

**WESTFIR CITY COUNCIL MEETING MINUTES**  
**Monday, September 12, 2022, 5:30 p.m.**  
**Audio/video teleconference only, due to fire evacuation**

**MINUTES**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE:**

Mayor D'Lynn Williams called the meeting to order at 5:30 p.m. Councilor Kelly Packard was present via Zoom video. Councilors Katherine Bishop, Deretta Huey, and Edward Johnstone were absent, Councilor Bishop with prior notice.

**MAYOR'S MINUTE:**

Mayor Williams expressed her thanks and appreciation to Bobby Archer and Jackson Stone for being present during the fire evacuation to keep the water and sewer plants running.

*Councilor Deretta Huey joined the meeting via Zoom audio and made a quorum.*

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**ADD NEW COUNCILOR TO BANK SIGNATURE CARD:**

Mayor Williams tabled the item for the next meeting.

**MIDDLE FORK OPEN APPLICATION:**

Mayor Williams made a motion to approve the Portal rental application of the Oakridge Disc Golf Middle Fork Open. Councilor Packard seconded, and the motion carried, 3–0.

**AYES:** Williams, Huey, Packard   **NAYS:** 0   **ABSTENTIONS:** 0

**VOTE FOR COUNCIL PRESIDENT:**

Mayor Williams tabled the item for the next meeting.

**LANE COUNTY ANIMAL SERVICES IGA:**

Councilor Packard reported that Lane County Animal Services (LCAS) was willing to enter into an IGA with Westfir for animal enforcement services. He stated that the cost was \$95.12 per hour and that LCAS would respond to animal bites; animals endangering the public safety (vicious animal at large); injured animals; and neglected or abused animals. He noted that LCAS would not respond to noise complaints like barking dogs. He said that he was encouraged by the discussion with LCAS and felt the Council should move forward with the IGA. Mayor Williams stated that she also supported the IGA with LCAS. Mayor Williams requested that Councilor Packard ask LCAS if they handled barking dogs through regular code enforcement.

**WATER/SEWER REPORT:**

Bobby Archer presented the water and sewer report for August 2022. He noted that water usage was considerably higher than the previous year due to the water main line break that caused a loss of around 300,000 gallons. Councilor Packard asked about the status of the water line repair. Bobby stated he had the parts, and it would take 1–2 hours to complete the repair. Mayor Williams noted that the residence without water service was unoccupied. Bobby reported that the repairs at the sewer plant were complete. Mayor Williams asked about how much diesel fuel was left to run the generators in the water and sewer plants. Bobby said he wasn't certain, but he agreed that an

additional \$200 would be sufficient to top off the fuel. Mayor Williams asked whether the documents evacuated from City Hall to the sewer plant needed to be shelved to avoid dampness. Bobby stated that the records were stored in a clean and dry space.

**APPROVE MINUTES:**

Mayor Williams made a motion to approve the Council meeting minutes from August 1, 2022, and August 16, 2022. Councilor Packard seconded, and the motion carried, 3–0.

**AYES:** Williams, Huey, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

**RESOLUTION 520 – ESTABLISHING A RATE TO PROCESS DEVELOPMENT APPLICATIONS:**

City Recorder Nicole Tritten stated that the resolution was not ready for a vote, and the Mayor tabled the item for the next meeting.

**CITY RECORDER REPORT / FINANCIAL REVIEW:**

Nicole stated that she did not have the reports ready. She asked the Council how they wanted to handle water shutoffs for the month, considering the fire evacuation. The Mayor said it would be preferable not to do shutoffs. Nicole suggested delivering a door hanger reminding residents that they are past due, but that shutoffs would not be done due to the fire.

Mayor Williams made a motion that the City not shut off water for late payment in September due to fire activity. Councilor Packard seconded, and the motion carried, 3–0.

**AYES:** Williams, Huey, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

**REVIEW AND PRIORITIZE ONGOING AND FUTURE PROJECTS:**

Mayor Williams tabled the item for the next meeting. She stated that the two planned advisory committees needed to have titles, and that there would have to be a resolution to establish the committees and delineate their responsibilities.

**CITIZEN CONCERNS NOT ON AGENDA:**

There were no concerns.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Mayor Williams asked Councilor Packard about the status of the Certification of Beneficial Use of the City’s water rights. Councilor Packard stated that Certified Water Rights Examiner, Russ Dodge, planned to submit a draft to the City by September 15. Councilor Packard reported that Mr. Dodge thought it was important to include forest fires as an additional reason the City needed to keep its water rights.

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Huey seconded, and the meeting was adjourned at 6:13 p.m.

**AYES:** Williams, Huey, Packard    **NAYS:** 0    **ABSTENTIONS:** 0

Respectfully submitted,

\_\_\_\_\_  
D’Lynn Williams, Mayor

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

\_\_\_\_\_  
DATE