

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, July 10, 2023, at 5:30 pm
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. Councilor Edward Johnstone was present via audio. Those present stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams stated that the Council cannot accept anonymous comments in public meetings. She reported that the Hazard Mitigation Plan was out for review, and the City received the Housing Needs Analysis deliverables.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

KNOTWEED ABATEMENT ON CITY PROPERTY:

Responding to a citizen concern about a patch of knotweed on City property, the Mayor stated that the Council would handle the abatement but did not plan to use herbicides.

PUBLIC SAFETY COMMITTEE REPORTS:

Councilor Johnstone gave the report. He stated that the committee's discussion centered around an incident in Oakridge in which a dog was shot over allegedly biting a person.

OAKRIDGE WAC COMMUNITY PRIORITIES SURVEY:

Mayor Williams underscored the importance of responding to the Willamette Activity Center (WAC) Community Survey. The survey was designed to understand community priorities for the WAC renovation. The survey closes July 31.

POLICE REPORT:

The Council reviewed the June 2023 report. The Council discussed the report item "aggressive dogs at large," and how the City's IGA with Lane County Animal Services had been deployed in the case.

LANE COUNTY ANIMAL SERVICES CONTRACT:

Mayor Williams noted that the topic was covered in the discussion of the police report.

WESTFIR FIRE DEPARTMENT REPORT:

Fire Chief Jim McKee, present in person, gave the report. He stated that he would staff the table for the Westfir Fire Department at the Wildfire Safety Night on July 14. He said that he would write a letter to a homeowner addressing the fire hazards at the Sunset Avenue residence.

PORTAL PARK REPORT:

Tony Schlauch, present via video, gave the report. He stated that the storage shed had been delivered.

He noted high bathroom usage since the bike shuttle parking had been moved to the mill site from City Hall, and that he was concerned about the septic system being overloaded. Tony expressed concerns about the mill site parking area. He reported that somebody had vandalized the irrigation system, and it would need to be repaired.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the report. He reported a problem at the water plant: the water tank level screen and controller were not functioning, seemingly due to an electrical problem. He stated that he was having to run the pumps manually. He said that he had an electrician visit scheduled for the next day. He reported that he was training the new Relief Operator.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for June 5, 2023; June 19, 2023, at 5:30 p.m.; June 19, 2023, at 6:30 p.m.; and June 30, 2023. Mayor Williams 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:

- The GPS mapping of fire hydrants by the City Engineer had been completed, and they had submitted the GPS information to the Oakridge Fire Department (OFD). [Mayor Williams asked Chief McKee to confirm with the Oakridge Fire Chief that the OFD could deploy the information in their system.]
- An update to the proposal to extend the sewer line over the covered bridge: She reported that she had applied to the State Historic Preservation Office with the help of Gary Darnielle at Lane Council of Governments and Blair Banker of Trans Cascadia Excursions.
- An update on the City’s 5-year TMDL plan approval, which was still pending. The Council reviewed a copy of the TMDL Implementation Matrix with DEQ changes and additions.

CITY FINANCIAL REVIEW:

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

- That she submitted the 2023–2024 budget documents to the County Tax Assessor; completed the DAS Annual City Certification survey to elect to receive State funds; and submitted a copy of the budget document to Lane County Deeds and Records.
- She did not make a transfer of funds from the LGIP account to Banner Bank, as she had stated in the Budget Message. The transfer was not made because in the 2022–2023 fiscal year, Highway Fund income was higher than normal, and expenditures were lower.

JULY EXPENDITURES:

Mayor Williams made a motion to approve expenditures for July 2023 in the amount of \$60,671.12. Councilor Huey 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 Randy Dreiling of Oakridge, present in person. He explained that he had been the director of the Oakridge Chamber of Commerce in the past. He stated that he was going to write a proposal for hiring a Tourism Director for Oakridge and Westfir to be funded by Transient Room Tax funds.

Nicole read a comment from Westfir resident Melody Cornelius on Zoom chat stating that the aggressive dog on Sunset Avenue with a history of attacks was still at large, and she wanted to know why the City was allowing it. Mayor Williams replied that she had sent Ms. Cornelius the process information from the Sheriff’s Department stating that a first-hand witness had to file a report before they could proceed with enforcement.

Ms. Cornelius joined the meeting via video. She stated that she would file a report, but that it didn’t seem to have any effect since the dog’s behavior was already well-documented. Ms. Cornelius stated that she believed that the City was legally liable for allowing the situation to continue and that she would sue the City if her child was bitten by the dog.

Jim McKee commented on the overuse of the Portal bathrooms.

COUNCILOR CONCERNS NOT ON AGENDA:

Mayor Williams stated that she was going to apply for grant funding from the Oregon State Marine Board for the heritage survey for the boat launch park project. She reported that the Middle Fork Willamette Watershed Council (MFWWC) was starting weed removal at the site on July 12 in the riparian area. She said that she would be working on a management plan for the boat launch park based on a template from the MFWWC.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 7:05 p.m.

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

Respectfully submitted,

D’Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE