

**WESTFIR CITY COUNCIL MEETING and EXECUTIVE SESSION MINUTES**  
**Monday, December 5, 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 5:33 p.m. Councilors Kelly Packard, Katherine Bishop, and Deretta Huey were present in person. Councilor Edward Johnstone was absent without prior notice. All stood and recited the Pledge of Allegiance.

**MAYOR'S MINUTE:**

Mayor Williams thanked Councilor Huey for organizing the bridge lighting and decoration.

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

Councilor Bishop commented on the RTMP request item. She asked how grants were handled for canceled events and whether RTMP grants were appropriate for events with outdoor camping.

**CITY ENGINEER INTRODUCTION:**

Mayor Williams recognized Matt Wadlington of Civil West Engineering Services, present in person. Mr. Wadlington gave a brief introduction. Mayor Williams and Councilor Packard mentioned upcoming projects requiring an engineer: plans to improve the confluence park and changes to the traffic speed limits within the City. Mr. Wadlington said that he could scan and digitize the maps of the City's water and wastewater systems and that he would be happy to spend a day touring the facilities with City Operator Bobby Archer.

**POLICE REPORT / CODE ENFORCEMENT:**

The Council reviewed the monthly police report. Mayor Williams recognized Chief Kevin Martin of the Oakridge Police Department, present via phone. Chief Martin addressed code enforcement issues. Mayor Williams asked the Chief for clarification on reporting noise complaints. He stated that the Municipal Court wanted to hear complaints from two separate households in order to act.

**MIDDLE FORK OPEN DISC GOLF APPLICATION 2023 / RTMP REQUEST:**

Jason Nehmer of the Oakridge Disc Golf Club, present via Zoom audio, introduced himself. The Council reviewed the application and RTMP grant request of \$2,500.00. Councilor Bishop expressed concern about RTMP funds being granted to an event with camping rather than lodging stays. Mr. Nehmer stated that he advertised the event through Travel Lane County, which in turn promoted the event with discounted rates for local lodging.

Mayor Williams made a motion to approve the Portal Park rental application of the Middle Fork Open Disc Golf Tournament for July 29–30, 2023, pending receipt of proof of insurance and a schedule of entertainment, if they decided to have amplification at the event. Councilor Bishop seconded, and the motion carried, 4–0.

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

Mayor Williams made a motion to give an RTMP grant of \$1,250.00 to the Oakridge Disc Golf Club for the Middle Fork Open Disc Golf Tournament in 2023. Councilor Packard seconded, and the motion carried, 4–0.

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

**REQUEST FOR WATER BILL REDUCTION:**

The resident, Danyel Johnson, did not appear in person or make a request in writing to the Council.

**REQUEST FOR WATER BILL REDUCTION:**

Mayor Williams recognized resident Cheri Moritz. Ms. Moritz explained that she had an unexpected leak in the water line to her house, which caused a water bill she couldn't pay. The Council reviewed her bill for \$722.05. Bobby stated that Ms. Moritz was not at fault for the leak and that she had it repaired quickly.

Councilor Packard moved to forgive all but \$152 of the November water bill of Cheri Moritz. Mayor Williams seconded, and the motion carried, 4–0.

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

**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 for November 7, 2022. Council Huey seconded, and the motion carried, 4–0.

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

**RESOLUTION 522: NOTICE OF ELECTION RESULTS**

Mayor Williams stated that, per the resolution, Councilors Packard and Huey had won election to the City Council, and she had been elected Mayor.

Mayor Williams made a motion to approve Resolution 522, Notice of Election Results of City Council Members and Mayor of Westfir. Councilor Packard seconded, and the motion carried, 4–0.

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

**EMPLOYEE EVALUATION FORMS:**

Mayor Williams noted that these were blank forms to consider for use in future employee evaluations. She stated that she preferred these forms to a top-down evaluation. She said that the employee could give feedback to the manager and track their training on these forms.

Mayor Williams made a motion to adopt the proposed employee evaluation forms for 2023. Councilor Bishop seconded, and the motion carried, 4–0.

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

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- She would be absent on December 7 to attend the League of Oregon Cities’ Election Essentials workshop in Roseburg, and the Relief Recorder would fill in for the day.
- The status of the Certification of Beneficial Use of water rights. She reported that she sent the application and non-refundable fee of \$125 on December 1 to the Oregon Water Resources Department. The OWRD would send, within 14 days of receipt, an estimate of the cost to expedite the City’s certification.
- The status of the City Engineer contract. She reported that Matt Wadlington had signed the copy of the contract she handed him in the meeting, so the contract was fully executed.
- The annual low-cost rabies vaccine clinic was scheduled for Saturday, April 1, 12–2 p.m.
- The new Paid Family Leave payroll tax would begin January 1, requiring a deduction of 0.06% of an employee’s gross pay. The City is exempt from the employer portion of 0.04% of gross pay because it has fewer than 25 employees.
- The status of a dog bite complaint to Lane County Animal Services. She reported that she received an email from LCAS that they cited the dog owner for dangerous behavior. Nicole’s contact also stated that she would inform her once the restrictions had been placed by the judge.
- A resident complaint against a local business for overnight RV camping.

**CITY FINANCIAL REVIEW:**

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

- The status of the June 30, 2022, audit. She stated that the audit was scheduled to be submitted to the State by the December 31 deadline.
- The status of implementing auditor recommendations.
- The status of the consultant contract with former City Operator Jackson Stone. She reported that the contract was fully executed.

Mayor Williams reported that Oakridge had approved a contract with Steve Abel to perform the EMS Special District research for \$9,000. Westfir’s portion of the study was \$1,000, which was half the amount that had been budgeted. Mayor Williams recognized Steve Abel, present via Zoom. Mr. Abel stated that all three jurisdictions, Oakridge, Westfir, and Hazeldell, needed to sign the personal services contract. Mr. Abel gave a brief overview of the issues concerning EMS in the area and what his study would entail.

Mayor Williams made a motion to approve expenditures for December 2022 in the amount of \$21,554.43. Councilor Bishop seconded, and the motion carried, 4–0.

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

**CITIZEN CONCERNS NOT ON AGENDA:**

There were no citizen concerns.

**COUNCILOR CONCERNS NOT ON AGENDA:**

There were no Councilor concerns.

*The Mayor recessed the meeting for a five-minute break.*

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

At 7:35 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 7:51 p.m. and reconvened the Council meeting.

Mayor Williams made a motion to increase the wages of City Operator Robert Archer and City Recorder Nicole Tritten by 3% for COLA and 3% for merit for the next calendar year, and to increase the salary of Portal Operator Anthony Schlauch by 3% for COLA and 1% for merit for the next calendar year. Councilor Huey seconded, and the motion carried, 4-0.

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

Mayor Williams gave the Council an update on the progress of two grant applications for improvements to the confluence park (boat launch).

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 8:04 p.m.

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

Respectfully submitted,

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D'Lynn Williams, Mayor

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

\_\_\_\_\_  
DATE