



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, May 9, 2013
7:00 PM**

Present:

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

Absent:

Councilor Bramall

City Staff Present:

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

Others Present:

Marguerite Alexander,
The Sun

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 April 11, 2013

Councilor Toney **moved** to approve the minutes of the Regular Session of April 11, 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)

IV. Public Input

1. Sherry Dawkins, re Additional Event in September

Sherry Dawkins stated that she was representing the Willamina Mud Drags and 4th of July Committee. They would like to have an additional event on either September 14 or 21. She asked Council for permission to use the City Shops area for the event. Discussion followed about other events that might be scheduled on those dates. The group will check with Little Guy Football and the West Valley Community Campus and select a final date.

Councilor Hill **moved** to approve the use of the City facility for an additional Mud Drags event in September 2013.

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

2. Dawn Vvette Witt, Homeward Bound Pets

Ms Witt asked if Council had received their letter of April 8, 2013. Sue Hollis responded that she did not recall receiving the letter. Ms Witt went on to review its contents (copy attached hereto and made a part hereof) and talk about the issue of cats that are not spayed or neutered. They have been conducting a county wide spray/neuter program. To date they have spayed or neutered 1800 cats with 20 of them coming from Willamina. She asked Council for a donation of \$1,500 to support this program.

Denise Willms, Youth Services Librarian, asked if they take donations of animal food. Ms Witt responded that they do at their Thrift Store at 1120 Lafayette Avenue, Monday through Saturday, 10 am to 4 pm. She went on to note that any food that they cannot use is made available to the public for those who can't afford to buy food.

Council asked that the letter be placed on the June agenda for discussion.

V. Old Business

1. Planning Commission Appointment

Sue Hollis noted that the applicant, Justin Stritzke, was present in the audience.

Councilor St Onge **moved** to appoint Justin Stritzke to the Planning Commission with a term ending December 31, 2016.

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

2. Budget Committee Appointments

Sue Hollis reviewed the names of those interested in serving. They are Theresa McKnight, Katie Vinson, and Vern Holstad. She noted that Greg Kruchok had also indicated an interest, but had not gotten back to her about whether he could serve. She noted also that Mr Holstad would like very much to be on the Committee but would be unable to attend this year's meeting.

Councilor Skyberg **moved** to appoint Theresa McKnight, Katie Vinson, and Vern Holstad to 3 year terms on the Budget Committee.

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

Councilor Skyberg **moved** to appoint Greg Kruchok to a 3 year term on the Budget Committee subject to his acceptance of the appointment.

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

VI. New Business

1. Proposed Modification to Rules Governing the Position of Honorary City Councilor (Resolution #12-13.013, Amending Resolution #12.13-008)

Sue Hollis explained that during the orientation session with Honorary Councilor Woodward, she had asked if she was permitted to make motions. Hon Councilor Woodward is a Parliamentarian and was not sure if that fit the rules.

Hollis had run this by the City Attorney who did not see any problem with the position making motions, so long as this authority was included in the rules governing the position. The resolution before Council tonight adds this to the rules.

Councilor Toney **moved** to adopt Resolution #12.13-013, Amending Resolution #12.13-008, Creating the Position of Honorary City Councilor.

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

2. Request to Use Tina Miller Park as Summer Feeding Site

Councilor Skyberg recommended that in our response we suggest it be called a "meal site" rather than a "feeding site." Jeff Brown, Public Works Director, gave a brief background on the program.

Councilor Skyberg **moved** to authorize the use of Tina Miller Park for a summer meal site as requested.

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

3. PGE Franchise Extension (ORD 652)

Sue Hollis reported that PGE has not accepted the changes discussed in Executive Session at the April meeting. The last extension of the franchise ends on May 13. She recommended extending the franchise an additional 90 days. She then reviewed the process for adopting the ordinance at one meeting. To do so typically requires reading the ordinance into the record in full, however, if no member objects, a motion can be made to read the ordinance by title only.

Councilor St Onge **moved** to read Ordinance #652 into the record by title only.

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

Councilor Toney read Ordinance #652 into the record by title only on first reading.

Councilor Toney **moved** to approve the first reading of Ordinance #652.

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

Councilor Toney read Ordinance #652 into the record by title only on second reading.

Councilor Toney **moved** to approve the second reading and adoption of Ordinance #652, An Ordinance of the City Council of Willamina Extending the Franchise Granted to Portland General Electric Company, and Declaring an Emergency.

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

4. Council Orientation and Training (Councilor St Onge)

Councilor St Onge reported that the Mid-Willamette Valley Council of Governments does training for City Councils. She felt that since there were several new members this was a good time to do so. The training is free and Nancy Boyer, Executive Director of MWVCOG, suggests that the entire Council participate. She will tailor the training to our City and its Charter. Councilor Skyberg responded that she felt that this was an excellent idea and apologized for not bringing it up herself.

Councilor Skyberg **moved** to approve scheduling a City Council Orientation and Training Session with the Mid-Willamette Valley Council of Governments.

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

Councilor St Onge called attention to a copy of the League of Oregon Cities Leadership Training brochure (attached hereto and made a part hereof).

Mayor Adams asked when Council wished to schedule the training. It was decided on late August or early September. Councilor St Onge will follow up.

VII. Council Liaison Reports

1. Chamber Liaison (Hill)

a. Huddleston Pond Cleanup

Councilor Toney **moved** to allow the Chamber and Kiwanis to conduct a clean-up event at Huddleston Pond on June 1st.

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

Jeff Brown reported that the Kiwanis is going to donate \$8,000 to pay Lakeside Aquatics to cut the weeds. The Chamber is going to donate the remainder. Wildwood Hotel is also donating lodging for the operators. They will be doing this work next week. The intent is to cut the weeds in a 60 foot swath around the pond.

Brown went on to note that he had also told the Kiwanis that he would be applying for a grant from Fish & Wildlife to do a chemical treatment of the weeds next spring or summer.

2. School Board Liaison (None)

Councilor Toney noted that she will be doing this reporting soon.

3. YCOM Board (Councilor Baller)

The meeting is next week.

4. Strategic Planning Focus Group (Commissioner Ulrich)

Councilor St Onge reported that the group is continuing to focus on finalizing the content and how we are going to organize it.

VIII. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of April 30, 2013

Councilor Skyberg **moved** to approve the minutes of the Finance Committee meeting of April 30, 2013, as written.

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

b. Recology Western Oregon Proposed Annual Rate Increase

Sue Hollis reported that this is the first part of the annual rate increase package. By June 1, 2013, they will provide the actual rates. They have indicated that it will be less than 2%. Tonight's action is to set a public hearing on the proposed rates.

Councilor Hill **moved** to set a Public Hearing on Recology Western Oregon Proposed Annual Rate Increase for June 13, 2013.

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

c. Water & Sewer Rate Increases for 2013/14

Mayor Adams noted that the recommendation is to approve a 5% increase in Water Rates and 3% in Sewer Rates effective with the June 16-July 15, 2013 billing. He went on to state that while nobody wants to raise rates, both of these funds are currently not generating enough revenues to cover their expenses and loan payments.

Councilor Toney **moved** to approve a proposed 5% increase in Water Rates and 3% increase in Sewer Rates effective with the June 16-July 15, 2013, billing and set a public hearing on the proposal for June 13, 2013.

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

d. **Report of Bills Paid – April 1-30, 2013**

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Councilor Toney **moved** to approve the Report of Bills Paid from April 1-30, 2013.

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

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Sue Hollis called attention to a notation on the report showing that there is a gap in the check number sequences due to a printer glitch.

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

Mayor Adams suggested that a meeting of this Committee be scheduled. Jeff Brown will set one up. After discussion it was suggested that it be a Wednesday at 7:00 pm.

Councilor Skyberg thanked Jeff Brown and Mary Jane Hollinger for their efforts at Garden Spot Park. She suggested that a thank you be sent to Mrs Hollinger.

IX. **Reports of City Officers**

1. **City Recorder – Verbal**

Sue Hollis reported the receipt of \$2,556.87 from Ms Helland's trust for the Museum. Councilor Skyberg suggested a thank you.

2. **Public Works**

a. **Monthly Report**

Jeff Brown noted that he had already dealt with most of his report. He suggested that Marguerite Alexander, The Sun, run a photo of the pond clearing to give the Kiwanis and Chamber some publicity.

Brown gave an update on the removal of the bushes at Garden Spot Park. They plan to plant grass in that area for the time being.

Brown reported that the Little League is going to be working at Oaken Hills Park to make a baseball diamond. This had been discussed in the past, but they now are ready to add this field.

Brown reported on a meeting with Peter Olsen, Keller Associates, and their Chief Engineer from Idaho. They looked at the intake and the bank erosion at Hampton Park. They do have some ideas about what to do and will be talking with the various affected agencies. It will be a long, drawn out process.

Sue Hollis asked if the diamond at Oaken Hills had been approved by Council, again for insurance purposes. Jeff Brown responded that it had been approved before Hollis came to work at the City.

Brown called attention to a recent news item related to the requirement for 1500 gpm water pressure at the High School. The requirement was identified as being a City requirement, but it is actually a State Fire Marshall requirement. Any questions should be directed to the Fire Marshall.

Mayor Adams noted that the Public Works crew have new uniforms that look sharp. Brown noted that the new company provides both shirts and pants for about \$2 per week less than the previous company charged for shirts only.

3. Library

a. Library Board Minutes – April 16, 2013

Councilor Skyberg asked if the City's response to Kevin Nortness had been provided to the Library Board. Sue Hollis responded that she will get them a copy.

b. March Reports & Library Statistics

No discussion.

c. Report from Melissa Hansen re Monday Closure

Mayor Adams thanked Melissa Hansen for attending the meeting. He briefly reviewed the action to close Monday and open Saturday. He asked Ms Hansen how this was working for her. She responded that it was working well for her and allowing her to get more work done. Discussion followed about Library hours. It was noted that only the Library in Dayton is open on Mondays.

d. Youth Services Librarian Report – Verbal

Denise Willms, Youth Services Librarian, gave a brief report. She is planning another community event at the West Valley Community Campus sometime later in the year.

The Magic, the Gathering, tournament was a success. She is now scheduling a Draft Tournament and briefly explained the concept. There will be a participation fee of \$5 for each player to cover the cost of cards.

Summer reading is on track. Tuesday is program day, Thursday, arts and crafts, and Saturday is science.

At the request of the State Library, she will be helping the Stayton Library to run a Steam Punk mystery party on August 9th. She briefly explained the Steam Punk concept.

Councilor St Onge asked how we let the community know about the wonderful things going on at the Library. Willms responded that it is on the website and we do flyers. Melissa Hansen noted that there is a Facebook Page as well. Councilor Toney recommended contacting Jerry B at the school to get items on the Reader Board. Councilor Hill will forward his telephone number to Willms.

Willms called attention to the flyer for the "Stop, Drop and Read" event scheduled for May 28 at 1:30-1:45 pm. During that 15 minutes you are supposed to stop whatever you are doing and read.

Councilor Skyberg asked for a report on the recent conference the library staff attended. Willms responded that it was fun and informative. Most of her time was spent in sessions related to computers and a new system for the Regional Library. Melissa Hansen reported that she had focused on book related classes.

4. Sheriff's Office

a. Code Enforcement Report – April 2013 (handout)

Report attached hereto and made a part hereof. No discussion.

b. Crime Summaries – April 2013 (handout)

Report attached hereto and made a part hereof. Deputy Mark Broeder gave a brief report on activities in the Willamina area. There has been a problem with windows being broken at the West Valley Community Campus. Cameras have been installed and he will be checking them today to see if they can find out who is vandalizing it. There has been about \$5,000 worth of damage so far. Discussion followed about fires over the weekend and drug issues. Councilor St Onge asked how she would get information to them on speeding cars in her neighborhood. He asked that they provide the information to City Hall and they will see that he gets it.

Hollis reported on a theft at the Water Treatment Plant. The City cell phone and a personal camera was stolen. The alarm did go off and Jeff Brown responded, but could not see any evidence of a break-in. Justin Riggs discovered the loss the next day.

Sue Hollis reported on another theft that involved taking \$60 worth of flowers out of the ground from the yard of a resident.

X. Other

Mayor Adams reported that he had been approached by Katie Vinson on behalf of the Wildwood Music Festival to ask that the Mendenhall bench owned by the City be donated to the festival and set up on the farm. Sue Hollis felt that Mr Mendenhall had made the bench, and another which had been stolen, for the City and felt that we should keep it. Councilor Skyberg agreed, noting that she felt if the color were changed to an autumn brown it would not look so much like a marijuana plant. Jeff Brown will follow up on the cost of powder coating the bench.

Councilor Skyberg reported that the City/County Dinner will be in Willamina on June 20, 2013. She had indicated that she was not going to have time to coordinate the event, but has changed her mind. She has contacted Coyote Joes, Wildwood Café, and Pionteks. Ransom Winery may also participate. She asked if there were funds available to have James Vaccarezza buff up the floor. Hollis responded that it should not be a problem. Skyberg asked that office staff take reservations and help with set up whenever possible. She asked individual Councilors to provide items for raffling at the meeting. She asked staff to check on cost of plates and silverware.

Councilor St Onge asked for information on whether the City had participated in the recent earthquake exercise. Hollis responded that she was scheduled to attend but had to bow out because of workload. Jeff Brown was also scheduled, but did not have time to complete the training. Anyone else who might have attended would also have been required to complete the training.

Councilor St Onge asked if staff needed assistance with updating the website. She had noticed that the information was not current in some areas. Hollis responded that staff has not been focused on the website as we deal with more pressing workload. She did know that Debra Bernard had added this meeting agenda.

Councilor St Onge asked if records were kept of questions or complaints received at City Hall and where those might be viewed. Hollis responded that written complaints are kept and are filed according to which department handled the issue. We do not track verbal questions that residents may ask.

XI. Adjourn

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).

Meeting adjourned at 8:09 pm.




Corey Adams, Mayor

Attest:


Sue Hollis, City Recorder

Attachments