

**WESTFIR CITY COUNCIL MEETING MINUTES**  
**Monday, March 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 5:30 p.m. Councilor Deretta Huey and Councilor Linda M. Love were present in person, as was City Recorder Nicole Tritten. City Operator Bobby Archer was present via video. There were no Council absences. Those present at City Hall stood and recited the Pledge of Allegiance.

**MAYOR'S MINUTE:**

Mayor Watson stated that there is a lot of landscape cleanup work to do for fire safety, both on City and privately owned properties, per recent State requirements.

**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. The Council reviewed the December 2024 and January 2025 Fire & EMS reports. Nicole explained that Chief Hollett attends Westfir City Council meetings when he doesn't have conflicting meetings or isn't on emergency response.

**PORTAL RENTAL FEE WAIVER REQUEST:**

Travel Lane County representative, Connor Nolan, present via video, gave a brief explanation of the recent Aufderheide Scenic Bikeway designation and the planned ribbon-cutting ceremony at Portal Park. The Council reviewed Travel Lane County's Portal Park rental application for the May 30, 2025, ribbon-cutting ceremony.

Councilor Huey made a motion to waive the \$200 Portal Park rental fee for the Travel Lane County event. Councilor Love seconded, and the motion carried, 3-0.

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

**SECOND RTMP GRANT REQUEST: *RIDGELINE MAGAZINE*:**

Chad Shelton, present in person, introduced himself as the owner and editor of *Ridgeline Magazine*, a free magazine promoting outdoor recreation in the southern Willamette Valley. The first issue was published in late 2024 with a print run of 1,500 copies. He reported that beginning with the second issue, the magazine would be distributed at PDX Airport at the Travel Lane County kiosk. He stated that he had received an RTMP grant of \$1,000 from Westfir in November and was told to check back about a second grant in the first quarter of 2025. The Council reviewed his RTMP request from Fall 2024 and the first issue of *Ridgeline Magazine*.

Mayor Watson moved to give an RTMP grant of \$1,000 to *Ridgeline Magazine*. Councilor Huey seconded, and the motion carried, 3–0.

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

**NATURAL HAZARD MITIGATION PLAN, 1<sup>ST</sup>/2<sup>ND</sup> STREET LOOP:**

Westfir homeowner Adam Kennedy, present in person, discussed the action item “Drainage Improvements for 1<sup>st</sup>/2<sup>nd</sup> Street Loop” in the Westfir section (Sec.10) of the Lane County Multi-Jurisdictional Natural Hazard Mitigation Plan (NHMP). Section 10 of the NHMP was provided to the Council for review. Mr. Kennedy explained that the mitigation projects in the NHMP were eligible for federal and state grants through 2028. He discussed with the Council the possibility of applying for grants through the City for a drainage improvement project.

**BUDGET COMMITTEE APPLICATION:**

The Council reviewed a brief letter of interest in a Budget Committee seat from Westfir resident Elizabeth Stark. Nicole noted that Ms. Stark had served on the Budget Committee before and was a City volunteer doing community beautification planting. Nicole stated that Ms. Stark was volunteering for just a one-year term, which should be fine since there were no other citizens volunteering for the Budget Committee for the statutory three-year term.

Councilor Huey moved to appoint Elizabeth Stark to the Westfir Budget Committee for a one-year term. Councilor Love seconded, and the motion carried, 3–0.

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

**CITY COUNCIL APPLICATION:**

The Council reviewed a letter of interest to fill a vacancy on the Budget Committee or City Council from Westfir resident Dylan Cheatham. Mr. Cheatham introduced himself and explained his interest in the positions. The Council asked him questions about his experience.

Mayor Watson moved to appoint Dylan Cheatham to Westfir City Council Seat 3. Councilor Love seconded, and the motion carried, 3–0.

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

**NOTIFYING THE PUBLIC ABOUT CITY EMERGENCIES:**

In light of a recent City-wide loss of water pressure over a holiday weekend, the Council discussed how to notify the citizens of urgent matters or emergencies. The Council agreed to having Nicole inform Westfir residents in the newsletter that they should check the City website and Facebook page when there are urgent situations. Councilor Huey offered to post flyers at City Hall and the Post Office in the event that office staff are not available. Nicole stated that the City could request an emergency notice be sent through the Lane County emergency notification system for an emergency like a “boil water” notice, but that it would only be sent to subscribers of the County system.

**PORTAL REPORT:**

Portal Maintenance Operator Bill Desser, present in person, gave the quarterly report. He reported on tree removal and pruning of trees completed last Fall by a contractor; installation of snow breaks on gutters by a contractor; improvements needed to the pump track; getting bids to repair the

leaking skylight in the men’s bathroom; the need for parking lot striping; and his request for a bench next to the playground structure. Bill reported seeing a lot of illicit activity at night on the security camera video but that there had not been much vandalism recently. Bill left the meeting after his report.

**WATER/SEWER REPORT:**

City Operator Bobby Archer presented the report for February 2025. He reported that Pump 1 at the water plant lost prime due to bad floats in the chlorine chamber. He called Max Baker, the City’s certified consultant, for assistance with diagnosing the problem. The Automation Group (TAG) came and replaced a float, which fixed the immediate problem. Bobby stated that TAG would replace additional floats and still had to research an electrical issue. He reported no problems at the wastewater plant. Bobby and the Mayor discussed reviewing the City’s water infrastructure for fire suppression capabilities. Bobby left the meeting after his report.

**RESOLUTION 564: SUPPLEMENTAL BUDGET:**

Nicole explained that the purpose of the supplemental budget was to appropriate the \$1,779 from the sale of the City truck to Materials and Service in the Sewer Fund; and to appropriate \$24 in the Department of Land Conservation and Development Fund carried over from the prior fiscal year that had to be spent by April 30. She stated that a public hearing was not required because the adjustments did not increase total fund expenditures by more than 10%.

Councilor Huey made a motion to approve Resolution 564, approving a supplemental budget and budget appropriations adjustments for fiscal year 2024–2025. Councilor Love seconded, and the motion carried, 3–0.

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

**APPROVE MINUTES:**

Mayor Watson made a motion to approve the Council meeting minutes for February 3, 2025, and February 19, 2025. Councilor Huey 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 reminded the Council that Statement of Economic Interest filing opens March 15, and the new Council members still needed to set up online accounts for reporting.
- She reported that the Relief Operator job candidate declined the job offer, and she was advertising the position again.
- She gave an update on occupied RVs with parking violations in the Hemlock neighborhood.

**CITY FINANCIAL REVIEW:**

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

- She mentioned for future reference that the website [www.publicsurplus.com](http://www.publicsurplus.com) would have been a better option for the City truck auction than the sealed bid method.
- The City Operator will attend in-person wastewater certification test preparation classes at Umpqua Community College at the end of March.

**MARCH EXPENDITURES:**

Councilor Huey made a motion to approve expenditures for March 2025 in the amount of \$71,973.76. Councilor Love seconded, and the motion carried, 3–0.

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

**CITIZEN CONCERNS NOT ON AGENDA:**

Nicole read a citizen concern submitted over Zoom chat on behalf of Westfir resident Paul Taylor. Mr. Taylor asked if there were any volunteer or low-fee services available to help with meeting the defensible space requirements. The Mayor stated that he didn’t know specifically what funding was available, but he suggested that the City keep a list of residents who asked for assistance with creating defensible space to contact as resources became available.

**COUNCILOR CONCERNS NOT ON AGENDA:**

Councilor Huey gave an update on organizing the April 19 Easter Egg Hunt at Portal Park.

**ADJOURN MEETING:**

Councilor Huey moved to adjourn the meeting. Councilor Love seconded, and the meeting was adjourned at 7:31 p.m.

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

Respectfully submitted,

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Deretta Huey, Council President

\_\_\_\_\_  
ATTEST:  
Nicole Tritten, City Recorder

\_\_\_\_\_  
DATE

*The March 3, 2025, minutes were signed by the City Council President and City Recorder on April 7, 2025.*