

**WESTFIR CITY COUNCIL MEETING and EXECUTIVE SESSION MINUTES**

**Monday, November 7, 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 Kelly Packard and Deretta Huey were present in person. Katherine Bishop was present via Zoom. All stood and recited the Pledge of Allegiance.

**MAYOR'S MINUTE:**

Mayor Williams expressed thanks to City Operator Bobby Archer and City Recorder Nicole Tritten for working a prolonged period without backup staff, and she stated that the City had now filled the relief positions.

*Councilor Edward Johnstone joined the meeting via Zoom at 5:31 p.m.*

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**REQUEST FOR WATER BILL REDUCTION:**

Property owners Anna and Gary Courtright made a request by email to reduce their September and October water bills because the power cut during the Cedar Creek Fire caused the automatic sprinklers to malfunction.

Mayor Williams moved to forgive \$351 of the combined September and October water bills of Gary Courtright. Councilor Packard seconded, and the motion carried, 5-0.

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

**REQUEST FOR WATER BILL REDUCTION:**

Resident Derry Cunningham appeared in person to request a reduction in his September water bill for sprinklers that he ran during the Cedar Creek Fire evacuation.

Mayor Williams moved to forgive \$146.04 of the September water bill of Derry Cunningham. Councilor Huey seconded, and the motion carried, 5-0.

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

**POLICE REPORT:**

The police report was reviewed. There were no comments.

**VOLUNTEER FIRE DEPARTMENT UPDATE / SWEAR IN FIRE CHIEF / CITY TRUCK USE:**

Fire Chief Jim McKee presented the update. Chief McKee reported that he had been working with Oakridge and had a meeting scheduled with their City Administrator and Fire Chief; that he was working

to establish Westfir's Fire Department Identification Number (FDIN); and that he acquired a donation of used firefighting equipment. He stated that he received a commitment from a Kidde sales representative to donate 100 smoke detectors for low-income households. He discussed his plan to recruit and train volunteers. Councilor Bishop asked about the status of the City's firetruck. Chief McKee stated that, in his opinion, the City must have a fire department built with eight well-trained volunteers before taking back the engine from the Oakridge Fire Department. The Council discussed the possibility of building a fire station on the mill site adjacent to Hemlock.

Jim McKee was sworn in as Westfir Fire Chief.

The Council discussed whether an additional City truck was needed for use by the fire department. The Council decided that the current City truck was sufficient for the present, with perhaps the addition of a canopy. Councilor Packard discussed research he had done into options for a fire department building.

**BRIDGE LIGHTING UPDATE:**

Councilor Huey reported that she was testing a removable plastic hook at home for use in hanging bridge lights and decorations. She said that she would get clearance from Lane County to use the hooks, and that any nails needed to hang lights must be installed by the County to minimize damage to the historic bridge.

**NATURAL HAZARDS MITIGATION PLAN UPDATE:**

Mayor Williams explained that she was updating Westfir's 20-page annex to the Lane County Multi-Jurisdictional Hazard Mitigation Plan, which was required every five years. She had provided Council a copy of the first two pages of the draft plan. The Mayor asked the Council to approve the prioritization of hazards in the draft and the list of new development in the hazard areas.

**CONSULTANT CONTRACT WITH JACKSON STONE:**

The City Council reviewed the proposed Contract for Consulting Services for former City Operator Jackson Stone.

Mayor Williams made a motion to adopt the Contract for Consulting Services with Jackson Stone at a rate of \$27 per hour. Councilor Bishop seconded, and the motion carried, 5-0.

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

**VOTE FOR CITY ENGINEER OF RECORD:**

The City Council reviewed the 2022 rate schedule from Civil West Engineering Services, whose proposal the Council had accepted as the top RFP submission for Westfir Engineer of Record at the October 24 meeting. Councilor Bishop reported that she reviewed the rate schedule and found the rates reasonable.

Mayor Williams moved to accept Civil West Engineering Services' proposal for Engineer of Record. Councilor Bishop seconded, and the motion carried, 5-0.

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

The Council reviewed and updated the Mayor's write-up of the Council's proposal for the use of funds from the American Rescue Plan Act, which the Mayor planned to present to the City Engineer.

**WATER/SEWER REPORT:**

Bobby Archer presented the water and sewer report. He reported no problems at either plant.

**APPROVE MINUTES:**

Mayor Williams made a motion to approve the Council Meeting minutes from October 3, 2022, and October 24, 2022. Council Packard seconded, and the motion carried, 5–0.

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

**PUBLIC COMMENTS ON INCREASE TO DOG LICENSING FEES PER ORS 294.160:**

There were no public comments.

**RESOLUTION 521: TO INCREASE DOG LICENSING FEES AND ADD A LATE FEE:**

The Council reviewed the proposed resolution. There were no objections.

Mayor Williams made a motion to adopt Resolution 521, increasing dog licensing fees; adding a late fee; and repealing Resolution 261. Councilor Packard seconded, and the motion carried, 5–0.

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

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- The status of the City’s Certification of Beneficial Use of its water rights. She reported that the Oregon Water Resources Department would take 2–4 years to review their submittal, but the City could pay a fee to have the file processed immediately. The Council asked Nicole to get an estimate of the fee.
- Preparation for the November 15 Town Hall meeting.
- Multiple repeat complaints against two residents. Copies of four of the complaints were included in the meeting packet. The Council decided that citations should be issued since the residents had already been warned about the ordinance violations.
- The status of the City’s TMDL Implementation Matrix. She reported that she submitted the City’s mercury plan update to DEQ on the October 28 deadline, and it was under review.
- Two new employee evaluation forms were included in the meeting packet for the Council’s review, with a plan to vote on the adoption of the new forms at the December meeting.
- A copy of an email response from Joe Potoczak, updating his progress on a Westfir promotional article, which the City paid \$700 to facilitate in November 2021 from RTMP funds.
- A copy of an email response from Devin VansCoy about having changed the date of his race event at the Portal to December 4. The Council had no issue with the date change.

**CITY FINANCIAL REVIEW:**

Nicole Tritten submitted the cash deposits, bank statement, bank reconciliation, second quarter profit & loss report, and expenditure sheet, and addressed these items:

- She reported on the auditor’s October 18 onsite visit. She stated that the auditor made several recommendations to address the lack of segregation of duties in City finances because there is only one administrator. She listed the recommended changes to the Council. She provided a copy of ORS 366.514 that requires 1% of State Highway Funds to be set aside for footpaths and bicycle trails, which the City had not been doing. She stated that the auditor recommended that the City opt out of the requirement by resolution. The Council agreed, since the funds would be too few to finance any projects.
- Nicole stated that the audit was on schedule to be filed by December 31, 2022.

Mayor Williams made a motion to approve expenditures for November 2022 in the amount of \$57,584.44. Councilor Packard seconded, and the motion carried, 5–0.

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

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

At 7:57 p.m. Mayor Williams called for an Executive Session to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff.

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

Mayor Williams adjourned the Executive Session at 8:35 p.m. and reconvened the Council meeting.

**CITIZEN CONCERNS NOT ON AGENDA:**

There were no citizen concerns.

**COUNCILOR CONCERNS NOT ON AGENDA:**

There were no councilor concerns.

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 8:39 p.m.

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

Respectfully submitted,

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D’Lynn Williams, Mayor

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ATTEST:  
Nicole Tritten, City Recorder

\_\_\_\_\_  
DATE