

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, October 7, 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. Councilor Edward Johnstone was not present at the call to order. Those present in person stood and recited the Pledge of Allegiance.

MAYOR’S MINUTE:

Mayor Williams thanked the community for participating in the Community Cleanup.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

OAKRIDGE FIRE DEPARTMENT REPORT:

Chief Scott Hollett, present via audio, gave the report. The Council had a copy of the August 2024 report. The September report was not yet available. He stated that OFD had restarted their cadet program, and they have seven Oakridge High School students in the program. He reported that OFD also started a Firefighter I Academy in September with 18–20 people, mostly local, but none from Westfir. The Chief encouraged the Council to refer any Westfir residents interested in the program to the OFD. He said that having firefighters living in Westfir would help OFD to develop an improved response plan for Westfir.

Councilor Edward Johnstone joined the meeting via video at 5:37 p.m.

WATER BILL FORGIVENESS REQUEST:

Nicole stated that Chris Hendrickson requested that fees for water usage be waived because the lock on the water meter was cut by a third party and the water was stolen. Nicole noted that Bobby removed the water meter after the lock was cut and made a police report, per the City’s water policy. She reported that Mr. Hendrickson was up to date on monthly payments of \$25 for zero water usage. Nicole mentioned that the Council might also want to consider whether to waive the \$200 fee for meter restoration and the \$50 fee for reconnection. Mayor Williams stated that she would rather address forgiveness of those fees in the future when water service is restored.

Mayor Williams made a motion to forgive \$118.80 for water usage at the Winfrey Road property managed by Chris Hendrickson. Councilor Bishop seconded, and the motion carried, 5–0.

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

RTMP FUNDING REQUEST: RIDGELINE MAGAZINE:

Chad Shelton introduced himself as owner and editor of a new seasonal outdoor recreation magazine called *Ridgeline*. The Council reviewed a copy of his funding request. He stated that he was requesting

funding for printing costs for the first issue, planned for publication in early November. Councilor Huey asked about direct promotion of Westfir, and he responded that he could place a recreation tourism ad in the magazine for Westfir. Councilor Huey stated that she had looked at the pre-publication issue online and was very impressed. Mr. Shelton stated that he had been a ski instructor for many years and spent a lot of time recreating in the area. He said that he knew Adobe InDesign, so he was able to design and lay out the magazine himself.

Mayor Williams made a motion to give a \$1,000 RTMP grant for publication of *Ridgeline* magazine. Councilor Johnstone seconded, and the motion carried, 5–0.

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

FLOOD MITIGATION IN 1ST & 2ND STREET AREA:

Adam Kennedy introduced himself as the owner since June of a property on 1st Street. He said that the neighborhood experiences minor stormwater accumulation after high-intensity rain events. The Mayor noted that it was McClain Creek overflow and not just surface water. The City has long been aware of the issue, but because 1st and 2nd Street are private roads, the County will not manage the stormwater. Mr. Kennedy stated that he was trying to figure out the history of the community to track the source of the problem. Mr. Kennedy had provided the Council with copies of the plat map and a few other records held by the County. Although resolving the problem is not a City responsibility, the Council decided that Bobby could assist Mr. Kennedy with access to waterline maps and examination of a storm drain.

ADOPT WATER DISTRIBUTION SYSTEM EVALUATION FEASIBILITY STUDY:

The study was conducted by Civil West Engineering Services and funded by a Sustainable Infrastructure Planning Project grant through the Safe Drinking Water Revolving Loan Fund.

Mayor Williams moved to adopt the Water Distribution Evaluation Feasibility Study performed by Civil West Engineering, dated September 24, 2024. Councilor Huey seconded, and the motion carried, 5–0.

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

ANNUAL RIPARIAN VEGETATION REPORT FOR TMDL:

Monitoring riparian vegetation in City limits is a requirement of the City’s TMDL Implementation Plan under DEQ to mitigate river pollution. Sharing her screen, Nicole showed two photos at a time, taken upstream or downstream from two bridges, comparing September 2023 and September 2024. The photos were taken from the same photo points in order to monitor riparian vegetation loss. The photos showed no loss of vegetation except some tree die-off upstream from the Hemlock bridge in the 2024 photo. She stated that Virginia Pritchard of the Middle Fork Willamette Watershed Council (MFWWC) had taken 20 photo points at Confluence Park in June 2023 and September 2024 that showed removal of invasive, non-native vegetation.

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report. There were no problems at either plant. He reported that the water tank road had been cleared of vegetation and was now accessible to vehicles. Bobby responded to questions from resident Shawn Anderson in Zoom chat, read by Nicole, about ways to handle water theft at the Winfrey Road property.

MAYOR’S ROUNDUP:

Mayor Williams gave the report and addressed these items:

- Boat Launch/Confluence Park update: The heritage survey final report was sent to tribal governments for approval; the Park Management Plan is being drafted by Virginia Pritchard and will be presented to the Southern Willamette Forest Collaborative's (SWFC) Recreation Committee for comment; and MFWWC will submit a Title II funding proposal to the Forest Service for trail reconstruction and stewardship.
- Safety Committee update: The University of Oregon's Sustainable City Year Program class will develop a community service program for the Oakridge Municipal Court that will allow volunteer work in lieu of court fines; and Oakridge is considering speed cameras on Highway 58 within City limits.
- The SWFC has been holding Oakridge/Westfir Community Disaster Readiness Groups. There is no Westfir representative in the groups, and the Mayor stated that she would like to see a Westfir resident participate.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for September 3, 2024, and September 25, 2024. Councilor Johnstone 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:

- Wastewater Facilities Plan (WWFP): Nicole reported that she applied for the first disbursement from DEQ, and the funds will be deposited to the LGIP account soon. She stated that she had not yet received an amendment to the Scope of Services from the City engineer to drop the Inflow & Infiltration Study and add Collection System Mapping.
- WWFP meeting: She reported that DEQ recommended a kickoff meeting for the WWFP to be sure that the plan will contain all the information required to be eligible for funding projects recommended by the plan. The meeting will include DEQ representatives, the Civil West Engineering project lead, Clinton Cheney, City Operator Bobby Archer, and herself. She stated that she would also like the Mayor or another Council member to attend.
- Water Distribution System Evaluation Feasibility Study: Nicole stated that she had requested the final disbursement for the completed study, which the Council had just voted to adopt. She reported that Business Oregon, which managed the grant, was requiring a 30–60-minute monitoring meeting to review the project with people involved in key aspects of its administration. She said that she reviewed the questionnaire from Business Oregon. The questions mostly applied to her, but she would like to have the Mayor present at the meeting. [The Mayor said she was glad to attend.]
- Nicole reported that she was trying to determine if the Oakridge Municipal Court judge will require Westfir to pass an ordinance that explicitly allows administrative warrants or whether the judge accepts that the Westfir Charter already grants him that authority.

CITY FINANCIAL REVIEW:

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

- Agreed-Upon Procedures (AUP) 2023–2024 (replaces audit): She reported that the auditor was behind schedule because they are learning the new AUP process. Normally she would have an onsite audit examination in October, but it hadn’t even been scheduled yet.
- Police and Fire IGAs: She stated that she was trying to set up a work session with Oakridge management to discuss their expectations for the next fiscal year, so the Council and citizens can consider options prior to the start of the next budget cycle.
- City Hall repairs: Nicole reported that the Relief Recorder, Jessica Snyder, had called around to get a bid on replacing the gutters on the front of City Hall, which are dripping onto the entryway to the building. She said that Jessica was able to get one contractor, Honey Do’s Handyman from Springfield, to give an estimate to replace the fascia boards; and American Seamless Gutters will give a bid to replace the gutters.

SEPTEMBER EXPENDITURES:

Mayor Williams made a motion to approve expenditures for October 2024 in the amount of \$79,642.39. 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 Ric Watson, present in person, reported on people continuing to illegally burn and dump trash in the river on public property near the wastewater plant.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Packard reported on a meeting that he and Nicole had with two officers from the Lane County Sheriff’s Office to discuss the cost and availability of law enforcement services with the County. Councilor Packard stated that it was around \$340,000 for the first year for a dedicated officer, which included the startup costs to train and outfit an officer. He said he thought that it was still worth exploring whether Westfir could share the cost of an officer with another small city, such as Lowell.

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Huey seconded, and the meeting was adjourned at 7:25 p.m.

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

Respectfully submitted,

D’Lynn Williams, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE

The October 7, 2024, minutes were signed by the Mayor and City Recorder on November 4, 2024.