

WESTFIR CITY COUNCIL MEETING & EXECUTIVE SESSION MINUTES

Monday, November 4, 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 announced that there were two volunteer workdays in November at Westfir Confluence Park to plant natives and cut blackberries. She also stated that the Southern Willamette Forest Collaborative was sponsoring a Forests & Fire walk in November.

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. He stated that OFD held a live fire training at the end of October, with around 24 people participating, and that the training had good outcomes. He reported that OFD had hired a new paramedic from the Portland area. The Chief said that he would email the September and October activity reports. Chief Hollett left the meeting after his report.

RTMP FUNDING REQUEST: MIDDLE FORK OPEN:

Jason Nehmer of the Oakridge Disc Golf Club was present via video. The Council reviewed a copy of his request for RTMP funding for the Middle Fork Open Tournament to be held May 17–18, 2025, in Westfir. Mayor Williams stated that she was comfortable granting Mr. Nehmer's request for \$2,500 because his event was held in Westfir, and he did a lot to promote Westfir.

Mayor Williams moved to award a \$2,500 RTMP grant to the Oakridge Disc Golf Club for the Middle Fork Open Tournament in Westfir, with \$1,500 paid in November and the additional \$1,000 after the City receives its RTMP funds. Councilor Packard seconded, and the motion carried, 4–0.

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

Councilor Edward Johnstone joined the meeting via video at 5:41 p.m.

QUARTERLY POLICE REPORT:

The Mayor proposed that the Council review the police report, which was not an item on the meeting agenda. The Council reviewed the quarterly police report for July–September 2024. Councilor Packard pointed out trespassing on the mill site in September, and the Mayor noted trespassing in August as well. She said that there were several people camping on the mill site but not at the same time. There

was discussion of the City camping ordinance and notification requirements for removing illegal camps.

QUARTERLY PORTAL PARK REPORT:

Portal Maintenance Operator Bill Desser was present in person. Mayor Williams stated that she typed up a list of Bill’s requests for Portal Park, and the list was provided in the Council packet. The Council discussed restoration of the “Westfir Then, Westfir Now” kiosk. Bill discussed attempted fixes to the leaking skylight in the men’s bathroom. He stated that roofer Don Jackson told him that the metal would have to be removed from the roof to make the repair because the flashing wasn’t installed correctly. Councilor Packard complimented Bill’s work at the Portal. Jason Nehmer rejoined the meeting via video to say that he wanted to give Bill credit for making the Portal look great.

CITY EQUIPMENT TRACKING AND MAINTENANCE:

Councilor Packard had requested an inventory of equipment at City facilities be compiled and that the maintenance of equipment be tracked. Mayor Williams stated that Bill had completed the inventory for the Portal, which was included in the Council packet, and that Bobby was compiling an inventory for City Hall and the water and wastewater plants. Councilor Packard emphasized the importance of routine maintenance for efficiency and longevity of equipment.

MAYOR’S ROUNDUP:

Mayor Williams gave the report and addressed these items:

- She questioned Bobby about the status of water meter installation at Hemlock Park and other City facilities. Bobby explained the status of each location and the challenges of installing a meter at the water plant.
- Confluence Park update: The heritage survey was completed by the UO and submitted to the State Historic Preservation Office for a 30-day review. The Mayor stated that the next step was to apply to the State for reimbursement for the survey, but she couldn’t do so until she knew the final cost. The Park Management Plan draft was completed and is out for review. The Middle Fork Willamette Watershed Council submitted a Title II funding proposal to the Forest Service for trail reconstruction and stewardship at the site.

WATER/SEWER REPORT:

City Operator Bobby Archer started with an update on attempts to mitigate stormwater accumulation in the 1st and 2nd Street area. Although the problem does not fall within City jurisdiction, the Council had authorized Bobby to assist Westfir homeowner Adam Kennedy, present in person, in trying to discover the source of the problem. Bobby stated that there might be blockages in a 170-foot drainage pipe, and advised that the line be scoped and cleared out by a professional service. Mr. Kennedy stated that he and other homeowners would cover the cost of the service; and he would get homeowner permission for the work, which is on private property. Mr. Kennedy left the meeting after speaking.

Bobby presented the monthly report. As always, the Council received a report on water usage and wastewater processed for the past month and the same month from a year ago. Bobby noted that water usage was high last month because he was trying to increase the water level in the water tank. There were no problems at either plant. Bobby departed the meeting after his report.

APPROVE MINUTES:

Councilor Packard made a motion to approve the Council meeting minutes for October 7, 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:

- **Wastewater Facilities Plan (WWFP):** Nicole reported that the City received the first grant disbursement from DEQ. She stated that she signed the engineer's amended Scope of Services to remove the Inflow & Infiltration Study and add Collection System Mapping. She noted that the cost of the WWFP did not decrease, because the engineer felt it was important to retain the CCTV inspection of pipe condition.
- **Water Management and Conservation Plan (WMCP):** She reported that the City and GSI Water Solutions received comments on the draft WMCP from the Oregon Water Resources Department (OWRD). She provided a copy of the cover letter in the packet and stated that she forwarded the email from OWRD to the Council.
- **City hall and fire station funding:** Nicole stated that she was taking a free online course in Federal grant writing from Rural Prosperity Partners. She noted that the grants for a city hall building and fire station, a Community Facilities Grant and a Community Development Block Grant, are applied for through the State and Business Oregon, respectively, and not through the Federal portal. She noted that it wasn't practical to apply for the grants without a plan for the facilities. She provided a copy of standards for a Preliminary Architectural Feasibility Report as an indication of the type of detailed planning required. She stated that her focus was to pursue technical assistance funding to develop a plan for the site.
- Nicole asked the Council whether they wanted to send a Christmas card again this year, with the cost being around \$150, not including stamps. [The Council decided to send a Christmas card in 2024.]
- **Bridge Lighting Festival:** Nicole reported that volunteer organizer Viki Burns ordered a bounce house for the Festival. Nicole stated that she contacted the City's insurance agent because she was concerned about liability. The agent told her that bounce houses were not excluded from coverage, but they're high risk unless the vendor does the setup and management, and indemnifies the City. Nicole contacted the vendor, and they were not able to provide management of the attraction. Nicole advised against a bounce house at the event, and the Council agreed.
- **FEMA Pre-Implementation Compliance Measure (PICM):** The Council reviewed a copy of a 2-page PICM overview from FEMA. Nicole discussed upcoming requirements from FEMA that jurisdictions integrate the Endangered Species Act (ESA) into floodplain development in one of three ways: (1) Prohibit all new development in the floodplain; (2) Incorporate the ESA into local floodplain ordinances; or (3) Require permit applicants to develop a Floodplain Habitat Assessment. She stated that she was signed up for online workshops about the latter two options. She noted that the City is required to inform FEMA of the City's PICM pathway by December 1, 2024. Nicole stated that the danger in not complying is that the City could lose future grant funding from FEMA and could lose the National Flood Insurance Program.

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 had not scheduled the onsite examination yet, but she had at least received a couple of emailed questions from the auditor’s office.
- City Hall repairs: She stated that she was still waiting for a bid to replace fascia boards and gutters on the front of the building.

SEPTEMBER EXPENDITURES:

Mayor Williams made a motion to approve expenditures for November 2024 in the amount of \$77,852.64. Councilor Huey seconded, and the motion carried, 4–0. (Councilor Johnstone had temporarily lost his connection to the meeting.)

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

CITIZEN CONCERNS NOT ON AGENDA:

There were no citizen concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

There were no Councilor concerns.

RECESS MEETING FOR EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(i):

At 6:53 p.m. Mayor Williams called for an Executive Session to review and evaluate the job performance of a chief executive officer, other officers, employees and staff.

ADJOURN EXECUTIVE SESSION AND RECONVENE MEETING:

Mayor Williams adjourned the Executive Session at 7:11 p.m. and reconvened the regular meeting.

MOVE EMPLOYEES TO REGULAR STATUS:

Mayor Williams made a motion to move Portal Maintenance Operator William Desser and Relief City Operator Joshua Nelson from the introductory period to regular status, with the condition that Joshua Nelson must acquire a driver license by January 2, 2025. Councilor Johnstone seconded, and the motion carried, 5–0.

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

ADJOURN MEETING:

Mayor Williams moved to adjourn the meeting. Councilor Johnstone seconded, and the meeting was adjourned at 7:20 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 4, 2024, minutes were signed by the Mayor and City Recorder on December 2, 2024.