

# WESTFIR CITY COUNCIL MEETING MINUTES

Monday, March 5, 2018

Westfir City Hall

Immediately following public hearing

## MINUTES

### **CALL TO ORDER:**

Mayor Matt Meske called the meeting to order at 5:30pm. Councilors D'Lynn Williams, Thalia Lerin and Dawn Hendrix were present. All stood and recited the Pledge of Allegiance.

### **REVIEW LETTERS OF INTEREST FOR COUNCIL POSITION / OATH OF OFFICE / ADD TO SIGNATURE CARD:**

Resident Brian Miller verbally expressed his interest in filling the vacancy on City Council. Mayor Matt Meske motioned to appoint Brian Miller to the vacant seat and add his name to the bank signature cards. Councilor Thalia Lerin seconded and the motion carried.

AYE: 4 NAY: 0 ABSENT: 0

Melody Cornelius administered Brian Miller the Oath of Office.

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

Mayor Matt Meske did not have a comment.

### **TREEPLANTING PRINCESSES:**

The Treeplanting Princesses' speeches were delayed until the next Council meeting.

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

There were no citizen comments.

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

There were no Councilor comments.

### **ORDINANCE VIOLATION LETTER:**

Mayor Matt Meske summarized the letter pertaining to the "dog at large" ordinance violation which Woody Butler was issued. Woody explained that he was trying harder to keep the gate closed which keeps his dog in the yard. He stated that visitors leave the gate open which ultimately leads to the dog getting out. He said that his dog had a history of abuse which is why she is defensive and acts aggressively toward passersby. Councilor Dawn Hendrix suggested that he install a spring on the gate to help keep it closed. Mayor Matt Meske reminded Woody that it is his responsibility as the owner of the dog to keep the gate closed at all times, especially if the dog has a tendency toward escape and aggression. Woody expressed his displeasure with neighbors feeding his dog. Mayor Matt Meske suggested he talk to his neighbors about it. Councilor Thalia Lerin asked if the dog had been licensed with the City. Melody Cornelius responded that after receiving the letter Woody did have his dog licensed. Mayor Matt Meske confirmed with Woody that he would install a spring closure on his gate and finish hanging a sign to remind visitors to close the gate when they exit.

**USFS SIGN AT PORTAL:**

Larry Cornelius summarized the plan to coordinate with Kevin Rowell from the USFS to install signage on one of the kiosks at the Portal. They would like to relocate the kiosk that displays historical photographs closer to the bike wash station and install USFS signs that direct visitors toward the Tie and Alpine trails. Mayor Matt Meske asked Larry to mark out where they would like the sign to be placed so confirmation could be made that it won't interfere with water lines. Council agreed for Larry to coordinate with Kevin from the USFS to install the signage. Councilor Thalia Lerin asked to add comment in reference to the kiosks at the end of the meeting.

**DEVELOPMENT APPLICATION:**

Jim McKee submitted his site plan for approval. There was some discussion about setback of the side and back yards. It was determined that there was no variance necessary since the structures in question were portable. Mayor Matt Meske did ask that Jim keep the structures 10 feet from the back yard property line and five feet from the side yard property line. Jim also asked for permission to stay in a fifth wheel on the property from mid-April until mid-August. Council agreed with the stipulation that he allow the City to confirm that the sewer hookup was safely installed. Mayor Matt Meske motioned to approve Jim McKee's development application and allow him and his wife to occupy a recreational vehicle for four months during construction of their home. Councilor D'Lynn Williams seconded and the motion carried.

AYE: 5 NAY: 0 ABSENT: 0

**DESIGNATE BUDGET OFFICER AND BUDGET COMMITTEE:**

Council appointed Melody Cornelius as Budget Officer and the following citizens as Budget Committee Members: Bob Bishop, Elaena Sheppard, Elizabeth Stark, Neal Choiniere, and Edward Johnstone. Council will also serve on the 2018-2019 Budget Committee. The first meeting will be held on April 17<sup>th</sup> at 5pm.

**APPROVE MINUTES:**

Councilor D'Lynn Williams motioned to approve the minutes from February 5, 2018. Councilor Dawn Hendrix seconded and the motion carried.

AYE: 5 NAY: 0 ABSENT: 0

**WATER/SEWER REPORT:**

Jackson Stone presented the water and sewer report and said that there was nothing unusual to report. Larry Cornelius has been signed up for self-paced classes through Sacramento State to become a certified wastewater technician. He should be ready to take the test in November. Jack informed Council that he will need back surgery in the near future and he is preparing Larry to fill in while he is on medical leave for two to six weeks.

**FIRE/POLICE REPORT:**

The police report was reviewed and there was no comment. Fire Chief Mike Hansen presented the fire report and announced that there would be a "Lane County Household Hazardous Waste Roundup" at the fire station on the 17<sup>th</sup>.

**CITY RECORDER REPORT:**

Melody Cornelius presented the report. She stated that there were still ten residents who had not licensed their dogs. Mayor Matt Meske signed a letter to each resident stating that the deadline before citations are issued will be March 23<sup>rd</sup>. Mayor Matt Meske asked if the installation of the firewall had been scheduled and Melody replied that she would follow up with Ken Saunders about it. Melody submitted a document that summarized the property sale process that will be executed in the next two months.

**CITY FINANCIAL REPORT:**

Melody Cornelius submitted the bank statements, reconciliation, cash deposits, and expenditure sheet. She brought attention to the line item pertaining to the new map for the Portal. It will replace the faded, outdated trail map on the kiosk next to the restrooms. Councilor Thalia Lerin motioned to approve expenditures in the amount of \$37,037.37. Councilor Dawn Hendrix seconded and the motion carried.

AYE: 5 NAY: 0 ABSENT: 0

**CITIZENS CONCERNS NOT ON AGENDA:**

Jim McKee asked about obtaining a burn permit and Melody explained the process. Woody Butler asked about Emerald Broadband and Mayor Matt Meske summarized the Fiber to Premise Project.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Councilor Thalia Lerin expressed her interest in personally updating one of the kiosks at the Portal. Council asked that she bring more information to the next work session.

**ADJOURN MEETING:**

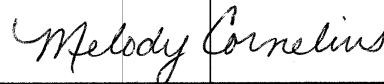
Councilor Dawn Hendrix motioned to adjourn the meeting, Councilor D'Lynn Williams seconded and the meeting was adjourned at 7:10pm.

AYE: 5 NAY: 0 ABSENT: 0

Respectfully Submitted,



Matt Meske, Mayor



ATTEST:  
Melody Cornelius, City Recorder

4/2/2018

DATE: