

# WESTFIR CITY COUNCIL MEETING & EXECUTIVE SESSION

Monday, April 1, 2024, 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 5:30 p.m. Councilors Kelly Packard, Katherine Bishop and Deretta Huey were present in person, as was City Recorder Nicole Tritten. City Operator Bobby Archer was present via video. Those present in person stood and recited the Pledge of Allegiance.

*Councilor Edward Johnstone joined via video at 5:35 p.m.*

### **MAYOR'S MINUTE:**

Mayor Williams thanked the Easter Egg Hunt volunteers.

### **CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

### **COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

### **OREGON LEGISLATIVE SESSION OVERVIEW:**

State Representative for the 12<sup>th</sup> District, Charlie Conrad, present in person, gave an overview of the Oregon Legislature's recently completed short session, including legislation that passed; district projects that were funded; and legislation that did not pass.

### **RTMP GRANT REQUEST:**

A request for \$3,000 of Rural Tourism Marketing Program (RTMP) funds for the 2024 Oakridge Concerts in the Park season was made by Kevin Gobelman and René Gobelman of Oakridge, respectively the Treasurer and Chair of Oakridge Concerts in the Park. A copy of the organization's application to the City of Oakridge for RTMP and Transient Room Tax (TRT) funds was provided to the Council. Mr. Gobelman stated that they had received \$1,000 in RTMP funds and \$1,500 in TRT funds from Oakridge, but they did not know whether they would receive the \$1,500 fee waiver for the Greenwaters Park rental. Ms. Gobelman stated that they had the acts provisionally booked for the three summer concerts, but they could not finalize the contracts until they secured funding. Councilors Huey and Bishop expressed concern that Westfir was being asked to contribute more than Oakridge had allocated, but Councilor Johnstone stated that the event was worth supporting despite any imbalance in support.

Councilor Packard moved to give an RTMP grant of \$2,500 to Concerts in the Park. Councilor Bishop seconded, and the motion carried, 5–0.

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

### **REQUEST TO INSTALL TINY LIBRARY ON WESTFIR ROAD:**

Elizabeth VanNatta of Westfir introduced herself as a high school senior whose honors project was to create a tiny lending library. She was seeking Council permission to install the structure on City property across from her house. She stated that she wanted to continue restocking the library after the school

project was completed. Mayor Williams noted that it was a good location, being next to the parking area for the boat launch/confluence park on Westfir Road. The Council approved the tiny library installation at the requested location. The Mayor cautioned Ms. VanNatta that she should not install the structure until a planned heritage survey at the park was completed. The Mayor stated that she would notify Ms. VanNatta when the survey was completed.

**CERTIFIED WATER/WASTEWATER CONSULTANT RATES FOR 2024–2025:**

The Council reviewed a quote from Max Baker of Middle Fork Consulting for water and wastewater consulting for \$1,800 a month for FY 2024–2025. A certified consultant is required by statute until City Operator Bobby Archer acquires certifications. Nicole stated that there were insufficient resources to cover the increase in fees in the next fiscal year budget, but that Max had expressed a willingness to work with the City on the cost. Bobby suggested asking Max to decrease the quoted fees by \$300–\$500 per month. Bobby reported that, on Max’s recommendation, the City had purchased the American Wastewater Association app, which Bobby was finding highly useful for test preparation. Bobby emphasized the need for additional funding for solid waste removal at the wastewater plant. The Council determined that the \$2,000 in Sewer Fund operating contingency for the current fiscal year should be allocated for solid waste removal.

**FIRE DEPARTMENT REPORT (OFD):**

Chief Hollett was not present to give the report.

**MAYOR’S ROUNDUP:**

Mayor Williams gave the report on the following items: An update on the status of the heritage survey, trail work and park management plan for the boat launch/confluence park; Travel Lane County’s request to install a new “scenic bikeway” sign at Portal Park; her participation in the interview for a new Oakridge police officer; and the visit of the Governor’s Regional Solutions Team to Oakridge and Westfir on March 18.

**WATER/SEWER REPORT:**

City Operator Bobby Archer gave the report. He noted that water usage was down from the same time last year because he was able to leave the pumps off more frequently since the installation of the new controller at the water plant. He reported no problems at either plant aside from the need for solid waste removal at the wastewater plant. Bobby left the meeting after giving the report.

**APPROVE MINUTES:**

Mayor Williams made a motion to approve the Council meeting minutes for March 4, 2024; Councilor Packard seconded, and the motion carried, 5–0.

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

**RESOLUTION 549: TRANSFER APPROPRIATION AUTHORITY WITHIN THE GENERAL FUND:**

Councilor Huey made a motion to approve Resolution 549 transferring appropriation authority within the General Fund for FY 2023–2024. Councilor Bishop 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:

- A request by the Relief City Operator to use a private vehicle for work on a temporary basis.

Mayor Williams made a motion to approve the use of a private vehicle by Relief Operator Josh Nelson. Councilor Johnstone seconded, and the motion carried, 5–0.

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

- Spectrum Internet was evaluating Portal Park and the water plant site to estimate the cost to provide internet service. [Councilor Johnstone stated that he would approach Emerald Broadband about the weak internet signal at Portal Park. Councilor Packard reported that one of the security companies tested a Starlink satellite connection and received a fairly strong signal in the Park.]
- Volunteer Elizabeth Stark reported that several planters were stolen from Winfrey Road.

**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 accountant’s services were no longer needed to generate a year-end financial report because that task was now performed by the auditor. However, Nicole requested that the City have a contract with the accountant for expert help and to review the books for errors at the end of the fiscal year. [The Council agreed.]
- A supplemental budget was necessary to appropriate higher than usual RTMP income from the County. The supplemental budget would require a public hearing because the increase would be greater than 10% of fund expenditures.
- Nicole heard from the DEQ that the City’s application for a Clean Water State Revolving Fund planning loan of \$100,000 had been scored and accepted. She stated that she would like to hold a special meeting as soon as possible, so the Council could pass the resolutions to appropriate the funds and authorize the forgivable loan. She stated that the resolutions were required by DEQ before they would issue the loan agreement.
- A tort claim had been made against the City for an employment-related matter. Nicole reported that she contacted the insurance company, and they were investigating the claim.

**APRIL EXPENDITURES:**

Mayor Williams made a motion to approve expenditures for April 2024 in the amount of \$48,462.01. Councilor Huey seconded, and the motion carried, 5–0.

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

**CITIZEN CONCERNS NOT ON AGENDA:**

Nancy Isham introduced herself as a new resident of Westfir attending a Council meeting for the first time. She stated that she would like to share water and wastewater infrastructure grant information with the City.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Councilor Huey read an email that she received from Chris Brubaker at the Oregon Government Ethics Commission offering training in its areas of jurisdiction: Ethics Law, Lobby Regulation Law and Public Meetings Law.

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

At 8:07 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 8:14 p.m. and reconvened the meeting.

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Bishop seconded, and the meeting was adjourned at 8:15 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