



Mayor Vernon Mosser

Council Members:

*Ila Skyberg, Council President
Corey Adams
Rita Baller
Allan Bramall
Randall Long
Laurie Toney*

City Staff:

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

**WILLAMINA CITY COUNCIL MEETING
Thursday, July 12, 2012
7:00 PM**

Roll Call

Mayor Mosser called the meeting to order at 7:00 pm. A quorum was present.

Present:

Mayor Mosser
Councilor Adams
Councilor Baller
Councilor Bramall
Councilor Skyberg

Absent:

Councilor Long
Councilor Toney

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director
Denise Willms, Youth
Services Librarian

Others Present:

Marguerite Alexander, *The Sun*
Kailee Hibdon-Dorati

I. Flag Salute

The Pledge of Allegiance was recited.

II. Approval of Minutes

1. Minutes of Regular Session of June 14, 2012 (deferred to August meeting)
2. Minutes of Special Meeting of June 28, 2012 (deferred to August meeting)

III. Public Input

IV. Old Business

1. LOC Legislative Priorities for 2013

Councilor Baller asked if the City subsidizes health insurance for retirees. Sue Hollis, City Recorder, responded that we do not.

Councilor Baller would like to see Items K, L, Q, and S as the City's priorities. She felt that the renewal of the 9-1-1 tax was critical. The mandate to consolidate PSAPs was also a potential huge cost to cities. Councilor Skyberg noted that the written portion of the recommendations indicates that the diversion of 9-1-1 taxes is frowned upon by the federal government. She also supported recapitalizing state municipal infrastructure funds, as well as advocating for statewide toxics

collection and disposal strategies. She felt that this latter would help to clean up the river where we get our water.

Councilor Skyberg noted that the two topics LOC is focusing on are revenues and land use issues.

Sue Hollis noted that another issue that directly impacts the City is the current state of court fines, item F.

Q, S, M, & B were Councilor Adams choice with Q & S being the top two.

Councilor Skyberg suggested K, L, Q, S, F.

Councilor Adams **moved** to list K, L, Q, S, and F as the City's choices on the LOC Priorities for 2013.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, Bramall, and Skyberg voting aye (Councilors Long and Toney absent).

2. USDA Cooperative Field Services Agreement for Coyote Trapping Services

Sue Hollis called attention to the agenda memo and the Cooperative Field Services Agreement for Coyote Trapping Services. The agreement is for one year with a maximum of \$5,000. The City has told them that they wish to cap the costs at \$2,000 and then reconsider about going forward. Mayor Mosser expressed concern about the traps being in proximity to dogs, cats, and children. Sue Hollis responded that there would be warning signs, but that this could be an issue. He asked how many coyotes we are talking about. Hollis responded that the trapper had found evidence of two different animals. They have been sighted at the Pond, Councilors Baller, Skyberg and Toney's properties, behind City Hall, and up around the water treatment plant. Councilor Bramall reported one was in his yard as well.

Councilor Baller noted that the only other experience she has had was on the farm where they used a contraption that involved a live 22 round that can't be used in the City. She doesn't want to see anyone's animals get hurt, but she also doesn't want any child or adult to have to go through a series of rabies shots if they get bitten by one of them. She felt we should keep it well posted and people should remember the leash law and keep their animals under their control. If we end up having a bunch of coyote pups, we're going to have to deal with them sooner or later. She suggested that we let other landowners know that we are going to be doing some trapping and they might then join the effort. Councilor Bramall asked if the City could put a bounty on them and pay \$20 for each one killed. Sue Hollis did not know if the City was allowed to do that, but she could look into that.

Councilor Skyberg **moved** that the City of Willamina approve a one-year USDA Cooperative Field Services Agreement for Coyote Trapping Services not to exceed a \$2,000 fee without coming back to Council.

Councilor Baller **seconded**. Motion **carried**, with Councilors Baller, Bramall, and Skyberg voting aye (Councilors Long and Toney absent; Councilor Adams abstaining).

Councilor Adams abstained because he was neither in support of or opposed to the Agreement. He asked if we would know the location of the traps. Sue Hollis responded that we would have to have the approval of the property owners to place the traps so we should know where they are.

Kailee Dorati-Hibdon, a member of the audience, asked who would be liable if a small child were injured by the traps. Mayor Mosser felt that if the property owner agreed to have the traps on their property, the City would have the liability. Sue Hollis noted that we do have liability insurance.

V. New Business

1. Offer to Donate Land for Park

Mayor Mosser called attention to the agenda information and asked for Council's input on the offer. Councilor Adams felt he was not ready to make a decision on this. Sue Hollis noted that no decision is required tonight. The owner is seeking a decision prior to December.

Councilor Baller noted that at one point this area was a designated wetland that was simply erased from existence by the then City Planner. If we were to decide to take that piece of property, we need to be sure there is not a designated wetland on this piece of property. She expressed concern about what might have been dumped in there that the City would need to remove. She also was not sure how much water collected in this area in the winter now since the storm water retention system was installed for Pioneer Heights. There were steep slopes involved as well. She noted that a couple of houses near there were condemned because of the fill that had been used. She urged the Council to consider the current condition of the land and the cost of continued maintenance before making a decision. Jeff Brown, Public Works Director, noted that the lots she mentioned were around 41, 42, and 43. Councilor Adams asked if the owner was just looking for a tax write off. Sue Hollis responded that this was part of the issues, but he also did not want to maintain it. The value of the land right now is relatively low at about \$7,140.

Jeff Brown felt that Public Works already had more parkland to maintain than staff could handle now. Discussion followed.

Councilor Skyberg **moved** to table this until the August meeting to allow Councilors to visit the site and develop any questions or concerns.

Councilor Adams **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, Bramall, and Skyberg voting aye (Councilors Long and Toney absent).

2. Annual Merit Increases

Sue Hollis reported that last year the Council approved a new Collective Bargaining Agreement that included a salary scale with a 2% increase between steps. Increases for eligible employees are based on merit. All employees are currently eligible except Melissa Hansen. Because of her longevity, she is only eligible for a longevity payment in January. The budget also includes a 3% increase for her and Jeff Brown in keeping with our limited financial resources.

Councilor Skyberg **moved** to approve a 3% increase for Sue Hollis and Jeff Brown in keeping with our limited financial resources and one step merit increases for eligible persons who fall under the Collective Bargaining Agreement.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, Bramall, and Skyberg voting aye (Councilors Long and Toney absent).

3. Proposed Plan to Complete City Audits

Sue Hollis called attention to the handout memo on a proposed plan to complete pending city audits (attached hereto and made a part hereof). After discussion with Finance Committee members, she was asked to prepare this report. She explained that the staff does not have enough time to devote to the audit because of the press of everyday work. The first step in the plan is to hire some temporary help until we are able to hire our part-time person. She is recommending hiring Kailee Dorati-Hibdon who is present in the audience tonight. The second half of the plan is to close City Hall on Wednesday for the next couple of months. Once the reports are together, we may also need to hire a CPA to look over what we have prepared. Discussion followed about how closing City Hall would work. Councilor Skyberg thanked her for coming up with the Plan. We have elections coming up and we need to get this done.

Councilor Skyberg **moved** to hire Kailee Dorati-Hibdon as summer help at minimum wage.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, Bramall, and Skyberg voting aye (Councilors Long and Toney absent).

Councilor Skyberg asked if Hollis had any concerns about the fact that the Code has the City Hall hours listed. Hollis responded that she did not feel there needs to be any complex process to amend these hours particularly because it is a temporary thing and for a specific purpose. The Code contains a footnote stating that this is subject to change.

Councilor Baller **moved** to temporarily amend Section 32.45 of the Municipal Code to state that City Hall will be closed to business on Wednesdays beginning July 25, 2012, for a period of 8 weeks.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, Bramall, and Skyberg voting aye (Councilors Long and Toney absent).

VI. Council Liaison Reports

1. Chamber Liaison (Councilor Long)

No report.

2. School Board Liaison (None)

3. YCOM (Councilor Baller)

Councilor Baller noted that the YCOM Board is scheduling a session with the Board of Commissioners to go over a number of issues. She will report back when she knows more. Mayor Mosser thanked her for her work on this Board.

4. Strategic Planning Focus Group (Commissioner Ulrich) – No July Meeting

VII. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of July 5, 2012

Councilor Skyberg noted that there had been a discussion at an earlier meeting about accepting debit/credit cards, but she has not seen it on the Council agenda. Sue Hollis apologized that she had totally forgotten that item. She will put it on the August agenda.

Councilor Adams **moved** to approve the minutes of the Finance Committee meeting of July 5, 2012.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, Bramall, and Skyberg voting aye (Councilors Long and Toney absent).

b. Report of Bills Paid – June 1 thru 30, 2012

Councilor Adams **moved** to approve the Report of Bills Paid for June 1 thru 30, 2012.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, and Bramall voting aye (Councilors Long and Toney absent; Councilor Skyberg abstained)

c. Internal Control Review Report – June 19, 2012

Sue Hollis called attention to the agenda report and briefly reviewed its contents. This is the last review under the current contract.

Councilor Baller **moved** to approve the report from Jerry Levey on the Internal Control Review Report of June 19.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, Bramall, and Skyberg voting aye (Councilors Long and Toney absent).

d. Approval of Proposal with A&E Security & Electronic Solutions

Jeff Brown explained that A&E would like to use our water tower on 6th Street as a sort of cell tower for some of his radio communications. In return he would install a security system at the plant and transfer the auto dial systems to their system. We might be able to eliminate one or two phone lines. It would cost about \$40 a month for the monitoring of the system. If we can eliminate the phone lines, it would end up saving us money overall. Councilor Skyberg felt that the monitoring fee should be waived. Brown noted that he would not remove the auto dialers until he was sure the system was operating as planned.

Sue Hollis noted that this would give us a security system which is actually a requirement to protect the water source. Jeff Brown noted that the system would also notify us directly when the 6th Street pump went down. Currently, we have to wait until someone calls with a complaint about water pressure.

Mayor Mosser asked what the advantage was for A&E. Jeff Brown said it would extend their radio system's coverage perhaps as far as Grand Ronde.

Councilor Skyberg suggested that if Council approves this proposal, it should be reviewed in six months. If A&E is going to make a lot of money using our facility, we should be fairly compensated.

Sue Hollis responded that Council could ask them how much they were going to make on this. Councilor Bramall suggested a 10% fee.

Jeff Brown noted that another company had wanted to use the tower for a similar use, but they never carried through with the project.

Mayor Mosser suggested that we ask Michael Elsberry to come to the next meeting and discuss the proposal with Council. Staff will arrange this.

e. Notice from Secretary of State re Audits

Sue Hollis called attention to the notice that the City will be listed on the Secretary of State website until we are caught up on our audits.

2. Public Works Committee – No Meeting

VIII. Reports of City Officers

1. City Recorder

Sue Hollis reported that the LB-50 to assess taxes had been filed today in both Polk and Yamhill Counties.

2. Public Works

a. Monthly Report

Jeff Brown reported that we had survived another 4th of July celebration. The cleanup afterward was much easier than it has ever been. He thanked whoever on the Committee was working to see that things were kept picked up.

He is seeking bids to repair the sidewalk and driveway entry at City Hall. The project will also include adding a concrete pad at the new shop so they can move their gravel bunkers from the old shop.

Mayor Mosser asked if there were any problems with the parking at the old shop on the 4th of July. Brown responded that it was well used, but he had not heard of any problems.

Councilor Skyberg expressed her thanks to the Public Works crew for the preparation, work on the 4th and clean up on the 5th. Councilor Baller reported on a video on the internet of someone driving through downtown Willamina early on the 4th and we looked really nice.

Councilor Skyberg suggested that we send a thank you letter to Mary Jane and Bob Hollinger and the 4th of July Committee. Council concurred.

3. **Library**

a. **Library Board Minutes**

No discussion.

b. **Other Activities**

Denise Willms, Youth Services Librarian, reported on some of the activities during the month. Participation numbers continue to be higher than last year. Next week will be a juggler who will also teach juggling to the kids.

She asked for permission to close the Library for one Saturday in August to allow her time to do clean up and inventory of supplies. Councilor Skyberg asked that we give two weeks' notice of the closure when a date is selected.

4. **Sheriff's Office**

a. **Code Enforcement Report – June (handout)**

Sue Hollis called attention to the handout Code Enforcement Report for June (attached hereto and made a part hereof). No discussion.

b. **Crime Summary – June (handout)**

Sue Hollis called attention to the handout Crime Summary for June (attached hereto and made a part hereof). No discussion.

She reported that Sergeant Vandewettering had told her that everything went well on the 4th. He did have a recommendation for next year that there be some kind of crossing guard for people crossing Main Street to where vendors are located. Apparently they did something like this in the past.

He also wanted to notify Council that they have changed deputy assignments. Deputy Schwartz will be using the City Hall as a substation while he works as rural deputy. He will be in the area for 2 days a week during the day. Deputy Coglin will now be assigned to Willamina in the evenings on Wednesday through Saturday. Deputy Coglin currently is here 2 days a week during the day.

Brief discussion occurred about the Library and the request to consider adding on to the Library. Hollis noted that this would be a zero set back so it could go up to the sidewalk.

IX. Adjourn

Councilor Bramall **moved** to adjourn.

Councilor Skyberg **seconded**. Motion **carried** unanimously with Councilors Adams, Baller, Bramall and Skyberg voting aye (Councilors Long and Toney absent).

Meeting adjourned at 8:11 pm.



Vernon Mosser
Vernon Mosser, Mayor

Attest: Sue Hollis
Sue Hollis, City Recorder

Attachments