

**WESTFIR CITY COUNCIL MEETING MINUTES**  
**Monday, March 2, 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 5:31 p.m. Councilor Deretta Huey, Councilor Dylan Cheatham, Councilor Jara Mouracade and City Recorder Nicole Tritten were present in person. Councilor Linda M. Love 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 briefly discussed these topics: He and Councilor Cheatham were going to attend a three-hour training session about the update to the Lane County Community Wildfire Protection Plan; backyard burn permit policies; public safety incidents in the City; and a well-known travel writer interested in coming to Westfir.

**CITIZEN COMMENTS ON AGENDA ITEMS:**

There were no citizen comments.

**COUNCILOR COMMENTS ON AGENDA ITEMS:**

Councilor Cheatham questioned the mayor about the fuel theft that he had mentioned in the Mayor's Minute.

**OAKRIDGE FIRE DEPARTMENT REPORT:**

Fire Chief Scott Hollett was not available to give the report. The Council reviewed the January 2026 report, and Councilor Huey read aloud some highlights of the report.

**1<sup>ST</sup> & 2<sup>ND</sup> STREET STORMWATER MITIGATION PROJECT:**

The Council reviewed a request from Westfir property owner Adam Kennedy for the City to request surplus pipe from Lane County emergency management. Mr. Kennedy was present via video. He requested the pipe to replace a decommissioned culvert to help drain stormwater from the 1<sup>st</sup> and 2<sup>nd</sup> Street loop. The Council also reviewed two copies of the plat map submitted by Mr. Kennedy: One copy showed the location of the pipe to be replaced, and the other copy showed the whole pipe run. In addition, Mr. Kennedy requested \$400 in financial assistance from the City to rent the equipment to install the pipe. Nicole advised the Council that emergency resources from the County were part of a reciprocal mutual aid agreement and not freely available materials from the County. There was disagreement among Council members about interpretation of the plat map. Mr. Kennedy clarified that the pipe installation was not going to stop the stormwater accumulation but would stabilize the catchment system. The Council decided to vote only on the request for the pipe and to table the monetary request.

Councilor Mouracade moved to request 80 feet of SDR-32 pipe from Lane County. Councilor Love seconded, and the motion carried, 4-1.

**AYES:** Watson, Cheatham, Love, Mouracade    **NAYS:** 1 - Huey    **ABSTENTIONS:** 0

Mr. Kennedy advised the Council that he also planned to dig out part of the private road to allow water to drain. Nicole stated that she didn't believe he needed authorization from the City because the road is private property, but that he would want to keep his neighbors informed since they share the road.

**RES 578: ADOPT EMERGENCY OPERATIONS PLAN:**

The Council reviewed an emailed copy of the Emergency Operations Plan prior to the meeting. The Council had no further discussion about the Plan.

Councilor Mouracade made a motion to approve Resolution 578 to adopt the City of Westfir Emergency Operations Plan. Councilor Huey seconded, and the motion carried, 5–0.

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

**WATER/SEWER REPORT:**

City Operator Bobby Archer presented the report for February 2026. He reported that he would meet with Max Baker, the City’s certified water consultant, in the coming weeks to work on a DEQ-approved plan to address problems with effluent at the wastewater treatment plant. Bobby left the meeting after his report.

**BUDGET COMMITTEE APPOINTMENT:**

Nicole said that Randy Stark (legal name Glenn R. Stark) had volunteered for the Budget Committee but didn’t submit a letter of interest. She stated that Mr. Stark had been a City Councilor from June 2018–June 2021, and he is a landscaping volunteer for the City.

Councilor Huey made a motion to appoint Glenn R. Stark to the Budget Committee. Councilor Cheatham seconded, and the motion carried, 5–0.

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

**RES 577: APPROPRIATE GRANT FUNDS FROM PRIOR FY IN THE SEWER FUND:**

Nicole explained that a reimbursement payment for the forgivable loan to create a Wastewater Facilities Plan was received by the City in June 2025, but the engineer wasn’t paid until July 2025, which was the new fiscal year. She stated that grants for a specific purpose are an exception to Budget Law, and the Council could appropriate the funds by resolution without having a supplemental budget.

Councilor Huey made a motion to approve Resolution 577 to appropriate grant funds from the prior year in the Sewer Fund for fiscal year 2025–2026. Councilor Mouracade seconded, and the motion carried, 5–0.

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

**CORRECT JANUARY MINUTES:**

Nicole reported that the January 2026 minutes contained an error: The “January Expenditures” item was incorrectly listed as “November Expenditures”, but the information was correct in the motion. She stated that she would manually correct the error in the document and that a Council vote was not necessary.

**APPROVE MINUTES:**

Councilor Mouracade made a motion to approve the Council meeting minutes for February 2, 2026. Councilor Huey 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 stated that she was still waiting to hear from the Oakridge Municipal Court how to submit documents to obtain an administrative warrant for direct nuisance abatement.
- Nicole reminded the Council that the Statement of Economic Interest Filing period would open March 15, and they had until April 15 to file.
- She stated that Cog Wild (a mountain bike shuttle company) had requested to use the City Hall parking area for their clients on days that the covered bridge is closed for events. She reported that she asked Cog Wild about progress on their planned parking area on USFS land just outside City limits. Nicole provided a copy of the email response from Cog Wild, which stated that it was cost prohibitive for them to manage a parking lot, particularly the responsibility for the cleanup of nonrecreational campers. [The Council did not object to Cog Wild’s request and discussed the need for recreational parking in the City.]
- Nicole reported that the Highway 58 Herald was holding a GoFundMe campaign and asked if the Council would like to make a small donation.

Councilor Mouracade made a motion to donate \$50 to the GoFundMe campaign for the Highway 58 Herald. Councilor Cheatham seconded, and the motion carried, 5–0.

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

- She announced the time and date of the Westfir Easter Egg Hunt and stated the need for volunteers.

**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 reported that the City’s annual Rural Tourism Marketing Program allocation was received and was higher than projected.
- She said there was still one vacancy on the Budget Committee and the final date to appoint a new member would be the April 6 meeting.
- Nicole reported that she would work on the fiscal year 2026–2027 budget in March, and she anticipated that she would not be able to present a balance budget to the Committee due to insufficient cash on hand.
- She returned to the Cog Wild parking request and asked whether the City should ask Cog Wild to pay for the use of City Hall parking. [The Council did not think it was necessary to charge Cog Wild for the use.]

**MARCH EXPENDITURES:**

Councilor Huey made a motion to approve expenditures for March 2026 in the amount of \$37,928.20. Councilor Cheatham seconded, and the motion carried, 4–0.

**AYES:** Watson, Huey, Cheatham, Mouracade    **NAYS:** 0    **ABSTENTIONS:** 0    **ABSENT:** 1 – Love left the meeting or lost connection

**CITIZEN CONCERNS NOT ON AGENDA:**

Adam Kennedy updated the Council on his LLC’s project to install Wi-Fi in Portal Park in coordination with the City.

The Wi-Fi will be a fee-for-use service to cover the annual cost of \$1,200.

**COUNCILOR CONCERNS NOT ON AGENDA:**

The mayor brought up the proposed pumpkin-throwing event and questioned whether it was appropriate to leave the pumpkin scraps on the mill site.

**ADJOURN MEETING:**

Mayor Watson adjourned the meeting at 7:09 p.m.

Respectfully submitted,

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

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

\_\_\_\_\_  
DATE

*The March 2, 2026, minutes were signed by the Mayor and City Recorder on April 8, 2026, after City Council approval.*