

WESTFIR PLANNING COMMISSION MEETING
Monday, February 6, 2023, 5:30 p.m.
In person at City Hall and via audio/video teleconference

MINUTES

CALL TO ORDER:

Commissioner D'Lynn Williams called the meeting to order at 5:30 p.m. Commissioners Kelly Packard and Deretta Huey were present in person. Commissioner Edward Johnstone was present via video. Commissioner Bishop was absent with notice. Attorney Gary Darnielle of Lane Council of Governments was present via video. Nick Gibson and Blair Banker of Trans Cascadia Excursions were present in person.

REQUEST FOR SIX-MONTH EXTENSION TO SUBMIT MODIFICATIONS:

Blair Banker stated, per the letter submitted to the Commission, that he and his business partner, Nick Gibson, were requesting additional time in order to submit changes to land use approvals CUP2021-001 and SR2021-001, beyond the March 28, 2023, deadline for substantial completion. Mr. Banker noted the complexity of the project and described a challenge on the site not previously known: five feet of fill on the first 100 feet of the property, making the installation of water and electric utilities difficult and impacting structural design and site layout. He also noted that it was challenging to line up the team of subcontractors, trying as much as possible to hire locally. He stated that another factor in the delay was drastic changes in the debt market that required adjusting the project to accommodate the higher cost of borrowing.

Mr. Darnielle noted that extensions of time for land use development were usually pro forma administrative decisions, and in fact, the Westfir Land Development Code (WLDC) allows the City Recorder to authorize a one-year extension. However, the WLDC does not have a process to submit modifications, so a new conditional use permit would have to be applied for with the modifications.

Commissioner Johnstone made a motion to approve a six-month extension for Trans Cascadia Excursions for CUP2021-001 and SR2021-001. Councilor Packard seconded, and motion carried, 3-1.

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

ADJOURN MEETING:

Commissioner Williams adjourned the meeting at 5:51 p.m.

WESTFIR CITY COUNCIL MEETING
Monday, February 6, 2023, following the Planning Commission meeting
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 5:51 p.m. Councilors Kelly Packard and Deretta Huey were present in person. Councilor Johnstone was present via video, and Councilor Bishop was absent with notice. All stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams reported that she met with the new local state representative, Charlie Conrad.

CITIZEN COMMENTS ON AGENDA ITEMS:

Jonathon Lundbom, present via video, asked about the previous Portal Park rental fees and how often the park was rented out. He also asked about the siting of a new City Hall and Fire Station.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

STATEMENT ON SWEARING IN NEWLY ELECTED COUNCIL MEMBERS:

City Recorder Nicole Tritten read the following statement: "I, Nicole Tritten, a Notary Public and City Recorder for the City of Westfir, wish to state for the record that the newly elected Council members, Mayor D'Lynn Williams, Councilor Deretta Huey, and Councilor Kelly Packard, were duly sworn in by me prior to the first Council meeting of 2023."

PUBLIC COMMENTS ON INCREASE TO PORTAL RENTAL FEES PER ORS 294.160:

There were no public comments.

UPDATE PORTAL RENTAL APPLICATION TO ADD FEE FOR LARGE SHELTER:

Mayor Williams moved to update the Portal Park rental application to add a fee of \$25 per day for rental of the large shelter. Councilor Packard seconded, and the motion carried, 4-0.

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

POLICE REPORT / CODE ENFORCEMENT:

The Council reviewed the police report and code enforcement log. Councilor Packard expressed concern about court fines for code violations not being collected by Oakridge.

WESTFIR FIRE DEPARTMENT REPORT:

Fire Chief Jim McKee was absent with notice. Councilor Packard gave the report. He stated that the Fire Chief was working to acquire a Fire Department Identification Number (FDIN), which was required to reestablish the department. He reported that he and the Fire Chief had collected additional donated fire gear. Councilor Packard gave details of a second quote for a fire department building.

FUNDING NEEDS FOR CITY HALL AND FIRE STATION BUILDINGS:

Mayor Williams reported that she had been contacted by the County about whether the City had any capital project funding needs. She stated that she gave the County a rough estimate of \$750,000 for a

new City Hall and Fire Station, based on quotes for two modular buildings and ancillary construction costs, but not including any land acquisition.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the water and sewer report. He reported no problems at either facility. Bobby described an incident of vandalism at the Portal Park in which the electric hand dryer in the men’s bathroom was forcibly pried from the wall. Bobby requested that the Council authorize study hours for the Relief City Operator, Eric Harris, to increase his knowledge of wastewater management.

APPROVE MINUTES:

Councilor Johnstone made a motion to approve the Council meeting minutes for January 9, 2023, and January 23, 2023. Council Huey seconded, and the motion carried, 4–0.

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

FUNDING REQUEST FROM CHAMBER OF COMMERCE:

The Council reviewed a letter from the Oakridge/Westfir Area Chamber of Commerce requesting funding of \$3,000 from Westfir RTMP funds.

Councilor Packard made a motion to approve a \$2,000 payment to the Oakridge/Westfir Area Chamber of Commerce. Councilor Huey seconded, and motion carried, 4–0.

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

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- The TMDL (Total Maximum Daily Loads) five-year review.
- Whether a property manager of a single rental unit had to have a business license.
- System Development Charges for a newly installed manufactured home.
- Mayor Williams, along with the Mayor of Oakridge and Hazeldell Fire District, signed a contract with Steve Abel & Associates for EMS Special District research. A draft copy of the contract was provided to the Council for review.
- The Water and Sewer Policy should be reviewed by the Council at a February work session.
- The contract to expedite the City’s Claim of Beneficial Use of water rights with the Oregon Water Resources Department was finalized.
- Wastewater funding needs survey for the EPA.
- The 2022 Public Contracting Rules Update. A copy of the letter from the attorney was provided to the Council for review.

CITY FINANCIAL REVIEW:

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

- Study hours for Relief City Operator, Eric Harris: Nicole estimated that an additional 20 hours per month for three months could be accommodated by the personnel budget in the Sewer Fund. The Council approved 60 study hours over three months.
- The Mayor’s review of invoices and receipts for January 2023, per auditor recommendation that a Council member sign off on bills each month.

Mayor Williams made a motion to approve expenditures for February 2023 in the amount of \$41,887.50. Councilor Packard seconded, and the motion carried, 4–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

The Mayor recognized Jonathon Lundbom. Mr. Lundbom stated that public access to City security cameras could work to deter theft and vandalism. He said that he favored a day-use parking fee at the Portal Park.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Packard expressed concern about insurance companies dropping fire coverage in Westfir and the need to inform citizens of options.

Councilor Johnstone reported that he started the process with the Forest Service to make a parking lot on Forest Service land along North Fork Road for the use of bicycle shuttles and for Portal parking overflow.

At Councilor Huey’s request, Nicole presented the report of the meeting of the Citizen Advisory Committee for current City business.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 7:46 p.m.

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

Respectfully submitted,

D’Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE