

**WESTFIR CITY COUNCIL MEETING MINUTES**  
**Monday, November 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 5:32 p.m. Councilor Deretta Huey and City Recorder Nicole Tritten were present in person. Councilor Dylan Cheatham, Councilor Jara Mouracade and City Operator Bobby Archer were present via video. Councilor Linda M. Love was absent without notice. Those present at City Hall stood and recited the Pledge of Allegiance.

**MAYOR'S MINUTE:**

Mayor Watson reported on the success of the Haunted Hemlock Halloween decoration contest, which was sponsored by a local resident. He also noted that, so far, there was compliance with outdoor yard debris burning regulations.

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

There were no Councilor comments.

**ADD AGENDA ITEM: AMBULANCE SERVICE WAIVERS REQUEST:**

The Council voted on adding an agenda item to consider a last-minute request from the Oakridge Fire Chief to support two waivers for ambulance services.

Councilor Huey made a motion to add an agenda item to consider an ambulance service waivers request from Oakridge Fire & EMS. Councilor Cheatham seconded, and the motion carried, 4–0.

**AYES:** Watson, Huey, Cheatham, Mouracade    **NAYS:** 0    **ABSTENTIONS:** 0

**OAKRIDGE FIRE DEPARTMENT REPORT:**

Fire Chief Scott Hollett, present via video, stated that the October report was not yet available. The Council reviewed the monthly report for September 2025. Chief Hollett reported that he received an email inquiry from a Westfir resident who was confused about the burn season in Westfir.

**AMBULANCE SERVICE WAIVERS REQUEST FOR OAKRIDGE FIRE & EMS:**

Chief Hollett explained the waivers being requested by Oakridge Fire & EMS: One a waiver of the requirement that a paramedic and EMT be present on every Advanced Life Support (ALS) transport; and a second waiver to allow volunteers to respond from home directly to the scene. Chief Hollett noted that these waivers had been in place for many years but required an extension. He stated that the waivers were needed in order for Oakridge Fire & EMS to continue providing ambulance services to the area given staffing limitations. He said that a letter of support for the waivers must be approved by the governing body of each municipality for which the exception or variance is being requested. The Council received a copy of Chief Hollett's email request for the waivers and sample letters of support.

Councilor Huey made a motion to support an extension of the waiver to allow ALS transport with a paramedic and

non-EMT driver and the waiver to allow volunteers to respond from home. Councilor Mouracade seconded, and the motion carried, 4–0.

**AYES:** Watson, Huey, Cheatham, Mouracade   **NAYS:** 0   **ABSTENTIONS:** 0

**RTMP REQUEST: EUGENE CASCADES & COAST VISITORS GUIDE:**

Oakridge City Administrator James Cleavenger, present in person, described the Eugene Cascades and Coast Visitor Guide published annually by Travel Lane County. He explained that the City of Oakridge and local Chamber of Commerce had been paying for a two-page advertisement for many years, but Oakridge picked up the full cost the prior year because the Chamber had closed. Because Westfir is also featured in the ad, the Oakridge City Council voted to renew the ad on the condition that Westfir contribute \$1,000 to the cost. The Council reviewed a packet of documents from the Mr. Cleavenger including the Oakridge City Council agenda item docket, projected budget for the ad of \$3,425, a copy of the two-page ad from the Guide, and the advertising prospectus from Travel Lane County.

Councilor Huey made a motion to contribute \$1,000 of RTMP funds for the Oakridge/Westfir advertisement in the Eugene Cascades & Coast Visitors Guide, payable to City of Oakridge. Councilor Cheatham seconded, and the motion carried, 3–0–1.

**AYES:** Watson, Huey, Cheatham, **NAYS:** 0   **ABSTENTIONS:** 1 – Councilor Mouracade (conflict of interest—advertising in next issue of the Guide)

**WATER BILL FORGIVENESS REQUEST:**

The Council reviewed an email message from Jon and Jennifer O’Neill requesting a reduction to their water bill for water use overage caused by a toilet that ran for weeks while they were away. The email stated that the toilet had been replaced. The Council also reviewed a summary of water usage and the overage charge on their account for the month of September. Nicole confirmed that their water usage had returned to normal in October. The Council determined that the usual Council action to forgive 50% of the overage was appropriate.

Mayor Watson moved to forgive \$97.54 of the September water bill of Jon and Jennifer O’Neill. Councilor Mouracade seconded, and the motion carried, 4–0.

**AYES:** Watson, Huey, Cheatham, Mouracade   **NAYS:** 0   **ABSTENTIONS:** 0

**SPENDING REPORT FOR 2024–2025 RTMP FUNDS GRANTED TO OCAC:**

Toni Wassenberg, owner of Casey’s Riverside RV Park in Westfir, and representing the Oakridge Council for Arts and Culture (OCAC), gave a report highlighting the group’s activities and achievements during the fiscal year. She referred the Council to her written report for more details. OCAC was awarded an RTMP grant of \$1,300 by Westfir in fiscal year 2024–2025.

**LOCATION OF SOLAR SPEED SIGNS:**

Bill Desser, the Westfir Portal Maintenance Operator, present in person, discussed the plan to install a solar speed sign on Westfir Road and to relocate the solar speed sign on Westoak Road to slow traffic before it reaches City limits. The Council reviewed Bill’s written recommendation and diagram of the signs’ locations on the telephone poles. The Council had no objections to the proposed placement of the speed signs.

**QUARTERLY PORTAL PARK REPORT:**

Bill gave the quarterly report to the Council. He reported high usage of the park over the past year and a lot of positive feedback from visitors. He discussed Fall maintenance and said that he was creating a ramp to the log that the Forest Service donated for the bike pump track. Bill recommended that the City consider tracking the

number of visitors to the park for future planning. Bill reported that a surge safety plug on the main pavilion was not working. He recommended updating to a 30-amp plug since large events require more power than the 20-amp outlet provides. Bill left the meeting after his report.

**BID FOR URGENT CITY HALL REPAIRS:**

The Council reviewed a bid for repairs to City Hall to replace fascia boards, install new gutters and replace rotted siding in the back of the building. The mayor wanted to wait for Council approval until he tried to get at least one more bid for the job, but he stated that the work shouldn't be delayed long or the building would suffer further water damage. The Council tabled the item.

**WATER/SEWER REPORT:**

City Operator Bobby Archer presented the report for October 2025. He reported no problems at either the water or the wastewater plant. He stated that he was working to get bids for solid waste removal at the wastewater plant. Bobby left the meeting after his report.

**ANNUAL RIPARIAN VEGETATION REPORT FOR TMDL PLAN:**

Nicole Tritten gave the annual riparian vegetation report. She provided the definition of Total Maximum Daily Load (TMDL) and explained that the purpose of the TMDL Implementation Plan is to protect beneficial use. She gave a slide presentation comparing photos of four photo points from September 2024 and August 2025: upstream and downstream of both the Hemlock bridge and Office Covered Bridge. She noted little visible loss of vegetation except for some dying trees, also visible in the 2024 photos. There was no development-associated loss of riparian shade.

**APPROVE MINUTES:**

Mayor Watson made a motion to approve the Council meeting minutes of October 6, 2025, and October 22, 2025. Councilor Huey seconded, and the motion carried, 4-0.

**AYES:** Watson, Huey, Cheatham, Mouracade   **NAYS:** 0   **ABSTENTIONS:** 0

**CITY RECORDER REPORT:**

Nicole Tritten presented the report and addressed these items:

- She informed the Council that employee performance reviews should be done in November, so the Council could consider pay increases at the December meeting.
- She asked the Council whether to end the tradition of sending Christmas cards to City contacts given budget constraints and because the City no longer received many cards. [The Council agreed that it was fine to stop sending Christmas cards.]
- Nicole reported that on October 22, she, Bobby and the mayor met with Stacy Burr, of Stacy M. Burr Consulting, who was contracted by Lane County to write an Emergency Operations Plan (EOP) for the City of Westfir. She stated that the three of them and Ms. Burr would meet with Oakridge staff in November to discuss areas of cooperation under an EOP. She noted that the deadline to complete the plan was March 2026, and the cost was covered by a FEMA grant received by the County.
- Nicole reported on her research of the Council's question about whether 1<sup>st</sup> and 2<sup>nd</sup> Street were public or private roads. She stated that her contact at Lane Council of Governments said that the plat map shows the streets as private road easements providing internal access to the property lots. The Council reviewed an enlarged section of the plat map showing the 1<sup>st</sup> and 2<sup>nd</sup> Street loop.

- She gave an update on resident Adam Kennedy’s request that the City install a drainpipe extension to resolve stormwater flooding in the 1<sup>st</sup> and 2<sup>nd</sup> Steet loop. She reported that although Mr. Kennedy consulted an engineer, the drainpipe extension was not designed by an engineer. Nicole stated that she would contact the City Engineer for an assessment of the issue.

**CITY FINANCIAL REVIEW:**

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

- Nicole stated that she was late submitting the documents to the auditor for the Agreed-Upon-Procedures process, and that she would submit the documents this coming week.

**NOVEMBER EXPENDITURES:**

Councilor Huey made a motion to approve expenditures for November 2025 in the amount of \$109,690.06. Councilor Mouracade seconded, and the motion carried, 4–0.

**AYES:** Watson, Huey, Cheatham, Mouracade    **NAYS:** 0    **ABSTENTIONS:** 0

**CITIZEN CONCERNS NOT ON AGENDA:**

Westfir resident Helaine Truthstone complained about light pollution from a new streetlight installed across from her property next to the City Hall driveway.

**COUNCILOR CONCERNS NOT ON AGENDA:**

There were no concerns.

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

At 7:18 p.m. Mayor Watson called for an Executive Session to consider the employment of a public officer, employee, staff member, or individual agent.

*Bobby Archer rejoined the meeting via video to attend the Executive Session.*

**ADJOURN EXECUTIVE SESSION AND RECONVENE MEETING:**

Mayor Watson adjourned the Executive Session at 7:26 p.m. and reconvened the regular meeting.

**VOTE TO MOVE RELIEF CITY OPERATOR TO REGULAR STATUS:**

Councilor Huey made a motion to move Relief City Operator Alberto Saraz from introductory status to regular status. Mayor Watson seconded, and the motion carried, 4–0.

**AYES:** Watson, Huey, Cheatham, Mouracade    **NAYS:** 0    **ABSTENTIONS:** 0

**ADJOURN MEETING:**

Mayor Watson adjourned the meeting at 7:26 p.m.

Respectfully submitted,

\_\_\_\_\_  
Richard Watson, Mayor

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

\_\_\_\_\_  
DATE

*The November 3, 2025, minutes were signed by the Mayor and City Recorder on December 1, 2025.*