

**JOINT MEETING OF
THE WESTFIR CITY COUNCIL and THE LOCAL CONTRACT REVIEW BOARD**

PUBLIC HEARING

Monday, March 6, 2023, 5:30 p.m.

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

MINUTES

CALL TO ORDER:

Mayor D'Lynn Williams called to order the joint meeting of the Local Contract Review Board and the City Council, and opened the public hearing at 5:30 p.m. Councilors Kelly Packard and Deretta Huey were present in person. Councilor Edward Johnstone was present via video. Councilor Bishop was absent with notice. Attorney Carrie Connelly was present via video.

Carrie Connelly reiterated that the public hearing was open. Ms. Connelly gave the staff report, explaining the reasons for Westfir to adopt amended public contracting rules.

There were no public comments. Mayor Williams closed the hearing at 5:39 p.m.

RESOLUTION 527 OPTING OUT OF THE ATTORNEY GENERAL'S MODEL PUBLIC CONTRACTING RULES AND AMENDING PUBLIC CONTRACTING RULES FOR THE CITY OF WESTFIR:

Mayor Williams moved to adopt Resolution 527 on behalf of the City of Westfir and on behalf of the City's Local Contract Review Board. Councilor Packard seconded, and the motion carried, 4-0.

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

Attorney Carrie Connelly exited the meeting.

ADJOURN MEETING:

Mayor Williams adjourned the meeting of the Local Contract Review Board at 5:41 p.m.

WESTFIR CITY COUNCIL MEETING

**Monday, March 6, 2023, following the public hearing
In person at City Hall and via audio/video teleconference**

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

With the City Council meeting already in session, all stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams briefly reported on the following items: The City signed a letter in support of Oakridge's grant application to renovate the Willamette Activity Center; damage to the Oakridge airport; the County's Hazard Mitigation Survey; and the status of the local Housing Needs Analysis.

CITIZEN COMMENTS ON AGENDA ITEMS:

Westfir resident Larry Swearingen commented on the rabbit problem in Hemlock. Since the issue was not an agenda item, the Mayor asked Mr. Swearingen to hold his comments until later in the meeting.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

UPDATE ON NORTH FORK GATEWAY (former mill site) PROJECT:

A report was given by Ralph Christensen, one of three owners of the mill site, and Teresa Bishow, the land use planning consultant working with the property owners, both present in person. They distributed copies of two conceptual plans for the mill site to the Council members and City Recorder. Mr. Christensen gave an overview of the owners' plans for the mill site. The plan in Phase 1 is to subdivide the site into 18 lots, averaging two acres each, for low-density residential housing. The plan would make it necessary to allow the installation of wells and septic tanks until City water and sewer infrastructure becomes available, at which point property owners would be required to connect to City infrastructure. The Phase 2 plan showed the large lots from Phase 1 being subdivided into smaller lots over time. The Phase 2 plan creates 21 acres of low-density residential; 7 acres of high-density residential; 8 acres of mixed use; and 10 acres of parks and open space. Mayor Williams stated that her main concern was allowing the use of septic systems on the site.

ALPINE EPIC PORTAL RENTAL APPLICATION:

Michelle Emmons, present via video, introduced herself as an Oakridge resident and the organizer of the Alpine Epic (formerly, Cascade Creampuff) bicycle race since 2012. She stated that the race is a fundraiser for the Oakridge Trails Alliance, a recent consolidation of the Greater Oakridge Area Trail Stewards and the Alpine Trail Crew Association. The Council reviewed her application for June 10, 2023.

Mayor Williams made a motion to approve the Portal rental application of the 2023 Alpine Epic endurance race. Councilor Packard seconded, and the motion carried, 4-0.

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

TRIPLE SUMMIT / WESTFIR 50K PORTAL RENTAL APPLICATIONS / RTMP REQUEST:

Mayor Williams recognized Devin VansCoy, the race organizer, present in person. The Council considered his two applications: August 4 for the Triple Summit Challenge and October 29 for the Westfir 50K/30K, both trail-running races. Councilor Packard stated that for the size of the Triple Summit group, Mr. VansCoy might need to provide a dumpster. The Council also reviewed Mr. VansCoy's letter requesting a \$1,000 RTMP grant for each race.

Mayor Williams made a motion to approve the Portal rental applications of the Triple Summit Challenge and Westfir 50K, and to give an RTMP grant of \$1,000 for each event, for a total grant of \$2,000. Councilor Packard seconded, and the motion carried, 4-0.

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

MOUNTAIN BIKE OREGON PORTAL RENTAL APPLICATION:

Mayor Williams recognized Daniella Crowder of Mountain Bike Oregon (MBO). Ms. Crowder reported that MBO would be working with Travel Lane County for the first time, which would help them with promotion and economic impact reports. The Council reviewed the application for June 21-25, 2023.

Mayor Williams made a motion to approve the Portal rental application of Mountain Bike Oregon. Councilor Johnstone seconded, and the motion carried, 4–0.

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

Mayor Williams recessed the meeting at 6:33 p.m. for a short break. She reconvened at 6:36 p.m.

POLICE REPORT / CODE ENFORCEMENT:

The Council reviewed the police report and code enforcement log. Councilor Packard asked if there was an update on the collection of court fines by Oakridge. Nicole stated that she didn't have any new information. Mayor Williams said that she and Nicole could bring up the issue when they had their meeting with the Oakridge administration to negotiate the police and fire IGAs.

WESTFIR FIRE DEPARTMENT REPORT:

Mayor Williams recognized Westfir Fire Chief Jim McKee, present in person. Chief McKee reported that he was able to get a Fire Department Identification Number (FDID) for Westfir, which was provisional until other requirements were met. The Council reviewed the letter from the State issuing the number. He said that he had five volunteers so far and hoped to have eight. He stated that given the recent derailment event in Pennsylvania, he thought it was important for volunteers to have hazmat training. He clarified that the training was to understand when to evacuate citizens, and that they would not directly handle hazmat incidents. The Fire Chief explained to the Council that he cannot respond to citizen requests for medical assistance as Fire Chief until he has a physician advisor. He said that Westfir residents should call 911 or the Oakridge Fire Department for medical assistance.

FUNDING NEEDS FOR CITY HALL AND FIRE STATION BUILDINGS:

Mayor Williams stated that she had no update on City Hall funding. Councilor Packard described his fundraising efforts for a fire station. He referred Council to a copy of the fundraising flyer he sent by email to his business network, and which had already yielded donations. He offered to make edits to the flyer for the use of the other Council members.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the water and sewer report. He reported no problems at either facility. He reported that he was working on the County permit to install the solar speed signs. He stated that he was continuing to study and that he had signed up for wastewater operator exam prep through Umpqua Community College.

PORTAL PARK UPDATE:

Portal Maintenance Operator Anthony Schlauch, present via video, gave the report. He stated that he was working to get estimates for repair and painting work on the shelters and kiosks. He reported that graffiti was a huge problem, with him spending many hours power washing to remove it. He stated that he would ask the contractors about getting a graffiti-resistant paint for the interior walls of the bathrooms.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for February 6, 2023. Mayor Williams seconded, and the motion carried, 4–0.

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

HOUSING NEEDS ASSESSMENT UPDATE:

Mayor Williams gave an update of the Westfir and Oakridge Housing Needs Analysis (HNA). She reported that there would be an open house meeting to hear the HNA draft report on March 20 at Oakridge City Hall, at 6 p.m. On April 5 at Oakridge City Hall at 6 p.m., there would be a joint meeting of the Oakridge and Westfir Councils to vote on accepting the report.

RESOLUTION 526 – APPROPRIATING EXCESS REVENUE & EXPENDITURES TO ESTABLISH A VOLUNTEER FIRE DEPARTMENT:

Mayor Williams stated that the resolution was to appropriate \$3,000 in donations for the planning and development of a volunteer fire department.

Mayor Williams made a motion to approve Resolution 526. Councilor Packard seconded, and the motion carried, 4–0.

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

RESOLUTION 528 – UPDATE POLICY FOR COUNCIL MEETINGS:

Councilor Huey made a motion to approve Resolution 528. Mayor Williams seconded, and the motion carried, 4–0.

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

RESOLUTION 529 – TO ADOPT LANE COUNTY COMMUNITY WILDFIRE PROTECTION PLAN (CWPP):

Mayor Williams explained that Lane County approved and adopted the plan in August 2020. Oakridge adopted the CWPP in September 2022. The Oakridge City administrator made Mayor Williams aware of the plan, which Westfir had not yet adopted.

Mayor Williams moved to approve Resolution 529. Councilor Packard seconded, and the 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:

- Statement of Economic Interest (SEI) reporting with the Oregon Government Ethics Commission would open on March 15 and was due by April 15.
- There were just two citizen members on the budget committee, and she was waiting to hear from a third person whom Councilor Bishop had recruited.
- The planned schedule for the 2023–2024 budget.
- The City-sponsored rabies vaccination clinic for dogs and cats on Saturday, April 1 from 12–2 p.m. at the Portal.

CITY FINANCIAL REVIEW:

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

- Whether the Council wanted to consider establishing a Fire Department Building Reserve Fund. The Council supported the idea, and the Mayor also suggested setting up an operating fund for the fire department.

Mayor Williams made a motion to approve expenditures for March 2023 in the amount of \$45,382.72. Councilor Packard seconded, and the motion carried, 4–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

Larry Swearingen left the meeting before Citizen Concerns.

Ann Parsons introduced herself as a recent home buyer in Westfir. She stated that she wanted to thank the City, and Bobby Archer in particular, for notifying her of a water leak in her garage. She said the notification limited the damage. She stated that her water bill was over \$1,000 due to the leak and asked if the Council could make some reduction.

Mayor Williams moved to forgive half of the overage charge on Ann Parsons' water bill, for a revised total of \$625.94. Councilor Johnstone seconded, and the motion carried, 4–0.

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

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Huey discussed her work with volunteers to inventory lights and decorations for bridge lighting.

Councilor Packard, following up Mr. Swearingen's comments, said that he had a live animal trap he could loan out to residents to trap rabbits.

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, Huey, Johnstone **NAYS:** 0 **ABSTENTIONS:** 0

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE