

**JOINT MEETING OF THE WESTFIR CITY COUNCIL  
AND LOCAL CONTRACT REVIEW BOARD  
Monday, December 4, 2023, 5:30 p.m.  
In person meeting at City Hall and via audio/video teleconference**

**MINUTES**

**CALL TO ORDER:**

Mayor D’Lynn Williams called to order the joint meeting of the Local Contract Review Board and the City Council at 5:31 p.m. Councilors Katherine Bishop, Kelly Packard and Deretta Huey were present in person, as was City Recorder Nicole Tritten. Councilor Edward Johnstone was absent without notice. Attorney Carrie Connelly from Local Government Law Group was present via video.

Ms. Connelly gave the staff report, explaining the reasons for Westfir to adopt amended public contracting rules. She noted that Westfir had been adopting amended rules since 2005.

**RESOLUTION 540 – JOINT RESOLUTION OF THE CITY COUNCIL AND LOCAL CONTRACT REVIEW BOARD AMENDING PUBLIC CONTRACTING RULES FOR THE CITY OF WESTFIR:**

Mayor Williams moved to adopt Resolution 540 on behalf of the City of Westfir and on behalf of the City’s Local Contract Review Board. Councilor Packard seconded, and the motion carried, 4–0.

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

Attorney Carrie Connelly exited the meeting.

**ADJOURN MEETING:**

Mayor Williams adjourned the joint meeting of the City Council and Local Contract Review Board at 5:40 p.m.

**WESTFIR CITY COUNCIL MEETING  
Monday, December 4, 2023, following the joint meeting  
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 5:40 p.m. Those present in person stood and recited the Pledge of Allegiance.

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**MAYOR'S MINUTE:**

Mayor Williams expressed thanks to the many Bridge Lighting Festival volunteers.

**PUBLIC SAFETY ADVISORY COMMITTEE REPORT:**

Mayor Williams gave the report. She referred to a document from the League of Oregon Cities (LOC), "A Comprehensive Approach to Addressing Oregon's Addiction and Livability Crises", which made policy proposals to the State legislature. The Council liked the LOC proposals, and the Mayor offered to write a letter in support of the proposals.

**FIRE DEPARTMENT REPORT:**

Oakridge Fire Chief Scott Hollett, present via video, gave the report. He reminded the Council that they need to decide whether to have the pump test done for the Westfir fire engine.

**MAYOR'S ROUNDUP:**

Mayor Williams gave the report. She stated that the City received three proposals for a Heritage Survey at the confluence (aka the boat launch). She gave the Council a copy of a spreadsheet comparing the three proposals, and she briefly reviewed each proposal. The Mayor gave additional updates on the confluence park project: Kevin Rowell of the Forest Service marked the location of the new trail at the site; and the Mayor noted that an outline of the park management plan had been drafted. She stated that she had drafted a letter in support of legislation to restore Recreational Immunity. She reported that an advisory meeting was planned for January or February between Oakridge/Westfir and Courtney Flathers, a Regional Solutions Coordinator for the Governor's office.

**HERITAGE SURVEY PROPOSAL:**

Mayor Williams made a motion to award the contract to the University of Oregon Museum of Natural and Cultural History for up to \$20,000, to be paid from the Highway Fund, with the intention to apply for a reimbursement grant with the Oregon State Marine Board. Councilor Packard seconded, and the motion carried, 4-0.

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

**ESTABLISHING A SEPARATE PLANNING COMMISSION:**

The Mayor stated that she would like to have the help and input of other community members, not on the Council, in updating the Land Development Code and developing a Master Facilities Plan. The Council agreed with the idea of a Planning Commission not solely made up of Council members, and the Mayor said that she would research the matter.

**PORTAL PARK REPORT:**

Portal Maintenance Operator Tony Schlauch was not present.

**WATER/SEWER REPORT:**

City Operator Bobby Archer was absent with notice. Mayor D'Lynn Williams presented the report. She stated that Bobby reported no problems at either plant, and that he thought water usage was down compared to the previous year because there were no leaks. She reported that work had been started by Max Baker and Bobby on the DEQ corrections that were reported on at the November meeting.

**REQUEST FOR LETTER OF SUPPORT – AUFDERHEIDE SCENIC BIKEWAY:**

Mayor Williams stated that someone at the County had requested a letter of support for the designation of the Aufderheide as a Scenic Bikeway. She suggested that the Council update and submit their

previous letter of support from 2020, a copy of which was provided to the Council.

Mayor Williams moved to update the earlier letter of support for a Scenic Bikeway designation of the Aufderheide and to submit the letter to the party at the County who requested it. Councilor Huey seconded, and the motion carried, 4–0.

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

**APPROVE MINUTES:**

Councilor Packard made a motion to approve the Council meeting minutes for November 6, 2023. Mayor Williams seconded, and the motion carried, 4–0.

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

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- One of the Bridge Lighting volunteers recommended a payment of \$100 to the volunteer who took the Santa photos at the Festival and a donation to the Zero Clearance Theater Company, whose members did a great job serving cookies and drinks.

Councilor Huey made a motion to pay \$100 to the Santa photos volunteer and \$100 to the Zero Clearance Theater Company, for a total of \$200. Councilor Packard seconded, and the motion carried, 4–0.

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

- Two funding applications she submitted in the last week with the Mayor’s approval:

A \$100,000 DEQ Planning Loan/Grant to fund a Wastewater Facilities Plan. She stated that the City Engineer brought the funding to her attention, and his fees were \$676 to complete the application. She said that the City needs to receive a grant rather than a loan, but the City was not obligated to accept the funds in case of a loan approval.

A request to the State through LOC for water and wastewater infrastructure funding on the mill site. Nicole provided a copy of the application to the Council. She explained that the funding is tied to affordable housing, and although the City does not have a housing plan for the mill site, she and the Mayor determined it was still worth applying.

- A request from a Jehovah’s Witnesses representative to have a small display of literature during events at the Portal. [The Council took a neutral position and said the park is a public space.]
- How and when to acknowledge volunteers.

**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 has until the end of 2024 to obligate ARPA funds or lose them. She expressed frustration with understanding how the funds can be used and there being no Federal support for direct questions.
- State Representative Charlie Conrad reached out to cities and counties to ask about prioritized capital requests and asked for a response by December 15. [The Council decided to request funding for a new City Hall building and a Fire Station, with costs based on bids received earlier in the year for two modular buildings.]

**DECEMBER EXPENDITURES:**

Mayor Williams made a motion to approve expenditures for December 2023 in the amount of \$24,234.78. Councilor Packard seconded, and the motion carried, 4–0.

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

**DECEMBER EXPENDITURES (Revised):**

Councilor Packard made a motion to approve expenditures for December 2023 in the amount of \$30,734.78. Mayor Williams seconded, and the motion carried, 4–0.

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

**CITIZEN CONCERNS NOT ON AGENDA:**

There were no citizen concerns.

**COUNCILOR CONCERNS NOT ON AGENDA:**

There were no Councilor concerns.

**RECESS MEETING FOR EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i):**

At 6:48 p.m. Mayor Williams called for an Executive Session to review and evaluate the job performance of a chief executive officer, other officers, employees, and staff.

**ADJOURN EXECUTIVE SESSION AND RECONVENE MEETING:**

Mayor Williams adjourned the Executive Session at 7:16 p.m. and reconvened the regular meeting.

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 7:18 p.m.

Respectfully submitted,

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D'Lynn Williams, Mayor

\_\_\_\_\_  
ATTEST:  
Nicole Tritten, City Recorder

\_\_\_\_\_  
DATE