



Mayor Corey Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary Hill
Laurie Toney

City Staff:

City Recorder, *Sue C Hollis*
Library: *Melissa Hansen & Denise Willms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

**REGULAR
WILLAMINA CITY COUNCIL MEETING
Thursday, February 14, 2013
7:00 PM**

Present:

Mayor Adams
Councilor Skyberg
Councilor Bramall
Councilor Hill
Councilor Toney

Absent:

Councilor Baller

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director
Denise Willms, Youth
Services Librarian
Deputy Marc Broeder,
YC Sheriff's Office

Others Present:

Marguerite Alexander,
The Sun
Robert Hollinger
Robert Burr
Clyde & Sherry Dawkins
Michelle Peterson

I. Flag Salute

Mayor Adams called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

II. Roll Call

Sue Hollis, City Recorder, conducted the Roll Call. A quorum was present.

III. Approval of Minutes

1. Regular Session of January 10, 2013

Sue Hollis noted that there is a typographical error on the first page of the minutes. The first line should read "WILLAMINA CITY COUNCIL REGULAR MEETING."

Councilor Hill **moved** to approve the minutes of the Regular Session of January 10, 2013, as amended..

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

2. **Special Session of January 24, 2013**

Sue Hollis apologized that these minutes would not be available until the March meeting.

IV. **Public Input**

1. **Sherry Dawkins re Mud Drags**

Sherry Dawkins introduced herself as a member of the 4th of July Committee. The major fund raiser for the fireworks that day is the Willamina Mud Drags which is the last Saturday in June, which is June 29th this year. She passed out copies of a flyer on the event (attached hereto and made a part hereof) and asked Council to approve the event on that date.

Councilor Bramall **moved** to approve holding the Willamina Mud Drags on June 29, 2013.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

2. **Robert Hollinger**

Mr Hollinger, also a member of the 4th of July Committee, asked for permission to close B Street from one block south of Main to one block north, and 1st Street from B to C and Tina Miller Park for use as the Kids Zone. Jeff Brown, Public Works Director, noted that this is pretty much what has been done the past couple of years.

Councilor Hill **moved** to approve the request as stated.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

3. **Michelle Peterson**

At this time, Councilor Toney arrived at the meeting.

Ms Peterson read the following into the record:

“My name is Michelle Peterson, and on January 28th, I was hit by an SUV while in a crosswalk. Minor injuries but I was 2 inches from a broken or fractured hip.

This brought to my attention how many crosswalks in Willamina are so faded that they are almost nonexistent. Three of these crosswalks are near the school, in fact.

Intersections that many people use have no crosswalks at all, such as the intersection crossing Main Street at E.

People are speeding through Willamina at an alarming rate and not looking or thinking about pedestrians crossing. If we cannot slow them down, the very least we can do is mark them clearly and post more signs telling motorists about pedestrian crossings. Something needs to be done because in a small town people can get hurt or killed.”

She went on to state that when she reported this to the Ordinance Officer she was told that even though it was a hit and run, it was all her fault for being there and the driver was not responsible for her actions. She felt we needed to do something. She was very close to being in a cast and her height was the only thing that saved her. “

Sue Hollis noted that what is typically staff does this type of work on Main Street for the 4th of July. Staff will inventory the crosswalks and provide a report to Council once the weather improves.

4. **Donna Bush**

Donna Bush called attention to her handout letter (attached hereto and made a part hereof) and briefly reviewed its contents. They live in Minnesota, but return here several months out of the year to care for her Mom, Myrtle Barber.

Mayor Adams asked how we had dealt with the last such request. Sue Hollis responded that Council approved a 3 month hardship placement which is what the person requested. Ms Bush intends to leave in March so this would be a shorter period of time. Council has the authority to permit a hardship placement on private property. The trailer is hooked into City water and sewer. If they were to stay longer than the original request, they would need to return to Council for approval. They will be taking the 5th wheel with them when they return to Minnesota.

Councilor Skyberg asked if Council can make a decision tonight. Hollis responded that they could since it has already been thoroughly investigated and further delay won't change anything about the request. Hollis suggested that Council grant the request through the month of March and then when they come back in the Fall they would need to return to Council for permission once again.

Councilor Bramall **moved** to approve the hardship placement through the month of March as outlined.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

Mayor Adams reminded Ms Bush to just let staff know when they return in the Fall and how long they wish to stay so that Council can take action.

V. Old Business

1. Selection of City Engineer of Record

Sue Hollis noted that a representative from Keller Associates was present in the audience. While he was not specifically requested to attend, but he came on his own to answer any questions Council may have. Mayor Adams asked Councilors Hill and Skyberg to report on their reference checks.

Councilor Hill reported that he had researched all of the companies and did not find black marks for any of them. All were good companies and in good standing. There was really not a lot of information available except what was on their websites. There were no bad marks against any of them that he could find in State of Oregon or Idaho records.

Councilor Skyberg reported that she had talked with Frank Sheridan, City Manager of Sheridan. Keller Associates has worked with Sheridan. Mr Sheridan gave them very high marks. He felt they was accessible and good to work with and couldn't recommend anyone more highly.

Councilor Bramall **moved** to award the contract for City Engineer to Keller Associates.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

2. Council Committee Appointments

a. Finance Committee

Mayor Adams appointed Councilor Hill to the Finance Committee. Councilors Baller and Skyberg will also continue.

b. Public Works Committee

The two remaining Councilors, Bramall and Toney, already serve on this Committee.

VI. New Business**1. Renewal of City Attorney Agreement**

Sue Hollis called attention to the Agreement, noting that the rates are the same, but they wish to review them in July. They have not changed rates since 2010 and have worked really hard to keep costs down. Councilor Skyberg asked if she enjoyed working with them. Hollis responded that she did and appreciated that the focus of the firm was cities. Councilor Hill asked if Council could renew just until July and then reconsider. Hollis responded that there is nothing preventing that.

Councilor Hill **moved** to approve renewal of the City Attorney Agreement with the understanding that Council would like an opportunity to review any rate changes before they go into effect.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

2. Willamina Business Group (EID) 2013 Budget Proposal & Election of Officers

Bob Burr introduced himself as a member of the Willamina Business Group Economic Improvement District (hereafter called "EID") Board of Directors. Each year they present nominations of officers and the budget for approval by the City Council. He then gave a brief background report on the establishment and purpose of the EID. This is an assessment on the various commercial properties in the District and can be used to beautify the City, promote businesses, or bring new businesses to town. They bring in a little over \$6,000 a year. Since 1990, they have done a number of projects such as painting and installing the City Clock, the Welcome to Willamina entryway signs, flags for 4th of July and holidays, Banners, flower pots, Christmas lighting, the Galloping Goose, Walt Mendenhal's Rusty Logger sculpture, and assisted the school to purchase the Reader Board. They have also offered to pay half the cost of wood chainsaw sculptures and metal cutout sculptures. They are starting a new focus on trying to bring new industry or business into town. They are doing an inventory of available properties so they can be marketed. There are a lot of empty businesses in Willamina. He felt the City has always been very business friendly and we are all working to try to fill these store fronts. He asked for ideas from the City about how they might help such as a reduced water bill for the first 3 or 6 months. He noted that it's a tough business climate out there and we need all the help we can get.

Mayor Adams asked when they meet. Burr responded that meetings are posted and they meet on the first Wednesday of every month at Coyote Joe's at 8:00 am.

Councilor Skyberg **moved** to approve the 2013 EID Officers and the proposed Budget as presented.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

3. PGE Franchise Extension (Ordinance #651)

Hollis noted that we have continued to work to resolve the franchise and are down to two issues that attorneys for both sides are adamant about. We have another meeting scheduled for March 19th. The franchise needs to be extended until such time as the franchise is finalized. She then explained the process to adopt on an emergency basis at one meeting. Ordinance #651 will extend the agreement to May 13, 2013.

Councilor Toney **moved** to allow the reading of Ordinance #651 to be by title only.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

Councilor Toney read Ordinance #651 into the record by title only on first reading.

Councilor Toney **moved** to have the second reading of Ordinance #651 be by title only.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

Mayor Adams read Ordinance #651 into the record by title only on second reading.

Councilor Toney **moved** to approve the readings and adoption of Ordinance #651, An Ordinance of the City Council of Willamina Extending the Franchise Granted to Portland General Electric Company and Declaring an Emergency.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

4. **Budget Committee Vacancies**

Sue Hollis noted that this was just a heads up that we need Budget Committee members. She urged Council to find eligible persons to serve. She will also advertise the vacancies. Discussion followed about requirements to serve. There are currently 5 vacancies.

5. **Report of Bills Paid – January 1 thru 31, 2013**

Councilor Bramall **moved** to approve the Report of Bills Paid – January 1 thru 31, 2013.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, and Toney voting aye; none opposed (Councilor Baller absent; Councilor Skyberg abstained).

6. **OLCC License Renewals**

Sue Hollis noted that these are the only two renewals she has received to date. She called attention to the handout information from the Oregon Liquor Control Commission (OLCC) regarding local government recommendations (attached hereto and made a part hereof). The City has basically three choices – recommend denial, recommend renewal, or make no recommendation. There is no data available to the City about how well the businesses before you tonight have been doing. She noted that she had asked Sergeant Vandewettering if there had been any issues with these businesses over the past year and he had responded that there have been none that were related to alcohol.

a. **C&K Market (Action Item)**

Councilor Skyberg **moved** approval of the Application for Renewal from C&K Market.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

b. **Center Market #5 (Action Item)**

Councilor Bramall **moved** to approve the Application for Renewal from Center Market #5.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

7. **Discussion – Establishment of Junior Council Seat (Councilors Hill & Skyberg)**

Councilor Hill reported that he would like to get students in Willamina more involved in government. He called attention to the handout materials that showcase programs that give a non-voting honorary position on Council to a student (attached hereto and made a part hereof). This would give Council an opportunity to hear about what is happening at the school and what younger people in the community might want to see the City do. This program would not cost the City anything to implement. He noted that the City of Portland has a similar program that also now includes a teen advisory group. He would like to see this happen in Willamina. He asked for support to work with the School District to see if we can establish such a program and the student would actually get class credit. Discussion followed.

Councilor Toney asked how that person would be selected. Councilor Hill responded that the school would do that. It is anticipated that this person would already be someone in a leadership position, such as on the Student Council, FFA, etc.

Sue Hollis also called attention to a handout e-mail from the City Attorney related to this type of position (attached hereto and made a part hereof). Tonight, Council is approving the concept for the position. Before it is actually established, Council needs to see a written report about what the position will be called and what the expectations are for the person occupying the position. It would be established by motion once Council agreed with the details.

Mayor Adams asked Councilor Hill to come up with a set of guidelines for Council consideration at the next meeting. His concept is that they would not be able to vote, but would attend every Council meeting and be able to ask questions. They would need to abide by the same rules as other Council members. He noted that School Superintendent, Gus Forrester, is very excited about the concept as is the President of the Student Council.

Councilor Bramall **moved** to approve the concept to develop an Honorary City Councilor position.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

8. Approval to Pay Sewage Spill Cleanup & Transfer of Funds

Mayor Adams called attention to the handout memo on this subject (attached hereto and made a part hereof). This memo seeks approval to pay for cleanup of the sewage backup at the old High School on December 7, 2012 and to transfer the necessary funds from Contingency. He asked if this was related to the power outage. Hollis responded that it was.

Councilor Skyberg **moved** approval of payment for the sewage spill cleanup and Resolution #12-13.006, Authorizing Transfer of \$19,000 from the Sewer Fund Contingency to Specified Sewer Fund Materials & Services Line Items.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

VII. Council Liaison Reports

1. **Chamber Liaison (None)**
2. **School Board Liaison (None)**
3. **YCOM Board (Councilor Baller)**

No report. Councilor Baller absent tonight due to illness.

4. **Strategic Planning Focus Group (Commissioner Ulrich)**

Mayor Adams gave a brief report. The new concept for the Plan is to take it from a printed pamphlet to an accessible Web page that would have links to various organizations and projects. Discussion also occurred about filling empty business store fronts.

VII. Council Committee Reports

1. **Finance Committee – No Meeting**
2. **Public Works Committee – No Meeting**

VIII. Reports of City Officers

1. City Recorder – Verbal

Sue Hollis noted that the three signators on the Cemetery Fund Account at First Federal in Sheridan will need to go to the bank and update the records so that Mayor Adams can sign. We also need to change the mailing information on the account. She will get in touch with each soon.

Hollis called attention to a handout on City Day at the Capitol (attached hereto and made a part hereof).

2. Public Works

a. Monthly Report

Jeff Brown, Public Works Director, reported that ODOT may be approving a grant they submitted to replace the sidewalk between Lamson and the bridge across from Skyberg's home. The grant would bring that sidewalk up to curb height. This would reduce water pooling and replace broken sidewalk areas. Once we receive the approval, the project would be bid. The goal is to have it completed prior to the 4th of July.

Brown noted that his goal for the future is to have a continuous sidewalk from the West Valley Fire Station on Main Street all the way up to where Fat Cat Coffee used to be. This would be the next grant he would like to apply for.

b. Parking on Jackson and Ivy Streets

Jeff Brown reported on issues related to parking along these streets. Homeowners sometimes have difficulty getting out of their driveways because of parking on both sides of these narrow 20 foot wide streets. Open drainage ditches add to the parking problem. He recommended that Council consider eliminating parking on one side of these streets.

Mayor Adams asked what the cost would be to purchase No Parking signs. Brown responded that we have the signs. Costs would be for poles and Public Works staff labor. Cost should be minimal.

Sue Hollis noted that staff had discussed the possibility of installing storm culverts and filling the open ditches, but the fall is too low to make this feasible.

Councilor Toney asked if violators would be ticketed. Hollis responded that they most likely would. Right now, unless they block a driveway, there is little that we can do.

Brown asked if Council would like to get feedback from property owners on the streets before taking action. Council directed staff to send letters to them asking for their input and report back to Council.

Council thanked Brown for working on the potholes. Discussion followed. Mayor Adams asked if the area behind Skybergs should be filled. It was decided that this might encourage people to use this area and because of it's proximity to the tracks this might not be a good idea. Brown did not know if we had enough room to do this in any case since we need to be 15 feet from the tracks.

Brown also reported on a 12x12x30 log barrier he had placed on an unimproved City street adjacent to Willa Villa. People are driving through there and creating ruts. The caretaker has taken it upon himself to keep this area mowed and it is used by persons walking from the school. It is hoped that the barrier will discourage vehicles.

2. Library

- a. Library Board Minutes
- b. December Reports & Library Statistics
- c. News Release – 2010 Public Library Survey Results
- d. Coming Attractions

Information only. No discussion.

- e. Youth Services Librarian Report – Verbal

Denise Willms, Youth Services Librarian, gave an update on her work to change from the Dewey Decimal System to a Category System in the Children's/Young Adult Non-Fiction Section of the Library. She also noted that she has a number of children waiting to check out the new books she has purchased. She will be attending a couple of meetings during the next month, and is currently working on getting the Summer Reading Program materials out to each Library. The Boogie Woogie Concert is coming up on March 9th. She would like to get it on the Reader Board. Councilor Toney said she had already gotten approval to do this. Willms will get a flyer to her.

3. Sheriff's Office

- a. Code Enforcement Report – January 2013

Information only. No discussion.

- b. Crime Summaries – January 2013

Information only. No discussion.

Deputy Marc Broeder introduced himself, noting he and his drug dog, Remmy, a German wire hair pointer, are now assigned to Willamina. He reported that he has been with the Sheriff's Office for 6 years and will now be actively pursuing the undesirables in Willamina. He just came off the Sheridan rotation. He felt he cleaned it up pretty good and the citizens were happy with his performance. Mayor Adams welcomed him to Willamina.

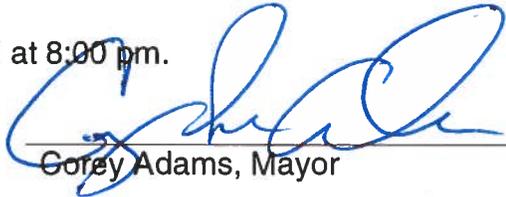
Mayor Adams asked Hollis what the next step is on the audit. Hollis responded that the field work is completed and they are working on the written report which is expected by the end of the month. There will then be a break for tax season and they will return in May for the next audit.

IX. Adjourn

Councilor Toney **moved** to adjourn.

Councilor Bramall **seconded**. Motion **carried** unanimously with Councilors Bramall, Hill, Skyberg and Toney voting aye; none opposed (Councilor Baller absent).

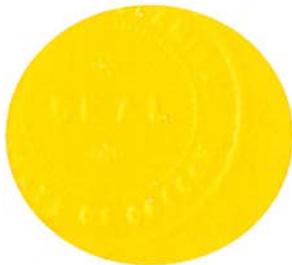
Meeting adjourned at 8:00 pm.



Corey Adams, Mayor

Attest:



Sue Hollis, City Recorder

Attachments