

**WESTFIR CITY COUNCIL MEETING MINUTES**  
**Monday, May 1, 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 5:30 p.m. Councilors Kelly Packard, Katherine Bishop and Deretta Huey were present in person, as was City Recorder Nicole Tritten. All stood and recited the Pledge of Allegiance. Councilor Edward Johnstone joined the meeting at 5:34 p.m. via video.

**MAYOR'S MINUTE:**

Mayor Williams mentioned the Lane Electric district meeting.

**CITIZEN COMMENTS ON AGENDA ITEMS:**

Jonathon Lundbom, present in person, asked how to obtain a copy of the monthly police report. In addition, he requested copies of the police and fire IGAs.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**MEMORIAL BENCH AT PORTAL PARK:**

The Council approved the addition of this item not on the agenda. Vicki Kibbey, present in person, who maintains a memorial bench for her parents in Portal Park, described the metal bench that would replace the decaying wood bench. Ms. Kibbey expressed concern about the state of the park.

**PUBLIC COMMENTS ON ADDITION OF ACH-NSF FEE IN WATER / SEWER POLICY PER ORS 294.160:**

There were no comments.

**UPDATE WATER / SEWER POLICY:**

Councilor Packard moved to update the City's Water / Sewer Policy effective July 1, 2023. Councilor Huey seconded, and the motion carried, 5-0.

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

**FIRE IGA WITH CITY OF OAKRIDGE:**

Mayor Williams discussed Attachment A to the Fire IGA, which lists Fire Department equipment owned by Westfir. She noted that most of the items do not have value except the fire engine and a turnout set. The Mayor stated that the Oakridge City Council had accepted a 5% increase over the previous year for both the fire and police IGAs.

Councilor Packard made a motion to approve the Fire Protection Services IGA with Oakridge for FY2023-2024. Councilor Bishop seconded, and the motion carried, 5-0.

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

**POLICE IGA WITH CITY OF OAKRIDGE:**

Mayor Williams brought to the Council's attention a change to the Police IGA from previous years: The OPD would no longer provide guaranteed patrol hours each month. However, the OPD would continue

to respond to calls at the same level as previous years and would patrol at their discretion.

Councilor Johnstone made a motion to approve the Law Enforcement Services IGA with Oakridge for FY2023–2024. Councilor Packard seconded, and the motion carried, 5–0.

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

**PUBLIC SAFETY ADVISORY COMMITTEE:**

Mayor Williams provided copies of the agenda and staff reports from the April 25 meeting of the Oakridge-based committee, which she was not able to attend. Councilor Johnstone agreed to take the Mayor’s place on the committee. The Mayor reviewed the staff reports for the Police Department, Emergency Services and Fire Department.

**POLICE REPORT:**

The report was not available.

**WESTFIR FIRE DEPARTMENT REPORT:**

Councilor Packard presented the report. He stated that the City received over \$20,000 in donations. He noted that the Ford Family Foundation grant application was on hold for the present.

**WATER/SEWER REPORT:**

City Operator Bobby Archer, present via phone, gave the water and sewer report. He stated that the motor failed on the main pump at the water plant. He reported that the motor was being rebuilt by Wheeler Electric in Eugene, and that he hoped to have the pump back online by Wednesday. In the meantime, he said that he had to manually run the secondary pump.

**APPROVE MINUTES:**

Councilor Huey made a motion to approve the Council meeting minutes for April 3, 2023, and April 5, 2023. Councilor Bishop seconded, and the motion carried, 5–0.

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

**RESOLUTION 531 ESTABLISHING A FIRE DEPARTMENT RESERVE FUND:**

The Council discussed two versions of the resolution: one version allowing the donated funds to be used solely for construction of a Fire Department building; and the other version allowing the funds to be used more broadly for fire safety. Councilor Packard felt strongly that donations should be refunded in the event a Fire Department building is not constructed. The resolution was tabled for further discussion at a work session.

**RESOLUTION 532: TRANSFER APPROPRIATION AUTHORITY IN THE GENERAL FUND:**

Mayor Williams made a motion to approve Resolution 532 transferring appropriation authority within the General Fund for fiscal year 2022–2023. Councilor Packard seconded, and the motion carried, 5–0.

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

**RESOLUTION 533: TRANSFER APPROPRIATION AUTHORITY IN THE WATER FUND:**

Councilor Huey made a motion to approve Resolution 533 transferring appropriation authority within the Water Fund for fiscal year 2022–2023. Councilor Johnstone seconded, and the motion carried, 5–0.

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

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- OLCC license renewals.
- She filed the Coronavirus State and Local Fiscal Recovery Funds Project and Expenditure Report with the Treasury Department. She reported no funds yet allocated or spent.
- Nicole asked the Council for changes to the Westfir tourism promotion article by Joe Potoczak. Review of the article was tabled for a work session.
- A request from the National Interscholastic Cycling Association (NICA) for a refund of their \$25 Portal rental fee because garbage cans were full, and there was no toilet paper in the bathrooms.

*Portal Maintenance Operator Tony Schlauch joined the meeting at 7:03 p.m. via video.*

*City Recorder Report paused for Portal Park Report.*

**PORTAL PARK REPORT:**

Tony reported that he was going to start locking the bathrooms overnight due to frequent overnight vandalism. He said that he planned to research timed locks for the bathrooms. He stated that the two bids he had received for repairs and painting at the Portal were both around \$18,000–\$19,000.

*City Recorder Report resumed.*

Mayor Williams moved to refund the \$25 rental fee to NICA for their April 30 event. Councilor Packard seconded, and the motion carried, 5–0.

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

*Tony Schlauch left the meeting around 7:30 p.m.*

- That establishing photos of the river for monitoring riparian areas is required by the City’s TMDL Matrix by June 15.
- Whether the Council wanted to have an emergency resolution to ban fireworks prepared in case of adverse conditions. The Council agreed.

**CITY FINANCIAL REVIEW:**

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

- She did not yet know the cost for a certified water and wastewater consultant for the 2023–2024 budget, which could result in a delay in the Budget Committee approving the budget or could require the Council to adjust the budget after passage by the Budget Committee.

- Her email exchange with the City Engineer about three projects: evaluation of waterlines and cost to repair; GPS mapping of fire hydrants; and a study of the feasibility and cost to extend the sewer lines to the mill site.

Mayor Williams made a motion to approve the financial statements for April 2023. Councilor Bishop seconded, and the motion carried, 5–0.

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

**MAY EXPENDITURES:**

Mayor Williams made a motion to approve expenditures for May 2023 in the amount of \$45,650.11. Councilor Packard seconded, and the motion carried, 5–0.

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

*Mayor Williams recessed the meeting from 7:46 p.m. until 7:48 p.m.*

**CITIZEN CONCERNS NOT ON AGENDA:**

Jonathon Lundbom made wide-ranging criticisms of use of City funds and complained about the poor condition of the Portal Park.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Mayor William discussed adoption of the Housing Needs Analysis; her draft update of the Natural Hazard Mitigation Plan for Westfir; and the Regional Housing Rehabilitation Loan Program.

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 8:31 p.m.

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

Respectfully submitted,

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