

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, December 1, 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, present in person, called the meeting to order at 5:30 p.m. Councilor Deretta Huey, Councilor Dylan Cheatham and City Recorder Nicole Tritten were present in person. 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 recognized and thanked community event volunteers.

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 give the report. The Council reviewed the written report for October 2025.

PORTAL PARK RENTAL APPLICATION FOR WEDDING:

The Council reviewed an application and site plan from Elizabeth Brown of Veneta for rental of Portal Park June 19–21, 2026, to hold the Sundquist wedding. The mayor recognized Ms. Brown, present via video, who gave a brief description of the event. Nicole stated that Ms. Brown submitted approval from the mill site owners to use their property for parking and a certificate of liability insurance. The site plan included a request to have amplified sound until 11 p.m. on June 20, one hour later than allowed by City ordinance.

Councilor Huey made a motion to approve the application of the Sundquist wedding to rent Portal Park in June 2026, contingent on receipt of payment and all required documentation. Councilor Cheatham seconded, and the motion carried, 4–0.

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

Councilor Cheatham made a motion to approve a one-hour exemption from the City noise ordinance to allow amplified sound until 11 p.m. at Portal Park on June 20, 2026. Councilor Love seconded, and the motion carried, 4–0.

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

SPECTRUM CABLE INSTALLATION AT PORTAL PARK:

The Council reviewed a map from Charter Cable (aka Spectrum) showing planned installation of cable internet in Portal Park. Westfir property owner Adam Kennedy, present via video, explained that he had contacted Spectrum about installing internet at Portal Park and that Spectrum wanted confirmation from the City that the work would

be allowed. Nicole reported that she was trying to determine whether Spectrum’s work in Portal Park would be permitted under its franchise agreement with the City. The Council confirmed with Mr. Kennedy that there would be no cost to the City. He noted that the City wasn’t eligible for free installation, but he had applied through his LLC, which was eligible. Mr. Kennedy stated that his goal is to provide fast Wi-Fi at Portal Park.

SCOPE OF SERVICES 1ST AND 2ND STREET STORMWATER FEASIBILITY STUDY:

Nicole stated that she had been instructed by the Council to contact the City Engineer (CE) to get an assessment of the drainage problem on the 1st and 2nd Street loop. She said that she asked Adam Kennedy for a description of the issue since Mr. Kennedy had direct experience of the problem and had done extensive research into it. The Council reviewed the memo written to the CE by Mr. Kennedy, which included five drone photographs from December 28, 2024. The Council reviewed the resulting Scope of Services from the CE for a stormwater feasibility study of the area at a cost of \$20,000. There was discussion among the Council members about whether the City should take responsibility for these private roads.

Guen DiGioia, the Climate and Community Resiliency Coordinator with South Willamette Solutions in Oakridge, present in person, was recognized by the mayor. Ms. DiGioia discussed the problem from a water quality standpoint. She suggested Lane Council of Governments and Oregon Community Foundation as possible sources of grant funding for the feasibility study. Westfir resident Nancy Isham, present via audio, offered another potential source of grant funding. The Council authorized Nicole to contact LCOG about grant funding and the City attorney about whether Highway Funds could be used for the feasibility study.

CITY HALL REPAIRS PROPOSAL:

The Council reviewed the same bid for repairs to City Hall that was presented at the November meeting. The proposal was to replace fascia boards, install new gutters and replace rotted siding in the back of the building. Mayor Watson reported that he did not get a response from a second contractor about submitting a new bid for the revised job description. Nicole stated that the City had a difficult time getting bids for repair work at City Hall. The Council determined that funds for the repairs would come from the City Hall Building Fund.

Councilor Huey made a motion to approve the bid from Stan Clark Construction in the amount of \$9,910 for repairs to City Hall. Councilor Cheatham seconded, and the motion carried, 4–0.

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

WESTRIDGE SCHOOL OPPORTUNITY UPDATE:

Mayor Watson reported on a discussion with the Oakridge School District about the possibility of the City of Westfir using the Westridge Middle School building, which is no longer needed by the School District. He stated that Jude Anderson of RAIN Catalysts is organizing meetings of a fact-finding group to explore the feasibility of the City leasing or acquiring the building. The first meeting was planned for early to mid-December.

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report for November 2025. He reported no problems at either the water or the wastewater plant. He stated that he was still working to get the inverter for his truck set up, so he could use a shop vacuum to clean out meter holes in order to replace meters. He stated that he would schedule solid waste removal work at the wastewater plant once the contract was awarded. Nicole noted that the closing date to submit bids for the project is December 3 at 5 p.m. Bobby left the meeting after his report.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for November 3, 2025. Councilor Love seconded, and the motion carried, 4–0.

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

EVENT REPORT FOR OAKRIDGE ROCKS THE PARK:

The Council reviewed a report from event organizer Su Stella on the Oakridge Rocks the Park event of October 18, 2025, which received \$2,500 in Rural Tourism Marketing Program funding from the City of Westfir.

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- She reported that employee performance reviews were still pending but should be completed by December 8. She recommended that the Council meet the week of December 15 to discuss performance reviews and to vote on pay increases.
- Nicole stated that she purchased a single box of holiday cards to send to City volunteers, after consultation with the mayor. The City stopped sending holiday cards in 2025, but she thought an exception should be made for volunteers.
- She reported that the contract with the City Engineer would expire on December 5, but there was an option of extending the contract for up to two additional one-year terms. She stated that she would contact the Principal Engineer, Matt Wadlington, about renewing the contract. She expected that their rates would increase after being guaranteed for the three years of the contract term.
- Nicole reported that she, Bobby and the mayor met with the Emergency Operations Plan (EOP) consultant, Stacy Burr, and City of Oakridge staff on November 19 to discuss areas of cooperation under an EOP. Ms. Burr set a deadline of December 15 for Westfir staff to submit the information she requested for the EOP.

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 reported that she submitted the documents requested by the auditor on November 4 for the Agreed-Upon-Procedures process. She stated that she hadn't heard back from the auditor in response to her submission. The auditor's reports are due December 31.
- She expressed concern about lower property tax receipts this fiscal year compared to the prior year at this time.

NOVEMBER EXPENDITURES:

Councilor Huey made a motion to approve expenditures for December 2025 in the amount of \$95,579.71. 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 Huey inquired about follow-up on a resident's complaint of light pollution from a streetlight.

Councilor Cheatham asked whether there were recent complaints from the Hemlock neighborhood. He reported continued tension in the neighborhood over City ordinance violations.

ADJOURN MEETING:

Mayor Watson adjourned the meeting at 7:14 p.m.

Respectfully submitted,

Richard Watson, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE

The December 1, 2025, minutes were signed by the Mayor and City Recorder on January 5, 2026, after City Council approval.