

**WESTFIR CITY COUNCIL PUBLIC HEARING**  
**Monday, May 6, 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 discussing a supplemental budget, the second in fiscal year 2023–2024, with interested persons.

Mayor D’Lynn Williams opened the public hearing at 5:30 p.m. Councilors Kelly Packard, Katherine Bishop and Deretta Huey were present in person, as was City Recorder Nicole Tritten. Councilor Edward Johnstone was not present during the hearing. Nicole gave a brief explanation of the reason for the supplemental budget.

There was no public comment. The Mayor closed the public hearing at 5:32 p.m.

**WESTFIR CITY COUNCIL MEETING MINUTES**  
**Monday, May 6, 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 5:32 p.m. Those present in person stood and recited the Pledge of Allegiance.

**MAYOR’S MINUTE:**

Mayor Williams stated that the Tree Planting Festival went well in spite of the rain, and that Westfir was represented in the parade by its old fire engine, owned by Jerry Davidson.

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**RESOLUTION 553: APPROVING SUPPLEMENTAL BUDGET #2:**

Mayor Williams read the resolution into the record. Councilor Huey moved to adopt Resolution 553 approving a supplemental budget and appropriation adjustments for fiscal year 2023–2024. Councilor Packard seconded, and the motion carried, 4–0.

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

**PUBLIC COMMENTS ON PROPOSED INCREASE TO WATER AND SEWER FEES PER ORS 294.160:**

Mayor Williams opened the floor for public comments. There were no comments.

*Councilor Johnstone joined the meeting via video at 5:38 p.m.*

**RESOLUTION 550: INCREASING WATER AND SEWER FEES AND UPDATING POLICY:**

Councilor Packard made a motion to adopt Resolution 550 setting water and sewer rates for users of the Westfir municipal water system, updating the payment policy and repealing Resolution 537. Councilor Johnstone 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. The Council reviewed the March 2024 Fire and EMS report. Mayor Williams reported that Oakridge held a Special Fire District Joint Subcommittee meeting on April 15, which she attended remotely. She noted that two fire chiefs from other districts spoke at the meeting about their experiences with district consolidation.

**POLICE DEPARTMENT QUARTERLY REPORT:**

The Council reviewed the quarterly police report for Westfir for January–March and the March 2024 Oakridge Police Department Staff Report. The Mayor reported that OPD was in the process of hiring a new officer.

**FIRE AND POLICE IGAs FOR 2024–2025:**

Mayor Williams made a motion to approve the Fire Protection Service IGA and Law Enforcement Services IGA with the City of Oakridge for fiscal year 2024–2025. Councilor Packard seconded, and the motion carried, 5–0.

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

**ADDENDUM TO WATER/WASTEWATER CONSULTANT CONTRACT:**

Councilor Packard moved to approve the fiscal year 2024–2025 addendum to the water and wastewater consultant contract with Max Baker. Councilor Johnstone seconded, and the motion carried, 5–0.

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

**WASTEWATER FACILITY PLAN SCOPE OF SERVICES:**

The Council reviewed a scope of services proposed by the City Engineer, Civil West Engineering Services, to create a Wastewater Facility Plan (WWFP). The City applied for a forgivable loan of \$100,000 from DEQ through the Clean Water State Revolving Fund (CWSRF) to pay for the WWFP. The loan agreement is pending. Nicole stated that there were two optional services in the WWFP scope of services. Mayor Williams noted that the optional services were partly covered by the loan amount and that she favored including the optional services. Councilor Johnstone stated that the optional services might cost more if done independently of the WWFP. Nicole noted that ARPA funds could be used for the balance not covered by the DEQ loan.

Mayor Williams made a motion to approve the full Wastewater Facility Plan scope of services from the City Engineer with the caveat that the cost of the two optional services, Inflow and Infiltration Study and Collection System Mapping, must be covered by the CWSRF forgivable loan from DEQ and the balance paid with ARPA funds. Councilor Packard seconded, and the motion carried, 5–0.

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

**RESOLUTION 554: TRANSFER APPROPRIATION AUTHORITY WITHIN THE SEWER FUND FOR FY 2023–2024:**

Councilor Johnstone made a motion to adopt Resolution 554 transferring appropriation authority within the Sewer Fund for fiscal year 2023–2024. Councilor Packard seconded, and the motion carried, 5–0.

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

**CONFLUENCE GATE PUBLIC ACCESS:**

The Mayor reported that Tracey and Noah Sunflower, owners of the Westfir Lodge and Cascades Outdoor Center, requested that the gate to the confluence park land remain locked during the spring and summer to prevent the dumping of garbage. The Mayor stated that the business owners were hauling a truck load of garbage out of the park every week. The Mayor expressed concern about keeping the gate locked because of the lack of river access points for boaters in the area. She noted that the gate was locked in the fall and winter to prevent camping and dumping on the site. She said that illegal camping had decreased but could be a problem with the Forest Service closing local sites to overnight camping. Councilor Packard felt that closure of the gate would be fine with signage to indicate whom to contact to open the gate. The Council decided to keep the gate locked for the spring and summer season as a trial and to post a sign on the gate explaining how to gain access to the site.

**MAYOR’S ROUNDUP:**

Mayor Williams gave the report and addressed these items:

- Westfir resident Amber Meske offered to donate a “GaGa Ball Pit” for Hemlock Park. The Council supported the donation.
- Boat Launch/Confluence Park project status.
- A plan by Travel Lane County to add a “Scenic Bikeway” sign to a Portal Park kiosk. Westfir would purchase the sign and volunteers would install it.
- An open seat for Westfir on the Oakridge Area Fire Safe Council.
- A virtual meeting with the Regional Solutions Team on April 25 to discuss funding options for a new city hall and fire station.

**WATER/SEWER REPORT:**

City Operator Bobby Archer was absent. The Council reviewed the water and wastewater report for April.

**APPROVE MINUTES:**

Councilor Packard made a motion to approve the Council meeting minutes for April 1, 2024, and April 8, 2024. Councilor Huey 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:

- Planning for the Council to meet with the City’s Lane Council of Governments contacts to discuss amending the Westfir Land Development Code and Comprehensive Plan.
- The potholing for the existing waterline evaluation study was scheduled for May 10.
- The Mayor was emailed by mill site owner Ralph Christensen that he was approached by a sand and gravel company interested in leasing water rights on the North Fork of the Middle Fork. Mr. Christensen referred the request to Westfir since the City holds the old mill water rights. Nicole reported that she queried Russ Dodge, the Water Rights Examiner who performed the City’s Claim of Beneficial Use in 2023, and he thought water rights leasing was a possibility for Westfir. She sought the Council’s permission to pass on Mr. Dodge’s contact information to Mr. Christensen. [The Council wasn’t opposed to exploring the idea but was clear that they would never permanently transfer water rights.]

**CITY FINANCIAL REVIEW:**

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

- Whether the Council wanted to make a small donation to the Tree Planting Festival.

Mayor Williams made a motion to donate \$200 to the Tree Planting Festival from the General Fund miscellaneous line item. Councilor Johnstone seconded, and the motion carried, 5–0.

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

- Nicole stated that she submitted the annual American Rescue Plan Act (ARPA) expenditure report to the Federal government prior to the April 30 deadline. She stated that it was the first annual reporting period in which she had expenditures to report.
- A status update on the Water Management and Conservation Plan.

**MAY EXPENDITURES:**

Mayor Williams made a motion to approve expenditures for May 2024 in the amount of \$55,202.32. Councilor Packard seconded, and the motion carried, 5–0.

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

**CITIZEN CONCERNS NOT ON AGENDA:**

Dee Sidwell of Oakridge introduced herself and described a new local organization called the Oakridge Council for Art and Culture (OCAC). She said they planned to hold events about once a month. She provided a copy of OCAC’s Rural Tourism Marketing Program (RTMP) grant application to Oakridge for their major summer event, a “plein air paint out”. She explained that a “plein air paint out” is a competition to paint a landscape from life in a limited amount of time. Ms. Sidwell requested a grant of \$1,300 in support of the event.

Mayor Williams made a motion to give an RTMP grant of \$1,300 to the Oakridge Council for Art & Culture. Councilor Johnstone seconded, and the motion carried, 5–0.

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

**COUNCILOR CONCERNS NOT ON AGENDA:**

Mayor Williams reported that the Unmanned Aircraft Systems Program at Lane Community College has a State permit to fly drones at the Oakridge Airport. She said that the Mayors of Westfir and Oakridge had been invited to observe a class at Oakridge Airport that Friday, and she planned to attend.

Mayor Williams discussed the possibility of purchasing land adjacent to City Hall in preparation for a new city hall building and fire station. She stated that the property owner, Blair Banker, had approached her about selling a 1.36-acre piece of property to the City. The Council agreed that it was worth exploring.

Councilor Johnstone discussed security camera issues at Portal Park.

**ADJOURN MEETING:**

Mayor Williams moved to adjourn the meeting. Councilor Packard seconded, and the meeting was adjourned at 7:17 p.m.

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

Respectfully submitted,

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

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ATTEST:  
Nicole Tritten, City Recorder

\_\_\_\_\_  
DATE