

WESTFIR CITY COUNCIL MEETING MINUTES
Monday, January 5, 2026, 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 5:32 p.m. Councilor Deretta Huey, Councilor Linda M. Love, Councilor Jara Mouracade and City Recorder Nicole Tritten were present in person. City Operator Bobby Archer was present via video. Councilor Dylan Cheatham was absent without notice. Those present at City Hall stood and recited the Pledge of Allegiance.

MAYOR'S MINUTE:

Mayor Watson noted that he had been the mayor for almost a year now, and he looked forward to working with the Council and citizens on opportunities for growth.

The meeting was interrupted at 5:33 p.m. by loss of audio and was reconvened at 5:52 p.m. after audio was restored.

The mayor continued the Mayor's Minute with compliments to the Christmas carolers at the Bridge Lighting Festival and an overview of issues before the Council.

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, and the Council did not have a written report to review.

PORTAL PARK RENTAL APPLICATION: OAKRIDGE DISC GOLF TOURNAMENT:

The Council reviewed a Portal Park rental application and site plan from Jason Nehmer of the Oakridge Disc Golf Club. The application was for the Middle Fork Open Disc Golf Tournament from May 8–10, 2026. Mr. Nehmer, present via video, described the event, which is in its sixth year. The event includes camping on the mill site.

Councilor Huey made a motion to approve the application of the Middle Fork Open Disc Golf Tournament for May 8–10, 2026. Councilor Love seconded, and the motion carried, 4–0.

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

RTMP FUNDING REQUEST: MIDDLE FORK OPEN DISC GOLF TOURNAMENT:

The Council considered a request for an RTMP grant of \$2,500 from the Oakridge Disc Golf Club for their tournament in May 2026. The Council reviewed the fiscal-year-to-date expenditures in the RTMP fund. Nicole noted that there was \$4,500 remaining in the Events and Sponsorships budget line. The Council also reviewed RTMP income from the County from 2020–2025.

Councilor Huey made a motion to award an RTMP grant of \$1,250 to the Middle Fork Open Disc Golf Tournament in May 2026. Councilor Mouracade seconded, and the motion carried, 4–0.

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

RTMP FUNDING REQUEST: GO WEST SUMMIT TOURISM CONFERENCE:

The Council considered an RTMP grant request of \$3,000 to support Jara Mouracade of the Westfir Lodge and Vanessa Tharp of Oakridge attending the 2026 Go West Summit in Las Vegas, Nevada. Ms. Mouracade described the summit as an annual business-to-business event for group travel. She stated that the summit includes one-on-one appointments with group tour operators to sell Westfir and Oakridge as a visitor destination, to get added to group tour itineraries and to promote general knowledge of the area to tour operators. The Council inquired whether Oakridge was contributing funds to their attendance at the conference. Ms. Tharp, present in person, introduced herself as a professional event planner with experience in tourism promotion. She stated that Oakridge was not contributing funds to their attendance, but that Oakridge had contracted her to work on various tourism-related projects for a six-month period. Ms. Mouracade noted that Oakridge was paying for printed materials for the event.

Councilor Huey made a motion to award an RTMP grant of \$1,500 for attendance at the 2026 Go West Summit by Jara Mouracade and Vanessa Tharp. Councilor Love seconded, and the motion carried, 3–1.

AYES: Watson, Huey, Love **NAYS:** 0 **ABSTENTIONS:** 1 – Mouracade, funding recipient

RESOLUTION 576: TRANSFER CONTINGENCY FUNDS FOR STORMWATER FLOODING:

Nicole stated that a transfer of \$530 of contingency funds was necessary to reimburse the mayor for personal money he spent to have sand delivered to City Hall and to have sandbags filled and delivered to the 1st and 2nd Street loop to address flooding from a forecast atmospheric river event. There was concern expressed by the Council that the expenditure had not received prior approval by the Council. The mayor stated that the expenditure was necessary due to a forecast emergency and because of partnership with County emergency response, which provided the empty sandbags. The Council decided to vote on the version of the resolution to appropriate \$1,000 of contingency funds for emergency response. Councilor Huey read aloud Resolution 576: Transfer Appropriation Authority Within the General Fund for Fiscal Year 2025–2026 Budget.

Councilor Mouracade made a motion to approve Resolution 576. Councilor Love seconded, and the motion carried, 4–0.

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

USE OF HIGHWAY FUNDS TO ADDRESS 1ST & 2ND STREET STORMWATER:

This item was tabled by the Council pending further research by the City Recorder and consultation with the City attorney.

TASK ORDER FOR CITY ENGINEER EMERGENCY SERVICES:

The Council reviewed a scope of services from the City Engineer for a task order to provide engineering support in an extraordinary emergency or disaster situation.

Councilor Huey made a motion to approve the scope of services from Civil West Engineering for an emergency engineering support task order. Councilor Mouracade seconded and the motion carried, 4–0.

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

WESTRIDGE SCHOOL OPPORTUNITY UPDATE:

Mayor Watson provided an update on the discussion with the Oakridge School District about the possibility of the City of Westfir leasing or acquiring the Westridge Middle School building. He stated that a team of four people was in the fact-finding stage, and there was an upcoming meeting with the School District in early January.

WATER/SEWER REPORT:

City Operator Bobby Archer presented the report for December 2025. He reported an electrical problem at the water plant requiring that he manually turn on a pump occasionally. He stated that the problem was not serious and should be resolved soon. He reported that a large amount of solid waste had been pumped from the wastewater plant tanks, and that he was still working to improve effluent quality.

APPROVE MINUTES:

Councilor Huey made a motion to approve the Council meeting minutes for December 1, 2025, and December 17, 2025. Councilor Love seconded, and the motion carried, 4-0.

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

CITY RECORDER REPORT:

Nicole Tritten presented the report and addressed these items:

- She stated that she forwarded the draft Emergency Operations Plan to the Council on December 29 and that the deadline to return the draft to the plan writer was February 6.
- Nicole reported on her work with the City’s attorney to write an affidavit requesting an administrative warrant for direct nuisance abatement by the City. She noted that funds to abate the nuisance property were limited to contingency funds, so the scope of the cleanup was limited. She asked the Council to confirm that she should continue to pursue direct abatement despite its limited scope. [The Council confirmed that she should continue with the process.]

Councilor Mouracade left the meeting at 7:15 p.m.

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 the auditor had submitted the audit for FY24–25 to the State on time.
- Nicole stated that the cost of the QuickBooks desktop version had become prohibitive for the City, and that it would be necessary to switch to the cloud version prior to the desktop software’s March 15 renewal date.
- She reported that, despite concerns she expressed at the December 1 meeting, property tax receipts this fiscal year were on par with the prior fiscal year. She projected that the City would receive the property tax income that was budgeted for in FY25–26.
- Nicole reported that the current fiscal year budget would most likely accommodate a cost-of-living increase of 3% to her compensation, even though an increase was not budgeted for.

- She stated that the City was seeking to fill two vacancies on the Budget Committee and asked that Council members spread the word and encourage residents to apply.

January

NOVEMBER EXPENDITURES:

Councilor Huey made a motion to approve expenditures for January 2026 in the amount of \$89,324.13. Councilor Love seconded, and the motion carried, 3–0.

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

CITIZEN CONCERNS NOT ON AGENDA:

Karmen Hanel, a resident of unincorporated Westfir, present in person, discussed her recently founded land management company, which hires local firefighters to do land clearing. She stated that her company has Forest Service contracts through South Willamette Solutions, and they were working on marketing their services to the public.

COUNCILOR CONCERNS NOT ON AGENDA:

There were no concerns.

ADJOURN MEETING:

Mayor Watson adjourned the meeting at 7:30 p.m.

Respectfully submitted,

Richard Watson, Mayor

ATTEST:
Nicole Tritten, City Recorder

DATE

The January 5, 2026, minutes were signed by the Mayor and City Recorder on February 2, 2026, after City Council approval.

A scrivener's error was corrected March 2, 2026.