

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: Amber Deibel
Public Works Director: Jeff Brown*

**WILLAMINA CITY COUNCIL MEETING
Thursday, September 13, 2012
7:00 PM**

Roll Call

Mayor Mosser called the meeting to order at 7:01 pm. A quorum was present. The Mayor thanked the Council and staff for the flowers sent during his recent hospitalization.

Present:

Mayor Mosser
Councilor Adams
Councilor Baller
Councilor Bramall
Councilor Skyberg
Councilor Toney

Absent:

City Staff Present:

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

Others Present:

Scott Arany, *The Sun*
Darcy Reynolds, *Housing
Authority of Yamhill County*

I. Flag Salute

The Pledge of Allegiance was recited.

II. Public Hearing – Housing Rehabilitation Grant Closeout

Mayor Mosser opened the Public Hearing at 7:03 pm, noting that the City of Willamina is completing a Housing Rehabilitation Project funded with Community Development Block Grant funds from the Oregon Business Development Department. The purpose of this public hearing is for the Willamina City Council to obtain citizens' views about the project and to take comments about the local government's performance.

a. 2010 Housing Rehabilitation Community Development Block Grant Project Close Out Report

Mayor Mosser introduced Darcy Reynolds, Housing Rehabilitation Specialist, Housing Authority of Yamhill County, who gave an overview of the project. Ms Reynolds reported that her agency has been administering the \$400,000 project for the City. The program has been very successful and the construction is now complete. Eighteen low to moderate income households were assisted; 55 people total by providing affordable loans to make needed repairs to their homes. Types of repairs included roofs, gutters, siding, interior and exterior painting, insulation, heating systems, general remodeling and modifications to meet the

needs of elderly and disabled persons. These repairs will continue to assist the homeowners by reducing energy costs, preserving the structures, and making their homes more livable. The City will also continue to benefit from the improved value of these homes. An additional benefit of the program is that when the loans are repaid it will go into a county-wide revolving loan fund to assist other homeowners. Ms Reynolds stated that it has been a wonderful pleasure working with the residents of Willamina. She extended special thanks to City Recorder, Sue Hollis, who acted as the Certifying Officer for the project and sits on the non-profit board for the revolving loan fund. She was instrumental in helping the project to run smoothly and successfully. She also gave a big thank you to Mayor Mosser and the City Council for their support. She passed around before and after photos of some of the project homes (attached hereto and made a part hereof), some brochures about the program, and business cards.

She noted that a couple of the people assisted by the project are here tonight. She introduced Dixie King. Ms King began by stating that her house had basically become unlivable. It had baseboard heat and ceiling heat that they could not afford to use because of electric rates. Ms Reynolds assisted them to get a \$7,000 heating system free of charge. She reported that the contractor's work was high quality. The home was reroofed, painted, new kitchen and bathroom, new windows, new flooring, new gutters, and an unsafe garage door replaced. They used to have mildew in the house because they couldn't afford to heat it. Now they can afford heat and that problem is gone. They did all of this for \$25,000. She was very thankful for this project. She and her husband are so much happier and the house is healthier. It is like a new house. Because of their income there is no interest on the loan and no payments. The loan will be repaid when the home is sold.

She then introduced Denise Willms, Youth Services Librarian for the City, who also received a loan under the program. Ms Willms noted they took both chimneys down and rebuilt one, a new roof, new deck, painted, windows that open, new water heater, and a heating system. They did their own painting, but the project bought the paint. They also replaced the flat roof on their front porch with a pitched roof. It changed the look of the house. It was a seamless process. Payments were turned around quickly so it was not out-of-pocket for long. They have a 2% loan with a payment of \$100 a month. Without the program they would not have been able to afford to get this done.

Mayor Mosser asked if there were any other comments from the public about the program. There were none.

Mayor Mosser asked if there were any questions or comments from the Council. Councilor Baller noted that she had gone to visit a former Council member who had gotten a loan under the program. She stated that it was the 2nd or 3rd happiest moment she has seen with this woman as she was showing her the changes. She also was singing Darcy Reynold's praises for how easy she was to work with. She felt it was really exciting to see what the project has accomplished.

Sue Hollis, City Recorder, thanked Darcy Reynolds for her efforts on the project. She is super to work with, knowledgeable about her job, and much appreciated. Councilor Skyberg noted that it is obvious she likes her job. Reynolds replied that she loved her job.

Mayor Mosser closed the Public Hearing at 7:15 pm.

III. Approval of Minutes

1. Minutes of Regular Session of August 9, 2012

Councilor Toney **moved** to approve the minutes of the Regular Session of August 9, 2012, as written.

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

IV. Public Input

Sue Hollis reported that no one had signed up for Public Input.

V. Old Business

1. Proposed Land Donation (Lawrence T Epping)

Councilor Baller felt that this is a generous offer, but it would not benefit the City at this time to take on another area to maintain when we probably would not be developing it any time soon. She personally has concerns about the amount of water that comes through there in the winter. She also felt there were some access concerns. Councilor Skyberg agreed. Councilor Adams stated that he had looked at it and was completely overwhelmed by it. It would be a huge project.

Councilor Baller **moved** to reject the proposed generous offer of land donation from Lawrence T Epping.

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

VI. New Business

1. Resignation of Councilor Randall Long & Appointment of Successor

Sue Hollis noted that the title of this item was a little misleading. Council is not really appointing a successor tonight, but, rather, deciding how they would be appointing a successor.

Mayor Mosser asked for a motion to accept Councilor Long's resignation.

Councilor Skyberg **moved** to accept the resignation of Councilor Randall Long effective immediately.

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

Discussion followed about how a successor would be chosen. Two options were to go through the normal process of advertising for the vacancy, accepting applications and then appointing someone to fill the remainder of the term which ends on December 31, 2014. Another option is to wait until after the election since there are 4 people running for 3 positions. Council may then wish to appoint the person who comes in 4th. Council can also simply appoint someone they have in mind for that position right away. The Charter leaves it entirely up to Council. Councilor Baller felt that since the election was so close that we should wait until after that time.

Councilor Skyberg **moved** to postpone filling the vacant Council position until after the November elections.

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

Hollis noted as an aside that Councilor Adams is the only person running for Mayor. If elected, there would be an additional vacancy to fill in January.

2. Part-Time Office Specialist II

Sue Hollis explained that because we needed the help right away, she had contacted as many of the Council as she could to ask permission to bring the new employee on board in August and have the Council confirm the action tonight. Her name is Amber Deibel and she has been active in the Sheridan community for some time. She has excellent skills in customer service and has done well in picking up on the billing program.

Councilor Toney **moved** to confirm the hiring of Amber Deibel effective August 27, 2012.

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

3. Draft Willamina Emergency Operations Plan

Sue Hollis briefly outlined the process to review the draft EOP. Because it is such a large document, she did not copy it for everyone. Action requested tonight is a decision on whether the entire Council wishes to review it in Work Session or if an *ad hoc* committee will be established. Mayor Mosser appointed an *ad hoc* committee with Councilors Adams, Baller and Skyberg. Sue Hollis and Jeff Brown, Public Works Superintendent, will also participate. The Mayor named Councilor Skyberg as chair.

VII. Council Liaison Reports

1. Chamber Liaison

a. September Community Clean Up Day

Sue Hollis and Jeff Brown gave a brief update on the activities scheduled for September 22nd. WOW is donating one dumpster and the City and Chamber will each pay for an additional dumpster. Discussion followed about types of materials that would be accepted. Councilor Skyberg suggested sending a thank you to WOW and the Chamber.

2. School Board Liaison (None)

Councilor Toney noted that the new office is operational as is the new multi-purpose building. There is a fund-raising barbecue and auction on October 13th.

3. YCOM (Councilor Baller)

Councilor Baller gave a brief report about the resignation of Commissioner Lewis from the YCOM Board. The YCOM Board and Board of Commissioners will be meeting soon to discuss some broad questions and concerns.

4. Strategic Planning Focus Group (Commissioner Ulrich)

Sue Hollis reported that there had been a short meeting a week prior. The focus is now on creating a framework for the Plan and getting it on the website so that people can access it and see how usable it is.

VIII. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of September 5, 2012

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

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

Councilor Baller reported on an issue discussed at the meeting which was the condition of a couple of trees in Lamson Park. One is about in the middle of the park and the other is one we have talked about in the past that has dead portions. She noted that she had asked her husband to look at the latter tree since he is a logger. He felt that the tree is in the process of dying and will continue to get more fragile. Jeff Brown noted that he had discussed this tree with a couple of arborists last year and they indicated that the tree was not an imminent hazard unless it got a beetle infestation. The dead limbs were thought to be caused by a shock to the tree. Councilor Baller suggested we contact someone to see if they would take down the tree for the lumber. Brown responded that this tree would probably need a professional arborist that could take it down in sections. He noted that one of them had indicated he worked with the Juvenile Department who gave the wood to persons in need. Councilor Toney noted that they actually sell it to use toward restitution. She recommended a company that had recently taken down a couple of trees in her yard for around \$800 and gave the wood to the FFA to sell. Discussion followed.

Councilor Baller **moved** to remove at least the two trees discussed in Lamson Park, using the firm recommended by Councilor Toney in an amount not to exceed \$2,000, so that the wood can be sold by the Juvenile Department to pay restitution.

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

At 7:44 pm, Council took a brief recess while Councilor Toney made a phone call. Meeting reconvened at 7:47 pm.

Councilor Toney gave Jeff Brown the name of Andrew at Treerific. She also confirmed that the Juvenile Department will pick up the wood.

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

Councilor Adams **moved** to approve the Report of Bills Paid August 1 thru 31, 2012.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Adams, Baller, Bramall, and Toney voting aye; Councilor Skyberg abstaining.

2. Public Works Committee – No Meeting

IX. Reports of City Officers

1. City Recorder (Verbal)

Sue Hollis called attention to the handout list of the Yamhill County Local Government Dinners for 2013 (attached hereto and made a part hereof). The City of Willamina is scheduled to host in June.

She then called attention to a handout e-mail related to the changes in 9-1-1 Tax Distribution (attached hereto and made a part hereof). This came about in response to a question at the Finance Committee about how the cities could be sure that the taxes were accurately distributed. Cities will be able to see how much money is distributed by accessing the Emergency Management website.

Library Overflow Parking Lot Repair

Sue Hollis called attention to a handout memo on this subject (attached hereto and made a part hereof). The Library overflow parking lot belongs to Bob Burr who has allowed the City to use it free of charge. The entryway had been damaged over the years and Mr Burr agreed to make the repairs while the contractor was working at City Hall. After discussions with Jeff Brown, they both felt that City Council should consider paying this expense since it is City use for the Library that created the damage. The cost is \$490 and funds are available in the Library budget.

Councilor Toney **moved** to pay the \$490 to fix the Library overflow parking lot.

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

a. LOC Conference – Salem

Sue Hollis asked for names of members who would be attending this conference. No members of City Council are able to make it this year.

b. November 6 Ballot Certification (Information Only)

No discussion.

2. Public Works

a. Monthly Report

Jeff Brown reported on a 4" water main break that occurred at the end of last month. Third street was without water for about half a day. The water loss was approximately 700,000 gallons. Reservoirs were full enough that it didn't cause a problem. They were full again in a day and a half. Staff is now focusing on service line leaks that are appearing. These are minor repairs that need to be completed before the rains come.

Brown reported on possible ODOT participation to repair the sidewalk along Main Street across from Skyberg's residence. The repairs would bring the sidewalk up to grade. The project has limited excavation required. Estimated costs are \$6,000-\$7,000. We don't know if they will approve the project. Brown noted that the Code Enforcement Officer had assisted him with this. If we are successful and the project goes well, Brown indicated that he has an idea for other areas along Main Street where he would like to see sidewalk improvements.

Councilor Toney asked if ODOT was responsible for the railroad crossing going toward Sheridan. Brown responded that the railroad has responsibility, not ODOT. He was aware that ODOT is pushing hard to get them fixed, but it is controlled by the railroad.

Councilor Skyberg also felt that the area where the track meets the sidewalk near The Goose is also getting very bad. Brown responded that this was also the railroad's responsibility. Councilor Skyberg asked if we could include that in the new lease agreement. Hollis responded that the lease does not include this area because we cannot lease ODOT right-of-way.

Councilor Baller asked if there was any chance to get the Museum painted before it rains. Brown did not think it would happen before it rains, but possibly in the spring. He will follow up on this.

Councilor Skyberg felt that the signage to the Pond needs to be improved to show "Dawn to Dusk." Brown responded that we can do this, but he was not sure it would make a difference. Councilor Skyberg felt that it could be improved so people do not miss it perhaps at E and Yamhill Streets. Council concurred.

Brief discussion followed about removal of the Auto Court sign. Councilor Adams asked if we can get the remaining post capped so someone doesn't trip over it. Brown will put one of our old traffic cones over it as a temporary fix. In response to a question about what happened to the sign, Brown indicated it was being stored at Risseeuw Lumber and will eventually go to the Museum. He went on to note that rumor has it that the yellow house will be burned down, but there is nothing definite on that. Councilor Adams asked if we have a contact number of the owner of that house. Hollis responded that Deputy Stuart has the number. Councilor Adams noted that it was a hobby of his to tear down old houses.

a. Huddleston Pond Weed Control

Jeff Brown called attention to the information provided in the agenda on weed control for the pond. The chemical application is \$1400 a gallon and will cover 5 acres. Our pond is 7 acres. The application is generally effective for 2-4 years. There is also a man who has a machine that will cut the weeds off and remove them, but he is out of the state on vacation and Brown was unable to get costs. Councilor Skyberg noted that the agreement with Hampton was that the bottom of the pond not be disturbed. She asked if cutting the weeds would disturb it. Brown responded that it was his understanding that it would not, but he needs to discuss this with the machine owner.

As owners of the pond, we are eligible to apply for grants to assist with this project. He asked for Council authority to submit a grant application once the estimated costs are firmer. Council concurred with preparing an application.

Councilor Skyberg noted that she was down at the pond today and the grounds look wonderful.

Councilor Baller asked what the impact on the fish might be. Brown responded that he had been told this was used on a lake back east and they have observed no impact on the fish after several years of testing.

Councilor Toney asked how long the City would need to wait before the pond could be used again after applying the chemical. Brown responded that it was his understanding that there was no waiting period. It would be safe to use immediately.

b. **New DRC**

Brown reported that Justin Riggs has passed his filter endorsement and is now qualified to be the City's DRC (Direct Responsible Charge).

3. **Library**

a. **Library Monthly Report (No meeting in August)**

b. **Youth Services Librarian Update**

Denise Willms reported that the Library is starting to ramp up for the next holidays. Storytime started on Wednesday. She had several new children which was nice and lots of other children who have been with her for years. There will be a home school family meet and greet the second week in October.

Discussion followed about an incident that occurred at the Library where a customer got out of control. As a result, staff reviewed the current Library Rules. According to the City Attorney, these were not adopted in a manner that allows us to ban someone from the Library because of their behavior. Staff couldn't locate the panic button to alert the police. That situation has been resolved and the button is back in place. The person was trying to use several different library cards, none of which were hers. Staff will be bringing the rules back for Council adoption as soon as possible. She noted that the rule against bringing a gun into the Library cannot be enforced if the person has a concealed carry permit.

4. **Sheriff's Office**

a. **Code Enforcement Report – August**

No discussion.

b. **Crime Summary – August**

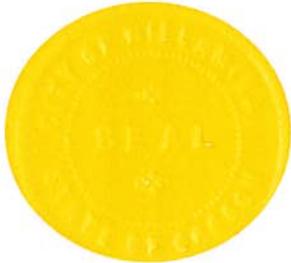
No discussion.

X. **Adjourn**

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Councilor Toney **moved** to adjourn.

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

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Meeting adjourned at 8:20 pm.



Vernon Mosser
Vernon Mosser, Mayor

Attest: Sue Hollis
Sue Hollis, City Recorder

Attachments