

WESTFIR CITY COUNCIL PUBLIC HEARING
Monday, June 5, 2023, at 5:30 pm
In person at City Hall and via audio/video teleconference

The public hearing was held for the purpose of taking comments on the 2023–2024 budget, as approved by the Budget Committee, and on the election and use of state revenue sharing funds. There was no public comment. Mayor D’Lynn Williams closed the public hearing at 5:33 pm.

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, June 5, 2023, following the public hearing
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 5:33 p.m. Councilors Kelly Packard, Katherine Bishop and Deretta Huey were present in person, as was City Recorder Nicole Tritten. Councilor Edward Johnstone was absent. All stood and recited the Pledge of Allegiance.

MAYOR’S MINUTE:

Mayor Williams noted that outdoor burning season closed early, on June 2.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

RESOLUTION 531: ESTABLISHING A FIRE DEPARTMENT BUILDING RESERVE FUND:

Councilor Packard made a motion to adopt Resolution 531 establishing a fire department building reserve fund. Councilor Huey seconded, and the motion carried, 4–0.

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

Councilor Edward Johnstone joined the meeting via phone around 5:40 p.m.

RESOLUTION 535: Adopt budget, elect revenue sharing, and impose taxes and appropriations:

Councilor Packard made a motion to approve Resolution 535 to adopt the 2023–2024 budget, elect revenue sharing and impose taxes and appropriations. Councilor Johnstone seconded, and the motion carried, 5–0.

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

RESOLUTION 535.1: Eligibility to receive State revenue:

Mayor Williams made a motion to approve Resolution 535.1, certifying the City’s eligibility to receive State revenue. Councilor Bishop seconded, and the motion carried, 5–0.

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

RTMP GRANT REQUEST:

The Mayor recognized Jason Nehmer of Oakridge Disc Golf Club, present via video. Mr. Nehmer requested \$1,250 in RTMP funds in addition to the \$1,250 granted in January 2023 when he had requested \$2,500.

Mayor Williams moved to grant an additional \$1,250 in RTMP funds to Oakridge Disc Golf Club. Councilor Johnstone seconded, and the motion carried, 5–0.

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

RTMP GRANT REQUEST:

The Mayor recognized Michelle Emmons, director of the Alpine Epic bike race, present in person. Ms. Emmons stated that the event was in its 12th year and was still recovering from cancellations in 2020 due to COVID-19 and in 2021 due to wildfires. Ms. Emmons noted that she bought a reusable bridge closure road sign for \$199.65 from Highway Specialties LLC that the City could use for future events. Ms. Emmons explained the event expenses at Councilor Packard’s request. Ms. Emmons pointed out that any profit from the event would be donated to the Oakridge Trails Alliance.

Councilor Packard made a motion to give a \$1,500 RTMP grant to Michelle Emmons for the Alpine Epic bike race. Councilor Huey seconded, and the motion carried, 5–0.

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

REQUEST TO WAIVE BILLING SURCHARGE:

The Mayor recognized Westfir resident Melody Cornelius, present via video. The Council considered an email request by Ms. Cornelius to waive the sewer surcharge on her May bill since the excess water usage was to refill her swimming pool to get rid of mosquito larvae, and so the water was not processed by the wastewater plant.

Mayor Williams made a motion to waive the \$20 sewer charge on the May water bill of Melody Cornelius. Councilor Bishop seconded, and the motion carried, 5–0.

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

POLICE REPORT:

The Council reviewed the April and May police reports. Mayor Williams also referred to the OPD Staff Report from April 2023.

WESTFIR FIRE DEPARTMENT REPORT:

Westfir Fire Chief Jim McKee, present in person, gave the report. Chief McKee stated that he needed to be present at any meetings that included the Oakridge Fire Chief, so his position was not undermined. In addition, he said that space should be made at City Hall to store the fire department gear currently stored at Councilor Packard’s house. Chief McKee stated that he would like to send another recruitment flyer for volunteer firefighters and to have a recruitment banner made.

PORTAL PARK REPORT:

Portal Maintenance Operator Tony Schlauch, present via video, gave the report. He stated that timed locks had been installed by a locksmith at the Portal bathrooms, and they were timed to lock from 10 p.m. to 7 a.m. He stated that more garbage cans were needed at the Portal, and they needed to be more tamper resistant.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the water and sewer report. He reported no problems at either plant.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for May 1, 2023, and May 26, 2023. Councilor Bishop seconded, and the motion carried, 5–0.

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

RESOLUTION 536: OPTING OUT OF 1% SET-ASIDE OF STATE HIGHWAY FUNDS FOR FOOTPATHS AND BICYCLE TRAILS:

Mayor Williams made a motion to approve Resolution 536 opting out of the 1% set-aside of State Highway Funds for footpaths and bicycle trails. Councilor Packard seconded, and the motion carried, 5–0.

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

RESOLUTION 537: UPDATING WATER / SEWER POLICY:

Mayor Williams made a motion to approve Resolution 537 updating the City’s Water and Sewer Policy. Councilor Packard seconded, and the motion carried, 5–0.

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

LaneACT MEMBER PRIORITIES:

The item was tabled for the next work session.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- The Certificate of Water Right received by the City from the Oregon Water Resources Department, a copy of which had been furnished to the Council.
- A bid from Delta Operations to be a certified water and wastewater consultant for the City, a copy of which had been given to the Council.
- Advertising the job opening for Relief City Operator.
- Towing an abandoned camper.
- A proposal by Trans Cascadia Excursions and mill site owner, Ralph Christensen, to bring a sewer line down the mill site and across the covered bridge. A copy of the email was provided to the Council in the day’s meeting packet.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Johnstone discussed progress on developing an alternative to City Hall for bike shuttle parking.

CITY RECORDER REPORT (continued):

- The City received three development applications from the mill site owners: Master Planned Development; Zone Change; and Subdivision Plat Preliminary.

CITY FINANCIAL REVIEW:

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

- Her plan to transfer \$60,000 from the LGIP account to the Banner Bank account in June as stated in the 2023–2024 Budget Message.
- Engineering projects: evaluation of water lines; GPS mapping of fire hydrants; and a feasibility and cost study to extend the sewer and water lines to the mill site. The latter two projects had been authorized, and a scope of service for each was included in the Council packet.
- A request from Tony to be reimbursed for mileage in May for trips to the hardware store and round trips from home twice a day to lock the Portal bathrooms to prevent nighttime vandalism.

Mayor Williams made a motion to reimburse Tony \$379.90 for mileage expenses in May. Councilor Johnstone seconded, and the motion carried, 5–0.

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

JUNE EXPENDITURES:

Mayor Williams made a motion to approve expenditures for June 2023 in the amount of \$59,929.50. Councilor Packard seconded, and the motion carried, 5–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

The Mayor recognized Jonathon Lundbom, present via video. Mr. Lundbom commented on repairs at the Portal; City expenditures; and the sewer line extension proposal.

An anonymous online commenter asked for an update on a residence with multiple ordinance violations.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Packard expressed concern that the City was not receiving court fines for ordinance violations. The Mayor stated that the Oakridge Safety Committee was working on options such as allowing volunteer hours in place of fines and hiring a collection agency.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Johnstone seconded, and the meeting was adjourned at 8:07 p.m.

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

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE