

WESTFIR CITY COUNCIL MEETING & EXECUTIVE SESSION MINUTES

Monday, January 8, 2024, 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 5:39 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 video. Those present in person stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams waived the Mayor's Minute.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

PUMP TEST FOR WESTFIR FIRE ENGINE:

Mayor Williams stated that there were not sufficient funds in the current-year budget for the \$2,200 cost to test the pump and perform other maintenance. She suggested that the Council approve the maintenance but schedule the work for the beginning of the next fiscal year in July.

Mayor Williams moved to add a line item to the next FY budget for Fire Equipment, with minimum funding of \$2,200. Councilor Packard seconded, and the motion carried, 5-0.

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

OAKRIDGE FIRE DEPARTMENT REPORT:

Chief Hollett was not present to give the report.

NEW AGENDA ITEMS:

Per Council meeting guidelines, Mayor Williams made a motion to add two items to the meeting agenda: the quarterly police report and accepting an employee resignation. Councilor Johnstone seconded, and the motion carried, 5-0.

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

ACCEPT RESIGNATION AND DECLARE A VACANCY:

Mayor Williams made a motion to accept the resignation of Ben Austin as Relief City Operator and to declare a vacancy, pending a written resignation from Mr. Austin. Councilor Packard seconded, and the motion carried, 5-0.

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

The Council made several changes to the Relief City Operator job description from May 2023. Mayor

D'Lynn Williams moved to accept the changes to the job description as discussed by the Council. Councilor Huey seconded, and the motion carried, 5–0.

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

QUARTERLY POLICE REPORT:

The Council reviewed the police reports from October–December 2023.

LETTER OF SUPPORT – GRANT TO REPAIR OAKRIDGE AIRPORT RUNWAY

Mayor Williams made a motion to approve the letter of support to the U.S. Economic Development Administration at the U.S. Department of Commerce for a grant to repair and upgrade Oakridge Airport. Councilor Bishop seconded, and the motion carried, 5–0.

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

LETTER OF SUPPORT – POLICY PROPOSALS TO ADDRESS ADDICTION & COMMUNITY LIVABILITY CRISIS

The Council reviewed the letter written by the Mayor to members of the Oregon House of Representatives: Charlie Conrad, who represents Westfir, and Speaker Dan Rayfield.

Mayor Williams made a motion to approve the letter of support for policy proposals to address the addiction and community livability crisis. Councilor Johnstone seconded, and the motion carried, 5–0.

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

MAYOR'S ROUNDUP:

Mayor Williams gave the report and covered the following items: Boat Launch/Turtle Island Park project update; grant proposals from Oakridge and local agencies; the meeting on December 13 with the Lane County policy team led by Jenna Cusimano to discuss the City's funding needs; and an upcoming Regional Solutions meeting in Oakridge with Courtney Flathers of the Governor's office to discuss concerns and opportunities in the community.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the report. He stated that there were no problems at the wastewater plant. For the water system, he reported that there was high turbidity mid-month due to rain, so he emptied sand filter #2 and took it offline for cleaning. He left the meeting at 6:21 p.m.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for December 4, 2023; December 13, 2023; and December 27, 2023. Councilor Packard seconded, and the motion carried, 4–0.

AYES: Williams, Packard, Bishop, Huey **NAYS:** 0 **ABSTENTIONS:** Johnstone (who cited his absence from the December meetings)

ANNUAL TMDL REPORT:

Nicole read through a draft of the TMDL report for 2023, which is due to the DEQ by February 1, 2024.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- A letter in support of restoring Recreational Immunity was ready for Council’s signatures.
- The Water Management and Conservation Plan, which is due by March 8, 2024.
- Nicole received a proposal from TextMyGov, a public notification system. She stated that the software seemed good, but the cost was prohibitive. [The Council suggested that she ask Lane County if Westfir could use their system for emergency communications. In addition, the Council approved her asking TextMyGov for a lower bid.]
- A DMV Record Inquiry Account application. She stated that she would like to set up an account to look up vehicle ownership for the purpose of nuisance abatement. [The Council approved opening the account.]
- A citizen complaint about rabbits, which was emailed to the Council prior to the meeting. [The Council determined that the only help they can offer is live small animal traps. Councilors Johnstone and Packard offered to humanely handle any rabbits that were trapped.]
- Oregon Parks and Recreation Department Local Government Grant Program schedule for 2024, a copy of which was included in the day’s packet.

CITY FINANCIAL REVIEW:

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

- **Audit 2022–2023**
 - a. There was a finding of non-compliance by the auditor. Nicole overspent the DLCD fund by \$98. The funds had to be spent by the end of the fiscal year per the terms of the grant. She acknowledged the error and stated that she should have proposed a supplemental budget to appropriate the funds.
 - b. Two significant deficiencies were found by the auditor. The deficiencies are ongoing but were being reported to the Secretary of State for the first time, as far as Nicole knew. The deficiencies require that a Plan of Action be filed with the Secretary of State. A copy of a sample Plan of Action and instructions was included in the day’s packet.
- **SIPP Grant:** The City appeared to have received the grant for the project to evaluate City water lines. However, Business Oregon told the City Engineer (CE) that ground-disturbing activities are not eligible for SIPP funding. Since potholing was included in the Scope of Work (SOW) for the proposed project, the CE had to revise the SOW to remove that activity. The CE estimated the cost for potholing to be around \$5,000. He believes the City can use ARPA funds for that portion of the project.

AUGUST EXPENDITURES:

Mayor Williams made a motion to approve expenditures for January 2024 in the amount of \$52,231.23. Councilor Bishop 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 asked if there was any City regulation of Airbnbs rentals.

Councilor Packard requested that donations made for a fire department building be refunded to donors as promised because re-establishment of the Westfir Fire Department was not feasible at this time.

Mayor Williams moved to offer a refund to donors who gave funds explicitly for the purpose of constructing a fire department building for a Westfir Fire Department, with a response required from the donors by February 15, 2024. Councilor Huey seconded, and the motion carried, 5–0.

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

RECESS MEETING FOR BREAK:

At 7:20 p.m. Mayor Williams called for a 5-minute break. She reconvened the meeting at 7:25 p.m.

RECESS MEETING FOR EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i): At 7:25 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 7:30 p.m. and reconvened the regular meeting.

RESOLUTIONS 541 FOR INCREASE IN COMPENSATION TO CITY RECORDER:

Mayor Williams made a motion to approve Resolution 541, increasing City Recorder Nicole Tritten’s compensation for 2024 by 3% for COLA and 3% for merit, for a total of 6%. Councilor Packard seconded, and the motion carried, 5–0.

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

RESOLUTION 542 FOR INCREASE IN COMPENSATION TO CITY OPERATOR:

Mayor Williams made a motion to approve Resolution 542, increasing City Operator Robert Archer’s Compensation for 2024 by 3% for COLA and 3% for merit, for a total of 6%. Councilor Packard seconded, and the motion carried, 5–0.

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

RESOLUTION 543 FOR INCREASE IN COMPENSATION TO PORTAL MAINTENANCE OPERATOR:

Mayor Williams made a motion to approve Resolution 543, increasing Portal Maintenance Operator Anthony Schlauch’s compensation for 2024 by 3% for COLA and 0% for merit. Councilor Huey seconded, and the motion carried, 5–0.

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

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Huey seconded, and the meeting was adjourned at 7:32 p.m.

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

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE