



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: Vacant
Public Works Director: Jeff Brown*

**WILLAMINA CITY COUNCIL MEETING
Thursday, August 9, 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 Baller
Councilor Bramall
Councilor Skyberg
Councilor Toney

Absent:

Councilor Adams
Councilor Long

City Staff Present:

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

Others Present:

Marguerite Alexander, *The Sun*
Sergeant Russell
Vandewettering, Yamhill
County Sheriff's Office

I. Flag Salute

The Pledge of Allegiance was recited.

II. Public Hearing – CDBG Grant Application

Mayor Mosser opened the Public Hearing at 7:01 pm and announced that the City Council is preparing an application for a 2012 Community Development Block Grant for a Water Master Plan Update and associated planning work for the City of Willamina. The purpose of the public hearing is to obtain citizen views and comments about community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project, and the proposed project. The Mayor asked if there was anyone in the audience who wished to testify or had a question about the project. There were none. The Mayor then asked if there were questions from the Council. There were none.

At this time, Councilor Toney arrived at the meeting.

Mayor Mosser closed the public hearing at 7:03 pm.

III. Approval of Minutes

1. Minutes of Regular Session of June 14, 2012

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Councilor Bramall **moved** to approve the minutes of the Regular Session of June 14, 2012, as written.

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

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2. Minutes of Special Meeting of June 28, 2012

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Councilor Bramall **moved** to approve the minutes of the Special Meeting of June 28, 2012, as written.

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

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3. Minutes of Regular Session of July 12, 2012

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Councilor Skyberg **moved** to approve the minutes of the Regular Session of July 12, 2012, as written.

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

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IV. Public Input

Sue Hollis, City Recorder, called attention to a handout memo from Sheridan Mayor Val Adamson dated August 8, 2012 in support of the Wallace Bridge Project (attached hereto and made a part hereof).

V. Old Business

1. Proposal from A&E Security & Electronic Solutions (Michael Ellsberry)

Michael Ellsberry, from A&E Security & Electronics Solutions, discussed his proposal to donate and install certain security equipment at the Water Treatment Plant (hereafter called "WTP") in exchange for being able to use the facility to install equipment on the reservoir that will facilitate the possible expansion of his firm's radio systems. While it is a cell style technology, it does not use a cell tower. Each radio both sends and receives. His goal is to have a location at a high enough elevation to possibly expand these services in the area.

Mayor Mosser asked Jeff Brown, Public Works Director, if he had any concerns about the proposal. Brown responded that he did not, but that Council had raised some questions at the previous meeting. Monitoring the system will cost the City about \$40 per month, however, if it works as planned, we may be able to eliminate a telephone line. This could be a potential savings of \$60 per month between the two.

Councilor Skyberg asked for clarification on what is involved with the requirement in his proposal that the City will ... "agree to monitor and maintain the system in good working order"? Ellsberry responded that the way his system works is that it is a cellular technology, but they don't use cell towers. Every customer's radio is a cell tower for every other customer's radio. Because the WTP is the highest elevation in the city, it will be an important site for him for a year or more. The equipment he will be installing inside the WTP has a 4-year warranty. The potential expense to the City during that time for anything breaking is probably zero. Because of the importance of the site, however, A&E is asking for assurance from the City that they will not let it fall into disrepair and will fix anything that breaks. It was clarified that he is talking about the security system, not the radio system. The radio system will be 100% the responsibility of A&E. Councilor Skyberg asked if that was in writing anywhere. Ellsberry responded that if it was not, he was willing to do so. Discussion followed about the form of the assurance. Sue Hollis suggested that Ellsberry send an e-mail that states that the radio system will be 100% their responsibility. This can then be attached to the proposal.

Councilor Baller asked if the fee for monitoring is a standard rate or if the City is getting a break on this. Ellsberry responded that it is a standard government rate that is slightly higher than the City is paying at its other buildings. The reason is that this system uses two services to communicate – the Internet and the cellular radios as a backup. Current City building systems use only the Internet.

Councilor Skyberg asked if other cities who have allowed use of their structures are getting any kind of payback for their use. Ellsberry responded that in Polk County they did donate radios to those County buildings that did not have telephone line access in exchange for permission to use their radio towers.

Councilor Baller asked if he would be willing to inspect the facility annually at no charge to be sure that the system is in working order? Ellsberry responded that he was open to that. He noted that they have not been as diligent about doing an annual test as is required in some larger cities. He would be open to doing it free of charge at the WTP which involves a couple dozen units at the regular cost of \$1 per unit, if the City is willing to pay for this annual service at their other three facilities. This will make it more cost effective to bring someone out to do this service. Councilor Baller suggested that this be added to the e-mail.

Councilor Skyberg **moved** to approve to accept the proposal from A&E Electronic Solutions with the clarifications and additions discussed tonight.

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

VI. New Business

1. PGE Franchise Extension (Ordinance #645)

Sue Hollis gave a brief report. The franchise agreement expires this month. Staff has been working with PGE and the City Attorney to negotiate a new agreement, but more time is needed to address some concerns raised by PGE. This ordinance will extend the agreement for 3 months. She then outlined the process to adopt the ordinance at one meeting.

Mayor Mosser asked if any Council member wished to have the ordinance read in full. They did not.

Councilor Baller **moved** to read Ordinance #645 by title only.

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

Councilor Toney read Ordinance #645 into the record by title only.

Councilor Skyberg **moved** to accept the first reading of Ordinance #645.

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

Councilor Bramall read Ordinance #645 into the record by title only.

Councilor Bramall **moved** to accept the second reading of Ordinance #645.

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

Councilor Bramall **moved** to adopt Ordinance #645, An Ordinance of the City Council of Willamina Extending the Franchise Granted to Portland General Electric Company.

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

2. First Draft Railroad Lease Agreement

Sue Hollis reported that this is presented tonight for Council review and comment. The document has been changed from a franchise to a lease agreement because our City Attorney determined that we do not have the authority to franchise a railroad. The language in the agreement is virtually the same as that in the draft franchise agreement. It is now in the hands of the railroad. The last review by that company took approximately eight months. She urged Council to let her know if there are any comments or concerns so that she can get them to the attorney.

Councilor Baller asked for clarification on what constitutes hazardous materials. Hollis responded that the designation is based on various environmental laws. They are not listed individually. The lease requires the railroad to provide proof that they are in compliance with these laws. Currently, the only freight is wood and lumber, but this could change in the future. Councilor Bramall remembered that there had been a diesel spill in the past.

Hollis also clarified why the Main Street crossing maintenance is not included in the agreement. This crossing is on state highway right-of-way and our lease can only cover City right-of-way.

Councilor Baller asked if Hollis felt that the language in Section 8 about keeping the property in a clean condition strong enough. Hollis responded that she felt it was. The railroad had originally reduced that section down to one very vague section, but the attorney beefed this up a lot.

3. Requests for Donations

a. Your Community Mediators of Yamhill County

Councilor Skyberg noted that their budget includes \$53,000 for a staffing expenses. She asked if that was just one person. Hollis responded that she believed that this was the Executive Director and would probably include salary, taxes and benefits.

Councilor Baller **moved** to approve a donation of \$500 to Your Community Mediators of Yamhill County.

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

b. League of Oregon Cities Foundation

Sue Hollis explained that the LOC Foundation provides scholarships for Mayors and elected officials to learn about governing. They are suggesting a donation of \$.05 per capita which would be \$101.25 for Willamina.

Councilor Skyberg **moved** to approve a donation of \$101.25 to the League of Oregon Cities Foundation.

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

VII. Council Liaison Reports

1. Chamber Liaison (Councilor Long)

a. September Community Clean Up Day

Councilor Skyberg reported that there is a clean-up day scheduled for September with the date to be announced. The Chamber has asked if the City would pay for one dumpster. Jeff Brown reported that he had talked to Western Oregon Waste (WOW) about participation. They would need a letter from the City giving more detail about the event. It is more than likely that they would donate one of the dumpsters. Discussion followed about the location, date, type of materials that would be accepted and if there was a charge. Mayor Mosser volunteered to attend the next Chamber meeting to get more details. He asked Sue Hollis to prepare some questions for him to pose to the group.

Councilor Skyberg **moved** to direct Sue Hollis to prepare a letter to WOW asking for assistance with the City of Willamina and Chamber of Commerce clean-up day.

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

2. School Board Liaison (None)

None.

3. YCOM (Councilor Baller)

Councilor Baller reported that the County had paid \$10,000 for a review of the system to determine its current status. They had a glowing response about the improvement in the system since Murray Paola, their former IT person, took over. The report also said they are currently in a maintenance mode. The YCOM Board has asked for a meeting with the Board of Commissioners to discuss various issues facing YCOM but the meeting has not been scheduled as of this report.

4. Strategic Planning Focus Group (Commissioner Ulrich)

No meeting in July. Next meeting is scheduled for September 6, 2012.

VIII. Council Committee Reports**1. Finance Committee****a. Minutes of Meeting of August 1, 2012**

Councilor Skyberg **moved** to approve the minutes of the Finance Committee meeting of August 1, 2012 as written.

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

b. Report of Bills Paid – July 1 thru 31, 2012

Councilor Toney **moved** to approve the Report of Bills Paid for July 1 thru 31, 2012.

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

c. Approval to Accept Debt/Credit Cards & Selection of Merchant Services Direct as Service Provider

Sue Hollis briefly outlined the agenda memo on this subject and the recommendation to utilize Merchant Services Direct.

Councilor Toney **moved** to authorize acceptance of debit/credit cards and approve the selection of Merchant Services Direct as the City's service provider.

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

Councilor Baller asked that staff report back to Council in 6 months about how this is working.

d. Approval to Purchase Replacement Server & Switch

Sue Hollis reported that funds were included in the budget for this year to replace this aging equipment. Once a new server is purchased we will be moving our billing system in-house. It is hoped that this will solve some of our connectivity issues with the County's remote server and allow us to utilize newer technology. The total estimated cost is \$7,509. This is about \$600 higher than budgeted, but it will be worth the extra cost because we will be able to utilize newer technology.

Councilor Toney **moved** to approve the purchase of a replacement server and switch as outlined.

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

e. Approval to Upgrade Touch Read Hand-Held System

Sue Hollis reported that this is another item that was included in the budget for the current year. The City's current handheld component is being held together with packaging tape. It is so old that they no longer make replacement parts for it. The quote received is about \$1800 less than budgeted, however, staff is requesting one addition. Jeff Brown explained that to upgrade our auto read gun would be an additional \$200.

Councilor Skyberg **moved** to approve the upgrade of the Touch Read Hand-Held System including the upgrade to the auto read gun.

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

2. Public Works Committee – No Meeting

IX. Reports of City Officers

1. City Recorder

None.

2. Public Works

a. Monthly Report

Jeff Brown called attention to the agenda report and briefly reviewed its contents.

Brown also reported that the City utilizes the services of Schneider Equipment for its pumps at the intake. New company rules prohibit them from working with 10 feet of a power line. The intake has a line that would interfere with their ability to pull the pumps. He had budgeted to have this line moved and had contracted with Stuck Electric to complete the work. The pump has been pulled and it will be 1-2 weeks until repairs are completed and the pump re-installed.

Brown noted that the front tires on the backhoe are getting a lot of play. Repairs and preventive maintenance are underway.

He reported on the closure of Highway 18B the weekend of August 25th at milepost 6.5 to repair the railroad crossing. ODOT will be sending out press releases to announce the closure.

Councilor Baller asked if the City received pre-spray notices from the Department of Forestry. Brown responded that it has been 3-4 years since he remembers receiving any.

b. Award of Bid for Concrete Work

Jeff Brown presented the bids he has received for concrete work to repair the driveway into City Hall as well as the sidewalk from C Street to the front porch. It also includes pouring a pad at the City Shops. He asked 5 contractors to bid and only 2 had the time to do such a small project. Brown reported that Al Robertson had poured the concrete at the gazebo and submitted the lowest bid of the two at \$3,580. Hollis noted that this project had also been included in this year's budget. The work is estimated to be completed by the end of September.

Councilor Skyberg **moved** to award the concrete work to Al Robertson Concrete Finishing of Dallas at a cost of \$3,580.

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

3. Library

a. Library Monthly Report (2nd Quarter)

Sue Hollis called attention to the agenda report and an additional handout report (attached hereto and made a part hereof). No discussion.

b. Summer Reading Report

Denise Willms, Youth Services Librarian, gave a report on the Summer Reading Program. The program ran 9 weeks and was very well attended. Science Saturday had 79 participants; 77 signed up for Summer Reading Program and 55 finished for an 88% completion rate which is the highest we have had; 60 children participated in 9 story times; 170 people participated in 6 craft times; there were 9 performers with a total of 510 people in attendance. The last program was on July 31st when prizes were distributed. There was also a water fight which was great fun and may become an annual occurrence.

She reported that she was pleased with the changes she had made in the program this year. She also learned that there are some things that need to change for next year, but overall it was pretty smooth sailing.

Willms reported that the Library will be closed on Saturday, August 18, to do inventory of supplies and take care of certain cleaning that is not in the cleaning contract. This closure had been discussed at the July meeting, but no date had been set.

She gave a brief report on September activities which include Talk Like a Pirate Day. Upcoming months will include a Teddy Bear's Picnic and holiday parties. They are planning a home school meet and greet and perhaps a home school reading group.

Sue Hollis reported that Melissa Hansen, Senior Librarian, had also done an Adult Summer Reading Program with approximately 60 participants. She called attention to the handout list of prizes and the winners (attached hereto and made a part hereof). Hansen has been approached by other Libraries about duplicating this program next summer in their facilities.

4. **Sheriff's Office**

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

Sue Hollis called attention to the handout report (attached hereto and made a part hereof). No discussion.

b. **Crime Summary – July (handout)**

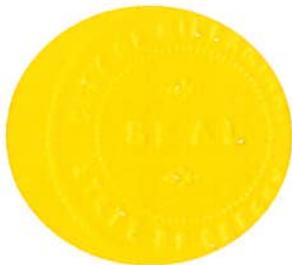
Sue Hollis called attention to the handout report (attached hereto and made a part hereof). No discussion.

X. **Adjourn**

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Councillor Toney **moved** to adjourn.

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

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Meeting adjourned at 8:08 pm.



Vernon Mosser
Vernon Mosser, Mayor

Attest: Sue Hollis
Sue Hollis, City Recorder

Attachments