

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, February 3, 2025, 5:30 p.m.
In person at City Hall and via audio/video teleconference

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

Mayor Richard Watson called the meeting to order at 5:41 p.m. Councilor Deretta Huey was present via video from the City Hall office and Councilor Linda M. Love was present via video from home, as was City Operator Bobby Archer. City Recorder Nicole Tritten was present in person. There were no Council absences. Those present at City Hall stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Watson discussed the wildfire risk map published by the Oregon Department of Forestry, and the implications for the City of Westfir and its residents.

CITIZEN COMMENTS ON AGENDA ITEMS:

There were no citizen comments.

COUNCILOR COMMENTS ON AGENDA ITEMS:

There were no Councilor comments.

OAKRIDGE FIRE DEPARTMENT REPORT:

Fire Chief Scott Hollett was not present to give the report.

LETTER OF INTEREST FOR COUNCIL SEAT:

The Council reviewed a letter of interest for an open Council seat from Jon O'Neill. Mr. O'Neill won the seat as a write-in candidate in the November 2024 election but resigned before taking office. Mayor Watson stated that he talked to Mr. O'Neill, and that Mr. O'Neill might prefer to withdraw his application for the Council seat in favor of helping the City in a different capacity. Mr. O'Neill was not present, and the matter was tabled.

NATURAL HAZARD MITIGATION PLAN:

Westfir homeowner Adam Kennedy, present in person, stated that Westfir has a Natural Hazard Mitigation Plan in place through its inclusion in the Lane County Multi-Jurisdictional Natural Hazard Mitigation Plan. He said that the Plan makes Westfir eligible to apply for FEMA grants and other hazard mitigation grants. The Westfir Plan includes a mitigation action item "drainage improvements for 1st/2nd Street Loop." Mr. Kennedy discussed the reasons for flooding in the First and Second Street neighborhood and long-term solutions.

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report for January 2025. He reported that additional solid waste had been removed at the wastewater plant, and E. coli readings had returned to normal. He stated that additional cleaning and flushing would be done at the plant to prevent further permit violations. Bobby and Mr. Kennedy left the meeting after Bobby's report.

BUDGET COMMITTEE LETTERS OF INTEREST:

The Council reviewed letters of interest from former City Councilor Kelly Packard and former Mayor D’Lynn Williams for appointment to the Budget Committee and Planning Commission. Nicole clarified that the Council was considering only Budget Committee appointments at this time.

Councilor Huey moved to appoint Kelly Packard and D’Lynn Williams to the Westfir Budget Committee for three-year terms. Councilor Love seconded, and the motion carried, 3–0.

AYES: Watson, Huey, Love **NAYS:** 0 **ABSTENTIONS:** 0

RESOLUTION 563: DECLARATION OF SURPLUS PROPERTY:

The Council considered a resolution to declare the City’s 1997 Ford F-150 utility truck as surplus property. The Council reviewed an email from December 13, 2024, from Councilor Kelly Packard (resigned December 31, 2024), that described the condition of the vehicle and gave the range of Kelley Blue Book value estimates. Nicole provided a repair invoice from 2021 for a head gasket replacement on the vehicle. The Council discussed the value of the truck and set the minimum bid price at \$1,200.

Mayor Watson made a motion to approve Resolution 563, Declaration of Surplus Property. Councilor Huey seconded, and the motion carried, 3–0.

AYES: Watson, Huey, Love **NAYS:** 0 **ABSTENTIONS:** 0

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for January 6, 2025; January 22, 2025; and January 29, 2025. Mayor Watson seconded, and the motion carried, 3–0.

AYES: Watson, Huey, Love **NAYS:** 0 **ABSTENTIONS:** 0

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- She will attend the Elected Essentials class offered by League of Oregon Cities on February 5 in Salem, and Councilor Huey will attend the same meeting remotely.
- The City received an application for the Relief Operator position, which Nicole enclosed with the Council packet. She stated that Bobby had reviewed the application and recommended that the applicant be interviewed. [The Council agreed to an interview of the applicant.]
- Nicole discussed receiving several complaints in the past week about occupied motorhomes in the Hemlock neighborhood. She stated that the City could tow the RVs that have parking violations under City Ordinance 141, but the cost to tow and dispose of a motorhome is in the \$1,200–\$1,500 range. She noted that the other option was to follow the City’s code enforcement procedure, but that process often did not result in code compliance because the court could not collect the assessed fines. [The Mayor asked questions about the code enforcement process.]

CITY FINANCIAL REVIEW:

Nicole Tritten submitted the cash deposits, bank statements, bank reconciliations, expenditure sheet and profit and loss reports, and addressed these items:

- The Agreed Upon Procedures report for 2023–2024 (replaces annual audit) was distributed in the Council packets. She distributed bound copies of the financial statements for 2023–2024 only to Mayor Watson and Councilor Huey since there were only three copies. She noted that the financial reports could be viewed in the office.
- The annual QuickBooks renewal price increased by \$450 from the prior year to a total price of \$1,399. She stated that Intuit was pricing the desktop version to force users to the cloud version of the software. She said that she greatly prefers desktop software to cloud software. [The Council was supportive of her continued use of the desktop version, but said that she should apply any discounts she could find.]
- Nicole included the bank statement and reconciliation report for the Local Government Investment Pool (LGIP) account in the Council packets, which she had not done in the past. She stated that she would now routinely include those documents in the Council packet.

FEBRUARY EXPENDITURES:

Councilor Huey made a motion to approve expenditures for February 2025 in the amount of \$52,073.91. Councilor Love seconded, and the motion carried, 3–0.

AYES: Watson, Huey, Love **NAYS:** 0 **ABSTENTIONS:** 0

CITIZEN CONCERNS NOT ON AGENDA:

There were no citizen concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

There were no Councilor concerns.

ADJOURN MEETING:

Mayor Watson moved to adjourn the meeting. Councilor Huey seconded, and the meeting was adjourned at 7:08 p.m.

AYES: Watson, Huey, Love **NAYS:** 0 **ABSTENTIONS:** 0

Respectfully submitted,

Richard Watson, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE

The February 3, 2025, minutes were signed by the Mayor and City Recorder on March 3, 2025.