

WESTFIR CITY COUNCIL SPECIAL MEETING MINUTES

Friday, May 26, 2023

Audio/Video Teleconference, 3:00 p.m.

MINUTES

CALL SPECIAL MEETING TO ORDER:

Mayor D'Lynn Williams called the Special Meeting to order at 3:01 p.m. Councilor Kelly Packard was present via video. Councilor Deretta Huey was present via phone. Councilor Katherine Bishop was absent. City Recorder Nicole Tritten and Portal Maintenance Operator Tony Schlauch were present via video. Councilor Edward Johnstone joined the meeting at 3:02 p.m. via audio link.

PORTAL PARK PURCHASES:

Tony requested that the Council authorize the purchase and installation of automatic, timed locks for the bathroom doors at the Portal, with a total cost of around \$3,700. The Mayor noted that there were adequate funds for the purchase in the Highway Fund. Councilor Huey expressed concern about the high cost of the locks.

Mayor Williams made a motion to approve the purchase of automatic locks for the Portal bathrooms. Councilor Packard seconded, and the motion carried, 4-0.

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

Tony requested authorization to purchase a storage shed for the Portal. Mayor Williams noted that there was \$6,000 budgeted in the Highway Fund in the current fiscal year for the purchase of a shed. The price of the shed was \$5,205, not including delivery charge and site preparation.

Councilor Packard made a motion to approve the order of an equipment shed for the Portal. Councilor Johnstone seconded, and the motion carried, 4-0.

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

Tony Schlauch left the meeting around 3:30 p.m.

ACCEPT RESIGNATION / DECLARE A VACANCY:

Councilor Williams moved to accept the resignation of Relief City Operator Eric Harris and to declare a vacancy. Councilor Packard seconded, and the motion carried, 4-0.

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

UPDATE RELIEF CITY OPERATOR JOB DESCRIPTION:

The Council reviewed a revised job description suggested by the Mayor that added four hours of Portal maintenance work per week to the Relief City Operator job.

Councilor Packard moved to adopt the revised job description for Relief City Operator to include four hours per week of Portal maintenance. Councilor Johnstone seconded, and the motion carried, 4–0.

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

ADJOURN MEETING:

Councilor Williams adjourned the meeting at 3:45 p.m.

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE