

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, April 3, 2023
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 5:42 p.m. Councilors Edward Johnstone and Katherine Bishop were present via video. Councilors Kelly Packard and Deretta Huey were absent with notice. City Recorder Nicole Tritten was present in person. All stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams stated that she would try to move through the agenda quickly in case Councilor Bishop's connection was lost and there was no quorum to conduct business. The Mayor mentioned the Tree Planting Festival parade; the Easter Egg hunts; and the rabbit traps available to borrow from the City.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

WATER BILLING COMPLAINT:

Mayor Williams recognized Westfir homeowner Mark Stadick, present in person. The Council had reviewed a copy of Mr. Stadick's latest water bill. Mr. Stadick explained that he didn't realize there was a \$25 fee every month for zero usage, even when the water was turned off. He said that he turned off the water over the Winter, expecting not to be billed. Councilor Johnstone described the fee as a maintenance-of-connection fee.

Mayor Williams made a motion to forgive late fees totaling \$83.13 on Mark Stadick's water bill, leaving \$125 to be paid. Councilor Johnstone seconded, and the motion carried, 3-0.

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

Mayor Williams decided to move up two voting items on the agenda in case Councilor Bishop's connection was lost.

APPROVE MINUTES:

Mayor Williams made a motion to approve the Council meeting minutes for March 6, 2023, and the Council work session minutes for March 21, 2023. Councilor Johnstone seconded, and the motion carried, 3-0.

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

APRIL EXPENDITURES:

Mayor Williams made a motion to approve expenditures for April 2023 in the amount of \$39,759.02. Councilor Bishop seconded, and the motion carried, 3-0.

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

POLICE REPORT / CODE ENFORCEMENT:

Mayor Williams gave a brief overview of the meeting she and Nicole had with the Oakridge administration about the Police and Fire IGAs for the next fiscal year. The Mayor read the incidents in the March police report. Nicole stated that there was no change to the code enforcement log, so she had not provided a copy.

WESTFIR FIRE DEPARTMENT REPORT:

Neither the Fire Chief nor Councilor Packard was present to give the report. Mayor Williams reported that she had attended another meeting about the Fire District Consolidation Feasibility Study. She stated that the report of consultant Steve Abel's recommendations would be available in May, but so far, the research didn't indicate that any savings or additional funding were to be realized by consolidating the fire districts.

LETTER OF REQUEST: MEMORIAL BENCH AT PORTAL PARK:

The Council considered a letter from Vicki Kibbey and Cheryl Hansell, who sponsor a memorial bench at Portal Park. They asked for permission to replace the decaying wood bench with one made of a material with greater longevity. In addition, they asked if the Portal Maintenance Operator, Tony Schlauch, could assist with the installation. The Council was supportive of replacing the bench but wanted to check with Tony before committing his time to assist with the installation.

PORTAL PARK UPDATE:

Portal Maintenance Operator Tony Schlauch was not present to give the report.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the water and sewer report. He reported no problems at either facility. He stated that he called in Roto-Rooter to clear out roots from the effluent line at the wastewater plant.

RESOLUTION 530 – ESTABLISHING A CITIZEN ADVISORY COMMITTEE:

City Recorder Nicole Tritten stated that the resolution was not ready, and the Mayor tabled the matter.

UPDATE WATER / SEWER POLICY:

The Council approved an edit to clarify language; the addition of a fee for ACH returns; and a small reduction in the fee for returned checks. The Mayor said the Council would vote to adopt the updates at the next meeting.

DISCUSS REVISING LAND DEVELOPMENT CODE:

Mayor Williams stated that she would like to see an update to the Land Development Code (LDC) by the fall. She said that several needed revisions and updates had been discovered in the past two years. She noted that the Housing Needs Analysis would recommend changes to the LDC as well.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- The first bid for repairs and painting of shelters and kiosks at Portal Park, a copy of which was provided to the Council.
- Bridge closure signage for events at Portal Park.

- She submitted the TMDL five-year plan update on the April 1 deadline.

CITY FINANCIAL REVIEW:

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

- The difficulty of balancing the General Fund in the proposed 2023–2024 budget with Oakridge’s proposed 10% increase to the police and fire IGAs. She suggested cuts and savings in a couple areas.
- The need to find a certified water and wastewater consultant with Jackson Stone’s retirement at the end of June and to have the cost included in the new budget.
- A resolution to establish a Fire Department Reserve Fund in the new budget.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Johnstone updated the Council on the plan to create a parking area on Forest Service land for bike shuttle parking. He stated that he had drafted a proposal to the USFS, and he would send a copy to Nicole to distribute to the Council for review.

CITIZEN CONCERNS NOT ON AGENDA:

Resident Helene Truthstone asked about the status of moving the solar speed sign further up Westoak Road. Mayor Williams stated that Bobby was working on the County permit.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Johnstone seconded, and the meeting was adjourned at 6:41 p.m.

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

Respectfully submitted,

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D’Lynn Williams, Mayor	ATTEST: Nicole Tritten, City Recorder	DATE