

WESTFIR CITY COUNCIL PUBLIC HEARING
Monday, February 5, 2024, at 5:30 pm
In person at City Hall and via audio/video teleconference

The public hearing was held for the purpose of discussing a supplemental budget for the current fiscal year with interested persons.

Mayor D'Lynn Williams opened the public hearing at 5:32 p.m. Councilors Kelly Packard, Katherine Bishop and Deretta Huey were present in person, as was City Recorder Nicole Tritten. Councilor Edward Johnstone joined the meeting at 5:36 p.m. by video. Nicole gave a brief explanation of the reason for the supplemental budget.

There was no public comment. The Mayor closed the public hearing at 5:37 pm.

WESTFIR CITY COUNCIL MEETING & EXECUTIVE SESSION MINUTES
Monday, February 5, 2024, following the public hearing
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 5:37 p.m. Those present in person stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams stated that there are openings on the Budget Committee. In addition, she noted that the Mayoral seat and two Council seats are up for election in 2024.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

RESOLUTION 544: DISSOLVING THE FIRE DEPARTMENT BUILDING FUND:

Mayor Williams read the resolution into the record. Mayor Williams made a motion to adopt Resolution 544 dissolving the Fire Department Building Fund and authorizing a transfer to the General Fund. Councilor Packard seconded, and the motion carried, 5-0.

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

RESOLUTION 545: APPROVING SUPPLEMENTAL BUDGET:

Mayor Williams read most of the resolution into the record. The Mayor made a motion to adopt Resolution 545 approving a supplemental budget and budget appropriation adjustments for FY2023-2024. Councilor Huey seconded, and the motion carried, 5-0.

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

VOTE TO ADD ITEM TO AGENDA:

Mayor Williams moved to consider Resolution 536 to appropriate the Sustainable Infrastructure Planning Project grant. Councilor Packard seconded, and the motion carried, 5–0.

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

RESOLUTION 546: APPROPRIATING EXCESS REVENUE AND EXPENDITURES FOR A SPECIFIC PURPOSE:

Mayor Williams read the resolution into the record. Mayor Williams moved to adopt Resolution 546 declaring the existence of an unforeseen occurrence that was not known at the time of budget preparation and appropriating excess revenue and expenditures for a SIPP award for an existing waterline evaluation study. Councilor Bishop seconded, and the motion carried, 5–0.

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

TOURISM PROMOTION PROJECT:

Wendy Dennis was not present.

PORTAL RENTAL APPLICATION

Jason Nehmer, President of the Oakridge Disc Golf Club, was present via video. The Council reviewed his Portal rental application to hold the 4th Annual Middle Fork Open Disc Golf Tournament on June 29–30, 2024, at the Westfir Portal and on the mill site.

Mayor Williams made a motion to approve the Portal rental application of the Middle Fork Open Disc Golf Tournament, pending the receipt of all application materials. Councilor Johnstone seconded, and the motion carried, 5–0.

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

MIDDLE FORK OPEN RTMP GRANT APPLICATION:

Jason Nehmer stated that he was asking for an RTMP grant of \$2,500. The Council reviewed a copy of his grant request. Mayor Williams noted that his use of the funds was clearly stated. She asked Mr. Nehmer to be sure to include Westfir as a sponsor of the event in advertising.

Mayor Williams made a motion to approve an RTMP grant of \$2,500 for the Middle Fork Open Disc Golf Tournament. Councilor Packard seconded, and the motion carried, 5–0.

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

PUBLIC SAFETY ADVISORY COMMITTEE:

Mayor Williams reported that the committee did not meet due to lack of a quorum. The Council reviewed the Oakridge Police Department report for December 2023 and the full-year 2023 report. Mayor Williams noted that Westfir accounted for 4.5% of police case reports and 5.9% of police incident reports in 2023.

OAKRIDGE FIRE DEPARTMENT REPORT:

Chief Scott Hollett gave the report. A copy of the January 2024 report for Westfir was reviewed by the Council. Chief Hollett stated that OFD received a donation to perform the Westfir fire engine pump test, but unfortunately the engine did not pass. The report listed some necessary repairs, including those

needed to complete the pump test.

MAYOR'S ROUNDUP:

Mayor Williams gave the report and covered the following items: Boat Launch/Turtle Island Park project status; vandalism to the "Westfir Then" kiosk at the Portal; postponement of the Regional Solutions meeting with a team from the Governor's office; and a Southern Willamette Forest Collaborative meeting to discuss changes to the Northwest Forest Plan.

WATER/SEWER REPORT:

City Operator Bobby Archer, present via video, gave the report. He stated that there were no problems at either facility. He left the meeting at 6:34 p.m.

APPROVE MINUTES:

Mayor Williams made a motion to approve the Council meeting minutes for January 8, 2024, and January 24, 2024. Councilor Packard seconded, and the motion carried, 5-0.

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

PLAN OF ACTION FOR DEFICIENCIES REPORTED IN AUDIT:

Nicole reviewed a Plan of Action letter to be sent to the Secretary of State (SOS) addressing Significant Deficiencies found in the 2022-2023 audit (repeat findings). She noted that the letter was in large part intended to make the Council aware of the deficiencies. Nicole also provided the Council with an updated copy of the City's Expenditure Approval and Review Process that the Council had reviewed at the January 24 work session.

Mayor Williams made a motion to approve the Plan of Action letter to the SOS Audits Division for the City of Westfir. 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:

- The timing of the Water Management and Conservation Plan and a Scope of Work from GIS Water Solutions to write the plan.
- A \$5,000 risk management wildfire grant is available from the City's insurance company, CIS. [The Council agreed that it was worth applying for the grant to abate blackberries around the wastewater plant.]
- There are at least two vacant seats for citizen members on the Budget Committee. She stated that she put out a call on the front page of the February newsletter; that she would contact two residents who had expressed a willingness to serve in the past; and she would post flyers at the Post Office and at Portal Park.

CITY FINANCIAL REVIEW:

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

- **Existing Waterline Evaluation Project:** She reported that the cost of potholing for the project was more than the City Engineer had estimated. The lowest price he found was \$9,468 or \$10,888 if the contract runs through Civil West. She stated that she favored having the Civil West handle the potholing as part of the overall project. [The Council agreed that it was preferable to have Civil West manage the potholing contract.] She noted that since the SIPP grant would not cover the cost of potholing, ARPA funds would be used.

FEBRUARY EXPENDITURES:

Mayor Williams made a motion to approve expenditures for February 2024 in the amount of \$20,599.47 Councilor Bishop seconded, and the motion carried, 5–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

Westfir resident Corrina Hunt stated that she had an unaffordable water bill due a water leak and asked for assistance. Mayor Williams moved to charge the standard rate of \$108 in February and to consider forgiveness once the leak was repaired. Councilor Bishop seconded, and the motion carried, 5–0.

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

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Huey announced that the Westfir Easter Egg Hunt would take place on March 30 at 10 a.m. She stated that the event needs volunteers, and the Office Bridge will be closed from 8 a.m.–2 p.m. on the day of the event.

Councilor Johnstone stated that he would like to encourage the community to have cats spayed or neutered to prevent the proliferation of feral cats.

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

At 7:19 p.m. 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 7:52 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 7:52 p.m.

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

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE