

WESTFIR CITY COUNCIL SPECIAL MEETING & EXECUTIVE SESSION MINUTES

Monday, October 24, 2022

In-person meeting at City Hall and via audio/video teleconference

5:30 p.m.

MINUTES

CALL SPECIAL MEETING TO ORDER:

Mayor D'Lynn Williams called the Special Meeting to order at 5:32 p.m. Councilors Kelly Packard, Katherine Bishop, and Deretta Huey were present in person. Councilor Edward Johnstone was present via Zoom.

REVIEW CITY ENGINEER PROPOSAL:

Mayor Williams reported that she reviewed the proposal and found that the candidate, Civil West Engineering Services, Inc. (CWE) had addressed all of the items in the RFP but one: "Discuss the proposer's use of local resources and community involvement." Mayor Williams stated that she thought the matter could be addressed on a project-by-project basis, depending on what local resources were available. She said that she didn't score the proposer as described in the RFP because there was only one candidate. Councilor Packard stated that he liked that the candidate had experience serving small communities and could help research funding opportunities. Councilor Huey expressed approval that the proposer had experience in the areas that Westfir needed. Mayor Williams said that it was good to see their experience with regulatory agencies. Councilor Bishop offered to call 2–3 references included in the proposal. City Recorder Nicole Tritten said that she would email CWE for their rate card.

Mayor Williams made a motion to accept Civil West Engineering Services' proposal as the Top Submission for City Engineer and to request their fee schedule. Councilor Johnstone seconded, and the motion carried 5–0.

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

VOLUNTEER FIRE CHIEF UPDATE:

Councilor Packard presented the report. He stated that Westfir Volunteer Fire Chief, Jim McKee (AKA Gunny), had contacted an organization that donates firefighting gear, and that he and Chief McKee would go together to look at the equipment. Councilor Packard cautioned that they were just in the initial stage of assessing whether a volunteer fire department was feasible. He stated that Chief McKee was speaking to community members and believed he could get 6–10 volunteers. Councilor Packard reported that he had done some fund-raising and had raised half of the \$3,000 budget for the project. Councilor Johnstone stated that he had a contact who could help with grant-writing advice.

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

At 5:55 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 SPECIAL MEETING TO ORDER:

Mayor Williams adjourned the Executive Session at 6:22 p.m. and reconvened the Special Meeting.

HIRE RELIEF CITY OPERATOR:

Mayor Williams moved to hire Eric Harris as Relief City Operator at a wage of \$15.50 per hour. Councilor Bishop seconded, and the motion carried 5–0.

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

Mayor Williams reminded the Council to write their talking points for the Town Hall meeting. There was discussion of how to provide amplification in the larger room where the Town Hall would be held, and how to take citizen questions.

ADJOURN MEETING:

Mayor Williams moved to adjourn the Special Meeting. Councilor Huey seconded, and the meeting was adjourned at 6:33 p.m.

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

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE