

# WESTFIR CITY COUNCIL MEETING MINUTES

Monday October 1, 2018

Westfir City Hall 5:30pm

## MINUTES

### **CALL TO ORDER:**

Mayor Matt Meske called the meeting to order at 5:30pm. Councilors D'Lynn Williams, Brian Miller, and Randy Stark were present. Councilor Thalia Lerin was absent. All stood and recited the Pledge of Allegiance.

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

Mayor Matt Meske stated that the local river clean-up was successful. He also mentioned that the outdoor burn season had been postponed.

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

There were no citizen comments.

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

There were no Councilor comments.

### **CAPITAL CHRISTMAS TREE PRESENTATION:**

Rustie Ackland presented information about the capital Christmas tree event scheduled for November 11 from 2:30-4:30pm. The event will take place in Oakridge between Cedar and Pine streets. She said that there would be several groups represented at the event and asked Mayor Matt Meske if the Boy Scouts would hold a flag ceremony, to which he replied they would. Councilor Randy Stark thanked Rustie and Banner Bank for the donation of the flag and flagpole at the Portal.

### **TRAVEL LANE COUNTY:**

Andy Vobora presented a detailed PowerPoint slideshow which gave an overview of the organization.

### **APPROVE MINUTES:**

Councilor Randy Stark motioned to approve the minutes from September 10, 2018. Councilor D'Lynn Williams seconded and the motion carried.

AYE: 4 NAY: 0 ABSENT: 1

### **WATER/SEWER REPORT:**

Jackson Stone presented the water and sewer report. He said that everything was functioning at normal levels and there was only one half inch of rain in the month of September. Councilor D'Lynn Williams asked about the clearance of the water intake and Jack replied that the water level was still safely above the intake pipe. He said that he needed to order a new DO meter to replace a faulty one in the sewer plant. He explained that DO stands for "dissolved oxygen." He said that a new one would cost approximately \$1,000.

### **FIRE REPORT:**

Chief Mike Hansen was not present but the fire report was distributed, reviewed, and there was no comment.

**POLICE REPORT:**

Chief Kevin Martin introduced the police force, of whom all but one were present. He stated that LEDs could not be shared with Westfir nor Lowell. Mayor Matt Meske asked what LEDs were and Chief Martin replied that they provide ownership records for vehicles. Chief Martin said that records could be requested from the DMV at approximately \$50 per record. Mayor Matt Meske asked for clarification on Code 4 descriptions in the police report. Chief Martin explained that Code 4 is a response to the dispatcher which means the officer is safe and all is normal. Mayor Matt Meske asked about progress on obtaining speed signs. Chief Martin explained that Westfir would need to contact Lane County roads department to obtain permission to install solar speed signs.

**CITY RECORDER REPORT:**

Melody Cornelius presented the report. Council reviewed two bids for irrigation work at the Portal. Councilor D'Lynn Williams motioned to accept the bid from Graham Irrigation to install and repair irrigation at the Portal for up to \$8,000. Councilor Randy Stark seconded and the motion carried.

AYE: 4 NAY: 0 ABSENT: 1

Melody distributed updated job descriptions and a new form for employee evaluations. Councilor D'Lynn Williams offered to edit the job descriptions and Melody said she would email the word documents to her. Council agreed to use the new format for employee evaluations with some minor changes. Mayor Matt Meske asked if other Councilors would help with evaluations and Council agreed to meet as a group to discuss employee performances. Melody presented a water bill for resident Bonnie Thomas who was unable to attend the meeting. She and Jack explained that Bonnie had experienced a large leak, which caused her bill to increase greater than any amount represented by the historical data presented. There was some discussion about how much to forgive on the account. Council considered the fact that Bonnie is a longtime resident without any late payments. Mayor Matt Meske motioned to charge a flat \$125 for the month of September for Bonnie Thomas. Councilor D'Lynn Williams seconded and the motion carried.

AYE: 4 NAY: 0 ABSENT: 1

Melody asked Council for direction on an abatement order, in which the resident had made some attempt to comply, but was not fully compliant with Ordinance 138. Council discussed the case and asked Melody to write a second notice with specific information on what to do to be fully compliant. Melody stated that another complaint was filed about Woody Butler's dog being at large and barking overnight. Councilor Brian Miller confirmed the allegation as an eye witness, with a picture taken at 4am while he was trying to catch the dog. Officer Cleavenger stated that Woody's dog was the "dog bite" incident in the police report. He said that the citation was pending and Woody was expected to appear at the next Magistrate Court for arraignment. There was some discussion by Council, the police, and residents regarding the case and how to proceed as a City. Mayor Matt Meske motioned for Melody to write a letter to the Magistrate Judge stating Council's opinion that the fines be waived for Woody Butler's citation if he agrees to remove the dog from City limits. Councilor D'Lynn Williams seconded and the motion carried.

AYE: 4 NAY: 0 ABSENT: 1

Councilor D'Lynn Williams asked Chief Martin about the status of the citation/court process. He responded that they were waiting for direction from their attorneys and the Judge. They would like to have a consistent process for both Westfir and Lowell.

**CITY FINANCIAL REVIEW:**

Melody Cornelius submitted the bank statements, reconciliation, cash deposits, quarterly profit and loss report, and updated expenditure sheet. Melody explained that the septic tanks at both City Hall and the Portal were due to be emptied. A line item was added to hire Best Septic Services in the amount of \$1,500. Councilor D'Lynn Williams motioned to approve the revised expenditures in the amount of \$37,018.11. Councilor Brian Miller seconded and the motion carried.

AYE: 4 NAY: 0 ABSENT: 1

**CITIZENS CONCERNS NOT ON AGENDA:**

Resident Elizabeth Stark thanked Council for providing the watering tank she uses to care for the plants in the Hemlock neighborhood.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Mayor Matt Meske presented a site plan for approval so he could apply for a Lane County building permit. Councilor Randy Stark motioned to approve the site plan for tax lot #5200 for Matt Meske. Councilor Brian Miller seconded and the motion carried.

AYE: 3 ABSTAIN: 1 NAY: 0 ABSENT: 1

There was some discussion about revising the development application so that it would address the needs of simple local permits, rather than complex subdivisions. Melody said that she would make some revisions and have a draft ready by the next Council meeting.

Councilor D'Lynn Williams brought up some concerns about Westfir's role in some projects that are being considered by Oakridge. She mentioned the planning of a new community center, Greenwaters Amphitheater rehabilitation, transportation plan (Amtrak in particular,) and an emergency plan. There was some discussion between Chief Martin and Council regarding the emergency plan that is in place and the plan that they are working on. He said he would keep Westfir up to date about any changes.

**ADJOURN MEETING:**

Councilor D'Lynn Williams motioned to adjourn the meeting, Mayor Matt Meske seconded and the meeting was adjourned at 7:30pm.

AYE: 4 NAY: 0 ABSENT: 1

Respectfully Submitted,

*D'lynn M. Williams*  
~~for Matt Meske, Mayor~~  
*D'lynn M. Williams*  
*Council President*

*Melody Cornelius* 11/5/2018  
ATTEST: DATE:  
Melody Cornelius, City Recorder