

**WESTFIR CITY COUNCIL MEETING MINUTES**  
**Monday, September 11, 2023**  
**In person at City Hall and via audio/video teleconference**  
**Immediately following the Planning Commission Meeting**

**MINUTES**

**CALL TO ORDER / PLEDGE OF ALLEGIANCE:**

Mayor D'Lynn Williams called the meeting to order at 5:54 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 read a Mayoral Proclamation declaring September 18–22, 2023, to be SepticSmart Week in the City of Westfir.

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**TOURISM DIRECTOR PROPOSAL:**

The Mayor recognized Randy Dreiling of Oakridge. He had submitted a job description proposal for an area Tourism Director prior to the meeting. He read an additional explanation in the meeting: the funds would come from room taxes; he recommended funding of \$800 a month from Oakridge and \$300 a month from Westfir; and he described his job experience and ideas relevant to the position. Councilor Huey stated that, based on the job description given to the Council, she thought the job opening would be advertised, as opposed to Mr. Dreiling suggesting himself for the job. Mr. Dreiling replied that the Council had the right to consider other candidates. Mayor Williams stated that it was a Chamber of Commerce position, and she would consult with the Chamber board about the job proposal at the next meeting.

**RES. 538 ADOPTING OAKRIDGE SMOKE SAFETY PLAN (SMOKE SENSITIVE RECEPTOR AREA):**

The Mayor explained that the plan was drafted by the Southern Willamette Forest Collaborative at the request of the City of Oakridge and paid for with grant funding. The plan analyzed the greater area, not just the City of Oakridge, and the primary purpose was to give flexibility for prescribed burning. The secondary goal of the plan was to develop a strategy to provide year-round smoke management and mitigation. Oakridge adopted the plan in May 2023.

Mayor Williams made a motion to adopt the Oakridge Smoke Safety and Community Response Plan. Councilor Packard seconded, and the motion carried, 5–0.

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

**PUBLIC SAFETY COMMITTEE REPORTS:**

Mayor Williams presented the report. She stated that the committee had asked the City of Oakridge to

have the Municipal Court post their docket every month on the City of Oakridge website. The Mayor reported that the Court Clerk agreed to post the dockets.

**WESTFIR FIRE DEPARTMENT REPORT:**

Councilor Packard presented the report. He stated that improvements had been made to City Hall to house the City’s fire engine, currently with the Oakridge Fire Department. Unfortunately, he learned that the engine does not fit in the space due to insufficient building height. He reported that he would look at whether modifications were possible that would allow the engine to fit. He stated that he received a quote for an electric bay door.

**FIRE CHIEF WATER/SEWER STIPEND:**

Mayor Williams stated that Fire Chief McKee had requested a water and sewer stipend. Councilor Packard spoke in favor of the stipend given how much the Chief would be doing for the community. Nicole expressed concern that the Water and Sewer funds would give up income for what should be a General Fund expense. The Mayor said that she would write up an agreement the Council could consider at the next meeting.

**PORTAL PARK REPORT:**

Portal Maintenance Operator Tony Schlauch was not present. Mayor Williams reported that she decided to act as supervisor for the Portal Operator in order to allow the City Operator to focus on passing his certification exams. The Council had no objection.

**WATER/SEWER REPORT:**

City Operator Bobby Archer, present via video, gave the report. He reported no problems at either plant. He stated that the new controller at the water plant was functioning well. There was a discussion of purchasing a tablet or computer for his use.

**APPROVE MINUTES:**

Councilor Johnstone made a motion to approve the Council meeting minutes for August 7, 2023, and August 23, 2023. Councilor Huey seconded, and the motion carried, 5–0.

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

**MAYOR’S UPDATE:**

The Mayor stated that she planned to give an update every month. She briefly read through a list that she provided to the Council of completed and in-progress tasks by the Council, City administration, and the local committees and organizations she interfaces with.

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- The City Engineer completed the feasibility study for extending water and wastewater lines on the mill site. A copy of the report was provided to the Council in the day’s packets.
- The City Engineer submitted an application on behalf of the City for a \$20,000 grant to evaluate the condition of the City’s water lines. The grant was for Sustainable Infrastructure Planning Projects (SIPP) through Business Oregon and the Oregon Health Authority.

- The Mayor had suggested an increase of four hours per month for the Relief Operator to give the City Operator extra time to study for certification exams. [The Council supported the idea, and Nicole stated that a vote was probably not necessary because the increase would not exceed the number of hours in the current job description.]
- Nicole recommended an increase of one hour per week in the Relief City Recorder position to dedicate to code enforcement tracking. She stated that there was just enough flexibility in the personnel budget for recorders to cover the time.

Councilor Packard made a motion to approve an increase of one hour per week, from five to six hours, in the Relief City Recorder position for code enforcement management. Councilor Huey seconded, and the motion carried, 5–0.

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

- The City must submit an updated Water Management and Conservation Plan by March 8, 2024, according to the State Water Resources Department.
- Winfrey Road tree work scheduled for September 20.

**CITY FINANCIAL REVIEW:**

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

- She sent the files for the 2022–2023 audit to the auditor, and the onsite review was scheduled for October 3.
- Whether to cover registered domestic partners under the City’s healthcare plan beginning in 2024.

Mayor Williams moved to offer registered domestic partner coverage under the City’s healthcare plan. Councilor Packard seconded, and the motion carried, 5–0.

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

**SEPTEMBER EXPENDITURES:**

Mayor Williams made a motion to approve expenditures for September 2023 in the amount of \$37,110.54. Councilor Johnstone 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:**

Councilor Huey discussed plans for the Bridge Lighting Festival. Councilor Packard said that he would like to give awards to recognize some community members. He favored holding an awards ceremony during

the Bridge Lighting Festival rather than during a Chamber of Commerce event.

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Huey seconded, and the meeting was adjourned at 7:12 p.m.

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

Respectfully submitted,

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D'Lynn Williams, Mayor

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ATTEST:  
Nicole Tritten, City Recorder

\_\_\_\_\_  
DATE