

WESTFIR PLANNING COMMISSION PUBLIC HEARING
Monday, December 2, 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 two development applications: Case No. PAPA 24-01 and Case No. PAPA 24-02.

Commission Chair D'Lynn Williams opened the public hearing at 5:30 p.m. Commissioners Kelly Packard, Katherine Bishop and Deretta Huey, and City Recorder Nicole Tritten were present in person. City Operator Bobby Archer was present via video. Commissioner Edward Johnstone was absent during the hearing. Henry Hearley and Gary Darnielle of Lane Council of Governments (LCOG) were present via video.

Commissioner Williams read the development application descriptions aloud:

Case No. PAPA 24-01: An application to make text amendments to the Westfir Land Development Code to add a Public Facilities zone; to allow Manufactured Home Parks in the High-Density Residential Zone (R-3) and Community Residential (CR) Zone; to remove references to the number of dogs allowed in the CR zone; to remove commercial pet kennels as a permitted use in the R-1, R-2 and R-3 Zones; and to remove code language for consistency with HB 4064 (2022).

Case No. PAPA 24-02: An application to adopt the Westfir Housing Needs Analysis and amend the Westfir Comprehensive Plan to incorporate and reference the Housing Needs Analysis as an element of Goal 10 – Housing.

Henry Hearley introduced himself as a planner at LCOG and gave the staff report. He stated that staff recommended that the Planning Commission recommend approval of the two applications to the City Council for final action.

There was no public comment.

Commissioner Williams made a motion to recommend approval of PAPA 24-01 and PAPA 24-02 to the City Council. Commissioner Packard seconded, and the motion carried, 4–0.

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

The Mayor closed the public hearing at 5:42 p.m.

WESTFIR CITY COUNCIL MEETING & EXECUTIVE SESSION MINUTES
Monday, December 2, 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 5:42 p.m. Those present in person stood and recited the Pledge of Allegiance.

MAYOR’S MINUTE:

Mayor Williams expressed thanks to volunteers for decorating Portal Park and the bridge.

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 Hollett was not present. The Council reviewed the October 2024 Fire and EMS report.

Councilor Edward Johnstone joined the meeting at 5:50 p.m.

FIRST & SECOND STREET STORMWATER ACCUMULATION UPDATE:

Adam Kennedy, present in person, updated the Council on his work to abate stormwater accumulation in the First and Second Street neighborhood. He stated that he cleared the drainage easement of vegetation from the street to the creek; he hired Baxter Plumbing to hydro-jet the drainage pipe, which daylighted around 25 feet from the creek; and he probed the storm vault and learned that it’s a closed-bottom storm drain. He reported that he documented widespread water accumulation after the last storm event. He stated that a lot of water was coming from Westoak Road, and he had put in a service request with the County. He said that during the flood event, he tested an above-ground sump pump discharge system from a low-lying spot to the storm vault, which worked well. He stated that his preferred solution was a green street design where a pump was only used if capacity was exceeded. He said that one contractor gave a bid of \$10,000–\$20,000 just for the design. Mr. Kennedy stated that he was trying to engage a group or agency to take on the problem. He contacted the Upper Willamette Soil and Water District, but they didn’t have a specialist available. Mayor Williams recommended that he speak to Craig Marcus at the Southern Willamette Forest Collaborative.

Mr. Kennedy asked if the City could help dig, haul fill and provide drainage stone or tile. Mayor Williams stated that the City could probably accept the fill. City Operator Bobby Archer, present via video, agreed that the City could use the fill, but the City did not have the capacity to dig. Councilor Johnstone said that he believed the County had to address the problem of drainage from the County-owned road, and the Council agreed. Mr. Kennedy stated that in the Westfir Plat Dedication there was a statement that each resident was responsible for one-tenth of the maintenance of the public easement areas. He requested that the City cover one-tenth of the cost of the maintenance. Mayor Williams stated that the City could not provide funding, but that the City Operator’s time on the project was an in-kind contribution. Mr. Kennedy left the meeting at 6:18 p.m.

MAYOR’S ROUNDUP:

Mayor Williams gave the report and addressed these items:

- Aufderheide Drive was given a Scenic Bikeway designation.
- A water meter was installed at Hemlock Park by a plumbing contractor, overseen by Bobby.

- Confluence Park project update: The City received the heritage survey report from the University of Oregon. The Mayor said that she would work on the Oregon State Marine Board grant to receive reimbursement for the survey. Blackberries were removed and natives planted at two volunteer workdays in November, and the Park Management Plan was ready for final review. The Middle Fork Willamette Watershed Council submitted a Title II funding proposal to the Forest Service that includes trail reconstruction and stewardship at the park.

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report. There were no problems at either plant. He noted that total gallons for November at the water plant were higher than the previous year due to high rainfall. Mayor Williams asked if there had been turbidity problems with runoff from the wildfires. Bobby stated that he had only seen high turbidity when Fall rains started in late October. Bobby reported that he and Max Baker would install water meters at City Hall and the water plant rather than hiring a plumber. Bobby left the meeting at 6:30 p.m.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for November 4, 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:

- Election results: She reported that she had just received the election certification from the County that day, so the resolution to acknowledge the results would be on the December 11 Special Meeting agenda. A write-in candidate, Jon O’Neill, won the uncontested seat, if he chose to accept the nomination. [Mayor Williams reported that the Mayor-elect, Shawn Anderson, had decided to resign before taking office.]
- Wastewater Facilities Plan (WWFP): A virtual project kickoff meeting was held on November 13, attended by Julie Ulibarri and Rene Soto of DEQ, Clinton Cheyney of Civil West Engineering (CWE), Nicole, Bobby and the Mayor. The meeting was to clarify all the components of a WWFP that are necessary to make Westfir eligible for funding the projects that are recommended by the plan. She reported that Clint of CWE seemed familiar with the requirements.
- Water Conservation and Management Plan: Nicole reported that the final version was sent to the Oregon Water Resources Department by GSI Water Solutions on November 26 for a 30-day review.
- She reported that another virtual infrastructure meeting was held with public funders—USDA, Business Oregon and DEQ—following up a meeting from last April. It was attended by Mayor Williams, Councilor Huey and herself. They learned that an income survey was not required to apply for a Community Development Block Grant or Community Facilities grant and loan. Nicole stated that the City needs an estimate for a combined City Hall and fire station, since the estimates the Council solicited in 2023 were for separate facilities. She expressed concern about the City’s ability to fund operating expenses for a fire station. She stated that the meeting was also held to discuss funding projects recommended by the waterline evaluation study. However, because the Council had not discussed implementation of the recommended projects, the

discussion was tabled for consideration by the new City Council.

CITY FINANCIAL REVIEW:

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

- She stated that she did not include the Profit and Loss report in today’s packet because the printer was down and that she would email the report to Council.
- She reported that she signed a letter of engagement for the Agreed Upon Procedures review on November 22. She stated that the auditor was still projecting completion by the December 31 deadline.
- Nicole reiterated to the Council that the City had until December 31, 2024, to spend or obligate American Rescue Plan Act (ARPA) funds. She stated that there was approximately \$9,200 in unspent or unobligated funds. She said that the plan for the funds was either to purchase water meters or contract to have the water tank cleaned and inspected.
- She reported that she had not received a bid to replace fascia boards and gutters on the front of the City Hall building after several calls to the contractors, so she concluded that the contractors were not interested in the job.

DECEMBER EXPENDITURES:

Mayor Williams made a motion to approve expenditures for December 2024 in the amount of \$93,519.76. Councilor Huey 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 mentioned that he was working on replacement of the photo display at the “Westfir Then, Westfir Now” kiosk at Portal Park.

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

At 6:54 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.

COUNCILOR CONCERNS NOT ON AGENDA (cont.):

Councilor Johnstone forcefully expressed that the City should never sell any of its water rights. Nicole stated that her understanding was that the Council was open to considering a lease of City water rights. Councilor Johnstone confirmed that her understanding was correct. Mayor Williams asked if Nicole had heard from Russ Dodge, the water rights examiner, about a potential lease to Delta Sand and Gravel. Nicole replied that the last she heard, Mr. Dodge was researching Fair Market Cost.

RESOLUTION 557 TO INCREASE WAGES:

Mayor Williams made a motion to approve Resolution 557 to increase compensation to the City Operator by 3% for cost of living and 3% for performance, rounded up to the nearest dollar. Councilor Johnstone seconded, and the motion carried, 5–0.

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

RESOLUTION 558 TO INCREASE WAGES:

Mayor Williams made a motion to approve Resolution 558 to increase compensation to the City Recorder by 3% for cost of living and 3% for performance. Councilor Huey seconded, and the motion carried, 5–0.

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

RESOLUTION 559 TO INCREASE WAGES:

Mayor Williams made a motion to approve Resolution 559 to increase compensation to the Relief City Recorder by 3% for cost of living and 3% for performance, rounded up to the nearest fifty cents. Councilor Huey seconded, and the motion carried, 5–0.

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

RESOLUTION 560 TO INCREASE WAGES:

Mayor Williams made a motion to approve Resolution 560 to increase compensation to the Relief City Operator by 3% for cost of living and 3% for performance, rounded up to the nearest dollar. Councilor Packard seconded, and the motion carried, 5–0.

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

RESOLUTION 561 TO INCREASE WAGES:

Councilor Johnstone made a motion to approve Resolution 561 to increase compensation to the Portal Maintenance Operator to \$18 per hour. Mayor Williams 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 7:24 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 December 2, 2024, minutes were signed by the Council President and City Recorder on January 8, 2025.