

WESTFIR CITY COUNCIL MEETING
Monday, January 9, 2023, 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 5:32 p.m. Councilors Kelly Packard, Katherine Bishop, and Deretta Huey were present in person. All stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams expressed thanks to the volunteers who took down lights and decorations from the bridge and Portal Park.

Councilor Edward Johnstone joined the meeting by video during Mayor's Minute.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

ELECT COUNCIL PRESIDENT:

Mayor Williams made a motion to elect Councilor Packard as Council President. Councilor Huey seconded, and the motion carried, 4–0.

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

BRIDGE LIGHTING FESTIVAL:

Mayor Williams recognized former Westfir resident Viki Burns. Ms. Burns stated that she had organized the Bridge Lighting Festival for about 10 years and offered to do so again since no one had volunteered. The Council accepted her offer. Mayor Williams stated that Ms. Burns could work with Councilor Huey and the Citizen Advisory Committee for current City business.

POLICE REPORT / CODE ENFORCEMENT:

The Council reviewed the police report and code enforcement log. The Council discussed the issue of non-payment of court fines.

WESTFIR FIRE DEPARTMENT REPORT:

Volunteer Fire Chief Jim McKee presented the Fire Department report. Chief McKee presented a simple, preliminary volunteer application for the Westfir Fire Department. He updated the Council on the Vial of Life program; local training for firefighters; and working to get State certification of Westfir firefighters. He explained to the Council that volunteers did not have to be young, that there were many jobs that did not require peak strength. The Council discussed the fire department budget, available grants and fundraising.

AGREEMENT TO EXPEDITE THE PROCESSING OF CERTIFICATION OF BENEFICIAL USE:

The Council reviewed the agreement proposed by the Oregon Water Resources Department (OWRD) to process the City's Claim of Beneficial Use application in 120 days rather than 2–4 years.

Mayor Williams made a motion to pay \$1,872.00 to OWRD to enter into their Certificate Reimbursement Authority Applicant's Agreement. Councilor Packard seconded, and the motion carried, 5-0.

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

WATER/SEWER REPORT:

Bobby Archer was present via phone. He stated that the water and wastewater systems were functioning well. Referring to the monthly report for December 2022, he noted that usage was very close to the prior year. He reported on the visit from the new City Engineer, Matt Wadlington. Bobby stated that Mr. Wadlington borrowed copies of the water and wastewater system blueprints to familiarize himself with the City's facilities, as a precursor to proposing repairs or improvements. Bobby reported briefly on the status of Portal maintenance.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council Meeting minutes for December 5, 2022. Council Bishop seconded, and the motion carried, 5-0.

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

Councilor Johnstone left the meeting briefly.

RESOLUTIONS 523, 524, and 525—INCREASES TO EMPLOYEE COMPENSATION:

Mayor Williams stated that the increases had been approved at the December 5, 2022, meeting, but the resolutions had not yet been passed.

Mayor Williams made a motion to approve Resolution 523 to increase the wage of City Operator Robert Archer by 3% for COLA and 3% for performance; to approve Resolution 524 to increase the wage of City Recorder Nicole Tritten by 3% for COLA and 3% for performance; and to approve Resolution 525 to increase the wage of Portal Maintenance Operator Anthony Schlauch by 3% for COLA and 1% for performance. Councilor Bishop seconded, and the motion carried, 4-0.

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

Councilor Johnstone rejoined the meeting and stated his approval of the motion just passed.

UPDATE PORTAL RENTAL APPLICATION:

The Council considered whether to charge a fee for rental of just the large shelter at the Portal. The Council reviewed the current application, which did not show a fee for the large shelter, and a page from the 2017 application that listed a \$20 fee. The Council decided to table the matter for the next work session after looking at the fees of other local parks.

REVIEW RESOLUTION ESTABLISHING POLICY FOR COUNCIL MEETINGS:

The Council tabled the matter of updating Resolution 387 for the next work session.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- Notification from the Oregon Liquor and Cannabis Commission (OLCC) about a change to the annual liquor license application process.
- Extension of the City sewer line to the new manufactured home in Hemlock at 22nd Street and Sunset Avenue. The Council reviewed the plan from the developer to connect to the City's sewer line. The plan had already been approved by Westfir's engineer and the work mostly completed.
- Her brief meeting with the City Engineer about establishing a simplified task order for consultant work.
- Notice from the attorney about a 2022 Public Contracting Rules update.
- Having the shelters and kiosks at the Portal repainted prior to the summer season. The Council agreed that Nicole could solicit bids.

CITY FINANCIAL REVIEW:

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

- The June 30, 2022, audit was filed on time, by the December 31 deadline.
- The status of implementing auditor recommendations.
- An increase by the IRS to mileage reimbursement for 2023 to 65.5 cents per mile.

Mayor Williams moved to increase the City's mileage reimbursement to 65.5 cents per mile, retroactive to January 1, 2023. Councilor Packard seconded, and the motion carried, 5-0.

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

Mayor Williams made a motion to approve expenditures for January 2023 in the amount of \$54,289.00. Councilor Packard seconded, and the motion carried, 5-0.

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

CITIZEN CONCERNS NOT ON AGENDA:

The Mayor recognized Jonathon Lundbom, present via video. Mr. Lundbom stated that he disagreed with some of the City expenditures, saying that they were not the best use of resources. He complained that there was not sufficient notice of the date of the January meeting and that he was greatly inconvenienced by a five-hour drive to attend the meeting, only to find that the meeting had been rescheduled. He requested better communication from the City and that audio of the Council meetings be made available sooner after meetings.

Resident Richard Watson was present via phone. He stated that he was listening to the meeting, and he complimented the City Council's work.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Johnstone stated that he planned to attend an in-person grant-writing class in McMinnville. He reported that he had researched the Telegram app, which might be used to archive messaging among the City Council and City staff.

Councilor Packard stated that he wanted to find out if the City Engineer could be the City's point of contact to the County to pursue a reduction of traffic speed limits in Westfir.

Councilor Bishop brought up installation the new solar speed sign. The Council asked that the sign be installed before Spring Break.

Mayor Williams gave an update on the confluence park (boat launch) project.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Huey seconded, and the meeting was adjourned at 7:41 p.m.

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

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE