

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, August 4, 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 Councilor Dylan Cheatham were present in person, as was City Recorder Nicole Tritten. Councilor Linda M. Love and City Operator Bobby Archer were present via video. Councilor Jara Mouracade was absent with notice. Those present at City Hall stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Watson thanked the Council and members of the public present for their contributions to the City of Westfir. He underscored the need for more volunteers, both to find solutions to various problems and to shape a positive future for Westfir.

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 available to present the report. Mayor Watson read aloud parts of the Oakridge Fire & EMS June 2025 report provided by Chief Hollett.

WATER BILL REDUCTION REQUEST:

Nicole stated that she had not received the expected email request from the account holder's daughter, Heidi Upmeyer-Vollmer, and the matter was tabled.

RTMP REQUEST: OAKRIDGE ROCKS THE PARK:

Mayor Watson recognized Su Stella of Oakridge to speak. Prior to the meeting Nicole forwarded two emails to the Council from Ms. Stella describing the event and requesting an RTMP grant of \$2,500. Ms. Stella explained that she planned the event to raise awareness of the proposed gravel quarry on TV Butte that was approved by the Lane County Commission in December 2024, and to raise funds to fight the quarry. She described the full-day event, planned for October 18, 2025, at Greenwaters Park, as a big, free town party and promotional event for the area. She stated that she had been working with Wynne Broadcasting on an ad campaign to bring people from outside of Oakridge/Westfir.

The event will feature live entertainment, local vendors, rock painting and contests. There will be a bus tour to show the location of the proposed quarry; and a tour of Uptown Oakridge to highlight Oakridge history and local businesses. The Council confirmed that the park was already reserved for the event. Ms. Stella stated that the City of Oakridge waived the park rental fee and had committed to providing the tour bus and police assistance with the event.

Councilor Huey made a motion to allocate \$2,500 for an RTMP grant to Oakridge Rocks the Park. Councilor Cheatham seconded, and the motion carried, 4-0.

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

PORTAL PARK FEE WAIVER REQUEST: BOY SCOUTS BBQ:

The Council reviewed an application for rental of the large shelter at Portal Park on September 8, 2025, for a Boy Scouts BBQ. The rental application was submitted by Portal Maintenance Operator Bill Desser. Nicole stated that the fees were \$25 for the shelter rental and a \$50 refundable cleaning deposit. She noted that the event had been held at the park last year, and the fee was waived by the Council. Mayor Watson stated that he thought no fees were necessary in this case.

Councilor Huey made a motion to waive the \$75 rental fees for the Boy Scouts BBQ at Portal Park. Councilor Cheatham seconded, and the motion carried, 4–0.

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

ADD COUNCILOR DYLAN CHEATHAM TO BANK SIGNATURE CARD:

Nicole stated that a vote to add a new Council member to the bank signature card would typically happen as part of the motion to appoint the person to the Council seat, but she had forgotten to advise the Council of that part of the motion when Councilor Cheatham was appointed in March.

Councilor Cheatham made a motion to add himself to the Banner Bank signature card. Councilor Huey seconded, and the motion carried, 4–0.

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

RESOLUTION 569: DECLARATION OF SURPLUS PROPERTY:

Nicole stated that the purpose of the resolution was to declare as surplus chairs from the Council Chamber that the City had recently replaced. She said that the old chairs had minimal value and would likely be donated to a thrift store.

Councilor Huey made a motion to approve Resolution 569 declaring surplus property. Councilor Cheatham seconded, and the motion carried, 4–0.

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

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report for July 2025. He reported no problems at either the water or the wastewater plant. He stated that he was giving more responsibilities to the new Relief Operator, who was progressing well with his training. The mayor and Bobby discussed installation of a security gate at the wastewater plant. Bobby left the meeting after his report.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for July 7, 2025, and July 14, 2025. Councilor Cheatham seconded, and the motion carried, 4–0.

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

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- She stated that the Relief City Operator needs permission to use his personal vehicle when the City truck is unavailable. She reported that Relief Operator Alberto Saraz had submitted the insurance card for his vehicle, and he had a clean three-year driving record.

Councilor Huey made a motion to allow the Relief City Operator to use his personal vehicle for work duties for the City of Westfir. Councilor Cheatham seconded, and the motion carried, 4–0.

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

- Nicole reported that the Oregon Government Ethics Commission (OGEC) had published a helpful resources page about serial communications, which are prohibited in Public Meeting Law. She stated that she would forward the OGEC email to the Council.
- She reported on the progress installing a new flagpole at City Hall by a citizen volunteer and City employee Bill Desser.
- She reported that the owner of a short-term rental property in Westfir had suggested that an electric vehicle charging station would be beneficial to visitors in Westfir. The owner learned that there are currently two charging stations in Oakridge, one at Best Western and one near Stewart’s Drive-In. The Westfir rental owner did note that a charging station would probably require 24/7 monitoring by security camera. [The Council was interested to hear the suggestion but didn’t think further discussion was required at this time.]

CITY FINANCIAL REVIEW:

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

- Nicole stated that a supplemental budget might be necessary in the Sewer Fund because a grant reimbursement payment from DEQ for the Wastewater Facilities Plan was received earlier than expected and would have to be appropriated to the current fiscal year.
- She reported that she would meet with the City’s accountant in August to have him review the accounts and correct errors in FY2024–2025 before the audit firm starts to compile the annual financial statements.

AUGUST EXPENDITURES:

Councilor Huey made a motion to approve expenditures for August 2025 in the amount of \$35,657.82. Councilor Cheatham seconded, and the motion carried, 4–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

There were no concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Cheatham asked who was responsible for the upkeep of Hemlock Park. Nicole stated that the City Operator, Bobby, was responsible. Councilor Cheatham also inquired whether historical information

about Westfir is being archived at City Hall. Nicole replied that, aside from wall displays in the building, there were a couple of boxes of historical information, but it was not organized. Joy Kingsbury, present in person for the Highway58 Herald, mentioned a book called *Tar Paper Shack* about life in Westfir in decades past. The mayor recommended the historical display at the Westfir Lodge. He noted that a historical committee for Westfir could work to collect, compile and organize the currently fragmented information about the City's history.

ADJOURN MEETING:

Mayor Watson adjourned the meeting at 6:40 p.m.

Respectfully submitted,

Richard Watson, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE

The August 4, 2025, minutes were signed by the Mayor and City Recorder on September 8, 2025