



Mayor Vernon Mosser

Council Members:

Ila Skyberg, Council President
Corey Adams
Rita Baller
Allan Bramall
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, October 11, 2012
7:00 PM

Roll Call

Council President Ila Skyberg announced that the Mayor was ill and unable to attend tonight's meeting and she will preside in his absence. She called the meeting to order at 7:00 pm. A quorum was present.

Present:

Councilor Skyberg
Councilor Adams
Councilor Baller
Councilor Bramall
Councilor Toney

Absent:

Mayor Mosser

City Staff Present:

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

Others Present:

Scott
Linda Eyster, 651 E Main St

I. Flag Salute

The Pledge of Allegiance was recited.

II. Approval of Minutes

1. Minutes of Regular Session of September 13, 2012

Councilor Bramall **moved** to approve the minutes of the Regular Session of September 13, 2012, as written.

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

III. Public Input

Linda Eyster, 651 E Main Street, and passed around a photo of the ditch running alongside her house. She thanked Council for the opportunity to speak and for authorizing the cleaning last year of the culvert/trench that funnels runoff from the Oaken Hills area and above. She expressed her appreciation of the effort that was undertaken in 2011. She asked Council to approve cleaning again this year. She read a letter into the record (attached hereto and made a part hereof). The culvert was installed in 1809 and goes under

her home which was built in 1918. She was not aware that the culvert went under her home when she bought it. She asked that the culvert be cleaned again before November 11, 2012. She also requested that the City consider doing this every year as a part of routine maintenance. She then asked for a copy of a survey she believed was undertaken by Magnus Surveying in conjunction with an engineering report done on the culvert in 2008-2009. She had requested and received a copy of the engineering report in 2011.

She stated that when the water rises, she must cut a hole in her floor and bale the water out. She felt that the City could move these culverts and it would not be an expensive proposition.

President Skyberg asked if Council would be interested in seeing those reports as well. They concurred. Councilor Baller asked if cleaning helped the problem. Ms Eyster said that it did help, but she still needed to bale water out the front door. When she purchased the property the ditch was covered with blackberries and was not visible.

Councilor Baller asked Jeff Brown, Public Works Director, if this was something that could be done. Brown responded that he had mixed feelings about undertaking this work. If Council directs him to do it, it will be done. Sue Hollis, City Recorder, suggested doing some research and reporting back to Council at the November meeting.

IV. Old Business

1. Housing Rehabilitation Grant Statistics (information only)

Sue Hollis noted that this was for information only and had been requested by Council at their last meeting. This report shows more of the demographics of the people who were helped by this program.

V. New Business

1. Report from Dave Monson, City Engineer, re Intake Project (verbal)

Dave Monson, City Engineer, gave a brief update on potential funding for the project which includes a Community Development Block Grant application and a Letter of Interest for loan funding. The master planning would include an intake alternatives analysis. The City has one done by Shannon and Wilson. While he felt that this study was adequate, the master planning will give Council an opportunity to look at the project from a different perspective. Council also has the ability to direct that consultant to obtain the best possible solution. Discussion followed about other types of systems, such as infiltration systems, however they depend upon appropriate geology. The sediment loads in Willamina Creek would likely prove to be a problem for some systems.

Councilor Baller asked how much gravel has wandered downstream and how much time we might have until it won't work any more. Monson responded that what you have is not working now in the winter months. Jeff Brown has an additional pump that he uses when the intake screens are clogged. Monson went on to note that it is many hundreds or thousands of yards of materials that flow through there every winter. There is also active bank erosion occurring. It kind of comes through in waves. Councilor Baller asked what kind of window we might have before we won't

be able to get water. Monson responded that this is happening now, but you have been able to deal with it with the additional pump placed directly into the stream. The problem is that this pump is fragile. The existing intake has been hit many times and was built to handle that and has held up well. The new structure will also not be wiped out by large logs. The temporary pump is vulnerable, however. If it were to be taken out by a large log, you would need to buy another pump and put it in the river. Every year is different depending upon weather and equipment.

Discussion followed about the next steps. Hollis reported that we need to get the grant and complete the water master plan. Our current master plan is over 20 years old and the funding agencies will not consider a larger loan or grant until this is updated. We should know by December if the \$150,000 grant is approved. This grant also includes a water rate study. This process will probably take nearly a year to complete.

Hollis reminded Council that Dave Monson is retiring next year. Monson confirmed that he will be retiring as of the end of February, 2013. He will continue to be available to assist as needed, but this is an opportunity to select a new City Engineer that you would have do the master plan as well. Part of the master planning effort will bring that engineer up to speed more quickly than just about anything else they could do. He suggested checking with the CDBG grant program, but it was his understanding that as long as you undertake a qualifications based selection process for a new City Engineer, they could do the master plan. Monson noted that he has worked for the City since about 1991, but he was not selected based on a competitive process. That means he would not be able to do the master plan unless he competed with other firms for the project. Brief discussion followed about sources for Requests for Qualifications. Hollis will provide examples for the next Finance Committee meeting.

Councilor Baller asked if Dave Monson would be able to sit on the committee to hire a new City Engineer. Monson responded that he would be happy to do so. Hollis felt that his expertise in working with small cities would also be of great value.

2. Lines of Succession for City Councilors for EOP

Sue Hollis explained that one section of the Emergency Operations Plan outlines the succession for City governance in a disaster or emergency. The Mayor is first in line, followed by the Council President. What Council is being asked tonight is to decide how we proceed from there down through the list of Councilors if they are not available or incapacitated. Discussion followed about various options. Hollis noted that as we work more with the EOP, if it is discovered that one option does not work, then the document can be updated.

Councilor Toney **moved** to have the lines of succession for City Council for the Emergency Operations Plan be in alphabetical order by last name.

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

3. **Request for City Representative(s) for GROW Yamhill County Work Group**

President Skyberg asked if we had received advance notice of this effort. Sue Hollis responded that she understood it had been e-mailed to the Council. Willamina was the only City not represented. They are asking for a primary and alternate member. Councilor Bramall said he actually had Tuesday's off and would do it. President Skyberg volunteered to be alternate.

Councilor Skyberg **moved** to appoint Councilor Bramall as the primary and Councilor Skyberg as alternate for the GROW Yamhill County Work Group.

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

4. **Resolution #12.13-001, Declaring Surplus Property and Authorizing its Sale or Other Disposition**

Sue Hollis called attention to the agenda memo and briefly reviewed its contents.

Councilor Adams **moved** to adopt Resolution #12.13-001, Declaring Surplus Property and Authorizing its Sale or Other Disposition.

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

5. **First Reading, Ordinance #646, An Ordinance Authorizing City to Refer Debts to Collection Agencies**

Sue Hollis noted that Council had authorized staff to begin working with a collection agency to recover bad debts. The City Attorney determined that we needed to add new language to the Municipal Code to allow the cost of collection to be added to the debtor. She outlined the process for completion of the first reading.

Councilor Bramall **moved** that the first reading of Ordinance #646, An Ordinance Authorizing City to Refer Debts to Collection Agencies, be by title only.

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

President Skyberg read Ordinance #646 into the record by title only.

Councilor Bramall **moved** approval of the first reading of Ordinance #646, An Ordinance Authorizing City to Refer Debts to Collection Agencies.

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

VI. Council Liaison Reports

1. Chamber Liaison (None)

Sue Hollis called attention to a handout copy of the invoice for the recent city-wide cleanup (attached hereto and made a part hereof). She noted that WOW had donated \$480.83 of the cost. The City and Chamber split the remaining costs of \$961.66 for \$480.83 each as well. She reported that the Chamber has scheduled another cleanup for April 20, 2013.

2. School Board Liaison (None)

None.

3. YCOM (Councilor Baller)

Councilor Baller reported that the most recent development is that Commissioner Stern has been appointed to represent the Yamhill County Board of Commissioners on the YCOM Board. Councilor Toney noted that she has always had good luck in working with her.

4. Strategic Planning Focus Group (Commissioner Ulrich)

Sue Hollis reported that the meeting was short, but plans are to have a format outlined by the November meeting. Once the outline has been completed, plans are to post it on the website for the public to review.

VII. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of October 2, 2012

Councilor Toney **moved** to accept the minutes of the Finance Committee meeting of October 2, 2012, as written.

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

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

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Councillor Toney **moved** to approve the Report of Bills Paid for September 1 thru 30, 2012, as received.

Councillor Bramall **seconded**. Motion **carried** unanimously, with Councillors Adams, Baller, Bramall and Toney voting aye; Councillor Skyberg abstaining.
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2. Public Works Committee – No Meeting

Jeff Brown, Public Works Director, announced that he would like to have a meeting of the Public Works Committee to discuss the future of the old department store. He will also be inviting representatives from the Museum and Naomi Kelley from the Mishler Family Trust. Following discussion, Mondays at 6:00 pm was the preferred day and time. Brown will confirm a date.

VIII. Reports of City Officers**1. City Recorder****a. Draft Ordinance No. 647**

Sue Hollis called attention to a handout draft of Ordinance #647 entitled “City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way” (attached hereto and made a part hereof).

She reported that the City has not received anything back from the railroad on the proposed lease agreement sent to them a couple of months ago. Our City Attorney prepared the draft ordinance for basically two reasons: 1) to get the railroad’s attention, and 2) to protect the City’s property rights as the owner of the right-of-way on which the railroad operates. As it currently stands, they actually do not have any legal authority at present to be operating in our right-of-way.

The draft ordinance is being presented tonight for information and to allow Council time to think about whether this approach works for you. A lease agreement, such as the one currently in the hands of the railroad, is between two people. An ordinance is strictly the City’s rules. You are saying, yes, you can have a license to operate on our property. She noted that the chances of getting the money included in the ordinance is pretty slim, but what you can do is enforce every other part of it such as keeping the area clean, etc. The license is not regulating them as a railroad, it is just allowing them to be on your property. The language in the ordinance is essentially the same as that in the lease except it is now one-sided. There are no longer “shalls” there are now “wills.”

Councilor Toney asked what happens if they don't comply with the ordinance. Hollis responded that the City would then have recourse under the law. At present, that is not an option because our franchise agreement has expired. She went on to note that the railroad does not have to agree with anything in our own ordinance. That language is strictly up to the City. Discussion followed.

Hollis noted that the City Attorney is seeking input from Council about whether this concept works for them. They are not being asked to adopt the ordinance at this time. What he plans to do is send it to the railroad to show them what Council is considering. If we get no response, it would be brought back to Council to begin the adoption process. It was the consensus of Council that they would consider this concept to protect our property rights if the railroad was unwilling to negotiate a new lease.

b. Other

Sue Hollis reported that the City processed its first debit/credit card today!

2. Public Works

a. Monthly Report

Jeff Brown called attention to the agenda report. He noted that he had reported that water leaks had all been fixed, but he spoke too soon. Other small ones have popped up. He discussed the annual cleaning of the sewer lines. Next year he is going to have the company concentrate on some of the storm drains. He had talked with contractors about painting the Museum and found that there is lead paint involved. Costs to caulk the building, pressure wash and paint are estimated at several thousand dollars. Caulking is required because last time the building was pressure washed it actually got wet inside the building.

Brown reported on repairs that were made today at the railroad pedestrian crossing at the Main Street bridge. The sidewalk/pedestrian area was ground down and repaved to make it easier for pedestrians and strollers. The Railmaster is hoping within the next year to redo that entire crossing and the one by Boise Cascade. This is not a given, however. Brown also reported that Tree-rific will be doing the work to remove trees at Lamson Park. The tree up by the playground will not be removed because it is felt that if it falls it will go over the bank and not fall into the park.

2. Library

a. Library Monthly Report

No discussion.

b. Youth Services Library Update

Denise Willms, Youth Services Librarian, gave a brief report on recent and upcoming home schooling activities. Halloween Trunk or Treat is coming up and the Library will be open during part of the time. She will be dressed as the Librarian from Whoville.

3. Sheriff's Office

a. Code Enforcement Report – September

No discussion. Sue Hollis reported that Deputy Stuart, the City's Code Enforcement Officer, had been called out of the office to work on the Search and Rescue Effort in McMinnville. He made up the time by working over the weekend and has now gone on vacation to Las Vegas.

b. Crime Summary – September (handout)

No report.

IX. 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 7:58 pm.



Vernon Mosser

Vernon Mosser, Mayor

Attest: *Sue Hollis*

Sue Hollis, City Recorder

Attachments