

# WESTFIR CITY COUNCIL MEETING MINUTES

Monday, November 1, 2021

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

## MINUTES

### **CALL TO ORDER:**

Mayor Melody Cornelius called the meeting to order at 5:37 p.m. Councilors D'Lynn Williams, Nicole Davis, Edward Johnstone, and Kelly Packard were present.

### **MAYOR'S MINUTE:**

Mayor Cornelius reported that installation of the bike hub wash and repair station at the Portal would be breaking ground later that week and that installation of the Oakridge hub had started at Greenwaters Park in Oakridge the previous Friday.

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

Jay Skordahl introduced himself as one of the founders of the Five Rivers Group, which is concerned with non-recreational camping in the forest. Mayor Cornelius suggested that he make comments after the City Council's letter of concern to the Forest Service had been discussed.

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

There were no Councilor comments.

### **POLICE/FIRE IGA RENEGOTIATION WITH OAKRIDGE:**

Mayor Cornelius asked whether only the police IGA had been renegotiated or both police and fire agreements. City Recorder Nicole Tritten stated that she asked for the increase of \$18,302 requested by Oakridge to be divided between the law enforcement and fire contracts. Mayor Cornelius asked Oakridge City Administrator Bryan Cutchen to confirm that Westfir would be able to renegotiate the IGA's cost in future years if Oakridge reduced or repealed their security fee. Mr. Cutchen replied affirmatively. Councilor Williams asked whether the software licensing fee for logging Westfir police reports was a one-time fee or an annual fee. Chief Martin stated that it was an annual fee, but he would check whether the fee would be reduced after the first year.

Mayor Cornelius made a motion that the City of Westfir enter into an amended IGA with the City of Oakridge for the provision of fire and law enforcement services. Councilor Johnstone seconded, and the motion carried, 5-0.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard   **NAYS:** 0   **ABSTENTIONS:** 0

### **LETTER OF CONCERN TO FOREST SERVICE:**

The Council reviewed a letter written to the USFS by Mayor Cornelius at the request of the Five Rivers Group. Mayor Cornelius noted that the letter was similar to ones sent to the USFS in 2016 and 2017 by the Westfir Council, as well as citizens, requesting that the USFS close overnight camping at the "1 Mile" site on the North Fork. Mayor Cornelius read the letter and then opened the floor to comments and questions. Mr. Skordahl said he concurred with the letter but that his group extended their concern to five rivers that flow into the community and would like a 5-10-mile area with day-use-only recreation. He said the group's goal was to meet with the District Ranger and begin discussions. Mayor Cornelius confirmed with Mr. Skordahl that his group was doing weekend cleanups. She suggested that he reach out to the City to promote his cleanup events on the City website and newsletter. Councilor Williams

asked Mr. Skordahl who was paying dump fees for the cleanup events. He stated that a sister organization called Friends of Fall Creek in the Lowell area was covering the dump fees since the Fall Creek group was well established enough to have a source of funding.

Mayor Cornelius asked the Council for comments on the draft letter. Councilor Williams stated that she would prefer not to focus exclusively on the "1 Mile" area but to express concern for the entire North Fork. Mayor Cornelius said that she could easily modify the letter and have Nicole Tritten forward it to Council for review. There was no objection by the Council.

**CHAMBER OF COMMERCE REPORT:**

The Mayor recognized Chamber President Lynda Kamerrer. Ms. Kamerrer reported significant improvement to the Chamber's website with more functionality in business listings such as the ability to add video. She stated that a Travel Oregon grant was available but would be handled differently than in the past. Travel Oregon would send a consultant to work with community members and stakeholder groups to determine the best project to apply for the grant funds of about \$50,000. Ms. Kamerrer reported that Molly Juillerat of the USFS had joined the Chamber board, as well as Laura Abrahamson, the owner of the Oakridge Pharmacy.

**PROJECT TO PROMOTE RECREATION IN WESTFIR:**

Joe Potoczak, who made the proposal at the October 4 meeting, was not present. Mayor Cornelius asked for a brief description of the project since she was absent from the October meeting. Councilor Williams summarized: Mr. Potoczak proposed writing a photojournalistic article promoting Westfir recreation for \$700, and Noah Sunflower of the Westfir Lodge offered to make an in-kind donation of services to Mr. Potoczak. Mayor Cornelius asked for Council opinion. Councilor Johnstone stated that he thought it was worth a try since the writer has good connections with national magazines and that the cost was not excessive. Councilor Packard said that he would like frequent updates on the status of the project. Mayor Cornelius determined that sufficient RTMP funds were available since the Bridge Lighting Festival was not being held this year.

Councilor Williams made a motion to accept the proposal of Joe Potoczak to write a promotional article for the City of Westfir in the amount of \$700. Councilor Johnstone seconded, and the motion carried, 5-0.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard   **NAYS:** 0   **ABSTENTIONS:** 0

**APPROVE MINUTES:**

Councilor Williams made a motion to approve the minutes from October 4, 2021. Councilor Johnstone seconded, and the motion carried, 4-0.

**AYES:** Williams, Davis, Johnstone, Packard   **NAYS:** 0   **ABSTENTIONS:** Cornelius

**WATER / SEWER REPORT:**

Jackson Stone presented the water and sewer report. Relief City Operator Robert Archer was also present, pending hire as City Operator upon Jackson's retirement from the position on December 1. Jackson had no problems to report at either the water or sewer plant. He stated that he was nearly done installing a gate at the water plant. He expressed concern about development of the empty double lot across from Hemlock Park on Sunset Avenue. He reported that developers were questioning him about the cost to connect to the City's sewer and water, which was outside his expertise since he is not a plumber. Mayor Cornelius stated the property had come up for discussion before because there was no sewer line to the property. She said that the cost to transverse the County road to connect to the sewer line was estimated to be \$20,000-\$30,000. Jackson stated that the plumber who made the estimate and

had done work for the City in the past, Don Henderson, was now retired. Jackson noted that the developers would have to hire a plumbing contractor to do the work at their expense, but he was uncertain whether any additional fees would be charged by the City for connecting to the sewer line. Mayor Cornelius stated the City would just charge the fee in the water and sewer policy, which was determined to be \$300 for each line. She asked Jackson how the sewer line would be tapped and whether that was a service that Don Henderson would have performed for the City. Jackson stated that Mr. Henderson had tapped the water line several times, but there had never been an instance of tapping the wastewater line. Councilor Williams stated that the City may just have to allow access and approve the project. Mayor Cornelius said that she would want a guarantee that the work was being done according to City standards before allowing third party access to City infrastructure. The Mayor asked Nicole to contact the sewer system engineer to ask what would be involved to tap the sewer line and whether the firm could function as the engineer of record for the City. Councilor Packard suggested that the City approach Don Henderson about acting as a consultant on the project.

**PROJECT TO PROMOTE RECREATION IN WESTFIR (cont.):**

Joe Potoczak joined the meeting and was recognized by Mayor Cornelius. She informed Mr. Potoczak that the Council had voted to fund his project. Mr. Potoczak addressed Councilor Packard's concern, assuring the Council that he would confer with the Council as he developed the content.

**POLICE REPORT:**

Mayor Cornelius noted that there were several responses to the Portal rest area. She stated that she thought the references in the report were to an RV that attempted to camp in the park several times. She reported that there was also vandalism in the bathrooms that may have been called in to police. The Mayor informed the Council that the bathrooms were being locked at night to prevent vandalism.

**COURIER SERVICE TO BANNER BANK IN PLEASANT HILL:**

Mayor Cornelius moved that the City enter into a contract with Dash Delivery for courier services to Banner Bank in Pleasant Hill. Councilor Williams seconded, and the motion carried, 5-0.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

**ORDINANCE 141: CAMPING/PARKING/LITTERING:**

Mayor Cornelius said that she decided against including recitals in the ordinance, based on the format of recent ordinances. The Council did not object to her decision to exclude recitals. Councilor Packard made a motion to adopt City Ordinance 141 establishing littering, parking, and camping regulations within City limits. Councilor Johnstone seconded, and the motion carried, 5-0.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

Mayor Cornelius asked Nicole to mail copies of the ordinance with the next water bills on November 29, so residents would have the chance to address any violations.

**ORDINANCE 142: OUTDOOR BURNING:**

Mayor Cornelius made a motion to adopt Ordinance 142 pertaining to outdoor burning. Councilor Williams seconded the motion carried, 5-0.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

Councilor Williams suggested that a copy of Ordinance 142 be sent with water bills in January. The Mayor said she would leave it to Nicole's discretion as to when to mail out the ordinance.

## **CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- Nicole reported that Jackson had locked the gate at the boat launch park for the season, and that the City had agreed to give a key to the Westfir Lodge owners, Noah and Tracy Sunflower, so they could access the park. She said the Sunflowers wanted to know whether they could open the gate for third parties. [Councilor Williams and Mayor Cornelius stated that it was fine if they took responsibility for locking the gate. The Mayor suggested that Nicole write a brief agreement for them to sign to check out the key.]
- Nicole updated the Council on the status of the hazard tree at the residence of Rob Tarr. At the August 2 meeting Mr. Tarr was directed by the Council to contact the ODF in November to see if they had funds available for hazard tree removal. Nicole stated that Mr. Tarr had not yet contacted ODF, but that he would do so and report to the Council at the December meeting.
- She suggested a cutoff time of 2 p.m. on meeting day for public comments to be presented to the Council at the meeting. Nicole also suggested that given the changes brought about by remote meetings, the Council consider an update to Resolution 387, which sets policies for Council meetings. [The Council agreed with the suggested cutoff time of 2 p.m. on meeting day. Mayor Cornelius asked Nicole to email a copy of Resolution 387 to the Council.]
- Nicole reported that the Halloween movie showing at the Portal park on October 30 wasn't well attended, with only about 15 people present. She stated that the movie was fun; the weather was nice for late October; and that the organizer, Chris Patterson, did a professional job with his equipment. She stated that Chris was still interested in doing movie showings in the future. [Mayor Cornelius said that movie showings would probably be more popular in the warmer months. Councilor Johnstone said that he thought interest would increase as more people became aware of the showings.]
- She presented two cloud backup options recommended by IT volunteer Ken Grimsby to supplement a once per month offsite backup stored at Banner Bank. [The Council agreed to a 30-day free trial of CrashPlan for Small Business cloud backup service.]
- Nicole reported that Councilor Williams had received another phishing email purporting to be from Mayor Cornelius. Councilor Packard said that he had received a similar message, as did Councilor Davis. Nicole said that she had consulted with Ken Grimsby, and he said if he could see the email headers he could determine if the messages were from a real Gmail address or whether it was spoofing a Gmail address. [Councilor Packard said he was willing to have Ken look at the message in his City mail. Mayor Cornelius told Councilors that as a matter of policy she does not email them about City business and only communicates through the City Recorder.]

## **CITY FINANCIAL REVIEW:**

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

- She reported that the accountant had finished preparing the FY2020–21 financial reports and that she imported his adjustments to the QuickBooks file.

- Nicole updated the Council on the search for a new auditor. She stated that Umpqua Valley Financial, a firm which had given her an estimate in the summer, rescinded their offer because they are too busy. The only other offer she had was from Accuity, which cost \$3,500 more than the City budgeted for auditing services. [Councilor Williams stated that she thought it was better to spend the extra funds than to risk having the City's crime coverage suspended again for a late audit.]

Councilor Williams made a motion to hire Accuity as the City auditor. Councilor Johnstone seconded, and the motion carried, 5–0.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

Mayor Cornelius made a motion to approve expenditures for November 2021 in the amount of \$32,412.89. Councilor Johnstone seconded, and the motion carried, 5–0.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

**CITIZEN CONCERNS NOT ON AGENDA:**

There were no citizen concerns.

**COUNCILOR CONCERNS NOT ON AGENDA:**

There were no Councilor concerns.

**RECESS REGULAR MEETING FOR EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a) and 192.660**

**(2)(i):** At 7:40 p.m. Mayor Cornelius called for an Executive Session to consider the employment of a public officer, employee, staff member, or individual agent; and to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff.

**ADJOURN EXECUTIVE SESSION, RECONVENE AND CALL COUNCIL MEETING TO ORDER:**

Mayor Cornelius adjourned the Executive Session at 8:21 p.m. and reconvened the Council meeting.

Mayor Cornelius made a motion to hire Robert Archer as City Operator at a wage of \$14.84 per hour and to hire Jackson Stone as Relief City Operator at a wage of \$23.25 per hour, effective December 1, 2021. Councilor Johnstone seconded, and the motion carried, 5–0.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

**ADJOURN MEETING:**

Councilor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 8:27 p.m.

**AYES:** Cornelius, Williams, Davis, Johnstone, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

Respectfully submitted,

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Melody Cornelius, Mayor

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ATTEST:  
Nicole Tritten, City Recorder

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DATE