

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, September 8, 2025, 5:30 p.m.
In person at City Hall and via audio/video teleconference

MINUTES

CALL TO ORDER / PLEDGE OF ALLEGIANCE:

Council President Deretta Huey called the meeting to order at 5:32 p.m. Mayor Richard Watson, present in person, had asked Councilor Huey to chair the meeting for health reasons. Councilor Linda M. Love and City Recorder Nicole Tritten were present in person. Councilor Dylan Cheatham, Councilor Jara Mouracade and City Operator Bobby Archer were present via video. Those present at City Hall stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Watson gave a brief update on the City's acquisition of mobile water tanks for fire suppression, stating that the new trailers had been picked up.

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. The Council had not yet received the monthly reports for July or August 2025, so there was no discussion.

RTMP REQUEST: RIDGELINE MAGAZINE:

Chad Shelton of Eugene, the publisher of *Ridgeline Magazine*, was present in person and addressed the Council. He reported that the magazine was now available at the Eugene Airport. The matter before the Council was the second half of funding that Mr. Shelton requested at the June meeting when he was given an RTMP grant of \$1,250. The Council reviewed the documentation from the June meeting, including a print estimate for the magazine.

Mayor Watson made a motion to give an RTMP grant of \$1,250 to *Ridgeline Magazine*. Councilor Love seconded, and the motion carried, 4–0.

AYES: Watson, Huey, Cheatham, Love **NAYS:** 0 **ABSTENTIONS:** 0 **ABSENT:** 1 – Mouracade (lost connection to meeting)

WATER BILL REDUCTION REQUEST:

The Council considered an emailed request from Heidi Upmeyer-Vollmer to reduce her mother Gwen Upmeyer's water bill since there had been a leak in the sprinkler system. The Council decided to table the matter for future consideration because it wasn't clear when the sprinkler system was repaired; for which months' bills a reduction was requested; and whether continued high water usage indicated another leak.

Jara Mouracade rejoined the meeting via video.

RTMP FUNDING REQUEST: TOURISM DIRECTOR:

Randy Dreiling, present in person, addressed the Council. He stated that he had been director of the local Chamber of Commerce for a decade and had a lot of experience with tourism promotion. Mr. Dreiling distributed a 20-page guide promoting recreation in the area, which was published by the Oakridge/Westfir Area Chamber of Commerce during his tenure. He stated that he was seeking funding as a 1099 vendor to work on tourism promotion, and in particular, to publish a new edition of the guide. He stated that he was requesting funding of \$4,000: \$1,000 for the guide and \$3,000 for his salary. The Council decided to consider Mr. Dreiling’s request when they received the written proposal.

COUNTY COMMISSIONER CANDIDATE FOR DISTRICT 5:

Candidate Bob Zybach distributed a business card and a two-sided flyer to the Council. The flyer included a brief description of his platform on one side and a contribution/volunteer form on the other side. Mr. Zybach stated that he was running for office because of his concern about wildfire. He explained that he had been writing on the topic for 40 years and passed around a copy of the book *Forest Reforestation and Restoration: An Anthology*, a collection of articles, editorials, and interviews by Mr. Zybach that were published between 1980 and 2025. Mr. Zybach stated his position that salvage logging and active forest management are crucial to providing jobs, protecting natural habitat and preventing wildfires.

RTMP GRANT: OAKRIDGE/WESTFIR AREA PROMOTIONAL VIDEO:

Daniella Crowder, the director of Mountain Bike Oregon (MBO), present via video, addressed the Council. Ms. Crowder requested an RTMP grant of \$2,500 from Westfir to help fund a film project—part of a film series, *Underexposed*, by Brice Shirbach—to spotlight the area’s trail systems and community. The filming would be done in conjunction with the MBO event in Westfir in June 2026, but with the event as a minor backdrop for the film. She noted that Travel Lane County had granted \$3,000 towards the project and Oakridge had agreed to fund up to \$4,500. The Council reviewed Ms. Crowder’s RTMP grant application and cover letter, a creative brief of the film, and a letter of support from Travel Lane County. Ms. Crowder stated that the organizations contributing to the film, including Westfir, would be free to use the film for promotion. The Council asked about the timeline of the project.

Councilor Love made a motion to give an RTMP grant of \$2,500 to Mountain Bike Oregon for the *Underexposed* series film *Oakridge & Westfir – A Story of Trails and Community*. Councilor Huey seconded, and the motion carried, 4–0.

AYES: Watson, Huey, Cheatham, Love **NAYS:** 0 **ABSTENTIONS:** 0 **ABSENT:** 1 – Mouracade (lost connection to meeting)

Jara Mouracade rejoined the meeting via video.

PORTAL RENTAL APPLICATION: YETI CYCLES REGIONAL GATHERING:

The Council considered the application of the Yeti Cycles Regional Gathering for June 18–21, 2026. Since the planned event was small, with fewer than 50 people attending and no special permits, supplemental documentation was not required with the application. Nicole stated that the group wants to camp on the mill site, so they have to get permission from the mill site owners and submit a certificate of insurance.

Councilor Huey made a motion to approve the Portal Park rental application of the Yeti Cycles Regional Gathering for June 18–21, 2026. Councilor Love seconded, and the motion carried, 4–0–1.

AYES: Watson, Huey, Cheatham, Love **NAYS:** 0 **ABSTENTIONS:** 1 – Mouracade, potential conflict of interest

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report for August 2025. He reported no problems at either the water or the wastewater plant. He stated that he would soon solicit bids for solid waste removal at the wastewater plant and begin working on water meter replacements. Nicole reported that she, Bobby and Max Baker, the City’s certified consultant, had received a draft of the Wastewater Facilities Plan from Civil West Engineering and would meet virtually with the lead engineer on September 30 to discuss the draft. Bobby mentioned that the insurance appraiser was doing site inspections of City facilities on September 17. Bobby left the meeting after his report.

RESOLUTION 570: INCREASE TO BURN PERMIT FEES:

Nicole noted that the resolution would double burn permit fees, but they hadn’t been increased since 2004.

Councilor Huey made a motion to approve Resolution 570 increasing burn permit fees and repealing Resolution 260. Councilor Love seconded, and the motion carried, 5–0.

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

APPROVE MINUTES:

Councilor Love made a motion to approve the Council meeting minutes of August 4, 2025, and August 11, 2025. Councilor Mouracade seconded, and the motion carried, 5–0.

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

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- She reported that Community Cleanup would begin September 24. She stated that the City would be able to offer two dumpsters, even though only one was budgeted this year, thanks to a generous two-for-one discount from McKenzie Disposal. She reported that the Great Willamette Cleanup was happening on October 4, and Westfir would provide dumpster access for the event.
- Nicole reported that she was contacted by Michael Quiring of Lane County Public Health about making Portal Park a smoke-free park. She told Mr. Quiring that she didn’t think it was appropriate for Portal Park because it’s a rest area, but that smoke-free status was a possibility for Confluence Park. Nicole said she then contacted Virginia Pritchard of the Middle Fork Willamette Watershed Council, who supervises the Confluence Park project, to get her input. Ms. Pritchard agreed that Confluence Park was a good candidate to be a smoke-free park and that the smoke-free status could be incorporated into the kiosk signage and added to the Park Management Plan when it’s renewed. [The Council expressed an interest in learning more about the benefits of a smoke-free park. Nicole stated that she would ask Mr. Quiring to send resources on the topic.]
- She reported on the status of setting up the new office computers and mentioned various options for office software.
- Nicole reported that the new flagpole was installed at City Hall. She thanked the anonymous donor who contributed half the cost and did half of the labor to install the pole. She also thanked Elizabeth Stark for planting flowerpots to flank the pole and to Elizabeth and Randy Stark for their work on City beautification.

- She reported that she locked herself out of the City Hall office and had to drive home to ask Bobby to come from Oakridge to unlock the office. She requested permission to make an extra set of keys to keep at home to prevent this situation in the future.

Councilor Huey made a motion to allow the City Recorder to have an extra set of City Hall keys at home. Councilor Mouracade seconded, and the motion carried, 5–0.

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

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 she met with the accountant in Eugene on August 14. He reviewed and made minor adjustments to the FY2024–2025 accounts. On August 22, she submitted the files to the auditor to generate the compiled financial statements for the fiscal year. She reported that over the next six weeks, she would send documents to the auditor for the Agreed-Upon-Procedures process (replaces an audit).

SEPTEMBER EXPENDITURES:

Councilor Huey made a motion to approve expenditures for September 2025 in the amount of \$47,195.54. Councilor Love seconded, and the motion carried, 5–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

There were no concerns.

COUNCILOR CONCERNS NOT ON AGENDA:

Councilor Mouracade reported that Westfir resident Adam Kennedy had contacted Verizon and AT&T about providing reliable cell service to Westfir. Councilor Mouracade said that Verizon had sent a list of requirements that she would forward to Nicole to research. She asked that the discussion be added to the next Council meeting agenda.

Councilor Mouracade asked whether Trans Cascadia Excursions (TCE) could get permission for a portable toilet on their site for clients. The Council agreed to add the discussion to the next work session agenda. In addition, she reported to the Council that TCE had agreed to allow overnight parking on their lot for users of the Aufderheide Scenic Bikeway, at no financial benefit to them. She asked the Council to consider providing free overnight parking at City Hall, so the burden didn't fall on TCE.

ADJOURN MEETING:

Councilor Huey adjourned the meeting at 7:00 p.m.

Respectfully submitted,

Richard Watson, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE

The September 8, 2025, minutes were signed by the Mayor and City Recorder on October 6, 2025