

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, November 6, 2023, 5:30 p.m.
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 5:31 p.m. Councilors Kelly Packard and Katherine Bishop were present in person, as was City Recorder Nicole Tritten. Councilor Edward Johnstone joined the meeting via video at 5:33 p.m. Councilor Deretta Huey was absent with notice. Those present in person stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams stated that it was time to start thinking about budget committee recruitment.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

ACCEPT WESTFIR FIRE CHIEF RESIGNATION:

Mayor Williams reported that Council members received resignation letters from Fire Chief McKee on October 16.

Mayor Williams moved to accept the resignation of Westfir Fire Chief Jim McKee. Councilor Bishop seconded, and the motion carried, 3–1.

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

RES 539 ADOPTING COUNTY HAZARD MITIGATION PLAN 2023–2028:

Councilor Packard made a motion to adopt the Lane County Hazard Mitigation Plan for 2023–2028. Councilor Johnstone seconded, and the motion carried, 4–0.

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

PUBLIC SAFETY ADVISORY COMMITTEE REPORT:

Mayor Williams stated that there hadn't been a quorum at the meeting, so no business was enacted. Copies of the Oakridge Police and Fire/EMS Reports for September were provided to the Council. Mayor Williams strongly encouraged members of the Council to join the committee or to attend the meetings.

FIRE DEPARTMENT REPORT:

Oakridge Fire Chief Scott Hollett, present in person, gave the report. He reviewed the October Monthly Report, a copy of which only the Mayor had at the meeting. He included the mileage on the Westfir fire engine in the report. He noted that the mileage was low, but it didn't include time the engine was taken to a scene and left idling. He noted that Westfir's engine was always the second out. He stated that the department was preparing a volunteer recruitment drive mailing, which would include Westfir. He reported that OFD received quotes for pump testing on their fire engine, since the testing was overdue.

He said the service includes a pump test, oil change, brake checks, ladder testing, and a full inspection for \$2,200. He stated that Westfir might want to consider the service since the Westfir engine hadn't been tested in 7–8 years. Chief Hollett provided a copy of the Oakridge Fire & EMS statistics from August–October 2023 to the Council. The Chief stated that he planned to be present more often at Westfir City Council meetings and affirmed the importance of the partnership between the two cities.

OAKRIDGE/WESTFIR CHAMBER OF COMMERCE REPORT:

Mayor Williams, a Chamber board member, presented the report from documents submitted by Chamber of Commerce President Michelle Emmons: A request for continued financial support with a list of Chamber accomplishments in 2022–23; and a budget analysis for 2023.

Councilor Johnstone made a motion to pay the Oakridge/Westfir Area Chamber of Commerce the \$2,000 set aside in the fiscal year budget in the RTMP Fund, once the grant funds were received by the City. Councilor Packard seconded, and the motion carried, 4–0.

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

MAYOR'S ROUNDUP:

Mayor Williams gave the report, working from a list she had provided to the Council at the meeting. She discussed the Heritage Survey Request for Proposals for the confluence park project; Community Recreation Committee activity; Oakridge's progress toward a nuisance abatement process; and letters of support for and status of various local grant proposals. She thanked Portal Maintenance Operator Tony Schlauch and volunteers for cleaning up graffiti at the Portal and formally thanked Lane County for their quick response painting over graffiti on the covered bridge. In addition, she discussed meetings and activities at the County and State level related to Westfir and Oakridge, in particular about needed funding for City projects.

PORTAL PARK REPORT:

There was no report.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the report. He reported no problems at either plant. He stated that the DEQ found errors in some reports for the past few years and that he would work with the City's certified consultant, Max Baker, to submit corrected data. He reported that he hadn't cleaned the sand filter yet due to rain.

APPROVE MINUTES:

Councilor Packard made a motion to approve the Council meeting minutes for October 2, 2023, and October 16, 2023. Councilor Johnstone seconded, and the motion carried, 4–0.

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

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- The City received a letter from Lane County Traffic Section on October 2 confirming continuance of the railroad Quiet Zone at Railroad Crossing 77632-R Winfrey Road.

- A new driveway in Westfir, contrary to her earlier report, did in fact have a facility permit from the County and was in compliance.
- Employee evaluations should be done in November and wages voted on in December. She noted that the new evaluation forms to be used for 2023 had not been set up at the beginning of the year as intended. She proposed that the City use the old forms for 2023 contingent upon preparing the forms for 2024 evaluations in November. [The Council agreed.]
- How to handle resident complaints about camping at the Trans Cascadia site. [The Mayor suggested that the Council work on an ordinance addressing restrictions on commercial property this winter.]
- Whether the Council would like to submit a letter in support of legislation to restore recreational immunity. The Council was provided with an article from the City's insurance company explaining the change to the law based on a court case. [Councilor Packard strongly agreed that the Council should support recreational immunity and offered to draft a letter.]

CITY FINANCIAL REVIEW:

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

- The City's auditor agreed that in the future they could use the Agreed-Upon Procedures (AUP) standard for entities with expenditures between \$250,001–\$1,000,000. The Mayor signed a three-year engagement contract for an AUP at a cost of \$12,000 a year, compared to \$14,500 for the cost of an audit.
- Referring to Bobby's report, she noted that Max Baker had estimated his time to make corrections to the DEQ records would be 10–20 hours.

NOVEMBER EXPENDITURES:

Mayor Williams made a motion to approve expenditures for November 2023 in the amount of \$87,343.11. Councilor Packard seconded, and the motion carried, 4–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

Westfir resident Danyel Johnson spoke in support of Trans Cascadia Excursions. He expressed confusion that the City would pay the Chamber of Commerce to support tourism but didn't support a tourism business in the community.

Lynn Macbeth introduced herself as a part-time Westfir resident. She stated that she was present because she was fascinated by local politics. She said that she listened to the Westfir City Council meeting from October and found it disturbing. She expressed concern about incivility at local Council meetings.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Johnstone reported that he had made progress in selecting new security cameras for the Portal and would be testing several models.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Bishop seconded, and the meeting was adjourned at 6:51 p.m.

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE