

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, July 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 were City Recorder Nicole Tritten and Relief City Recorder Jessica Snyder. Councilor Edward Johnstone was absent at the start of the meeting. City Operator Bobby Archer was present via video. Those present in person stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Williams announced that it was the start of a new fiscal year for the City.

STATE HOUSE CANDIDATE INTRODUCTION (NOT ON AGENDA):

The Mayor invited Darin Harbick, present in person, to address the Council. Mr. Harbick introduced himself as the Republican candidate for House District 12. He stated that he was attending Council meetings around the District. He noted that he was on the Lane County Tourism Board and was working on the Scenic Bikeway project with Connor Nolan. The Council members and City staff introduced themselves to Mr. Harbick.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

Councilor Edward Johnstone joined the meeting via video at 5:33 p.m.

OREGON SCENIC BIKEWAY PROJECT – AUFDERHEIDE DRIVE:

Connor Nolan, present via video, introduced himself as the Destination Development Manager at Travel Lane County. Mr. Nolan gave a visual presentation about the project to designate Aufderheide Drive (Forest Service Road 19) an Oregon Scenic Bikeway. He stated that Travel Lane County's main responsibility is to promote Lane County as a travel destination and grow visitor demand and overnight stays. He described the Oregon Scenic Bikeway program as being managed by three organizations: Travel Oregon, Oregon State Parks and Cycle Oregon. The program, founded in 2009, has the goal to designate the top cycling routes throughout the state, primarily in rural, scenic landscapes. He stated that an economic study conducted five years after the program launched determined that a cyclist traveling to a Scenic Bikeway spends \$693 on average per overnight trip. He noted that amount was almost three times what a typical visitor would spend.

Mr. Nolan briefly explained the administrative process to get the designation, thanking Westfir for the letter of support it provided. In the presentation, he showed content on the Travel Lane County website and described plans to add more road cycling content related to Scenic Bikeways. Mr. Nolan displayed proposed signage designs for the Aufderheide Bikeway. He stated that the capstone goal was to host a celebration kickoff event at the beginning of the 2025 cycle season to officially announce the

designation of the Aufderheide as a Scenic Bikeway. Mr. Nolan answered questions from the Council and City staff after his presentation, in particular about safety issues for riders.

OAKRIDGE FIRE DEPARTMENT REPORT:

Chief Scott Hollett was not present. There was no report.

PORTAL PARK SECURITY CAMERAS PROPOSAL:

At a special meeting on June 21 the Council had discussed two proposals to install new security cameras at Portal Park. The Council had decided on the Knox Contracting proposal but had not voted, pending review of the contract by the City Recorder.

Councilor Johnstone made a motion to approve the proposal from Knox Contracting to install new security cameras at Portal Park at a cost of \$6,632. Councilor Packard seconded, and the motion carried, 5–0.

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

PORTAL PARK ELECTRIC WORK PROPOSAL:

Mayor Williams made a motion to approve the proposal from GMD Electric to install power to the storage shed at Portal Park and to install a heater in the mechanical room at a cost of \$3,630. Councilor Johnstone seconded, and the motion carried, 5–0.

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

SEPTEMBER 2024 COUNCIL MEETING DATE CHANGE:

City Recorder Nicole Tritten requested that the September Council meeting be moved from the scheduled date of Monday, September 9, to Tuesday, September 3, to accommodate her vacation days. The Council agreed to the change. The Mayor said the new date would be posted on the City website.

ESTIMATE TO AMEND LAND DEVELOPMENT CODE:

The Council reviewed a proposal from Lane Council of Governments to make several amendments to the Westfir Land Development Code (LDC): Adopt standards for a Public Facilities zone; permit Manufactured Dwelling Parks (MDP) in the Community Residential Zone; remove the number of dogs permitted on a property in favor of regulation by the City animal ordinance; and remove pet kennels as an allowed use in all zones. The Public Facilities section was recommended by LCOG. The other amendments were at the request of the City Council. The Council is not able to adopt the Housing Needs Analysis completed by Cascadia Partners in June 2023 until MDPs are permitted in the Westfir LDC, per State law.

Councilor Packard made a motion to approve the proposal from Lane Council of Governments to amend the Westfir LDC at a cost of \$1,350–\$1,750. Councilor Huey 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 addressed these items:

- Westfir resident and physical education teacher, Amber Meske, and her husband, former Mayor Matt Meske, were hosting coordinated playtime for kids on Sunday evenings at Hemlock Park.

- Boat Launch/Confluence Park update: The heritage survey found no historical artifacts that would prevent developing the park, but the City had not yet received the written report; the City posted a “no camping” sign on the park gate; the Middle Fork Willamette Watershed Council (WWC) was hosting a Stewardship Day on August 9 to pull invasive plants and water new plantings; the WWC is researching kiosk signage content for the park; and the Mayor asked WWC to check with their indigenous tribal contact about whether the City could use the name *Turtle Island*. The WWC and the Mayor are working on the park management plan, which should be available for review by September 2024. Funding is needed for the upland parking and restrooms and trail consolidation.
- Councilor Packard made a copy of the Hazeldell Fire Station design plans as a reference for a Westfir fire station.

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report. There were no problems at either plant. He reported that the new Relief City Operator was progressing well in his training. Nicole mentioned that the annual photo points of the river were required for the TMDL plan. Councilor Packard asked about the need to clear brush on the access road to the water tank.

APPROVE MINUTES:

Mayor Williams made a motion to approve the Council meeting minutes for June 3, 2024, and June 21, 2024. 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:

- DEQ Loan for a Wastewater Facilities Plan (WWFP): She reported that she reviewed the loan agreement from the DEQ for a \$100,000 forgivable loan for a WWFP. She stated that she had questions that she wanted addressed by DEQ before signing the agreement. [Mayor Williams had also read the agreement and didn’t have any major concerns. The Council agreed to a delay in signing the agreement until DEQ responded to Nicole’s questions.]
- Water Management and Conservation Plan (WMCP): Nicole reported that she had sent daily production data for 2019–2023 to GSI Water Solutions (GWS), and she was following up their questions. She stated that GWS was finding water loss on the order of 33–45% annually. The last WMCP estimated annual water loss at around 29%.

In addition, Nicole reported that there were benchmarks set in the last WMCP that the City hadn’t met, such as installing water meters on all City facilities, annual water audits, and public education about water conservation. She stated that Bobby was looking into the cost to add water meters at Hemlock Park, the wastewater plant and City Hall. The Mayor said the meters may not have been installed due to lack of funding. A meter had been installed at Portal Park since the last WMCP, but there were ample funds for the expenditure in the Highway Fund.

CITY FINANCIAL REVIEW:

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

- Westfir fire engine repairs: The repairs and pump test were completed at a cost of \$2,178.97.
- The fiscal year budget for 2024–2025: Nicole reported that she submitted the annual Department of Administrative Services survey, which is required in order for the City to receive State disbursements, and which is due by July 31. She stated that she emailed the two budget resolutions and Form LB-50, due by July 15, to the Lane County Tax Assessor.

JULY EXPENDITURES:

Mayor Williams made a motion to approve expenditures for July 2024 in the amount of \$84,122.33. 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 Johnstone gave an update on his work to rehome stray cats in the neighborhood near the covered bridge.

ADJOURN MEETING:

Mayor Williams adjourned the meeting at 6:53 p.m.

Respectfully submitted,

D'Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE