



Mayor Corey Adams

**Council Members:**

*Ila Skyberg, Council President  
Rita Baller  
Allan Bramall  
Gary Hill  
Jeri St Onge  
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*

**WILLAMINA CITY COUNCIL REGULAR MEETING  
Thursday, April 11, 2013  
7:00 PM**

**Present:**

Councilor Baller  
Councilor Skyberg  
Councilor Hill  
Councilor St Onge  
Councilor Toney  
Hon Councilor  
Woodward

**Absent:**

Mayor Adams  
Councilor Bramall

**City Staff Present:**

Sue Hollis, City Recorder  
Jeff Brown, Public Works  
Director  
Melissa Hansen, Senior  
Librarian  
Denise Willms, Youth  
Services Librarian  
Sergeant Russ Vandewet-  
tering, YC Sheriff's Ofc  
Deputy Mark Brodeur, YC  
Sheriff's Ofc

**Others Present:**

Marguerite Alexander,  
*The Sun*  
Paul Daquilante, *News-  
Register*  
James Brown, Planning  
Commissioner  
Linda Brown, Library  
Board  
Dick Paay

**I. Flag Salute**

In the absence of Mayor Adams, who was out of state, Council President Ila Skyberg 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 March 14, 2013**

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Councilor Toney **moved** to approve the minutes of the Regular Session of February 14, 2013, as written.

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

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**IV. Public Input**

None.

**V. Old Business****1. Resolution #12.13-008, Establishing Honorary City Councilor Position**

President Skyberg introduced Mariah Woodward, noting that Councilor Gary Hill had been instrumental in establishment of this position and the Council was excited to have it.

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Councilor Toney **moved** to adopt Resolution #12.13-008, Creating the Position of Honorary City Councilor.

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

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**a. Oath of Office - Mariah Woodward**

Sue Hollis administered the Oath of Office to Honorary City Councilor Mariah Woodward. She then presented her with a Certificate of Appointment. The Council welcomed her.

**2. Results of Water Testing at 1030 SW Hill Drive (Reibach)**

Jeff Brown, Public Works Director, explained that at the last City Council meeting staff had been directed to test the water at this location for the presence of bacteria. He called attention to the test results in the agenda package noting that there was no evidence of bacteria in the test which was taken from the kitchen in the residence. He went on to note that they flushed the line heavily the morning after the Council meeting. He then took the test the following Tuesday.

President Skyberg asked if they did regular chlorine testing. Brown responded that tests are done daily at various locations in the City. Each day a different sample point is selected.

Councilor Hill asked if we have done any tests for minerals in that area. Brown responded that there are a variety of tests that are done monthly, yearly and at other intervals. Whenever there is a break in a line, they are purged well and chlorinated before allowing water flow to any residences.

Sue Hollis noted that a good source for information on the types of testing done on City water is the annual Consumer Confidence Report. Last year's is on the City website and the new one will be mailed out to every household soon.

### 3. Proposed Change in Parking on Jackson & Ivy Streets

Jeff Brown reported on his recommendation to Council a couple of months ago to limit parking to the south side only of these streets. Council asked staff to send out letters to every household to obtain comment. Sue Hollis called attention to the copy of the memo sent to households that was included in the agenda packet. No responses have been received as of this date.

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Councilor Hill **moved** to approve limiting parking on Jackson & Ivy Streets to the south side only.

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

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Sue Hollis noted that the intent is that this change would begin effective July 1, 2013. Violators would not receive tickets for the first few weeks.

### 4. Approval of City Engineer of Record Contract

Sue Hollis called attention to the handout final draft of the contract (attached hereto and made a part hereof). She noted that the majority of the changes were the result of the engineering firm's insurance carrier. All have been approved by the City Attorney. Councilor Toney asked for clarification on page 3, second sentence. Hollis responded that the missing letters are a "V" and a "Y". She will make sure these print on the copies to be signed.

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Councilor Toney **moved** to approve the City Engineer of Record Contract as amended.

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

### 5. Budget Committee Vacancies Reminder

Sue Hollis reported that we still have not received any applications for the Budget Committee. We have two citizen members at present. We have advertised five times and posted it around town. She urged Councilors to seek members for appointment at the May meeting.

She noted that the lack of citizen members will not prevent review and approval of the budget because the law recognizes that this can be a problem.

**VI. New Business****1. ODOT Walkway/Bikeway Grant Project**

President Skyberg called attention to the agenda materials noting that we have Jeff Brown and Deputy Stuart to thank for this grant. Sue Hollis noted that there are a couple of steps required before we can move ahead. The City did not plan for this grant in the budget, so we need to adopt Resolution #12.13-009 and then approve the project agreement.

**a. Acceptance, Amending Budget & Appropriating (Resolution #12.13-009)**

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Councilor Toney **moved** to adopt Resolution #12.13-009, A Resolution Amending the FY 2012/13 Budget and Making Appropriations.

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

**b. Approval of Project Agreement**

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Councilor Hill **moved** to approve the contract and implementation of the ODOT Bikeway/Walkway Project Agreement and authorize the Council President to execute the agreement.

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

**2. Authorization to Submit Claimant Statement to ING (Resolution #12.13-010)**

Sue Hollis called attention to a replacement resolution that corrects the spelling of Ms Helland's name (attached hereto and made a part hereof).

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Councilor Toney **moved** to adopt Resolution #12.13-010, Authorizing Filing Statement to ING.

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

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President Skyberg asked if we knew how much money was involved. Sue Hollis responded that we do not. Skyberg went on to explain that Anna Christine Helland who was the sister of Bud Jensen, former owner of the Willamina Machine Shop, has left money to the Library and the Museum. Councilor Baller stated that it was sure nice of her to think of us.

3. **Approval of IFA Grant Agreement for CDBG Grant (handout)**

Sue Hollis called attention to the handout memo (attached hereto and made a part hereof). This is the agreement for the \$99,000 grant for the Water Master Plan. She called attention to the resolution included in the memo that will authorize the Mayor to execute the contract, naming individuals authorized to request cash payments, and authorizing deposit of funds to our Local Government Investment Pool Account.

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Councilor Toney **moved** to adopt Resolution #12.13-012, A Resolution Authorizing Mayor to Execute Grant Contract, Naming Individuals Authorized to Request Cash Payments, and Authorizing Deposit of Funds to Local Government Investment Pool Account #5566.

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

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4. **Rebranding of WOW to Recology Western Oregon (information only)**

President Skyberg called attention to the agenda memo, noting it was for information only.

5. **Discussion re Planning Commission (Councilor Hill request)**

Councilor Hill asked Council to direct the Planning Commission to look at our Development Code again. He noted that we actually have a blueprint for this review that was prepared by Mark Seigel in 2012. He called Council's attention to a handout of selected pages of his final report (attached hereto and made a part hereof). This includes an Action Plan for a Code Rewrite. He envisioned having the Planning Commission meet in Work Session to develop the rewrite without involving the City Planner and City Attorney. Councilor Baller felt that the Planner should be involved from the beginning. She felt that otherwise we could be spinning our wheels. She felt we have a great planner and she should be there. President Skyberg asked Hollis for her input. Hollis responded that she felt that the idea of doing this in work session was great, but she also felt that the planner should be there from the start. She would be there as a resource. In a work session, it is a more free flowing, brainstorming type of session.

Councilor St Onge asked if the Planning Commission is at a point where they have identified some of these areas that Siegel discusses. She felt we could save money on the planner if they were not. Councilor Hill responded that they were. Discussion followed about whether to call it a rewrite or update. Hollis noted that some portions might be replaced, but others in the 300 page document may not need to be replaced. It was agreed to call it a rewrite.

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Councilor Hill **moved** to direct the Planning Commission to begin work sessions to review and update the Development Code.

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

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## VII. Council Liaison Reports

### 1. Chamber Liaison (Hill)

Commissioner Hill reported that the Chamber is having their bark dust sale at the end of April. He reported that they are looking for someone to help with the flower baskets. President Skyberg noted that baskets are moving forward and will be planted by the Middle School kids, but we need help to put them up and keep them watered. It was suggested that the need for volunteers be put on the Willamina High School Reader Board. Honorary Councilor Woodward will follow up on this. Woodward noted that she has just been elected as FFA President and she felt that they would be happy to help with this.

### 2. School Board Liaison (None)

### 3. YCOM Board (Councilor Baller)

Councilor Baller reported that the meeting is scheduled for next week. In response to a question from Councilor St Onge, Baller gave a brief background on YCOM and its responsibilities.

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

Councilor St Onge reported that the group had a short but good meeting. They are continuing to work to finalize information on the various topics for website viewing.

**VIII. Council Committee Reports****1. Finance Committee****a. Minutes of Meeting of April 3, 2013**

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Councilor Toney **moved** to approve the minutes of the Finance Committee Meeting of April 3, 2013, as written.

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

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President Skyberg suggested that a letter be written to the USDA related to the billing for coyote trapping services. We ended up paying more than we wanted to because they did not do interim billings. Hollis will follow up.

**b. Additional Fees for FY 2008/09 Audit**

Sue Hollis briefly reported to Council on the additional fees. She noted that this charge was not something that staff knew about before receiving the bill. Apparently there was work some accounting work necessary to deal with books on two different computer systems, however, staff was not aware of this. She went on to state that if we had known about this additional work, we would have had to hire someone to complete it because in-house staff does not have that expertise. In the end, additional fees would have been necessary, but perhaps at a lower fee with another firm. The firm did reduce their fees by \$2,000 from the original bill and they have promised that in the future such charges will be agreed upon in advance.

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Councilor Toney **moved** to pay the additional fees for the FY 2008/09 audit.

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

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**c. Coyote Trapping Services**

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Councilor Toney **moved** to approve payment of Invoice #7341-13-017 in the amount of \$2,558.23.

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

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In response to a question from Councilor Toney, Jeff Brown responded that the traps had caught a deer, a fox, and several raccoons. The deer and fox survived. No coyotes were caught. Hollis went on to note that Mr Christiansen had recommended that City residents be reminded that they will be back at some point and they should take care to not have food sources near their homes that will attract them. Perhaps a reminder could go on the reader board about this as well.

d. **Report of Bills Paid – March 1-31, 2013**

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Councilor Toney **moved** to approve the Report of Bills Paid for the period March 1-31, 2013.

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

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e. **Resolution #12.13-011, Authorizing Write-Off of Bad Debt and Sending to Collections**

Sue Hollis reported that there are a number of accounts on our books that have been there for a long time, some prior to 1999. There has not been much done about collections in the past. Last year, Council approved a contract with a firm in Hermiston, Oregon, for collection services. They were chosen primarily because of their familiarity with our Municipal Court software.

She explained that what was before Council tonight were the accounts that still have outstanding balances after they have been closed and any deposits applied. The total amount for water and sewer is \$66,064.99. While this amount appears large, if you divide it by the 12 years covered by the accounts in question it is about \$5,000 per year. This debt needs to be written off to get it cleared from Accounts Receivable so that it doesn't keep showing up on audits year after year. Once they are sent to collections, any payments would just show up as additional revenue.

Councilor St Onge asked if the collections agency would keep 50% of the revenues. Hollis responded that she recalled that they have agreed to 35%. In addition, the debtor will be charged a collection fee that will be retained by the agency.

President Skyberg asked if we have any idea about how many of these are rentals versus owner-occupied. Hollis responded that we do not, however, she would guess that the majority are rentals. These people often move out without telling us. President Skyberg suggested that Council have a work session at some point to discuss options on how other cities deal with this and what we might do.

Some options discussed included increasing the deposit to at least cover 2 months, making the property owner responsible for the water deposit and bills, or instituting a late fee.

Councilor St Onge asked if payments are posted the same day they are received. Hollis responded that, if the person is present with the payment, it is posted right then. If a check is received by mail or drop box, it is posted the same day. Councilor Toney asked for clarification on the \$50 turn-on fee. Jeff Brown noted that this was to cover the extra work at the office and the time involved for Public Works staff to shut the water off and then go back and turn it on.

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Councilor Toney **moved** to adopt Resolution #12.13-011, Authorizing Write-Off of Bad Debt and Sending Accounts to Collections.

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

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f. **Letter, dated 3/18/13, from Pamela J Beery, re Legal Counsel Services for FY 2013/14 (information only)**

Sue Hollis reported that this letter is in response to a letter written at the request of Council asking for advance notice of any rate increase. They responded that this year there will be no rate increase.

2. **Public Works Committee – No Meeting Scheduled**

Councilor Toney asked if Brown had anything in mind for the Committee. Brown responded that he does not at the present.

IX. **Reports of City Officers**

1. **City Recorder – Verbal**

a. **FY 2008/09 Audit Update**

Sue Hollis reported that we have received the draft of the FY 2008/09 Audit and the Management Letter. There were no surprises. She felt that the auditors had pointed out where improvements were needed, but also acknowledged that we are making progress in addressing them. Council will receive a copy of the final report and we are hoping to have someone from the firm at the May meeting.

**b. Updated Elected Officials List**

Sue Hollis called attention to the handout updated Elected Officials List (attached hereto and made a part hereof). She noted that Honorary Councilor Woodward is not listed because the rules require that no contact information for her be made public. She asked members to check the information for accuracy.

**2. Public Works**

**a. Monthly Report**

Jeff Brown began his report by thanking Council for moving his report up at last month's meeting so that he could get back to the hospital due to a family emergency.

He called attention to his agenda report, noting that the City's riding lawn mower had mowed its last park. The equipment was not a commercial mower, but we got 8 years hard work from it. He has replaced the mower with a heavier duty Husquevarna Yard Tractor, 25 hp, with a 54" mower deck.

Brown announced that the City has received the application for a Small City Allotment Grant for streets. He will be working with the City Engineer to develop an application to resurface Pioneer Street down to Cherry. That will come back to Council when the application is complete.

Sue Hollis noted that the City had received a flyer today about a Pond Cleanup but the organizers have not yet asked Council for permission. Councilor Hill noted that it was scheduled for June 1<sup>st</sup> so they could come to the next meeting. Jeff Brown noted that it was a joint Kiwanis and Chamber effort.

Hollis then reported on an incident at Huddleston Pond where the ducks were harassed by some boys and one was kicked in the head and blinded in one eye. People in the park did not know who the boys were. Denise Willms, Youth Services Librarian, has offered to take the duck. Discussion followed about how the ducks are being fed. Willms noted that bread is very bad for ducks because they can't digest it. Brown responded that we feed them chicken scratch. Willms also suggested tomatoes, berries, peas and other soft vegetables. Hollis noted that the incident was reported to the police.

Councilor Baller asked if Brown has been discussing the issue of bank erosion at the park with the City Engineer. She felt it was getting very serious. Brown indicated that he would be discussing this with them along with the intake.

Councilor Toney reported that she had been contacted on a couple of issues. The first was cutting back the bushes near the sidewalk at Garden Spot Park. Motorists are complaining that they obstruct vision. Jeff Brown responded that Mary Jane Hollinger had contacted him about cutting these back after they returned from vacation. Hollis noted that they returned today. Brown will follow up with her on this.

Councilor Toney then asked if Public Works has a list of things that they plan to accomplish during the year. For example, this month we do water, this month, mowing, etc. Brown responded that there is no actual list, but they do have a routine they follow such as painting curbs in June, begin mowing parks in May/June, quarterly routine water and wastewater plant maintenance, and street maintenance, etc.

Councilor Toney noted that the question came about because someone had said that the town looks so great over the 4<sup>th</sup> of July, why can't it look like the rest of the year. Hollis responded that the City doesn't have enough staff to do this all year. Councilor St Onge noted also that a lot of that work is being done by many volunteers that focus just on that weekend. Councilor Toney responded that this was what she had told the person making the comment.

Councilor Toney asked if we keep a record of all complaints. Hollis responded that we do. Depending upon the complaint, they are maintained by different staff in different places.

### 3. Library

#### a. Library Board Minutes – March 19, 2013

President Skyberg asked if we had sent a letter to Kevin Nortness. Hollis responded that we did. No other discussion.

#### b. March Reports & Library Statistics

President Skyberg called attention to the Circulation statistics regarding DVD's. She also thanked Melissa Hansen, Senior Librarian, for being present at the meeting tonight. She went on to express concern about the high number of DVD's being circulated, particularly the new ones. She felt this competed with an on-going business in town. She asked if the Library could hold back on release of new videos. She felt that businesses were having a hard time in Willamina and this might help. Melissa Hansen responded that a DVD goes out for 2 weeks at a time, so only 2 people would check it out in a month. If they really wanted to see it, they would go to the video store.

Councilor Hill noted that he often has to rent the new releases because it will be a month to 6 weeks before it is available in the Library. After discussion, Council decided that this was a non-issue.

c. **Coming Attractions**

No discussion.

d. **Report from Melissa Hansen re Monday Closure**

Sue Hollis noted that Ms Hansen was present tonight to answer any questions on the report. Councilor Baller asked if she found the Monday closure beneficial to have that extra time. Hansen responded that she did. During this time she does things she cannot do while open to the public such as listen to new music to add to the collection. She sorts and categorizes donated books and does weeding of old books. Councilor Baller noted that when this was approved, Council wanted to come back after a time and re-evaluate how it was working and whether we could fine-tune anything.

Councilor St Onge asked about Library staffing and hours. Hansen responded that we are open 39 hours a week which is more than any other small library. We have 1.85 staff and no volunteers at present.

President Skyberg asked how Council wished to proceed. She noted that Mayor Adams had asked that this be on the agenda but he was unable to be here tonight. She suggested that any action on this be deferred until the May meeting. Council concurred.

Melissa Hansen invited Council to visit the Library. She is very proud of it and commended Denise Willms for doing wonders in the children and young adult sections.

e. **Youth Services Librarian Report – Verbal**

Denise Willms, Youth Services Librarian, reported that she brought 4 of her ducklings on “Ducky Day.” They were a big hit, with 100 people in the Library that day, mostly to see the ducks.

The Tiny Tot Easter Egg Hunt was a success as well, with 85 participants. Eggs were traded for Beanie Babies.

Willms noted that she is hoping to have another performance at the West Valley Community Center in the Fall. She would also like to have a mother/daughter tea in May or June. She will be hosting a “Magic the Gathering Card Tournament” on May 3<sup>rd</sup> for boys with the help of her sons.

She reported on the status of the project to reorganize the non-fiction section for children and young adults. The work is coming along well and she is now checking out more non-fiction volumes. She reported that she and Melissa Hansen are also working toward redesigning the signage in the Library to make it more uniform and attractive.

She continues to do outreach with Head Start. They did a tour of the Library last week and had story time with a senior that Willms is mentoring who is working on early literacy as her senior project. Head Start has also asked if she can develop a story time bag if they gave her a theme. She has agreed.

She announced that Summer Reading will begin on June 11. There is a performer almost every week, they will be doing the "Willamina Egg Drop" and the Reptile Man will be here.

Council thanked her for doing a great job.

#### 4. Sheriff's Office

- a. Code Enforcement Report – March 2013
- b. Crime Summaries – March 2013

Sergeant Vandewettering gave a brief report noting that vandalism has increased over at the old high school. It has happened twice and he believes it is kids. He urged neighbors to give the Dispatch Center a call if they see something. He reported on a DUI stop that took place here in Willamina. April is the department's in-service month. They have just finished defensive tactics and now will be doing EVOC driving training.

Jeff Brown asked if Council was interested in an evening or weekend tour of City facilities. There was interest in doing so on an evening.

#### X. Executive Session

At this time, President Skyberg asked everyone except the Council, City Recorder, Public Works Director, and members of the press to leave the Council Chambers.

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Councilor Toney **moved** to adjourn from Regular Session to Executive Session.

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

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At 8:20 pm, pursuant to ORS (660)(2)(f), the City Council met in Executive Session to consider information or records that are exempt by law from public inspection. Council returned to Regular Session at 8:30 pm.

**XI. Adjourn**

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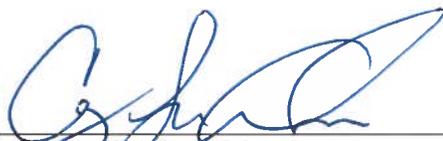
Councilor Toney **moved** to adjourn.

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

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Meeting adjourned at 8:31 pm.



  
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Corey Adams, Mayor

Attest:

  
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Sue Hollis, City Recorder

Attachments