

# WESTFIR CITY COUNCIL MEETING MINUTES

Monday, January 6, 2020

Westfir City Hall, 5:30 p.m.

## CALL TO ORDER:

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

## MAYOR'S MINUTE:

The Mayor expressed hope that it would be a successful year of accomplishments for the City and noted that it's his last year in office.

## CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

## COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments

## OAKRIDGE TRIPLE SUMMIT CHALLENGE GRANT REQUEST:

Devin VansCoy introduced himself and answered Councilor questions about his grant proposal and the event the prior year. He reported that in addition to receiving a grant of \$1,000.00 from The City of Westfir in 2019, he received \$1,000.00 from Oakridge. He stated that he had about 60 runners per day and hopes to reach 100 in 2020. Mayor Matt Meske stated appreciation that the grant proposal makes clear how the event funds are spent. Devin said that he plans to use the Cowgirl Cooking food cart again in 2020, a business owned by Westfir resident Marisa Lopez. Councilor D'Lynn requested that Devin put "The City of Westfir" on his event t-shirts, and he agreed. Mayor Matt Meske stated that there are funds available for the grant in the RTMP fund. Councilor Randy Stark made a motion to give Oakridge Triple Summit Challenge a grant of \$1,000.00. Councilor Edward Johnstone seconded, and the motion carried 4-0.

AYES: Meske, Williams, Johnstone, Stark NAYS: 0 ABSTENTIONS: 0

## ORDINANCE 140 VARIANCE FOR DON HENDERSON:

Councilor D'Lynn reported that at the previous Council Meeting she forgot to tell Don Henderson that he would need to fill out a development application to receive a variance, in addition to writing a letter of request to the City, which he had done. City Recorder Nicole Tritten stated that she wasn't sure how Don Henderson should fill out the application because variance requests on the application form only mention animals or fences. The Mayor stated that because of the portability of shipping containers, the request would fall under a fence variance, which the Council could decide on. Councilor D'Lynn Williams stated that she would personally take the development application to Don and explain how to complete it.

## APPROVE MINUTES:

Councilor Randy Stark made a motion to approve the minutes for December 2, 2019. Councilor D'Lynn Williams seconded, and the motion carried 4-0.

AYES: Meske, Williams, Johnstone, Stark NAYS: 0 ABSTENTIONS: 0

**WATER/SEWER REPORT:**

Jackson Stone reported that the display monitor at the sewer plant failed. He stated that while sensors have been replaced more recently, the motherboards are 10 years old. The cost to replace the motherboard and sensor would be about \$3,500.00, and he can install them himself. Councilor Randy Stark asked if the sewer plant was not functional because of the failure. Jackson replied that the plant is functional, but he can't read UV intensities, which he is required to report to the EPA every month. The Council decided not to postpone the repair in case the other monitor failed, and that the cost could be taken from the contingency fund if necessary. The amount for the repair was added to the January budget.

Following up concerns from the Council about the accuracy of the new water meter, Jackson Stone reported that the meter is highly accurate.

**POLICE / FIRE REPORT:**

Captain of the Oakridge Fire Department, Aric Higdon, presented the fire report. He stated that Oakridge still does not have a fire chief. Once Oakridge has gone through its budgeting process, they will know whether a fire chief can be hired. He said that he is back on day shift, working Monday–Thursday and should be more available to attend Westfir City Council meetings. Captain Higdon presented an activity report for the past five months. The department responded to 383 calls total, district wide, of which 175, or 53%, were medical transports. Seven of the calls were responding to Westfir, which in this report were not broken out by type of incident. He said that he will make those breakdowns available in future reports. He stated that Oakridge Fire & EMS is back to full staffing of fire fighters, having just hired a fourth firefighter. Mayor Matt Meske commented that he thinks it would be useful for the Council to see a per capita breakdown of the statistics for each area in order to assess Westfir's usage of fire services under its IGA with Oakridge.

Council reviewed the police report with little comment.

**RURAL TELECOMMUNICATIONS INVESTMENT ACT SUPPORT:**

The City received an e-mail seeking support for the Rural Telecommunications Investment Act of 2020 (RTIA), which would provide 5 million dollars annually for the Oregon Broadband Office, focused on deploying high-speed internet to 25 school districts and over 50 libraries lacking the service. The Council agreed to support the legislation by sending the city logo for inclusion on a promotional flyer.

**RESOLUTION 486 NOTARY JOURNAL AGREEMENT:**

Nicole Tritten presented the resolution she wrote, as discussed in a prior meeting, to allow the City to retain the Journal of Notarial Acts after separation from the employee who acts as Notary for the City. In addition, she included a draft agreement for the Council's approval before submission to the attorney for review. Councilor Randy Stark expressed confusion about Clause 8 of the contract, which makes the Notary unavailable to notarize non-City-related documents during scheduled work hours. As Westfir residents, Councilors are entitled to notary services from the City, so seemingly the clause should not apply. The Council asked that Clause 8 be removed or rewritten in consultation with the attorney and that the attorney also review the resolution.

**LANE COUNTY LAND MANAGEMENT INQUIRY ABOUT PROJECTS FOR 2020:**

Mayor Matt Meske wanted to address this item, which was not on the agenda, but notice of which was included in Council packets. He stated that the City should make the County aware of Westfir's plan to put a water line across the County-owned Old Barnard Bridge. The Mayor directed the City Recorder to respond to the County e-mail inquiry and tell them that Westfir plans to expand its Urban Growth Boundary to include at least Casey's Riverside RV Park and potentially the Westridge neighborhood. To do so, the City will need water line access across the Middle Fork of the Willamette River.

**CONTRACT WITH PREVIOUS CITY RECORDER AS BUDGET CONSULTANT:**

Councilor D'Lynn Williams stated that she would assist the new City Recorder with the 2020-2021 budget but that both agreed it would be helpful to have former City Recorder Melody Cornelius explain the budget process and review the numbers because she has extensive experience with the City budget. Melody had already expressed a willingness to consult on the budget for \$30 per hour, and Councilor D'Lynn Williams estimated the time needed at 10 hours. Mayor Matt Meske expressed concern about hiring Melody as a contractor since she is still a City employee and does not have a consulting business. The Council decided to offer the work to Melody as an employee of the City under a separate employment contract.

**UPDATE EMPLOYEE HANDBOOK:**

The Council decided to table the matter for a work session scheduled for Thursday, January 9.

**SCHEDULE DATES FOR 2020 COUNCIL MEETINGS:**

Councilor D'Lynn Williams reported that the only holiday falling on the first Monday of the month in 2020 is Labor Day. The Council decided to schedule all Council Meetings on the first Monday of the month at 5:30 p.m. except for the Labor Day holiday week when the meeting would be scheduled for the following day, Tuesday, September 8.

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and summarized the items. She reported that the City's auditor was granted an extension until February 15, 2020 by the Secretary of State due to illness. The City's audit was originally due by December 31, 2019. She said that the City received notification from Sr. Trooper James Hayes that the primary suspect in the City Hall break in died in a fire outside of Oakridge before he could be arrested. Nicole stated that she acquired both her notary stamp and journal, and had purchased the public official bond. She requested \$107.15 in reimbursement for the application fee, stamp, and journal. She reported that the City now has a safe deposit box at Banner Bank for the storage of an offsite backup. She placed a portable hard drive with an image backup of the City Recorder computer in the safe deposit box. The plan is to have monthly offsite backups. Counselor D'Lynn Williams asked who has access to the safety deposit box, and Nicole stated that just she and Mayor have access. The Council decided that Nicole should carry one key and the other should be stored in the office safe.

Nicole reported receiving an angry call from a landlord whom she wrongly sent the final water bill that should have gone to the tenant. She stated that she didn't believe the landlord should be required to pay in this case because the City failed to attempt to collect the funds from the tenant. The Council agreed to relieve the landlord of the bill, but asked Nicole to follow up with the tenant. Nicole said that she was finding the turnover of tenant accounts to be confusing, so she created a form for landlords to submit when a tenant is moving out, pending Council approval of the form. Nicole presented an e-mailed request from another landlord to waive a \$50 re-connect fee. The landlord had been left with a large water bill, and a mess, by the previous tenants. She had been making regular payments of the past due amounts but missed the December deadline, causing the City to turn off the water. The Council agreed to waive the re-connect fee and apply the amount to her outstanding balance.

**CITY FINANCIAL REVIEW:**

Nicole Tritten submitted the bank statements, cash deposits, and updated expenditure sheet. She stated that she forgot to include the profit and loss reports in the packets, so included them for the meeting. She requested that Council review the reports and let her know if they had any corrections or questions.

Councilor Randy Stark made a motion to approve expenditures for January 2020 in the amount of

\$28,800.17. Councilor D'Lynn Williams seconded, and the motion carried, 4-0.

AYES: Meske, Williams, Johnstone, Stark NAYS: 0 ABSTENTIONS: 0

**CITIZENS CONCERNS NOT ON AGENDA:**

Oakridge/Westfir Chamber of Commerce representative Toni Wassenberg of Casey's Riverside RV Park reported on Chamber activities during 2019 and plans for 2020.

Elizabeth Stark inquired about progress on the fiber-to-premise Internet project. The Mayor stated that he heard from Emerald Broadband that they had purchased equipment and were planning to install a system.

**COUNCILOR CONCERNS NOT ON AGENDA:**

There were no concerns.

**ADJOURN MEETING:**

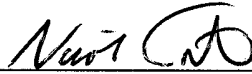
Councilor Randy Stark moved to adjourn the meeting, Mayor Matt Meske seconded, and the meeting was adjourned at 7:26 p.m.

AYES: Meske, Williams, Johnstone, Stark NAYS: 0 ABSTENTIONS: 0

Respectfully submitted,



Matt Meske, Mayor



ATTEST:  
Nicole Tritten, City Recorder

2-3-20

DATE: