

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, August 1, 2022, 5:30 p.m.
In person at City Hall and via audio/video teleconference

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

Mayor D'Lynn Williams called the meeting to order at 5:32 p.m. Councilor Katherine Bishop was present, in person; Councilor Kelly Packard was absent with prior notice. All stood and recited the Pledge of Allegiance. Councilor Edward Johnstone joined the meeting via Zoom at 5:33 p.m.

MAYOR'S MINUTE:

Mayor Williams stated that it had been an interesting week as she hadn't planned to be Mayor. She expressed thanks to Melody Cornelius for her work as Mayor. She asked for fire vigilance with such dry conditions.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

WATER/SEWER REPORT:

Bobby Archer presented the water and sewer report. He reported no problems at the water plant, but he reported a malfunction at the sewer plant. He stated that the problem at the sewer plant required accessing the control board to diagnose the issue, but he and Relief City Operator Jackson Stone had been unable to connect the City's laptop to the control board because the cable was not compatible. Bobby stated that they would work on the problem the next day and were performing frequent checks and manual pumping until the problem was fixed.

MOUNTAIN BIKE OREGON 2022 REVIEW:

Mayor Williams recognized Daniella Crowder of Mountain Bike Oregon (MBO). Ms. Crowder reported that MBO spent \$34,473 in the Oakridge and Westfir area. She said that amount didn't include money spent in the community by event participants. She stated that MBO bought most gas locally; rented U-Hauls in Oakridge; hired all the local shuttle companies; and hired local restaurant Cowgirl Cooking to do the catering. Mayor Williams asked how many participants they had, and Ms. Crowder said they had over 250 paid participants. She stated that for future events they planned to move the stage, so the speakers would face away from the residential neighborhood. She said that they would hire private security next year, and they planned to hold the event in June again because of fire danger later in the summer.

WESTFIR 50K-30K APPLICATION REVIEW:

Mayor Williams recognized Devin VansCoy of Elevated Trail Racing. Mr. VansCoy reported that the Triple Summit Challenge race in July went well. He reported that participation on Friday was just over 50 people and around 65 people on the weekend in Oakridge. He said that he felt certain there would be fewer than 50 participants for the Westfir 50K-30K, but he would be sure to inform the City if the number of participants hit the 50-person threshold that requires a site plan and portable toilets.

OPEN COUNCIL SEAT APPLICANTS:

Councilor Williams read a letter from resident Robert Woodson, who was present, applying for the open Council seat. Resident Deretta Huey, who also had expressed interest in the open Council seat, stated that she had done volunteer work for the Oakridge Library Board and Oakridge Fire Department. Mayor Williams explained that the successful applicant would be filling a Council position only until the end of the year, when the term expires. She said that the applicants would have to run for the seat in the November election if they wanted to be considered for the Council seat beyond the end of the year.

Mayor Williams made a motion to appoint Deretta Huey to the vacant position (Seat #2) on the Council. Councilor Johnstone seconded, and the motion carried, 3–0.

AYES: Williams, Bishop, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

CITIZEN CONCERN NOT ON AGENDA:

Mayor Williams recognized Robert Woodson. Mr. Woodson reported that campfires were being set at the confluence, and he was concerned about fire danger. He asked when the no camping sign would be posted, and Mayor Williams replied that it was a priority once the problem at the sewer plant was resolved. Mr. Woodson suggested that the gate to the park be locked. Mayor Williams said that the gate was locked only in the off season.

POLICE REPORT:

There was no police report available yet for June or July.

APPROVE MINUTES:

Mayor Williams made a motion to approve the Council Meeting minutes from July 11, 2022, and July 29, 2022. Council Johnstone seconded, and the motion carried, 3–0.

AYES: Williams, Bishop, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

UPDATE DEVELOPMENT APPLICATION:

Mayor Williams stated that the update to the form was primarily to align it with the Westfir Land Development Code (WDC). City Recorder Nicole Tritten explained that Gary Darnielle at Lane Council of Governments had worked with her to update the form. She reported that Mr. Darnielle said that the City’s simplified development application, which allowed a variance for dogs as a Type 1 administrative decision, wasn’t legitimate because it didn’t conform to the WDC. He told her that the WDC specifically addressed dogs, and so a variance for dogs had to be handled like all other variances, which are a Type III quasi-judicial process, requiring a public hearing by the Planning Commission. Mr. Darnielle stated that if the City wanted to simplify the process for variances for dogs, then dogs should be removed from zoning in the WDC and instead be addressed in the City’s animal ordinance.

Mayor Williams moved to accept the updated development application dated July 20, 2022, and to replace the short development application revised in June 2022. Councilor Bishop seconded, and the motion carried, 3–0.

AYES: Williams, Bishop, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

LEAGUE OF OREGON CITIES 2023 LEGISLATIVE PRIORITIES SURVEY:

Each year the League of Oregon Cities surveys cities about their top-five legislative priorities. The Council reviewed the eight choices they had made at the last work session and narrowed the choices down to

five. The Council selected: Community Resiliency and Wildfire Planning; Transportation Safety Enhancement; Funding for Recovery of Abandoned Recreational Vehicles; Water Utility Rate and Fund Assistance; and Infrastructure Financing and Resilience.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- Nicole reported that she received two more complaints about barking dogs at the same residence that the Oakridge Police and City of Westfir had already cited. [Mayor Williams suggested asking the municipal court whether the complaints could be added to the August 10 OPD case.]
- She stated that the City’s mercury TMDL plan was due on September 2, and she felt stuck in the process. She said that she was going to ask her DEQ contact if an extension was possible.
- Nicole said that Umpqua Bank did abate the noxious growth at 46794 Sunset Avenue, but the Newland property on Westfir Road had not been cleared. [Mayor Williams asked her to remind Mr. Newland.]
- Nicole asked the Council if they would like to set dates for the Fall Community Cleanup. [The Council set tentative dates of September 28–October 12.]
- She addressed a letter the City received from the Oregon Department of Forestry that gave a high-risk rating for wildfire to Hemlock Park. She stated that she looked up the rating for City Hall online, and it was moderate risk. She stated that she was surprised by the difference. [Councilor Bishop said it could be due to the presence of the railroad tracks. Mayor Williams agreed and said the higher rating might also be due to Hemlock being against a hill where forest had not been thinned, while the hill behind City Hall had been.] Nicole noted that the City had only received the letter about Hemlock Park but no other City properties.

CITY FINANCIAL REVIEW:

Nicole Tritten submitted the bank statement, cash deposits, expenditure sheet and addressed these items:

- Nicole reported that she would meet with the City’s accountant on Thursday this week to give him the documents to prepare the FY2021–2022 financial report. She stated that she was meeting with him about a month earlier than usual to accommodate the new auditor’s timeline. She said the auditor required documents by September 27, and onsite fieldwork was scheduled for October 11.
- She stated that she did not submit the bank reconciliation statement for July to the Council because of a \$50 discrepancy in the previous balance in the accounting system. She said that she would have the accountant look at the imbalance when she met with him on Thursday.

Mayor Williams made a motion to approve expenditures for August 2022 in the amount of \$17,364.21. Councilor Johnstone seconded, and the motion carried, 3–0.

AYES: Williams, Bishop, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

CITIZEN CONCERNS NOT ON AGENDA:

There were no concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

Mayor Williams stated that she brought a sample Vial of Life that she found at her father’s house. Resident Jim McKee had recommended that the City initiate the Vial if Life program.

Councilor Johnstone shared with the Council that he was turned down for homeowner’s insurance by several companies based just on his zip code. He was told that fire protection services were inadequate.

Mayor Williams reported that Willamette Animal Guild was not providing spay and neuter services at the moment because they were without a surgeon. She said they were currently only offering wellness services.

RECESS REGULAR MEETING FOR EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a):

At 6:57 p.m. Mayor Williams called for an Executive Session to consider the employment of a public officer, employee, staff member, or individual agent.

ADJOURN EXECUTIVE SESSION, RECONVENE AND CALL COUNCIL MEETING TO ORDER:

Mayor Williams adjourned the Executive Session at 7:14 p.m. and reconvened the Council meeting.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Johnstone seconded, and the meeting was adjourned at 7:24 p.m.

AYES: Williams, Bishop, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

Respectfully submitted,

D’Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE