

WESTFIR CITY COUNCIL MEETING MINUTES

Tuesday August 6, 2019

Westfir City Hall 5:30 pm

MINUTES

CALL TO ORDER:

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

MAYOR'S MINUTE:

Mayor Matt Meske noted that summer is in full swing and we have been lucky that there haven't been wildfires in the area. He requested everyone be on the lookout for fire hazards and ways to prevent fires. Labor Day is approaching, and many visitors are expected so everyone needs to be careful.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

PORTAL APPLICATION:

Council reviewed the application from Devin VansCoy to rent the Portal for his event, The Triple Summit Challenge on September 28, 2019. Mayor Matt Meske mentioned that Devin has not contacted him about a contribution from the Council for advertising. He and Devin had discussed adding "Westfir" on the marketing materials for the event. Perhaps Devin's budget will allow for this to happen next year. Councilor D'Lynn Williams asked if Council could approve the application conditionally pending receipt of fees, insurance confirmation, site plan with location of food truck and porta pottys, number of people expected to attend and information on the food truck that is going to be at the Portal. Devin also needs to state when the porta pottys will arrive and be picked up after the event. Mayor Matt Meske asked Sharon Elrod to email Devin for the information. Mayor Matt Meske also stated that there should be a check list included with the application so the City can track information as it is received. He suggested staff revise the Portal Rental Application to include the check list and additional information, such as a detailed description of the event and its timetable. Council confirmed that it is a one-day event, with most participants going to Greenwater Park afterwards. Councilor D'Lynn Williams motioned to approve the permit for The Triple Summit Challenge application pending receipt of the items listed above. Councilor Randy Stark seconded, and the motion carried.

AYE: 5 NAY: 0 ABSENT: 0

FIBER PROJECT CONTRACT:

The City is expecting a response from Carrie Connelly at the Local Government Law Group and from Raymond Hardman at Emerald Broadband regarding the contract. Carrie Connelly had explained in an earlier response that regulations are different if the City intended to use or occupy more than 25% of the network. Council was unclear of the language "use or occupy" since there is no physical space involved. Council directed Sharon to send an email to Carrie Connelly to let her know that the City will not be using the proposed fiber network to send out or collect data. The City will use the network for regular business purposes such as email and research. Also, to inform her that there is no physical presence except for the actual fiber lines. An email will also be sent to Raymond to clarify which part of the installation work will be done by Emerald Broadband and which will be subcontracted out.

APPROVE MINUTES:

Council reviewed the minutes from July 2, 2019. Councilor D'Lynn Williams noted several corrections that needed to be made. Councilor Randy Stark motioned to approve the minutes from July 2, 2019 with corrections. Councilor Edward Johnstone seconded, and the motion carried.

AYE: 5 NAY: 0 ABSENT : 0

Mayor Matt Meske motioned to approve the minutes from the July 30, 2019 Executive Session and Emergency Meeting. Councilor D'Lynn Williams seconded, and the motion carried.

AYE: 5 NAY: 0 ABSENT : 0

WATER/SEWER REPORT:

Jackson Stone presented the Water/Sewer Report for July 2019. He noted that the increase in volume is due to the more accurate meter on the system. Jack said he was happy to report that the number 1 sand filter has been cleaned and refreshed. He is planning to clean and refresh the number 2 sand filter later this month after he attends the Continuing Education Conference in Seaside. Jack also reported that there were 2,000 gallons of sludge pumped out of the Wastewater storage tank in July. Council inquired if pumping the tanks is an annual maintenance task to which Jack replied that it is not, rather it is an "as needed" service every few years. Jack reported that he will be attending a conference from August 18-23 to fulfill his continuing education requirements. While he is gone, Mayor Matt Meske will be available to back up the Temporary Relief Operator, Austin Smith, either in person or by phone. Jack added that Austin is doing a fine job filling in and he doesn't expect any problems while he is gone. Councilor Randy Stark asked about the status of the septic system at the Portal. Jack replied that it should be fine while he is gone but he will also make sure that Austin knows how to reset the system.

POLICE AND FIRE REPORT:

There were no Police or Fire reports. IGAs have not yet been signed.

Mayor Matt Meske reported that he talked to the Fire Department Captain and he had put together a budget and plan for the Hazel Dell Fire Department. He told Mayor Meske that Oakridge is trying to get a handle on their services budget. It seems that their water department has a shortfall and they are looking to increase water rates. The ambulance and fire services used more dollars than budgeted last fiscal year. Mayor Meske gave Council a brief summary of Hazel Dell Fire District's expenses and budget outlook for the current year. The Fire District wants to acquire funding for wildland fire prevention and firefighting; Oakridge is interested as well. The major dike repair that Oakridge had to undergo last year depleted their funds. Councilor Thalia Lerin noted that Oakridge has had some issues involving fund transfers that they are in the midst of sorting out.

Councilor Randy Stark confirmed that the current IGA's will stand until new ones are received and submitted for Council approval. He also reported that Oakridge is in the process of finding a new Fire Chief.

Mayor Matt Meske related that the Hazel Dell Fire Captain had talked about having all the area's fire and ambulance services provided directly by the Hazel Dell Fire District as a self-contained autonomous entity. Hazel Dell would contract services and collect funds to disperse as needed. The Hazel Dell personnel are still working toward training staff as both firefighters and paramedics. There is a shortage of coverage occasionally because of the length of time it takes to make an ambulance run which ties up two people. Ambulance runs are also a strain on the budget because a lot of people don't have insurance, also Fire Med and the State only pay about 50% of the actual cost.

BID FOR REPAIRS FROM BURGLARY:

Mayor Matt Meske said he had been trying to find time to complete the repairs but that it is just not working out. He requested that Brigham Construction provide a bid to complete the repairs, but it has not yet been received. The other contractors that he contacted are more than two months out to even look at new jobs. Mayor Matt Meske said everything is secure for the moment and the repairs will be finished as soon as possible. Councilor Randy Stark asked if an exit door and motion light could be added to the office while repairs are being done. Councilor D'Lynn Williams suggested the repairs be done before installing a door. Debris from repairs could be added to the dumpster during the Community Clean Up Event in September.

RELIEF CITY RECORDER REPORT:

Sharon Elrod addressed the issue of unlicensed dogs at Tom Tonkin's home. Mr. Tonkin's son came to City Hall and stated that the two unlicensed dogs at his residence have been rehomed. The comment was then made by a citizen that the dogs are now residing at Charles Carpenter's home. Sharon will send a letter to Mr. Carpenter stating that the additional dogs need to be licensed and he will need a variance approved by City Council for more than two dogs at the residence.

Jennings Tree Service inquired about working along the river in the riparian corridor and whether or not restrictions were in place for falling trees. Sharon and Melody contacted the proper authorities and discovered that trees can be felled on the river side; bucked up pieces, chips and other debris will need to be removed. Melody Cornelius suggested that Mick and Cindy might be able to work on the project under license from Inbound LLC. Melody asked them to look at the trees and they will submit a proposal at the next meeting.

Sharon submitted the revised resignation letter by Melody Cornelius to extend her official resignation date until after the new City Recorder is trained. Councilor Randy Stark said that the Council thanks Melody for her flexibility and willingness to train the new person. Councilor Randy Stark motioned to accept the revised letter. Councilor D'Lynn Williams seconded, and the motion carried.

AYE: 5 NAY: 0 ABSENT : 0

FINANCIAL REVIEW:

Council reviewed the Expense Report. The City has not received invoices from Oakridge for Police, Fire and Employee IGAs. Mayor Matt Meske suggested the IGAs be paid for the first quarter since the City is continuing to receive service. Melody will resubmit the request for invoices from Oakridge. Councilor D'Lynn Williams stated that dues for the Chamber of Commerce membership should be added to the expenditure sheet. Councilor Thalia Lerin motioned that expenses in the amount of \$57,718.76 be approved. Mayor Matt Meske seconded, and the motion carried.

AYE: 5 NAY: 0 ABSENT : 0

MATTERS OF CONCERN TO CITIZENS NOT ON AGENDA:

June Johnson inquired when and how the new banners will be installed around the City. Melody Cornelius and Councilor Randy Stark volunteered to put them up.

Michelle Maher, the liaison person for the 2020 US Census, introduced herself and presented information about the upcoming Census procedures. Sharon will serve as a connection between the City and her office. The City will promote and educate residents about expectations in the upcoming newsletters.

Melody Cornelius submitted her application for the Portal Maintenance position and stated she could start right away.

MATTERS OF CONCERN TO COUNCIL NOT ON AGENDA:

Councilor Edward Johnstone had a meeting scheduled with Security Monster, but they did not show. They said they would email him a proposal and some suggestions. He said he would compile information and submit a proposal at the next Council Meeting.

There was some discussion regarding the shipping container ordinance proposed by Councilor D'Lynn Williams. Staff was directed to research existing ordinances from other cities and legal council regarding existing containers. The item will be addressed at the next meeting.

It was confirmed that the annual Community Cleanup will be held September 20th through October 7th.

There is a training opportunity regarding Community Crisis Response on September 19th at the Register Guard sponsored by SAIF. Councilors Randy Stark and Thalia Lerin expressed interest in going.

ADJOURN REGULAR MEETING:

Councilor Randy Stark motioned to adjourn the regular meeting to enter into executive session pursuant to ORS 192.660 (2)(1) – To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing. To consider information or records that are exempt by law from public inspection. The Mayor and full Council were in attendance.

RECONVENE REGULAR MEETING:

Council reconvened and Mayor Matt Meske called the regular meeting back to order.

CALL TO ORDER:

Mayor Matt Meske called the Executive Session to order following the regular Council Meeting. Councilors D'Lynn Williams, Randy Stark, Thalia Lerin and Edward Johnstone were present.

Councilor D'Lynn Williams motioned to hire Nicole Tritten for the City Recorder position at the rate of \$15 per hour. Councilor Randy Stark seconded, and the motion carried.

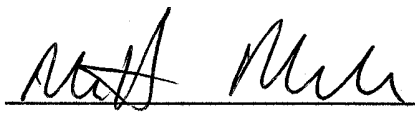
AYE: 5 NAY: 0 ABSENT : 0


ADJOURN MEETING:

Councilor Randy Stark motioned to adjourn the meeting. Councilor Edward Johnstone seconded, and the meeting was adjourned at 7:30pm.

AYE: 5 NAY: 0 ABSENT : 0

Respectfully Submitted:


Matt Meske, Mayor


ATTEST:
Nicole Tritten, City Recorder

9-6-19
DATE: