

WESTFIR CITY COUNCIL PUBLIC HEARING MINUTES

Monday, June 7, 2021

Audio/Video Teleconference, 5:30 pm

The public hearing was held for the purpose of taking comments on the election and use of State revenue sharing funds, and the 2021–2022 Budget, as approved by the Budget Committee.

There was no public comment. The Council discussed the amount and distribution of funds from the dissolved Fiberoptic Fund. Mayor Melody Cornelius closed the public hearing at 5:43 pm

WESTFIR CITY COUNCIL MEETING MINUTES

Monday, June 7, 2021

Audio/Video Teleconference, Following the City Council Public Hearing

MINUTES

CALL TO ORDER:

Mayor Melody Cornelius called the meeting to order at 5:43 p.m. Councilors D'Lynn Williams, Edward Johnstone, and Randy Stark were present.

MAYOR'S MINUTE:

Mayor Cornelius stated that Westfir is designated a Firewise community, as recognized by the National Fire Protection Association. She stated that the Westfir area is heading quickly into fire season, and everyone needs to be prepared.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

AMEND BUDGET:

Mayor Cornelius moved to amend the 2021–2022 budget, as approved by the Budget Committee, to transfer the balance of \$24,170 from the dissolved Fiberoptic Fund to the General Fund and to reserve the funds for future expenditures. Councilor Williams seconded, and the motion carried 4–0.

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

RESOLUTION 506:

Mayor Cornelius made a motion to approve Resolution 506 to adopt the FY2021–2022 budget in the amount of \$1,332,099; to elect revenue sharing; and to impose taxes and appropriations. Councilor Williams seconded, and the motion carried 4–0.

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

RESOLUTION 506.1

Councilor Williams made a motion to approve Resolution 506.1 to accept State shared revenue for FY2021–2022. Councilor Stark seconded, and the motion carried 4–0.

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

CHAMBER OF COMMERCE REPORT:

Mayor Cornelius recognized Chamber President Lynda Kamerrer. Ms. Kamerrer highlighted upcoming events: Mountain Bike Oregon the Disc Golf Tournament; and the Sasquatch Duro biking race. She emphasized the importance of events in bringing visitors to the community and generating return visits. She stated that she worked to recruit local businesses to participate directly in the economic opportunities associated with the events. She reported that the Chamber was trying promotion in print media, with an ad in *Eugene* magazine, as a way to increase the profile of Oakridge/Westfir in the Eugene metro area. She stated that the Chamber also plans promotion on Instagram and Facebook, and in Google ads. Ms. Kamerrer thanked the City of Westfir for the donation of \$3,000 and said that Oakridge donated \$15,000 to the Chamber. She reported that the Chamber will hold a strategic planning session in July to set goals for the next couple of years.

APPROVE MINUTES:

Counselor Johnstone made a motion to approve the minutes from May 3, 2021, and May 24, 2021, Mayor Cornelius seconded, and the motion carried, 4–0.

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

UPDATED LAND DEVELOPMENT CODE:

Mayor Cornelius explained that changes had been made to the Westfir Land Development Code (WLDC) by Ordinance 109, but the changes had never been integrated into the document and the revision approved by Council. Councilor Stark asked if someone could summarize the changes made by Ordinance 109. Mayor Cornelius said she believed that the ordinance corrected errors in the original WLDC, particularly with regard to setbacks.

Mayor Cornelius moved to update the Westfir Land Development Code to include the changes in Ordinance 109. Councilor Williams seconded, and the motion carried 3–0.

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

WATER / SEWER REPORT:

Jackson Stone presented the water and sewer report. He noted that water consumption was higher than the previous May due to hot weather. He reported no problems at the water or wastewater plants. He said that he had to replace the pump for lime slurry at the wastewater plant. He reported that Relief City Operator Robert Archer had prepared his application to DEQ for Operator in Training and that he still seemed motivated to take over the City Operator job upon Jackson's retirement.

POLICE REPORT:

Mayor Cornelius pointed to an incident of vehicular assault on May 8 that was followed up by the Oakridge Police on May 10. In lieu of a Fire/EMS report, Mayor Cornelius reported that the Forest Service and Oakridge Fire Department responded to a hiker who had fallen on the Alpine Trail. She said that it was a complex rescue that took about three hours. She stated that she was glad that Oakridge Fire and EMS were able to help and hoped that the person was recovering.

EVENT DONATIONS FROM RTMP FUND:

Mayor Cornelius noted that the Council had discussed providing additional grant money to local events from the RTMP Fund at the last work session. She verified with Nicole that the RTMP Fund had \$4,909 remaining in the fiscal year and stated that she would like to see the funds used to support upcoming local events. Councilor Johnstone stated that he thought supporting events, especially those that would return, was a good investment for the City. Councilor Stark asked if there was commonly used

equipment that the City could purchase and make available to events. Councilor Williams asked about a sound system, but the Council determined that the City already had a sound system, which had been used at the Bridge Lighting Festival. Lynda Kamerrer suggested that signage might be helpful for directing people to events. Councilor Williams asked about purchasing a generator and outdoor lighting. The Council agreed that a generator and lighting would be useful for events. The Council opted to allocate \$2,900 for the purchase of a generator and outdoor lights, and the remainder for grants to local events.

Mayor Cornelius made a motion to donate \$1,000 to Mountain Bike Oregon; \$500 to the Middle Fork Open Disc Golf Tournament; and \$500 to the Alpine Epic from the RTMP Fund. Councilor Stark seconded, and the motion carried 4–0.

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

RV PANDEMIC REGULATION ORDER:

Mayor Cornelius stated that she would like to terminate Mayor’s Order 2020-3, the RV Pandemic Regulation Order. She said that the City had a problem with residential use of RVs that had become an eyesore in the community and a health hazard. She reported that she had received verbal complaints from residents who asked why this was being allowed counter to City ordinance. The Mayor stated that she would like to move forward with abating the nuisances. She pointed out that nobody living in an RV had complied with the requirements of the Mayor’s Order to report to the City the name of those living in the RV; how waste was being handled; and the length of residence. The Mayor pointed out that the Mayor’s Order would remain in effect until the Governor’s State of Emergency was lifted, or until it was terminated earlier by the Mayor. She asked the Council if they had any questions, concerns, or comments about terminating the Mayor’s Order.

Councilor Stark stated that he preferred to leave the order’s termination tied to the Governor’s State of Emergency. Councilor Johnstone said he had no problem terminating an order that was essentially non-functional. Councilor Williams asked whether they could leave the order in effect and still enforce City ordinance since nobody had applied for relief under the Mayor’s Order. Mayor Cornelius felt that they should either terminate the order and send the notice to abate or leave the order in effect and not act to abate until it expired. Council Stark felt that there might be legal implications for evicting people with the Governor’s State of Emergency still in effect. Mayor Cornelius said because there was concern and confusion on the Council about how to enforce Ordinance 138 and 139 violations with the Mayor’s Order still in effect, that the matter should be tabled until the next meeting. The Council further discussed the issue without coming to a conclusion. The Mayor tabled the issue until the next meeting.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- She stated that Emerald Broadband had scheduled installation of Wi-Fi at the Portal for June 23.
- She said the rabies vaccine clinic was scheduled for Sunday, June 27, from 11 a.m. – 1 p.m. at the Portal. She said that she might need a volunteer since Councilor Thalia Lerin had assisted the previous year. [Mayor Cornelius volunteered to assist at the clinic.]
- She reported that Lane Council of Governments (LCOG) asked the City what scope of work (SOW) to include in the IGA they were writing to provide Westfir with planning/technical services. She noted that LCOG had sent an example of SOW from their IGA with Bandon. She asked the Council for direction on the SOW. [Councilor Williams noted that it was difficult to say since the City didn’t know what the work entailed. Mayor Cornelius and Councilor Williams felt that the SOW used by Bandon looked reasonable, so the Council directed Nicole to tell LCOG

that the same SOW could be used in the IGA with Westfir.]

- Nicole stated that Mountain Bike Oregon's application for use of the Portal was given provisional approval by the Council at the April meeting, providing all application materials were submitted by June 1. She noted that the USFS permit, bridge closure permit and payment were still pending. She asked if the Council would extend the deadline to the usual 30 days before the event for the submission of all materials. [The Council asked what the 30-day deadline would be, and Nicole said that it was June 13. The Council reviewed additional application materials submitted by MBO: the site plan and COVID-19 Risk Mitigation Procedures. The Council agreed to allow MBO to submit the remaining materials by June 14.]
- Nicole presented an update on the transition of City email from Gmail to the City's domain, ci.westfir.or.us. She reported that Ken Grimsby had transferred over 20,000 email messages from westfircity@gmail.com to the City's website host. She said that all the mail remained at Gmail as a backup, but eventually the mail would be deleted from Gmail. She noted that mail being sent to the Gmail address was now being forwarded to cityhall@ci.westfir.or.us. [Mayor Cornelius expressed thanks to Ken Grimsby for his work.]
- She reported that she had been approached a second time by a Eugene company called KinergyTech about designing a website for the City. She noted that KinergyTech said they had an employee residing in Westfir who could work closely with the City. She asked if the Council would be interested in hearing a pitch from the company. [Councilor Stark and Mayor Cornelius stated that they did not want to hear a sales pitch at a Council meeting but would be willing to look at a proposal or other information from the company.]

CITY FINANCIAL REVIEW:

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

- She remarked that in May the Council had authorized spending \$2,160 to wire City Hall for three outdoor security cameras. Noticing that City Hall previously had more than three outdoor cameras, she got a bid of \$2,450 to wire four outdoor cameras. She asked the Council if they would approve the expenditure for four outdoor cameras. [The Council agreed to wiring City Hall for four outdoor cameras.]
- Nicole stated that the current year budget included a transfer of \$60,000 from the LGIP account to Banner Bank. She reported that she made a transfer of \$10,000 from LGIP to Banner Bank on May 11. Once the funds showed up in the Banner Bank account, she felt secure to transfer the remaining \$50,000, which she did on June 4.
- She reported that the County would return \$2,552 dollars of Coronavirus Relief Funds (CRF) to Westfir that were not used for the utility and rent relief program. She said that the Council needed to decide if there was another Community Support use of the funds that could be purchased by June 30. Otherwise, the CRFs would be returned to the State. [Councilor Williams thought the funds should be returned. Nicole suggested the purchase of equipment to facilitate hybrid in-person/remote meetings. Mayor Cornelius liked the idea of broadcasting meetings from City Hall and felt that it met the definition of Community Support. She suggested that Nicole contact Oakridge's City Administrator about what equipment they were using to transmit their meetings over Zoom. Councilor Johnstone said he would do some research and email recommendations to the Council and Nicole.]
- Nicole reported that CIS, the City's insurance company, dropped worker's compensation policies and transferred the City's account to SAIF Corporation. Nicole agreed to this transfer of the

City's account. She asked the Council if it was acceptable to make the first payment to SAIF before the end of the fiscal year. [The Council agreed to payment in the current fiscal year.] Nicole questioned whether the City needed a resolution to change companies for worker's compensation coverage. [The Council did not know if a resolution was needed, and Nicole said she would look further into the matter. Mayor Cornelius suggested that Nicole have a resolution ready for the next meeting.]

- She reported that she was scheduled to meet with the auditor on June 17. She said that the insurance company would suspend Westfir's crime coverage if the audit was not completed by July 1. Nicole stated that she thought the auditor could meet the deadline.

Mayor Cornelius made a motion to approve expenditures for June 2021 in the amount of \$45,294.01. Councilor Williams seconded, and the motion carried, 4-0.

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

CITIZEN CONCERNS NOT ON AGENDA:

Westfir resident Les Zak submitted a request to the City that Lane County use Federal stimulus funds for installation of speed bumps on Westoak Road. Mayor Cornelius stated that Westfir had no jurisdiction over Westoak Road. She suggested that Mr. Zak approach ODOT or the County to request a road modification. She said that the Council would consider supporting his request with the County or State. Mayor Cornelius and Councilor Johnstone expressed general support for speed bumps in certain areas of the City.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Stark raised the issue of outdoor camping by customers of Trans Cascadia Excursions. He asked if camping and portable toilets were allowed without a conditional use permit. Mayor Cornelius stated that she thought the camping fell within the 14-day limit allowed within a three-month period on private property. Nicole pointed out that the City ordinance covered residential but not commercial property. Councilor Stark asked if it was acceptable to Council to allow unregulated camping on commercial property. Mayor Cornelius and Councilor Johnstone did not have an issue with the camping in the absence of complaints by residents. Mayor Cornelius said the Council could discuss an ordinance to address camping on commercial and mixed-use property at a work session.

ADJOURN MEETING:

Mayor Cornelius moved to adjourn the meeting. Councilor Williams seconded, and the meeting was adjourned at 8:28 p.m.

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

Respectfully submitted,

Melody Cornelius, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE