

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, September 19, 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 5:30 p.m. Councilors Katherine Bishop, Deretta Huey, and Kelly Packard were present in person. Councilor Edward Johnstone was present via Zoom. All stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams reported that some documents had been moved from City Hall to the sewer plant during the fire evacuation. She stated that many of the documents would remain there, it being a more secure location against fire. She also reported another incidence of a dog biting a child, the same dog in both cases.

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 moved to add Councilor Deretta Huey to the bank signature card. Councilor Packard seconded, and the motion carried, 4-0.

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

POLICE REPORT:

The Council reviewed the police reports for June, July, and August. Mayor Williams stated that the reports did not include Chief Martin's time. Even so, there were 95 hours in June—an unusually high number—and more than the 20 hours allotted by the agreement with Oakridge. She noted lower than usual hours of 11 in July and 17 in August. The Mayor reported that Oakridge was not going to charge for the additional hours in June, so contingency funds could be used for animal control.

WATER/SEWER REPORT:

Mayor Williams stated that Bobby Archer, the City Operator, had given the water and sewer report at the meeting on September 12. She reported that there was a break in the water line on Westfir Road. She said that Jackson Stone and Bobby worked to fix the break because the plumber did not work weekends and could not have done the work for another two weeks. Previously, Cascade Plumbing, based in Oakridge, could do repairs at a moment's notice. The Mayor explained that water was still off at one household pending completion of the repair, but that the house was currently unoccupied.

ACCEPT RESIGNATION AND DECLARE A VACANCY:

Mayor Williams reported that Jackson Stone had resigned as Relief City Operator. She stated that Jackson would continue to submit the City's compliance documentation while Bobby was working on his certifications.

Mayor Williams made a motion to accept the resignation of Jackson Stone as Relief City Operator and to declare a vacancy. Councilor Huey seconded, and the motion carried, 5–0

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

LANE COUNTY ANIMAL SERVICES IGA:

Mayor Williams listed the incidents that would be responded to by Lane County in order of priority: animal bites when owner unknown and animal at large; animals endangering public safety (vicious animal at large); injured animals; and neglect/abuse to animals (animals in immediate danger). She calculated that it would cost \$500–\$600 per incident to exercise the IGA.

Mayor Williams made a motion to approve the Lane County Animal Services Enforcement Services IGA. Councilor Packard seconded, and the motion carried, 5–0.

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

WESTFIR VOLUNTEER FIRE DEPARTMENT:

The Mayor reported that resident Jim McKee gave a thorough presentation to the Council [*September 6 work session*] about the need for a volunteer fire department in Westfir. She stated that Mr. McKee was willing to volunteer as fire chief for the first year to set up the department but would require a salary in the second year. The Mayor stated that she would like to pursue a volunteer fire department in Westfir. She said that the main obstacles would be having a place to store Westfir’s fire truck, currently used by the Oakridge Fire Department; and having the cooperation of the Oakridge and Hazeldell fire departments. She said that she didn’t think Westfir having its own fire department would preclude creating a Special Fire District, which was being considered by a joint subcommittee of Oakridge, Westfir, and Hazeldell. The Mayor stated that Mr. McKee had the certifications to train volunteer firefighters and could even offer the training to the other departments. In addition, she said that Mr. McKee had spoken to four people who would be interested in joining as volunteer firefighters for Westfir. The Mayor noted that Westfir’s fire department had been dissolved previously due to lack of volunteers. Councilor Packard noted that six volunteers was the minimum number required and 10 was Mr. McKee’s preference. Councilor Packard expressed strong support for creating a Westfir fire department to improve response time to fires. Councilor Packard and Councilor Huey volunteered to work with Mr. McKee on a budget for a prospective Westfir fire department.

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 matter was tabled for the next meeting.

VOTE FOR COUNCIL PRESIDENT:

Mayor Williams moved to nominate Councilor Packard for Council President. Councilor Bishop seconded, and the motion carried, 4–0

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

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- Nicole reported that in the upcoming general election there was one certified candidate for mayor—the current mayor, D’Lynn Williams—and three certified candidates for two open Council seats.

- She stated that she emailed the final version of the Request for Proposal (RFP) for an Engineer of Record to the Council, and that she hoped to advertise the RFP in the coming week. She noted that the schedule had been pushed back a month from the first draft because it took time to add a contract to the RFP. She said the Council would have to be prepared to announce initial evaluation scores the week of October 24–28.
- Nicole reported that she received a second application for Relief City Recorder by the closing date of September 16. [The Council set a time and date to conduct interviews.]
- She reported that the City had received a letter from the DEQ, *Warning Letter with Opportunity to Correct*, because she had failed to submit the Revised Mercury TMDL Water Quality Management Plan by the September 3 deadline. She stated that the letter gave the City until October 28 to file without penalty. Nicole noted that she was waiting to hear back from the County about whether their stormwater management and building permits conformed to the TMDL requirements for mercury since Westfir did not control stormwater or building permits. [Mayor Williams stated that if Nicole didn't hear back from the County soon, she should file the Mercury TMDL plan anyway.]
- Nicole updated the Council on code enforcement. She stated that she continued to receive complaints about barking dogs at the same household. She also reported receiving an official complaint about a dog biting a child. She said it was the same dog that had reportedly bitten two other people in recent weeks. [Councilor Packard stated that the City should continue taking violations to court even if fines were not being collected. The Mayor stated that she would contact the Municipal Court to get a list of fines assessed and collected for Westfir cases.] Nicole said that the dog bite complaint could be referred to Lane County Animal Services under the new IGA.
- She reported receiving a couple of solicitations from private companies to update the City's FCC license, which they claim expires January 22, 2023. She said that she was not aware of the license, but, searching the FCC website, she found two entries for Westfir that were registered in 2002. [Mayor Williams stated that she thought the license was for fire department radios when Westfir had a fire department. She suggested that Councilor Packard ask Jim McKee, when they met to discuss a fire department budget.]
- Nicole stated that the City had still not received the Certification of Beneficial Use from Russ Dodge, which was due October 1. [Councilor Packard said that he had spoken to Mr. Dodge, who planned to submit a draft to the City by Wednesday, but that Mr. Dodge needed serial numbers from the City's equipment to complete his work. The Mayor asked Councilor Packard to give Bobby's contact information to Mr. Dodge.]

CITY FINANCIAL REVIEW:

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

- Nicole reported that she submitted the documents that the auditor requested by September 27, and that the onsite fieldwork was scheduled for October 11.
- She pointed out a retroactive adjustment of \$24,169.72 dated June 30, 2021, which appeared on the bank reconciliation for July 2022. She stated that the accountant had made the adjustment to move the remaining money in the Fiber Optic Fund to the General Fund, an adjustment that he said she should have made in fiscal year 2020–21. She explained that the accountant was not sure that the adjustment was appropriate, but it had been approved by the auditor. She speculated that the

auditor approved the adjustment because the funds had been included in the budget document for FY21–22 in the General Fund.

- She discussed two water accounts where the tenant moved out with unpaid water bills, and she erred in setting up accounts for the new occupants. The water policy requires that accounts be paid in full before the account can be transferred to a new ratepayer. She stated that she would be sure to enforce the water policy in future and would pursue one account with the landlord in the amount of \$177.05. She said the other account, which owed \$104.64, changed from a tenant to an owner, and it was too late to collect from either the former landlord or the new owner.
- She reported that a check for the second tranche of American Rescue Plan Act funds, in the amount of \$29,652.34, had been received and was deposited on August 31.

Mayor Williams made a motion to approve expenditures for September 2022 in the amount of \$25,468.72. Councilor Bishop seconded, and the motion carried, 5–0.

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

REVIEW AND PRIORITIZE ONGOING AND FUTURE PROJECTS:

Mayor Williams provided a spreadsheet to Council broken out into four categories: infrastructure, reports, projects, and Council work items. Within each category the items were broken out by deadline, process, partners, estimated cost, Council representative, and committee (if advisory committee rather than Council). The Mayor reviewed and discussed the lists with the Council. Councilor Packard suggested a Town Hall to get feedback from the community. The Mayor said that she favored November to hold a Town Hall.

CITIZEN CONCERNS NOT ON AGENDA:

Mayor Williams recognized resident Elizabeth Stark. Ms. Stark said that she and her husband, former City Councilor Randy Stark, would like to do some beautification at City Hall. They were thinking about hanging baskets or planters; painting the curbs yellow; spiffing up the covered bridge model; washing the white awning over the door; and cleaning out brush behind the building. The Council supported the idea and asked Ms. Stark to provide an estimated budget.

COUNCILOR CONCERNS NOT ON AGENDA:

Mayor Williams expressed concern about drinking water quality this winter with mud runoff from the Cedar Creek fire into the North Fork. She said that the water intake might need extra protection.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Huey seconded, and the meeting was adjourned at 7:47 p.m.

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

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE