

WESTFIR CITY COUNCIL MEETING MINUTES

Monday, April 4, 2022

In-person meeting at City Hall and via audio/video teleconference

5:30 p.m.

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

Mayor Melody Cornelius called the meeting to order at 5:30 p.m. Councilors D'Lynn Williams, Katherine Bishop, Edward Johnstone, and Kelly Packard were present. All stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Cornelius read into the record the Mayoral Proclamation in support of April 2022 as child abuse prevention month in the City of Westfir. The Mayor reported meeting with Jenna Cusimano, the community and development representative for Lane County. Mayor Cornelius said that they discussed priorities for the City, primarily the need for a new City Hall building and community center. The Mayor stated that Ms. Cusimano would pass on any information about grant opportunities or other resources that would help the City fund a new City Hall.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no Citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

RTMP GRANT REQUEST:

The Council considered the RTMP grant request from Heather Wolfgang of the National Interscholastic Cycling Association (NICA). Ms. Wolfgang was not able to appear at the meeting. Since most of the Portal rental application materials had been submitted, the Council decided to vote on approval of the application but to consider her grant request at the next meeting.

Mayor Cornelius made a motion to approve the application of the NICA Women's Gathering to rent the Westfir Portal, with the condition that a certificate of liability insurance, rental fee, and cleaning deposit be submitted prior to June 3, 2022. Councilor Williams seconded, and the motion carried, 5-0.

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

PROTEST NUISANCE ABATEMENT NOTICE:

The Mayor recognized Jonathan Lundbom, whose uncle, Richard Lundbom (not present), received a nuisance letter from the City regarding multiple violations of Ordinance 120, regulating animals. The letter noted the following violations: five dogs at the house; unlicensed dogs; persistent barking; dogs at large; and a vicious dog. Jonathan Lundbom stated that he had been staying intermittently at 46842 Sunset Avenue, helping to clean up the house and property and to remove people who have been taking advantage of his two uncles. He stated that four of the dogs belong to him; that he felt he needed the dogs for his personal safety; and that the dogs come and go with him to Washington where he lives permanently. Mr. Lundbom said that his uncle's licensed dog, Mido, was not running loose and biting people; but that the dog had bitten someone inside the house who provoked him. Mayor Cornelius stated that there is a limit of two dogs per household in Westfir; that all dogs must be licensed; they can't bark continually; and they must be contained. Mayor Cornelius acknowledged that the dogs had

been contained since Mr. Lundbom received the letter and thanked him for complying with that part of the ordinance. Mr. Lundbom acknowledged that the barking was a problem when he left the dogs for a week, but that he would work to curb the barking. The Mayor reiterated that dogs in City limits had to be licensed. Mr. Lundbom said the dogs would be licensed in Washington. Mayor Cornelius replied that Westfir would accept licensing from other cities if the license is current and requires proof of rabies vaccination. She noted again the two-dog limit and told Mr. Lundbom that he would have to apply to the City Council for a variance for more than two dogs. Mr. Lundbom asked that the variance application be emailed to him.

RTMP GRANT REQUEST:

Mayor Cornelius recognized Devin VansCoy, who joined the meeting remotely. The Mayor stated that she liked to see a diversity of events at the Portal, and she was glad that Mr. VansCoy had added a second running event. The Council having already read Mr. VansCoy's written grant request, the Mayor proceeded to a vote.

Mayor Cornelius made a motion to give a grant of \$1,000 from RTMP funds to Devin VansCoy for the Oakridge Triple Summit Challenge (TSC) and \$1,000 from RTMP funds for the Westfir 50K-30K. Councilor Williams seconded. The Mayor asked the Council if they had any questions or discussion. Councilor Bishop asked Mr. VansCoy what he charged participants for the event, and Councilor Packard asked how long Mr. VansCoy had been holding the events. The motion carried, 5-0.

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

Mayor Cornelius asked whether the Council had approved the applications for Mr. VansCoy's events. Since it seemed they had not, Mayor Cornelius proceeded to consideration of his applications. The number of attendees was listed at under 50 for each event. The Mayor noted that if the numbers were over 50, the City would need to receive a site plan and certificate of insurance. Mr. VansCoy said he thought it likely that he would have more than 50 attendees at the TSC. Mayor Cornelius asked Mr. VansCoy to submit the additional documents before June 3.

Mayor Cornelius made a motion to approve the application for the Oakridge TSC, provided that the City received a certificate of liability insurance and a site plan before June 3. Councilor Williams seconded, and the motion carried, 5-0.

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

Mayor Cornelius made a motion to approve the application for the Westfir 50K-30K, with an update from Mr. VansCoy at the Council's August meeting. Councilor Packard seconded, and the motion carried, 5-0.

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

POLICE REPORT:

The Mayor noted that there were only three incidents reported in March, each of them minor.

WATER / SEWER REPORT:

Robert Archer presented the water and sewer report. There were no problems at either plant. The Council reviewed Robert's March mileage report for use of his own vehicle while on duty. The Mayor and Nicole Tritten discussed the purchase of City-identification magnets for Robert's truck.

Councilor Williams made a motion to approve the use of a personal vehicle by Robert Archer while on duty for the City. Mayor Cornelius seconded, and the motion carried, 5–0.

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

APPROVE MINUTES:

Councilor Williams made a motion to approve the Westfir City Planning Commission minutes of March 7, 2022, and the Westfir City Council meeting minutes of March 7, 2022. Councilor Johnstone seconded, and the motion carried, 5–0.

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

NOISE ORDINANCE:

Nicole reported that the City’s attorney had reviewed the proposed revisions to Ordinance 143, and that she had made the attorney’s recommended edits.

Mayor Cornelius made a motion to adopt Ordinance 143, establishing the regulation of noise within City limits. Councilor Johnstone seconded, and the motion carried, 5–0.

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

RESOLUTION 510:

Resolution 510, required by City Ordinance 141, specifies how personal property will be stored and notice provided when the City removes unattended personal property. Mayor Cornelius reported that Nicole heard back from the City’s attorney, who said that State statute required the City to report the removal of personal property to a local social service agency that delivers service to homeless individuals. Since the area does not have such an agency, it was unclear how to proceed with the resolution. Councilor Williams suggested that Nicole ask Oakridge how they handle unattended personal property. The Mayor tabled the resolution pending further research of the issue and discussion with the attorney.

UPDATE WATER / SEWER PAYMENT POLICY:

Mayor Cornelius explained the changes she made to the policy, many of which removed outdated or irrelevant language. The new policy includes an increase to the water base rate to \$52 per month; an increase to the sewer base rate to \$56 per month; and the addition of higher water rates for businesses. Councilor Packard stated that he felt that the rate increases listed in the sample rate schedule should be less frequent in order to provide low-income residents a bit of a cushion. Mayor Cornelius noted the disclaimer in the policy that the rate schedule is reviewed every year and doesn’t necessarily mean a rate increase every year. However, the Mayor said she thought that listing rate increases every two years would put residents’ minds at ease. Councilor Williams said that she was concerned about rising costs for water testing and fuel, and the fact that the sewer services run at a loss. Councilor Bishop agreed that the sample rate schedule showing increases every year could be alarming to some residents. The Council agreed to a sample rate schedule showing increases every two years.

Mayor Cornelius moved to adopt the City of Westfir Water/Sewer Policy for 2022–2023 with the Council’s suggested changes. Councilor Williams seconded, and the motion carried, 5–0.

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

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- She reminded Council members that their Statement of Economic Interest (SEI) filings were due by April 15.
- Nicole reported receiving the annual letter from the OLCC that asks if the City recommends against renewing any of the liquor licenses issued in the City. Nicole asked the Council if the City should recommend against the renewal of the Log Scale Café license because it did not have a County food service permit when she had checked a couple months ago. [The Council determined that based on OLCC criteria, there were no grounds for recommending against the renewal.]

Councilor Bishop reported that she had observed a vehicle camping at the Trans Cascadia site. The Mayor noted that the City received a complaint from a resident about camping sites being offered for rent through the Trans Cascadia website. The resident argued that the conditions of the Conditional Use Permit had to be met before camping was allowed. Gary Darnielle of LCOG supported the resident’s interpretation in an email exchange with Nicole. The Council decided to send a letter to Trans Cascadia to cease and desist camping on the site until all the conditions of the CUP were met.

- She reported that she hadn’t yet updated the code enforcement log that the Council had requested. She said that she would like to divide the log into two lists for privacy reasons: one list would be a matter of public record, including cases where either the resident attended a Council meeting to protest or the violation was cited; the second list would be violations that were resolved or did not escalate to a citation, which would be kept confidential. [The Council did not object to Nicole’s division of the list. Councilor Williams asked that Nicole add a column with a one- or two-word description of the violations.] Nicole asked the Council how many years back they wanted the log to record. [The Mayor said that she would like it to go back as far as possible, so future Councils have a record of recurring issues over years. Councilor Williams suggested that the Council look at the log on a quarterly basis.]
- Nicole stated that she had been asked by a representative of the Tree Planting Festival if Westfir wanted to participate in the parade. [Councilor Packard offered to drive his vintage truck in the parade to represent Westfir. Mayor Cornelius thanked Councilor Packard for volunteering.]

CITY FINANCIAL REVIEW:

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

- She gave an update on the 2021 audit, saying that the auditor had sent draft reports and documents to sign. Nicole stated that once she reviewed the documents, the audit could be completed.
- Nicole asked if the Council had any requests for the upcoming fiscal year budget before she finalized the budget document. [Councilor Bishop suggested including funds for code enforcement. The Council agreed, even if the amount was just a placeholder for future plans. Councilor Williams stated that funds should be included for research into a special district for emergency services, as discussed with the Oakridge City Council President, Chrissy Hollett, at the January Westfir City Council meeting.]
- She reported that she was uncertain how to handle planning and development expenses paid out in the current year budget because the DOR and the auditor told her that the planning and

development resources and expenditures should be in a separate fund. However, Nicole contacted the City's attorney, who told her that he didn't see a problem with putting the fees in the General Fund.

- Nicole provided updated rates from one company for gutter installation on the Portal buildings. Portal Operator Tony Schlauch pointed out that the cost of ice breakers had to be included in the bid.

Mayor Cornelius made a motion to approve expenditures for April 2022 in the amount of \$54,814.15. Councilor Williams seconded, and the motion carried, 5–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

The Council considered the Portal rental application of Mountain Bike Oregon (MBO).

Mayor Cornelius made a motion to approve the application of MBO with the condition that the certificate of liability insurance, bridge closure permit, USFS permit, rental fee, cleaning deposit, and OLCC permit be submitted by May 2. Councilor Williams seconded, and the motion carried, 5–0.

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

The Council considered an email sent to Mayor Cornelius by former Westfir Mayor Rob DeHarpport. In the email, he advocated for Westfir resident Evelyn Hendrickson, who had been denied by the Council an open-ended variance for an occupied RV on her property. Mayor Cornelius expressed frustration that nobody from the Hendrickson family had appeared at a meeting to speak to the Council, and that it appeared no effort was being made by the family to find alternatives. Councilor Packard suggested that two Councilors speak with the family in person. It was agreed that Councilors Packard and Johnstone would speak with the family in person, with City Operator Robert Archer also present.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Bishop asked if there was going to be a fire hydrant on or near the Trans Cascadia site. Councilor Williams said she thought that there was an access point near the store. The Council agreed that it was an important issue to follow up.

ADJOURN MEETING:

Mayor Cornelius moved to adjourn the meeting. Councilor Williams seconded, and the meeting was adjourned at 8:54 p.m.

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

Respectfully submitted,

Melody Cornelius, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE