

Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor

City Staff:

City Recorder, *Sue C Hollis*
Pro-Tem City Recorder, *Andrea Wyckoff*
Library: *Melissa Hansen & Denise Willms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

Present:

Councilor Baller
Councilor Bramall
Councilor Hill
Councilor St Onge
Councilor Stritzke

Absent:

Mayor Adams
Councilor Vison
Honorary
Councilor
Woodward

City Staff Present:

Andrea Wyckoff, Pro Tem
City Recorder
Jeff Brown, Public Works
Director
Denise Willms, Youth
Services Librarian
Sergeant Russ
Vandewettering, YC
Sheriff's Office

Others Present:

Planning Commissioner
Dennis Ulrich
Ila Skyberg, Mayoral
Candidate

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, October 9, 2014

7:00 PM

I. Roll Call

Councilor St. Onge called the meeting to order at 7:00 pm. Andrea Wyckoff Pro-Tem City Recorder, conducted roll call. A quorum was present.

II. Flag Salute

The Pledge of Allegiance was recited.

III. Approval of Minutes

1. Minutes of Regular Meeting of September 11, 2014

Councilor Hill **moved** to approve the minutes for the Regular Meeting of September 11, 2014.

Councilor Stritzke seconded. Motion **carried** unanimously, with Councilors Baller, Hill, St Onge, and Stritzke voting aye.

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2. Minutes of Special Meeting of September 25, 2014

Councilor Hill **moved** to approve the minutes for the Special Meeting of September 25th, 2014.

Councilor Baller seconded. Motion **carried** unanimously, with Councilors Baller, Hill, St Onge, and Stritzke voting aye.

3. Minutes of Special Meeting of October 2, 2014

Councilor Stritzke **moved** to approve the minutes for the Special Meeting of October 2, 2014.

Councilor Hill seconded. Motion **carried** unanimously, with Councilors Baller, Hill, St Onge, and Stritzke voting aye.

IV. Public Input**a. David Sowers RE: City Dump Site**

David Sowers submitted a letter and plead a case to re-open the free use yard debris dump at the city shops. David urged the city to explore re-opening the dump because he feels it is important to have it there to help the citizens in the city keep their yards well maintained and have good curb appeal. David brought up a few ideas the city could try, like setting up a camera, installing a sign, setting fines for any illegal dumping, setting it up to only be opened at certain times when someone can be present to monitor what is dropped off.

Joe Barrios, who runs a local yard care service, said the dump closure has really affected his business in Willamina since it has been closed. He has had to put a lot of yard maintenance projects on hold in Willamina, since the cost of hauling the debris out of the area is too great to pass onto his clients. Joe has also recently submitted a bid to haul the garbage away for \$100, to get it out of the way, to get the dump open. He would like to see it open as soon as possible as fall leaf clean-up is coming up, along with pruning.

Jeff Brown said that it is a temporary closure, and he hopes to reopen the dump by next spring, possibly sooner. He asked that the Public Works Committee review this at their next meeting.

b. Request for an exemption for RV at 357 NE Yamhill St.

Kathryn Ray submitted a letter and was present to request an RV code exemption to allow for her sister's RV to be parked for 9 months on the vacant lot adjacent to her property. Kathryn Ray lives at 391 NE Yamhill, and the RV will be parked at 357 NE Yamhill. Kathryn's sister's husband just passed away September 1st, and he has severe diabetes, and cannot handle entire load on her own. Kathryn said she needs

her sister here so she can take care of her. The plan to pump the gray water as needed, and they will run the power and a water hose from Kathryn's lot to her sister's fifth wheel. They also plan to put up some straw bales to help insulate it. Rita asked Jeff to oversee and make sure they are safely putting in utilities to it.

Councilor St. Onge said: All in favor of 5th wheel trailer at 357 NE Yamhill street, with Jeff overseeing the property, as long as Kathryn and her sister are meeting all and any ordinance issues we have in the city. Rita asked that they come back visit with the council as the end of that time if something else occurs.

Councilor Bramall Arrived to the meeting.

Councilor Hill **moved** to make the motion that Councilor St. Onge described (see paragraph above).

Councilor Baller seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

c. Willamina Mud Drags, Sherry Dawkins

Sherry Dawkins was present to request to dates for the Mud Drags for next year on the last Saturdays of June and July, June 27 and July 25, 2014. Sergeant Vandewettering asked that Sherry appoint a main contact person for the event. Sherry assigned Clyde Dawkins.

Councilor Hill **moved** to approve the mud drag dates for next year, and need approval for the assigned responsible person, Clyde Dawkins.

Councilor Bramall seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

d. Fire Department

Connie Crawford Lain was present from the fire department along with Fire Chief Kevin Clark to let the city council know they are in the beginning stages of doing a new emergency preparedness plan. Connie said it would be wonderful to set up a holistic plan that included the city, the fire department and the sheriffs department as well. The fire department is inviting the city to be a part of the process.

Fire Chief Kevin Clark said they are going to start by preparing for a flooding event, since flooding has happened here in the past, and this process of creating a table top plan will start in February or March of next year.

Councilor Stritzke expressed interest in being the liaison between the city council and the fire department for emergency planning. Jeff was also invited to be a part of the emergency planning committee.

e. Library Board

Joyce Zimbrick was present to say that there needs to be more communication between the library board the city council. Joyce also had submitted a letter that is in the agenda packet. Joyce said the process is set up to have the librarians go directly to the board if they have ideas for suggestions or improvements for the library, and then the board would discuss it, and then the board would bring those ideas to the council, and going forward the board will have representatives at the city council meetings more consistently. Joyce also extended an invitation to the city councilors to attend the library board meetings at 8:15 am on the third Tuesday of each month. Joyce Zimbrick brought up the letters of concern regarding the donation from the Friends of the Library, these letters and meeting minutes are in the agenda packet. Joyce confirmed that the 501(c)(3) for the Friends of the Library was recently dissolved, and for now, the group is going to work on their communication skills and improving the library for the community in any way that they can. Someone in the audience commented letters from the Friends of the Library, and said that as a committee they voted that this second donation needed to go to the adult section of the library, since the previous donation went to the children's section.

Luanna Aldama said she made a motion at the last Friends of the Library meeting that the donation of \$2,837.31 would be spent on audio cassettes, fiction books, and non-fiction books, and did not want any funds to go towards DVDS, as they want to get more people interesting in reading.

Councilor Stritzke **moved** to accept the funds donated from Friends of the Library for use of the adult section of the library specifically for books, audio books, non-fiction and fiction, in the amount of \$2837.31.

Councilor Baller seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

Councilor Baller said a huge thank you to the Friends of the Library Board for all of the hard work they have done, fundraisers, and bake sales. There was a round of applause.

Councilor Baller asked where the boxes of books that were being stored in Luana's garage have ended up, as referenced in the Friends of the Library meeting minutes. Luana said Bruce Bigalow picked up the 13 boxes of books, and he will be reading them and then donating them. Luana said Melissa is selling the DVDs at the library for \$1 apiece. Joyce also explained that some of the books are also being traded into a non-profit organization where the library will earn credit to purchase other books, by trading in the surplus books.

V. Old Business

1. **Citizen Request for Stop Sign on Pioneer Street at Oak Street**

Councilor Baller commented that the topic of this stop sign was discussed at the recent Public Works Committee meeting, where Jeff had explained that Pioneer is a collector street, and putting stop signs on collector streets is normally not a good practice. Councilor Baller said they would like to request the Sheriff to put the speed sign trailer, with Jeff's help to find a good spot to put it, and this could be done a couple of times, before and after paving. And Councilor Baller added that the Public Works will look at the stop sign placement again after it has been paved. Sergeant Vandewettering commented that they tried to park the trailer where the council had requested it at the last meeting, which was near Jeri's home on Pioneer, as discussed at the City Council Meeting on September 11. Councilor Baller requested that a letter is sent to Mr. Colton to let him know the city council took action on what he was requesting.

Councilor Baller **moved** that the Public Works Committee will have it brought back to them within 6 months to a year after the paving is done on Pioneer and Jeff will work with the Sheriff's Department to find a good spot to park the speed trailer, a couple times before and after it gets paved, as it is a collector street, and normally collector streets are main arteries or thoroughfares that smaller streets feed into, and a letter be sent to Mr. Colton letting him know a letter be sent to let him know we appreciate him bringing this to our attention, and we are looking into it.

Councilor Hill seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

2. **Review Engineer Task Order for ODOT Main Street Sidewalk Project**

Public Works Director Jeff Brown explained this is a technicality with the engineering firm to have task orders complete before work is started. Jeff said if the council approves the task order tonight, the engineers are ready to start work on Monday morning.

Councilor Hill **moved** to approve the Task Order Number 10 for city engineering services.

Councilor Baller seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

3. Review City Attorney's responses:

a. Liability for donated park equipment from Hampton

The City Attorney recommended that an agreement be drawn up before the next donation of playground equipment is donated and installed at Huddleston Pond by Hampton Lumber. Councilor Baller remarked that the new teeter tooter that was installed looked really nice. Councilor Baller requested that a thank you note be sent to Hampton Lumber to thank them for all the wonderful things they have been doing.

Councilor Baller **moved** to send a thank you note to Hampton Lumber to thank them for all the wonderful things they have been doing.

Councilor Hill seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

b. Liability for sidewalk demo at 372 NE C Street

Councilor Hill asked if the city would bear some of the responsibility once the city starts the removal work at 372 NE C Street. Pro-Tem City Recorder paraphrased the email response from City Attorney David Doughman. In the opinion of David Doughman, ultimately the sidewalk is the responsibility of the abutting landowner, though once the city starts work removing the sidewalk, the city might bear some responsibility for that work. David had noted in his email that he wasn't sure it would be worth the cost to the city to attempt to negotiate a legal agreement with the landowner, in relation to the risk of the liability, as the city's insurance would cover the liability in the end. Jeff is going to attempt to get in touch with Joi Bailey next week, and start with the removal of the collapsed sidewalk next week.

VI. New Business

1. Surplus Equipment – Public Works

Public Works Director, Jeff Brown, asked the council to declare a sidearm mower that the city has not used in many years as surplus equipment, and Jeff will attempt to sell it. It was used before the sewer lagoons were lined, but now that they are lined, the mower has been sitting and collecting rust.

Councilor Hill **moved** to declare the piece of equipment surplus.

Councilor Stritzke seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

2. Resolution to Adopt Yamhill County Multi-Jurisdictional Hazard Mitigation Plan

Jeff Brown explained that in the past, he was asked by Sue Hollis to sit on the board for the County Multi-Jurisdictional Hazard Mitigation Plan Committee, and he said that at the time each city was asked to note action items, and Jeff listed the city's action items as acquiring generators to run the water facilities in the case of a power outage emergency. Jeff explained that by listing action items in the plan, he believes it helps to open the door to acquiring the declared action items as grants become available.

Councilor Hill **moved** to approve the Yamhill County Multi-Jurisdictional Hazard Mitigation Plan.

Councilor Stritzke seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

Councilor Hill **moved** to approve Resolution No. 14.15-003, a Resolution Adopting the Yamhill County Multi-Jurisdictional Hazard Mitigation Plan.

Councilor Bramall seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

VII. Mayor's Report None, absent.

VIII. Council Liaison Reports

1. Chamber Liaison (Councilor St Onge)

a. Councilor St Onge reported that the Chamber recently agreed that the third meeting of the month, which is the third Wednesday, would be a day to focus on visioning for the organizations, and the city. The Chamber will be inviting in guest speakers, along with people to help walk them through the process to create a plan of action.

b. The Chamber had a less than stellar bark dust sale recently, and made less than \$100.

c. The Chamber is working with the newspaper at the high school to post public notices. The school paper is sent out to all of the home addresses in the Willamina zip code.

d. The Chamber is putting together welcome packets for new residents who move to town. The packets will include flyers for local businesses as well as contact numbers for local services ranging from doctors, restaurants, and churches.

2. **School Board Liaison (Honorary Councilor Woodward)**
Absent.

3. **YCOM Board (Councilor Baller)**

Councilor Baller reported that the YCOM organization, which handles all of the local 911 emergency calls, has older equipment that will need to be replaced in the near future. The proposal to purchase new equipment will be going on the voter ballot for next year. Councilor Baller stressed the importance of having working equipment to support the dedicated team that runs YCOM.

IX. Council Committee Reports

1. **Finance Committee**

- a. **Minutes of Meeting of October 2, 2014**

Councilor Hill **moved** to approve the finance meeting minutes of October 2, 2014.

Councilor Stritzke seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

- b. **Check Registers - September 1-30, 2014 (information only)**

2. **Planning Commission Report (Commissioner Ulrich)**

Commissioner Ulrich reported that the Planning Commission had finished working on chapter 3 and was now working on chapter 4. Chapter 3 covered the design requirements, and chapter 4 is the administrative portion of the code, which handles variances, and how decisions are made. Chapter 2 is finished, but is now being expand to new development items.

X. Reports of City Officers

1. **City Recorder**

Pro-Tem City Recorder Andrea Wyckoff requested an executive session at the end of the meeting to go over the audit. *Executive Session did not end up happening, and was rescheduled for a future meeting.*

2. **Public Works**

- a. **Monthly Report**

Public Works Director Jeff Brown reviewed the water line repair that the city did at 4th Street a few weeks ago, and removed a 2 inch valve that was almost completely rusted, and those folks in that area should have much better water pressure and/or water volume now.

The following Sunday a 6 inch main water line broke at Hampton and was repaired Monday afternoon.

Jeff mentioned that the people who do the annual Trunk or Treat on Halloween had not yet asked for permission to use the parking lot yet, and asked for the permission of the council to use the lot if they are approached again this year. Linda Brown was in attendance at the meeting, and said she was one of the people organizing this year.

Councilor Hill **moved** to allow the group to use the city parking lot for Trunk or Treat.

Councilor Stritzke seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

Jeff Brown reported that a week ago, a sink hole developed on Bales Ave, and the city was called, and the city had it fixed within a few hours. Jeff does not know exactly what caused it, possibly due to being over an old buried farm property.

c. Minutes of Meeting of October 7, 2014

Councilor Stritzke **moved** to accept the library board vacancy by Linda Scott's resignation.

Councilor Hill seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

3. Library

a. Library Board

1. Board Vacancy

Councilor Stritzke **moved** to accept the library board vacancy by Linda Scott's resignation.

Councilor Hill seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

Councilor Hill **moved** to post the opening for on the library board.

Councilor Bramall seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.

b. Youth Services Librarian Report (Verbal)

Children's Librarian Denise Willms reported that now that she is back from vacation, story time is up and running again. Denise has also been in contact with Deputy Park, and last Wednesday the kids saw a presentation by the officer, and got to ask questions that showed critical thinking.

Denise did the Smart Readers training on Monday. Denise is in the process of partnering with the school and is in contact with Tim France. Denise has an open communication policy regarding minors in the library during school hours, and has had the School Resource Officer pick them up at times and return them to the school. Denise is creating a permission slip that parents will need to physically come in and sign to if they want to allow for an underage kid to be allowed to be in the library during school hours to use the library's computers and internet connection to do online schooling.

Tomorrow the library is hosting the Yamhill County Stewardship Watershed Program, as it is a no-school day, and students will take a short field trip from the library and walk down to Garden Spot Park to study Willamina Creek and collect samples to look at under microscopes.

Denise will also be picking up 10,000 Legos tomorrow, and the Lego maker space program will be starting on October 18, and continuing the third Saturday of every month. Since Denise needs to be in two places at once tomorrow, and Melissa is out sick, the council discussed the current policy that does not allow for a volunteer to be at the library without city library staff supervision. Councilor St Onge requested this item be brought back up for discussion on the next agenda.

4. Sheriff's Office

a. Code Enforcement Report – September 2014 (handout)

b. Crime Summary – September 2014

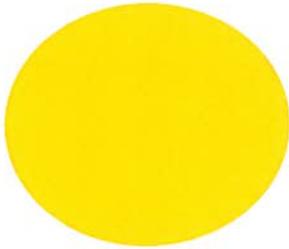
Sergeant Russ Vandewettering reported that there was not a handout for this month. He provided a recap of the recent live shooter drill and training that was done at the high school. He also announced the Willamina School Noise Parade is scheduled for Friday, Oct 17, 2014 from 12:45 – 1:30.

XI. Adjourn

Councilor St Onge called for a motion to adjourn.

Councilor Hilll moved to adjourn.

Councilor Stritzke seconded. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and Stritzke voting aye.



Corey Adams, Mayor

Attest:

Andrea Wyckoff, Pro-Tem City
Recorder

Next Council Meeting Date

Work Session – November 13, 2014 (5:30 pm)
Regular Session – November 13, 2014 (7:00 pm)

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that

appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

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