

WESTFIR CITY COUNCIL PUBLIC HEARING
Monday, June 6, 2022, at 5:30 pm
In person at City Hall and via audio/video teleconference

The public hearing was held for the purpose of taking comments on the 2022–2023 budget, as approved by the Budget Committee, and on the election and use of state revenue sharing funds. There were no public comments.

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, June 6, 2022, following the public hearing
In person at City Hall and via audio/video teleconference

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

Mayor Melody Cornelius called the meeting to order at 5:33 p.m. Councilors D’Lynn Williams, Katherine Bishop, Edward Johnstone (via Zoom), and Kelly Packard were present. All stood and recited the Pledge of Allegiance.

MAYOR’S MINUTE:

“I’ve been thinking about our last meeting, and I have concerns that I’d like to address regarding our conversation about Trans Cascadia (TC). Their development application has been approved. Thanks to LCOG we have clear direction to take regarding Temporary Use Permits. Council continuing to micromanage the business operation of TC wastes valuable time. The permit process is Lane County jurisdiction, and Westfir will be involved as required. If a Councilor or resident has a City complaint, it needs to filter through City Hall before going to council at a public meeting. It was embarrassing to be put on the spot regarding the validity of the Log Scale Shack Cafe’s operation when a restaurant permit was easily found on file with Lane County. We have a responsibility for the future of our City to attract and encourage economic development. Continuing to question the integrity of a Westfir business at public meetings is inappropriate and counterproductive. We need to concentrate our effort and resources on issues like public safety, ordinance enforcement, and improvements of City property. It’s much easier to secure grant funding for a new City Hall and community center when the City supports economic development and progress. Let’s move forward in this direction. Thank you.”

CITIZEN COMMENTS ON AGENDA ITEMS:

James Jaber of Emeryville, California, who recently opened a mountain bike shuttle business in Oakridge, addressed the agenda item Temporary Use Permit Fee for Shuttles. He expressed concern about the cost of the Temporary Use Permit (TUP), and said he felt that mountain biking was being singled out since the TUP was not being applied to other types of recreation business.

Randy Dreiling of Oakridge, owner of Oregon Adventures, addressed the TUP agenda item. He stated that a \$1,200 TUP fee was not reasonable, but he did feel that the smaller fee of \$300 (proposed by the Council at the Special Meeting on May 13) was fair since the shuttles were using City Hall property.

Nick Gibson of TC also spoke to the TUP agenda item. He stated that the mountain biking industry had been hit hard in the past couple of years and asked the Council to understand an additional fee in that context.

Helaine Truthstone of Westfir spoke to the TUP for shuttles item. She noted that the increased mountain bike shuttling meant more traffic and lower quality of life for residents. She exhorted the business owners not to buy the town, and the Council not to sell the town.

Stephen Weber of Westfir spoke in support of the Westfir shuttle businesses, saying that he enjoyed meeting people from all over who come to Westfir. He acknowledged that it was important to protect the quiet character of the town.

Matthew Boyd of Westfir, who owns a design and construction business, expressed that although he liked the quiet and quaint atmosphere of Westfir, he would appreciate more amenities in the City than a bulletin board and Post Office. He stated that people from outside the area starting businesses was a net benefit to Westfir.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

RTMP GRANT REQUEST:

This item was tabled until later in the meeting when the organization representative could join the meeting.

RESOLUTION 512: UPDATE WATER AND SEWER RATES:

Mayor Cornelius made a motion to adopt Resolution 512, updating water and sewer rates. Councilor Packard seconded, and the motion carried, 5–0.

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

RESOLUTION 513 ADOPT BUDGET:

Councilor Williams read into the record Resolution 513, adopting the 2022–2023 budget, electing State revenue sharing and imposing taxes and appropriations. Councilor Williams made a motion to adopt Resolution 513. Councilor Bishop seconded, and the motion carried, 5–0.

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

RESOLUTION 513.1 ELIGIBILITY TO RECEIVE STATE REVENUE:

Mayor Cornelius made a motion to adopt Resolution 513.1 certifying that the City of Westfir is eligible to receive State revenue. Councilor Williams seconded, and the motion carried, 5–0.

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

OAKRIDGE DISC GOLF FUNDRAISING TOURNAMENT:

The Mayor recognized Jason Nehmer of the Oakridge Disc Golf Club. Mr. Nehmer informed the Council that the Club would hold a small fundraising event at the Office Bridge course on July 23, since creation of the course had gone over budget. The Mayor noted that there were unspent funds in the RTMP fund, and the fiscal year was ending. She proposed a second grant from RTMP funds to the Disc Golf Club based on the many hours the Club had spent mowing and weeding at the Portal and mill site; the course being free to the public; and the club being a nonprofit organization.

Mayor Cornelius made a motion to give a \$1,000 grant from RTMP funds to the Oakridge Disc Golf Club. Councilor Johnstone seconded. Councilor Williams interjected that she thought \$2,000 was appropriate since the fiscal year was ending. Mayor Cornelius amended the motion to give a \$2,000 grant to the

Oakridge Disc Golf Club from RTMP funds before the end of the 2022 fiscal year. Councilor Johnstone seconded, and the motion carried, 5–0.

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

PORTAL PARK REPORT:

Portal Maintenance Operator Tony Schlauch addressed the Council. He reported that gutters had been installed on all the shelters and the bathroom, which should help to extend the life of the buildings. Tony stated that there was money in the current-year budget to buy a riding mower for the Portal, but a walk-behind brush cutter would be far more useful. He said that until additional security cameras have been installed, he was not going to attach the tools for the bike hub since they had already been stolen once. He reported an increase in vandalism, particularly spray painting. He stated that the Disc Golf Club had done great work clearing brush at the Portal, making it possible to see the river.

POLICE REPORT:

Mayor Cornelius stated that she would like to invite OPD to the next Council meeting to discuss the terms of the IGA with Oakridge. She reported that enforcement in Westfir had been called into question in an email exchange she had with OPD Chief Keven Martin, which had been shared with the Council.

WATER / SEWER REPORT:

Robert Archer presented the water and sewer report. There were no problems at either plant. Robert asked for clarification of the procedures for abating noxious growth. The Mayor stated that noxious growth abatement is not complaint based once the notice of abatement by the City has been published per the nuisance ordinance. The City can then abate the growth and charge the property owner. However, she noted that she didn't feel comfortable asking City employees to work on private property unless it is vacant. She said that assessing a fine would be the appropriate action for the City to take on properties that are not vacant.

WATER BILL REDUCTION REQUEST:

Mayor Cornelius stated that it was usual for the Council to forgive 50% of the overage charge in the case of a water leak. Given that the household was on a fixed income, and the cost to fix the leak had been substantial, the Mayor said she was willing to forgive 100% of the overage charge for February and March. The Mayor made a motion to forgive \$170.68 on the water account of Mike Cleveland. Councilor Packard seconded, and the motion carried, 4–1.

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

APPROVE MINUTES:

Mayor Cornelius noted two corrections that were needed to the May 2 minutes. Councilor Williams made a motion to approve the Council meeting minutes from May 2, 2022, with corrections, and May 13, 2022. Mayor Cornelius seconded, and the motion carried, 5–0.

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

TEMPORARY USE PERMIT FEE FOR SHUTTLES / UPDATE DEVELOPMENT APPLICATION:

Mayor Cornelius stated her discomfort with unexpectedly charging a fee for an activity that had been going on for years. She noted that a fee as high as \$1,185 would not be necessary if the TUP was not a Type III, quasi-judicial development application requiring planning assistance from Lane Council of Governments (LCOG). Councilor Williams stated that she was concerned about covering the cost of providing facilities to the shuttle companies using City Hall, in particular a portable toilet. Councilor Packard pointed to the importance of being respectful to the residents and good stewards of Westfir's

downtown. Councilor Bishop stated that there was a distinction to be made between Westfir businesses and those coming from outside the City. Mayor Cornelius said that she felt that imposing the TUP requirement this year was too abrupt and would not reflect well on the City with other businesses. She said that she favored waiting and making the process clear.

The discussion was paused to address the RTMP grant request scheduled for earlier in the meeting.

RTMP GRANT REQUEST:

Mayor Cornelius recognized Heather Wolfgang of the National Interscholastic Cycling Association (NICA). Mayor Cornelius noted that the Council had read the grant request submitted earlier by Ms. Wolfgang, but a grant amount had not been specified. Ms. Wolfgang stated that she was looking for a \$500 grant. Councilor Williams moved to give a \$500 grant to the NICA Women’s Gathering from RTMP funds. Councilor Packard seconded, and the motion carried, 5–0.

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

TEMPORARY USE PERMIT FEE FOR SHUTTLES / UPDATE DEVELOPMENT APPLICATION (cont.):

The Council decided to rent a portable toilet for City Hall to serve the clients of the shuttle companies parked at City Hall, with the cost to be covered by current-fiscal-year RTMP funds. The Mayor stated that she would like to table TUPs for shuttle services for the 2022 season, and for the Council to work on the seasonal permit process with a plan in place by January 2023. The Council accepted her proposal.

The Mayor pointed out that the development application had some typos that could be addressed now, while substantive changes would be made later. The Mayor made a motion to adopt the June 2022 revision of the land development application. Councilor Williams seconded, and the motion carried, 5–0.

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

RESOLUTION 514: UPDATE LAND USE APPLICATION FEE SCHEDULE:

City Recorder Nicole Tritten stated that she had not completed the update of the resolution and would like to consult the City attorney, since the most recent resolution was from 2009. The item was tabled for the next regular meeting.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- Nicole reported that she had emailed Russ Dodge about the Extension of Beneficial Use he would be filing for the City, and he told her that a draft would be ready within two weeks. She noted that two weeks had passed, and she had not heard back.
- She reminded the Council that the City was required to update its TMDL plan for mercury by September 2, 2022, the goal being to reduce, through sediment erosion control, the total mercury that flows into streams. She reported that she had a phone meeting with her DEQ contact, Priscilla Woolverton, on May 11. Nicole stated that Ms. Woolverton gave her the task of reviewing the table of minimum requirements for cities from the DEQ and determining which requirements were being met either by Westfir or the County. Nicole said that she had not progressed on the task but would make it a priority in June. [Mayor Cornelius suggested asking Jack or Bobby for their input.]

- Nicole informed the Council that a complete development application for a variance for lot depth had been submitted for the lot at Sunset Avenue and 22nd Street. Working with LCOG, she set a Planning Commission hearing for Monday, July 11 before the regular meeting. [The Council decided to hold the hearing at 5 p.m. on July 11.]
- She asked the Council how they wanted to reply to the traffic report from Lane County that was in response to the City's request to lower the speed limit along the entire length of Westfir-Oakridge Road to 25 MPH, based on a citizen petition. She noted that Councilor Packard had suggested publishing the County's response in the newsletter. [Councilor Packard stated that he thought the speed study was not done at the right time of year and should be performed during the height of seasonal use. The Council decided that a summary of the County's response should be printed in the newsletter and the full response posted on the website; a request should be made to the County to perform a traffic assessment in July; and the Council approves the idea of pedestrian and cyclist warning signs.]
- She asked the Council how to respond to two citizen complaints against Trans Cascadia Excursions for allowing overnight camping in RVs on their corner lot and for having a portable toilet in violation of City ordinance. [The Mayor responded that she didn't think that RV camping for a couple days was counter to ordinance as it fell under the same rules as residential camping. The Mayor also didn't think the portable toilet was an ordinance violation. Councilor Williams stated that in the future the Council needed to look at the issue of portable toilets, and perhaps distinguish between commercial and residential use.]

CITY FINANCIAL REVIEW:

Nicole Tritten submitted the bank statement, cash deposits, expenditure sheet, and quarterly profit & loss report, and addressed these items:

- Nicole reported that the audit for 2020–2021 was complete except for sending the filing fee. She noted that a copy of the auditor's Report to City Council had been included in the day's meeting packet. She stated that she anticipated that the next audit would be filed on time since the auditor had already requested documents for the 2022 audit and had scheduled a date for onsite fieldwork in October.
- She asked the Council whether it would be acceptable to reimburse staff for small out-of-pocket expenses on their paychecks. [The Mayor objected to reimbursing employees through the payroll system. She suggested that petty cash be increased to allow reimbursement for small purchases.]

Mayor Cornelius made a motion to approve expenditures for June 2022 in the amount of \$45,057.64. Councilor Williams seconded, and the motion carried, 5–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

Helaine Truthstone stated that she notified Nicole about a colony of knotweed just past City Hall on City property. Ms. Truthstone said that she had knotweed abatement done on her property, and she would forward the name of the person who did the spraying to City Hall.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Williams recognized the contribution of volunteers June Johnson and Elizabeth Stark for their display of flags on Memorial Day.

ADJOURN MEETING:

Mayor Cornelius moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 8:48 p.m.

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

Respectfully submitted,

Melody Cornelius, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE