

WESTFIR CITY COUNCIL MEETING & EXECUTIVE SESSION MINUTES

Monday, August 7, 2023, 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 in person stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams addressed the local wildfire activity.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

POST LEGISLATIVE SESSION DISCUSSION:

The Mayor recognized the State Representative for the area, Charlie Conrad of House District 12, present in person. Representative Conrad discussed his areas of focus as a state legislator and his accomplishments in the past session. Representative Conrad took questions from the Council.

CITY CODE ENFORCEMENT:

The Mayor recognized resident Shawn Anderson. Mr. Anderson sent an email message to City Hall shortly before the meeting with the content of his address. He described chronic animal and nuisance ordinance violations on Sunset Avenue. He explained that he moved to Westfir for small town living and community, but his family's quality of life was negatively impacted by the antisocial behavior of some neighbors. He stated that the residents needed change. Mayor Williams explained the problems and limitations the City encountered with prosecuting code violations.

Representative Conrad and Shawn Anderson left the meeting after the code enforcement discussion.

PORTAL RENTAL APPLICATION:

Lauren Adams of the 300 SL Foundation, present via video, explained that the Foundation holds a car rally each year, and there is a morning and an afternoon stop for water, snacks and bathroom breaks. She stated that the Foundation would like a permit to use Portal Park for the event's morning stop.

Mayor D'Lynn made a motion to approve the Portal rental application of the 300 SL Foundation for the \$200 daily fee and \$200 refundable cleaning deposit, but to waive the requirement for a portable toilet. Councilor Packard seconded, and the motion carried, 5-0.

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

PUBLIC SAFETY COMMITTEE REPORT:

Mayor Williams gave the report. She stated that Shawn Anderson and his wife, Jaycee, attended the meeting and addressed the same code enforcement issues that the Westfir Council heard at tonight's

meeting.

WESTFIR FIRE DEPARTMENT REPORT:

Fire Chief Jim McKee, present in person, gave the report. He stated that he had a meeting with the State Fire Marshall to review Westfir’s provisional Fire Department Identification Number (FDID). He said that the provisional status was confirmed, and Westfir may be able to move to full instatement as early as next March. He reported on a tour he took of the mill site with the State Fire Marshall, Oakridge Fire Chief and mill site developers to look at firefighting issues on the site.

Mayor Williams stated that the fire department consolidation feasibility study would be complete in about a week. She pointed to an Executive Summary of the study that was included in the Council packets.

Chief McKee asked the Council to consider a water bill stipend for him as Fire Chief. Mayor Williams tabled the issue for the next meeting.

PORTAL PARK REPORT:

Portal Maintenance Operator Tony Schlauch did not attend the meeting.

Fire Chief McKee left the meeting.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the report. He reported that the new controller had been installed at the water plant, but that it needed adjustment by the installer to function correctly. He reported no problems at the wastewater plant but said that the primary tanks should be pumped.

MIDDLE FORK WILLAMETTE WATERSHED COUNCIL MOU:

Mayor Williams explained the proposed Memorandum of Understanding with the Middle Fork Willamette Watershed Council (MFWWC), a draft of which was included in the Council packets. The MOU clarifies the roles and responsibilities of the City of Westfir and the MFWWC in planning and implementing restoration and park improvement at the confluence park site. In particular, the MOU addresses contracting for the heritage survey required at the site.

Councilor Huey made a motion to approve the Memorandum of Understanding between the City of Westfir and the Middle Fork Willamette Watershed Council. Councilor Johnstone seconded, and the motion carried, 5–0.

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

APPROVE MINUTES:

Mayor Williams made a motion to approve the Council meeting minutes for July 10, 2023. Councilor Packard 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:

- Whether the Council / Planning Commission wanted attorney Gary Darnielle of Lane Council of Governments to attend the Planning Commission hearing on August 21 to consider the mill site development applications. [The Council did want Mr. Darnielle to attend and determined that

his attendance should be at the developer's expense.]

- She did not hear back from the State Historic Preservation Office (SHPO) about a proposal from Trans Cascadia Excursions (TCE) to bring a sewer line across the covered bridge from the mill site. She stated that no response within 30 days of application submission indicated approval by SHPO.
- Whether the City or TCE should cover the cost of \$58.27 for Mr. Darnielle's attendance at the Council special meeting on June 19 to discuss the sewer line proposal.

Mayor Williams made a motion to cover the cost of \$58.27 for Mr. Darnielle's time at the June 19 meeting but stated that future expenses on the project would have to be negotiated. Councilor Packard seconded, and the motion carried, 5–0.

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

- She received a packet of Westfir water rights documents from Russ Dodge, who filed for the City's Certification of Beneficial Use.
- An evaluation of dead and dying trees on Winfrey Road along the riverbank and a proposal for abatement.

Mayor Williams made a motion to deem the diseased trees on Winfrey Road a safety hazard and to approve the proposal by L J Tree Care for \$3,800. Councilor Johnstone seconded, and the motion carried, 5–0.

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

CITY FINANCIAL REVIEW:

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

- A letter from the Oregon Audits Division, enclosed in the day's packet, addressing changes to Municipal Audit Law.

AUGUST EXPENDITURES:

Mayor Williams made a motion to approve expenditures for August 2023 in the amount of \$77,969.94. Councilor Packard seconded, and the motion carried, 5–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

There were no concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

Mayor Williams reported that the FCC license for public works had been renewed although it was not currently in use. Councilor Johnstone mentioned a sign for the shuttle parking area on the mill site. Councilor Packard discussed an update to the Westfir logo.

RECESS MEETING FOR EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(a): At 8:01 Mayor Williams called for an Executive Session to consider the employment of a public officer, employee, staff member,

or individual agent.

ADJOURN EXECUTIVE SESSION AND RECONVENE MEETING: Mayor Williams adjourned the Executive Session at 8:20 p.m. and reconvened the regular meeting.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Huey seconded, and the meeting was adjourned at 8:23 p.m.

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

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE