

**WESTFIR CITY COUNCIL BUDGET HEARING**  
**Monday, June 3, 2024, 5:30 p.m.**  
**In person at City Hall and via audio/video teleconference**

**MINUTES**

The public hearing was held for the purpose of taking comments on the 2024–2025 budget, as approved by the Budget Committee, and on the election and use of state revenue sharing funds.

Mayor D’Lynn Williams opened the public hearing at 5:36 p.m. Councilors Kelly Packard and City Recorder Nicole Tritten were present in person. Councilor Edward Johnstone and City Operator Bobby Archer were present via video. Councilor Katherine Bishop and Councilor Deretta Huey were absent with notice.

In the absence of public comment, Nicole discussed potential changes to the budget after the budget hearing. She provided updated budget sheets and an updated budget resolution in the day’s Council packet. She recommended increasing expenditures by \$4,500 in the City Hall Building Fund and by \$9,000 in the Highway Fund, both from Reserved for Future Expenditures. She stated that the changes were less than the greater of 10% of fund expenditures or \$5,000, and so did not require another budget hearing.

There was no public comment. The Mayor closed the public hearing at 5:40 p.m.

**WESTFIR CITY COUNCIL MEETING MINUTES**  
**Monday, June 3, 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 5:41 p.m. Those present in person stood and recited the Pledge of Allegiance.

**MAYOR’S MINUTE:**

Mayor Williams reminded everyone that school would be out next week and to be mindful of children in the road while driving.

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**PORTAL PARK SECURITY CAMERAS:**

This agenda item was moved to the beginning of the meeting to accommodate remote presentations by two security companies that had provided bids to the City.

The first presentation was by Simon Blatz of Security Solutions Group (SSG), present via video. Mr. Blatz, sharing his screen, proposed a cloud-based camera system with remote access. Also present via video were Doug Sutter and Colin Smith from Rhombus, the camera hardware and software manufacturer. The price of the proposal was \$12,588; a second option with two lower resolution cameras was \$9,589, with both options including an annual cost for software licensing of over \$1,000. Mayor Williams asked about warranty and maintenance. Mr. Blatz replied that the cameras had a 10-year warranty and a one-year service warranty. Councilor Packard stated that it would be costly to have Spectrum Internet installed and asked if SSG had experience using Starlink Internet. Mr. Blatz replied that they had not used Starlink but said that data would not be lost with either system if the Internet was down or intermittent, as long as the cameras remain powered.

Kevin Knox of Knox Contracting, present via phone, answered questions about his bid for a camera system at Portal Park. Councilor Packard asked him to discuss Starlink, which was included in the bid. Mr. Knox said he had installed around 20 Starlink systems this year and was seeing upload speeds of around 20 Mbps and download speeds of around 200 Mbps, but it depended on location. Mr. Knox said that he found Starlink to be dependable and to have consistent speeds, although Starlink has only a four-year history. Councilor Johnstone asked about the streaming resolution. Mr. Knox discussed the capabilities of the cameras. Mayor Williams asked about the warranty. Mr. Knox stated that the cameras have a one-year manufacturer's warranty, and his work has a five-year warranty for any errors. The cost of the bid, including Starlink installation, was \$7,232.

**BUDGET HEARING COMMENT, ZOOM CHAT AT 5:37 PM:**

At 6:22 p.m. Nicole stated that there had been a message on Zoom Chat at 5:37 p.m., during the budget hearing, which she hadn't seen. The commenter, who was not identified by name, said "Hi, I anticipate that you will explain the police increase." Nicole said that the person was no longer in the meeting. Mayor Williams stated that the increase to police services was 3%, which was negotiated with Oakridge.

**RESOLUTION 555: Adopt budget, make appropriations, elect revenue sharing and levy taxes:**

Mayor Williams read the budget resolution into the record. Councilor Packard made a motion to approve Resolution 555 adopting a budget, making appropriations, electing revenue sharing and levying taxes for fiscal year 2024–2025. Councilor Johnstone seconded, and the motion carried, 3–0.

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

**RESOLUTION 555.1: Eligibility to receive State revenue**

Mayor Williams read the resolution into the record. Councilor Packard made a motion to adopt Resolution 555.1 certifying the City's eligibility to receive State revenue sharing funds. Councilor Johnstone seconded, and the motion carried, 3–0.

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

**OAKRIDGE FIRE DEPARTMENT REPORT:**

Chief Hollett was not present. The Council reviewed the April 2024 Fire and EMS report and the Oakridge Police Department Staff Report.

**PORTAL PARK REPORT:**

Bill Desser, Portal Maintenance Operator since March, present in person, gave the report. Mr. Desser reported that his work was going well and that he was getting a feel for what is required to keep up with vegetation and facility maintenance at the park. Mr. Desser stated that he would like to have electric power to the shed. Mayor Williams replied that the expense could be added to July expenditures. Mr.

Desser stated that the wooden gate was in poor condition. Mayor Williams noted that the gate is owned by the US Forest Service (USFS), and the City should send a letter to the USFS about the gate. Mr. Desser reported that he cut off the rotted ends of the beams on two kiosks and put flange material over the cuts. He said that he painted the kiosk panels where photos had been removed. He mentioned that he wanted to diagnose the leaking skylight in the men's room, and he discussed striping the parking lot.

**ORDINANCE 144: FIREWORKS BAN DURING EXTREME FIRE DANGER CONDITIONS:**

Nicole reported that the Mayor had decided to decrease the threshold to "High" fire danger conditions in the draft ordinance. She stated that the Council could not pass the ordinance in one meeting since the draft had not been available to the public, and that she still had a couple of questions for the attorney. The matter was tabled for a special meeting to be held later in the month.

**MAPS FOR WATER MANAGEMENT & CONSERVATION PLAN: SCOPE OF SERVICES**

The Council reviewed a scope of services from the City Engineer (CE), Civil West Engineering Services, to create the GIS shapefile maps of the City's water infrastructure required for the Water Management and Conservation Plan (WMCP). Nicole stated that the cost was \$4,200 in the scope of services, but the CE thought it would be less. She stated that ARPA funds would be used for the maps, as for all other parts of the WMCP.

Mayor Williams made a motion to approve the scope of services from the City Engineer for water system digital mapping for the WMCP. Councilor Johnstone seconded, and the motion carried, 3-0.

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

**MAYOR'S ROUNDUP:**

Mayor Williams gave the report and addressed these items:

- The "GaGa Ball Pit" donation for Hemlock Park fell through.
- Boat Launch/Confluence Park: The heritage survey has not been received yet; the park gate will remain locked for the summer, and a sign will be posted with three phone numbers to call for gate access.
- Public Safety Committee: The new police officer is attending the academy and should be operational by the fall.
- The City is seeking funding for an income survey, which is necessary in order to apply for grants for a new City Hall and fire station.
- City Hall land acquisition: The landowner, Blair Banker, had last contacted the Mayor on May 28, and he was uncertain whether he wanted to split the lot.

**WATER/SEWER REPORT:**

City Operator Bobby Archer presented the report. There were no problems at either plant. He stated that Best Septic removed more sludge and debris from the wastewater tanks, and he would have the service done two more times in the new fiscal year. He stated that he walked the North Fork Trail to check a power line across the trail that the USFS thought belonged to Westfir. He stated that the line was dead and not associated with Westfir infrastructure. He said that he reported back to Kevin Rowell

at the USFS. Councilor Packard and Bobby discussed making an inventory of power tools owned by the City and disposing of obsolete equipment.

**APPROVE MINUTES:**

Mayor Williams made a motion to approve the Council meeting minutes for May 6, 2024. Councilor Packard seconded, and the motion carried, 3–0.

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

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- An Oregon Government Ethics Commission ethics training on June 14 at 9 a.m., at Oakridge City Hall and via Zoom.
- Existing waterline evaluation study: Nicole reported that the potholing had been completed. She said the cost would be considerably less than the \$10,888 estimated because drilling and patching pavement was not necessary to access the lines. She stated that the potholing portion of the project was being paid for with ARPA funds.
- Nicole stated that Bill Desser suggested weekly garbage pickup at Portal Park during the summer rather than twice monthly. She noted that the General Fund was paying the garbage bill even though the majority of the trash was generated by Portal Park. [The Mayor agreed that the Portal should bear the majority of the cost of garbage service. The Council agreed to weekly garbage pickup for June–September.]

**CITY FINANCIAL REVIEW:**

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

- The cost of the fire engine repairs and pump test was estimated at \$2,068, and she had authorized the work.
- DEQ loan for Wastewater Facilities Plan: Nicole reported that she just heard back today that DEQ reviewed and scored Westfir’s application, and the project was included in the *Oregon Clean Water State Revolving Fund Proposed Intended Use Plan 2025* on DEQ’s website. She noted that Westfir was listed as eligible for principal forgiveness, but their project ranked only 37 out of 41.
- Water Management and Conservation Plan: She reported that she had five years of metered usage data ready to send to GSI solutions, but she still needed to estimate unmetered usage at City facilities to include in the data.

**JUNE EXPENDITURES:**

Mayor Williams made a motion to approve expenditures for June 2024 in the amount of \$47,541.46. Councilor Johnstone seconded, and the motion carried, 3–0.

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

**CITIZEN CONCERNS NOT ON AGENDA:**

There were no concerns.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Nicole asked Councilor Johnstone if he had spoken to Emerald Broadband about the City's unreliable internet connection at Portal Park. He said that he had done so, but he was told that Emerald Broadband wasn't going to make further changes or improvements in the Westfir/Oakridge area.

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 7:36 p.m.

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

Respectfully submitted,

\_\_\_\_\_  
D'Lynn Williams, Mayor

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

\_\_\_\_\_  
DATE