

WESTFIR CITY COUNCIL MEETING MINUTES

Monday, May 3, 2021

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

MINUTES

CALL TO ORDER:

Mayor Melody Cornelius called the meeting to order at 5:31 p.m. Councilors D'Lynn Williams, Edward Johnstone, and Randy Stark were present.

MAYOR'S MINUTE:

Mayor Cornelius stated that a river cleanup held on May 2 was successful, with nine people participating and filling a dump trailer with debris from the North Fork area. In addition, she congratulated the City of Oakridge on being awarded a Travel Oregon grant for Signage and Wayfinding. She said the grant would include some signage for Westfir, as well, and that she looks forward to seeing the project realized.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

MIDDLE FORK WILLAMETTE WATERSHED COUNCIL (MFWWC):

The MFWWC was invited to attend a Council meeting to discuss the riparian projects required under the City's TMDL Implementation Plan, a five-year plan under the DEQ to reduce various pollutants entering the 1.7 miles of the North Fork of the Middle Fork of the Willamette River that run through Westfir. Ka-Voka Jackson introduced herself as the Restoration Projects Manager for the MFWWC. Dov Weinman was introduced as the Executive Director. Mayor Cornelius reported that recently the City had been working to consolidate trails and remove invasive species at the City's boat launch park. She said that the City would like to have native species planting in the watershed area of the park. Ms. Jackson replied that she thought it would be a good project for MFWWC to assist with, particularly if the Oregon State Marine Board already had funding available. Mr. Weinman suggested that a planning meeting would be a good next step, and Mayor Cornelius suggested an onsite visit to the park, as well.

COG WILD PARKING:

Eugene Cathcart, an employee of Cog Wild, a bicycle tourism company in Oakridge and other locations, addressed the Council on the matter of parking at the Westfir Portal. Mr. Cathcart stated that he saw a need for both short- and long-term parking to serve the varying uses of the site. He noted that the City had asked Cog Wild to have their clients park at City Hall, which had worked out well. However, he hoped to work with the City to provide better signage at the Portal to direct people to City Hall as a location for long-term parking. Councilor Williams expressed support for short-term parking spaces, particularly spots in front of the kiosks and restroom. The Mayor noted that it was a good time to consider parking configurations since the Portal had just been paved but was not yet striped. She suggested that the Council discuss how to arrange parking at the Portal at the Council's next work session.

NATIONAL INTERSCHOLASTIC CYCLING ASSOCIATION (NICA):

Mayor Cornelius recognized Mike Butler, a local NICA trainer who is starting a team in Westfir/Oakridge. Mr. Butler gave a PowerPoint presentation to the Council. He explained that NICA is a program for kids, grades 6–12, which uses mountain biking as an avenue for youth development. Mr. Butler said that NICA would appreciate financial support from Westfir because the sport is expensive, with \$275 in

registration and race fees per student annually, and need for a bicycle and helmet. He suggested a scholarship fund for children in the Westfir area or for Westfir to support a “bicycle library,” so that any child who wants to participate has access to a bike.

CHAMBER OF COMMERCE REPORT:

Mayor Cornelius recognized Lynda Kamerrer, President of the Oakridge Westfir Area Chamber of Commerce. Ms. Kamerrer presented an overview of what the Chamber does and its goals. She reported that the Chamber would like to build up a reserve account to update and modernize its five-year-old website. She stated that the Chambers wants to hold a strategic planning session in the summer to review goals and be sure that any efforts they put forward are along the lines of their strategic plan. Ms. Kamerrer expressed appreciation for the support the City of Westfir has given the Chamber and asked for its continued support.

SPEEDING VEHICLE COMPLAINT:

Mayor Cornelius recognized resident Jeannette Parker. Ms. Parker complained that two of her neighbors had been driving at unsafe speeds in front of her house at the end of 1st and 2nd Streets. She complained generally about public use of the roads, which are private. She stated that she would like to install speed bumps on the road or to shut down the easement entirely since her neighbors are not landlocked. Mayor Cornelius confirmed that the road is privately owned by the neighbors and that the City does not have jurisdiction. However, she stated that the City would have jurisdiction if it received complaints from other residents, because the City has a responsibility to all residents. Councilor Stark suggested that Ms. Parker check with emergency services to be sure their vehicles would not be impeded by speed bumps, and she agreed to do so. Councilor Williams stated that she would like to see documentation that the other neighbors agreed with the installation of speed bumps. Ms. Parker said that acquiring permission from all the neighbors was a problem because the neighbors who speed would not agree. Mayor Cornelius encouraged Ms. Parker to make her neighbors aware before making changes to the road, and to not block the road, because emergency vehicles need access.

RESOLUTION 504 – TRANSFER APPROPRIATION:

Councilor Stark made a motion to approve Resolution 504 transferring appropriation authority in the Highway Fund for fiscal year 2020–2021. Councilor Williams seconded, and the motion carried, 4–0.

AYES: Cornelius, Williams, Johnstone, Stark **NAYS:** 0 **ABSTENTIONS:** 0

APPROVE MINUTES:

Mayor Cornelius stated that she found an error in the minutes for April 5 in the Chamber of Commerce report: The City of Oakridge applied for the grant, not the Chamber. Mayor Cornelius made a motion to approve the minutes from April 5, 2021, with one correction; April 19, 2021; and April 28, 2021. Councilor Stark seconded, and the motion carried, 4–0.

AYES: Cornelius, Williams, Johnstone, Stark **NAYS:** 0 **ABSTENTIONS:** 0

WATER / SEWER REPORT:

Jackson Stone presented the water and sewer report. He noted that water usage had increased by 150,000 gallons over last year for the month of April. He reported that Relief City Operator Robert Archer signed up with Sacramento State University to become an Operator in Training, so he would be able to take his certification exams within the next year to year-and-a-half. Councilor Williams told Jackson that she would like to see bark mulch backfill at the basketball court in Hemlock Park to fill the gap between the new pavement and the surrounding area. She expressed concern that a child could twist an ankle and that the pavement edge would get chipped. Jackson said that he could use the bark chips at City Hall and that he would add that task to his list.

POLICE REPORT:

Mayor Cornelius noted the report of cars speeding on 1st Street, which had been called in by Jeannette Parker, who made the complaint to the Council earlier in the meeting. Councilor Williams asked whether the noise complaint in the report was from the same neighborhood, and Mayor Cornelius confirmed that it was the same neighborhood. Councilor Johnstone expressed concern about a report of a male looking in houses and said the Council should take seriously any further reports of that nature.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- She asked the Council whether they wanted to recommend approval for renewal of OLCC licenses in the City. [The Council was not aware of any complaints against the businesses that hold liquor licenses and recommended approval.]
- She asked for guidance from the Council on how to compose a letter in response to a noise complaint, because the definition of a noise disturbance in the City ordinance seemed subjective to her, and she wasn't sure how compliance could be verified. [Mayor Cornelius said that, in addition to an email complaint sent to the City and a written complaint, she had received several verbal complaints. Taken together, she said the number of complaints from different parties would meet the definition in the ordinance of noise that "annoys or disturbs a person of reasonable sensitivity." She stated the City could verify compliance by an absence of complaints. Councilor Williams said that the noise ordinance should be updated with a specific standard for compliance, to which the Council agreed.]
- She reported that her office assistant would not be able to work much beyond May, and that it was time to look for a Relief City Recorder again. She stated that she would advertise in Craigslist and the Highway 58 Herald. [Mayor Cornelius said that she didn't think the Council needed to declare a vacancy since the position was never filled and that it was fine to start advertising again.]
- She reported that the Beneficial Use Certification was due by October 1, 2021; that she hadn't done anything with it yet, and she wasn't sure what was involved. [Mayor Cornelius explained that the City had a problem with water rights several years ago, but the City was able to provide documents that transferred the rights from the mill site to the incorporated city. However, to retain those rights, the City must prove that it is using a certain quantity of water over a certain period. Furthermore, she explained that the City would be penalized for using more water than it had rights to, or could lose water rights if usage fell too far below the City's allotment. She stated that Jack kept track of usage for the water and wastewater plants, but she wasn't sure exactly what data had to be submitted. Mayor Cornelius said that the issue should be discussed at the June work session.]

CITY FINANCIAL REVIEW:

Nicole submitted the bank statement, cash deposits, and expenditure sheet, and addressed these items:

- She reported that the Banner Bank loan was paid back on April 30, and the payoff amount was \$225,579.16. [Councilor Williams asked where the additional funds came from to repay the loan. Nicole said that she wasn't sure at the moment how to adjust the budget but affirmed that it would be correctly recorded.]
- She stated that she received the Fire IGA from Oakridge with no changes to the contract from the prior year except a modest increase in the cost.

Councilor Williams made a motion to approve the intergovernmental agreement for the provision of fire services for FY 2021–22 that was offered by the City of Oakridge. Councilor Stark seconded, and the motion carried, 4–0.

AYES: Cornelius, Williams, Johnstone, Stark **NAYS:** 0 **ABSTENTIONS:** 0

- Nicole reported that she heard back from Umpqua Valley Financial (UVF) in Roseburg about serving as the City’s auditor and that UVF gave an estimate of \$10,800. [Mayor Cornelius said that the extra expenditure over the \$9,000 the City currently pays its auditor was worth it to have audits filed on time. The Council agreed.]
- She reported that she received a new estimate from GMD Electric for wiring of outdoor security cameras at City Hall, which was \$360 higher than the bid from two years ago. [Mayor Cornelius stated that it was important to have the cameras installed, and the Council discussed how to complete the project in the current FY. Councilor Johnstone offered to donate two outdoor floodlight cameras he had on hand to allow the work to proceed, and the cost of wiring was added to the expenditure sheet for June.]

CITIZEN CONCERNS NOT ON AGENDA:

Resident Dick Shearer submitted a letter to the Council expressing concern about wildfires and the activity allowed by the Forest Service during high-risk periods. [Mayor Cornelius suggested that he attend a community event about fire safety scheduled for May 21 at Greenwaters Park.]

Mayor Cornelius made a motion to approve expenditures for May 2021 in the amount of \$65,001.42. Councilor Williams seconded, and the motion carried, 4–0.

AYES: Cornelius, Williams, Johnstone, Stark **NAYS:** 0 **ABSTENTIONS:** 0

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Stark expressed concern that a banner for the Tree Planting Festival, although attractive, was installed without notification to the Council. Nicole said that a resident had asked if the City could post the sign; that she and Jackson agreed to it; and that Jackson installed the banner. She apologized for not checking with the Council first.

Mayor Cornelius reported that she had submitted a letter in her capacity as Mayor to the Lane County Board of Commissioners opposing the proposed Old Hazeldell Quarry project in Oakridge, and that she signed up to speak at the meeting to read the letter into the record. Councilors Johnstone and Stark cosigned the letter, but Councilor Williams declined. Mayor Cornelius stated that she wanted to be sure the letter was representative of Council and residents. Councilor Williams stated that she was sure that there were people in the community who wouldn’t agree with the letter. She said her concern was property rights; that the property was purchased to develop; and then the rules were being changed.

ADJOURN MEETING:

Mayor Cornelius moved to adjourn the meeting. Councilor Williams seconded, and the meeting was adjourned at 8:07 p.m.

AYES: Cornelius, Williams, Johnstone, Stark **NAYS:** 0 **ABSTENTIONS:** 0

Respectfully submitted,

Melody Cornelius, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE