

# WESTFIR CITY COUNCIL MEETING MINUTES

Monday March 2, 2020  
Westfir City Hall 5:30 p.m.

## MINUTES

### **CALL TO ORDER:**

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

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

The Mayor commented that we made it through February without a major snowstorm like the one in February 2019, and we were probably in the clear.

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

There were no citizen comments.

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

There were no Councilor comments.

### **UPDATE ON LOCAL EDUCATION PROGRAMS:**

Reta Doland introduced herself as the Oakridge Superintendent of Schools. She provided information about programs being implemented with funds from the Student Success Act passed by the Oregon Legislature. The planned programs include a half-time welding and fabrication program, a half-time early childhood education program, and a school-based health center.

Verna Wise Matthews introduced herself as the Executive Director of the non-profit program Ophelia's Place. She talked about the program's upcoming offerings in Oakridge schools.

### **OAKRIDGE CONCERTS IN THE PARK FUNDING REQUEST**

The Council questioned how much the City contributed the prior year, and if there was any reason to increase the amount. Councilor D'Lynn stated that she was somewhat hesitant to increase the donation because the organization is holding half the number of concerts. She did note that the concerts could be more expensive to hold depending on the headliners. Mayor Matt Meske pointed out that there are two eight-hour days of music.

Councilor D'Lynn Williams made a motion to grant \$1,000.00 out of the RTMP fund to Oakridge Concerts in the Park for the 2020 season. Councilor Thalia Lerin seconded, and the motion carried 5-0.

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

### **TRANS CASCADIA EXCURSIONS OLCC APPLICATION REVIEW**

The Council expressed no problems with the application and felt it was overall a benefit to the City.

Councilor Randy Stark moved to recommend approval of the OLCC license for Trans Cascadia Excursions. Mayor Matt Meske seconded, and the motion carried 5-0.

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

**APPROVE MINUTES – February 3, 2020**

Councilor Randy Stark stated that he prefers less detailed minutes, that while he values accuracy and thoroughness, brevity is also important for readability. Mayor Matt Meske stated that he just skimmed the minutes and suggested that Nicole focus on votes, resolutions, and ordinances.

Councilor D'Lynn Williams made a motion to approve the minutes from February 3, 2020. Councilor Randy Stark seconded, and the motion carried 5–0.

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

**WATER / SEWER REPORT:**

Jackson Stone was absent for personal reasons. Mayor Matt Meske read the water and wastewater monthly report.

**POLICE / FIRE REPORT:**

The police incident report for February was reviewed. There was no fire report. Mayor Matt Meske provided the Council a report comparing the contributions of Oakridge, Hazeldell, and Westfir to the Oakridge Fire Department budget. There was some confusion on the Council about the meaning of the numbers. Mayor Meske stated that the main point to take away from the report is that Oakridge pays the bulk of the fire department budget and that Westfir needs to consider contributing more.

**RESOLUTION 487 TRANSFER APPROPRIATION**

Mayor Matt Meske read Resolution 487, which transfers \$4,700 from the Sewer Fund operating contingency as follows: \$2,200 to Permits and Licenses and \$2,500 to Repair/Maintenance – Facilities/Equipment.

Councilor Randy Stark made a motion to pass Resolution 487. Mayor Matt Meske seconded, and the motion carried 5–0.

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

**RENEW 5-YEAR TEMPORARY USE PERMIT FOR BRIDGE LIGHTING:**

The matter was tabled pending the public notification required for the Planning Commission to meet.

**REVIEW CHANGES TO EMPLOYEE HANDBOOK:**

Mayor Matt Meske requested that the matter be tabled to allow him time to review the changed sections. The Council agreed to table the matter.

**WESTFIR PROMOTION IN “THE BUS FAIR” NEWSLETTER:**

A 100-word promotional snippet, three high-resolution photos, and City logo must be sent to The Bus Fair organizers by April 15 in order to be included in the newsletter as a sponsor. Nicole reported that she could not locate the official version of the logo. The Council suggested several people who might have a copy. Tracy Sunflower of Westfir Lodge offered to share photos, and Councilor Thalia Lerin offered to write the promotional description.

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and summarized the items. She reported that she attended the budget law class and met with Melody Cornelius, the former City Recorder, for budget training. Nicole said that the tentative date for the budget committee meeting is Monday, April 20 at 5 p.m. The Mayor responded that 5:30 p.m. was preferable and that time was set for the meeting. Nicole said that Cher Mikkola had volunteered for the budget committee, which brings the number to five members. Nicole reported that annual evaluations had been completed for Relief Operator, Relief Recorder and Portal Maintenance. The Council decided to do in-person evaluation reviews and goal setting with any interested employees at an executive session at the next meeting.

**CITY FINANCIAL REVIEW:**

Nicole Tritten submitted the bank statement, cash deposits, and expenditure sheet. Nicole asked if she has the discretion to waive late charges on water bills, citing a specific resident request. The Council confirmed that she does have that discretion, within reason.

Councilor Thalia Lerin made a motion to approve expenditures for March 2020 in the amount of \$18,617.80. Councilor Randy Stark seconded, and the motion carried 5-0.

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

**CITIZENS CONCERNS NOT ON AGENDA:**

Tracy Sunflower introduced herself as co-owner of Westfir Lodge. She shared with the Council that the Lodge has added a new venture called Cascades Outdoor Center, which offers a variety of recreational activities including whitewater rafting. She reported that University of Oregon graduate students are doing a study on recreation in the forest with the goal of developing recreation in the area. She also updated the Council on the status of designating the Aufderheide as a scenic bikeway, which she believes will happen in 2021.

Colton Hamilton, a Cub Scout, introduced himself and explained that he attended the meeting as one of his badge requirements. Councilor Thalia Lerin and Councilor Randy Stark talked to him about city government and asked his impression of city government, which he deemed complicated.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Councilor Thalia Lerin expressed her concern about the new coronavirus and making sure that residents have accurate information. To that end, she put together an informational flyer that she presented to the Council. Mayor Matt Meske and Councilor Randy Stark stated that the flyer needed to consist of direct quotes from health authorities and reference those sources. Councilor Lerin said that she would update the flyer citing the CDC and WHO as sources and provide the document to Nicole to make copies for public distribution.

Councilor Randy Stark asked what the City is doing about the money borrowed to purchase a fiberoptic network but not yet spent. The Council tabled the matter for later discussion of the FY2020-2021 budget.

Councilor D'Lynn Williams asked about the status of the variance application for the dog Maize. Nicole stated that she sent a letter to the owners explaining the Council's concerns. Councilor D'Lynn Williams said that she wanted to know what records the Oakridge Municipal Court had before deciding on the variance.


The Council set a work session and executive session for employee evaluations for Wednesday, March 18 at 6 p.m., with evaluations beginning at 6 p.m.


**ADJOURN MEETING:**

Councilor Randy Stark moved to adjourn the meeting, Mayor Matt Meske seconded, and the meeting was adjourned at 7:22 pm.

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

Respectfully Submitted,

  
\_\_\_\_\_  
Matt Meske, Mayor

  
\_\_\_\_\_  
ATTEST:  
Nicole Tritten, City Recorder

4-6-20  
DATE: