from a break in the two-inch line that feeds the south side of Westfir Road. He reported high water loss due to the broken line. He referred the Council to a photo of the broken pipe and said that he purchased extra parts in the event of a similar break in the future.

In addition, Jackson reported that had extinguished a property owner's burn pile that had been left unattended with the owner out of town. He said that there were two or three hot spots, and he used around 500 gallons of water to extinguish the fire. He stated that he wanted to handle the burn right away due to the risk of fire spreading to underground roots and the proximity of the fire to the BPA powerline. Councilor Williams asked if the owner had been informed and Jackson confirmed that he left a voice message at the owner's Idaho phone number.

**POLICE REPORT:**

There were no comments on the police report. Mayor Meske asked about an Oakridge ballot measure to fund emergency services in the upcoming election. Councilor D'Lynn Williams stated that the ballot measure was just to maintain services at the current level. Mayor Meske noted that the outcome could affect Westfir's budget in the future since Oakridge provides police, fire, and emergency services to Westfir.

**ACKNOWLEDGEMENT OF VOLUNTEERS & CITY HALL OFFICE IMPROVEMENTS:**

Councilor Stark stated that he would like the City to give \$25 gift cards to the City's most frequent volunteers to express its appreciation of their work. He named volunteers Linda Love, Nicole Davis, June Johnson, Ken Grimsby, Elizabeth Stark, and Larry, surname not known. Mayor Meske agreed, and Councilor Williams said the money could come out of the General Fund.

Councilor Stark had suggested a \$300 expenditure for office improvements at City Hall to allow the City Recorder to customize the space to her preference. Nicole stated that she was perfectly comfortable in the office but thought that an air purifier would be a beneficial addition. She stated that an air purifier could be purchased for \$200–\$300 and that she would do some research and make a recommendation to the Council.

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- She registered to attend an online seminar on December 3 called "Elected Essentials" to improve her knowledge of public meetings.
- She announced in the November newsletter that the Bridge Lighting Festival would most likely be cancelled this year due to COVID-19 restrictions. [Council agreed that holding the festival seemed unwise given increased spread of the virus.]
- She would prefer not to have water service shutoffs for past due accounts on Fridays because the customer can't resolve the issue until Monday. In addition, she said that she would like shutoffs only for arrearage amounts of more than \$20. [The Council agreed to the proposal not to do shutoffs on Fridays. There was more discussion of the monetary threshold for water shutoffs. Councilor Williams pointed out that the City would not want to have a resident \$20 in arrearage every month, for example. Councilor Williams then suggested that the rules could be informally implemented and discussed further at the January work session on water rates and policies.]

- The second dumpster for the Community Clean-up was less than half full, including garbage from the river clean-up event. She suggested that the City may want to order just one dumpster for Community Clean-up except in years when the river clean-up is held.
- She asked what type of sign Councilor Williams wanted for the boat launch gate. [In addition to the sign the City already purchased, the Council determined that reflective tape should be applied to make the gate visible. Councilor Williams said that the gate posts should also be marked with the tape to prevent drivers from backing into them.]
- She e-mailed Lane Council of Governments (LCOG) about the proposed Trans Cascadia development as requested by Mayor Meske. She said that LCOG asked whether some of Westfir's member hours could be applied to their review of the project. [The Council decided that the development was at too early a stage to spend LCOG member hours. The City will wait for a formal proposal from Trans Cascadia before approaching LCOG for a review and advisement.]

#### **CITY FINANCIAL REVIEW:**

Nicole submitted the bank statement, cash deposits, and expenditure sheet. She presented the report and addressed these items:

- The accountant completed his work on the annual financial reports and informed the auditor that the reports were ready for audit.
- She contacted the attorney, and he did not think a resolution was required to move funds from the LGIP account to the Banner Bank account.
- To date she had not been able to connect with an organization that could manage a rent/utility assistance program with the City's Coronavirus Relief Funds and that time had largely run out because funds have to be spent by the end of year.
- The League of Oregon Cities was conducting a survey to learn if cities that used less than half of their CRFs would be willing to release the funds for the use of cities with additional needs. [The Council decided that they were willing to release 90% of the \$25,000 allocation for other cities.]

#### **CITIZEN CONCERNS NOT ON AGENDA:**

Dane Houston's water was shut off for short payment on his payment plan. Nicole asked the Council if they wanted to revoke the payment plan because he had been late the previous month as well. Mayor Meske said that he spoke to Dane and told him if he paid \$100 by Wednesday, November 4, then his water would be turned back on and his payment plan would continue, but that the \$50 reconnect fee would be applied. The Council agreed to those terms.

#### **ACKNOWLEDGE RESIGNATION AND DECLARE A VACANCY:**

Mayor Meske made a motion to acknowledge the letter of resignation from Melody Cornelius and declare a vacancy in the Portal maintenance position pending her election as City of Westfir Mayor. Councilor Williams seconded, and the motion carried, 5-0.

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

#### **COUNCILOR CONCERNS NOT ON AGENDA:**

Mayor Meske asked about the status of Emerald Broadband plans to install fiber-to-residence broadband. Councilor Edward Johnstone reported that he had spoken to Emerald Broadband's office recently. They told him that they were working on a project that had to be completed by the end of

year, after which they would be able to turn to the Westfir project. Councilor Johnstone said that he would follow up with Raymond of Emerald Broadband and report back to the Council.

**EXPENDITURE SHEET:** Councilor Williams made a motion to approve expenditures for November 2020 in the amount of \$29,512.31. Councilor Johnstone seconded, and the motion carried, 5–0.

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

**COUNCILOR CONCERNS NOT ON AGENDA (CONT.)**

The Council discussed possible expenditures for the Bridge Lighting Festival, such as additional lights, a propane stove for heating beverages, and a sound system.

**ADJOURN MEETING:**

Councilor Stark moved to adjourn the meeting. Mayor Meske seconded, and the meeting was adjourned at 7:55 p.m.

**AYES:** Meske, Johnstone, Stark    **NAYS:** 0    **ABSTENTIONS:** 0    **ABSENT:** Williams, Lerin (online connection lost)

Respectfully submitted,

\_\_\_\_\_  
Matt Meske, Mayor

\_\_\_\_\_  
ATTEST:  
Nicole Tritten, City Recorder

\_\_\_\_\_  
DATE