



Mayor Corey Adams

**Council Members:**

*Ila Skyberg, Council President  
Rita Baller  
Gary Hill  
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 EMERGENCY MEETING  
Friday, December 14, 2012  
7:00 PM**

**Roll Call**

Mayor Mosser called the meeting to order at 7:08 pm. A quorum was present.

<b>Present:</b>	<b>Absent:</b>	<b>City Staff Present:</b>	<b>Others Present:</b>
Mayor Mosser Councilor Skyberg Councilor Adams Councilor Baller Councilor Bramall	Councilor Toney	Sue Hollis, City Recorder Jeff Brown, Public Works Director	

**I. Flag Salute**

The Pledge of Allegiance was recited.

**II. Approval of Minutes**

**1. Minutes of Regular Session of November 8, 2012**

-----  
Councilor Skyberg **moved** to approve the minutes of the Regular Session of November 8, 2012, as written.

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

**III. Public Input**

None.

#### IV. Old Business

##### 1. Resolution #12.13-002, A Resolution Amending the FY 2012/13 Budget & Making Appropriations

Sue Hollis, City Recorder, noted that this resolution will appropriate the \$3,000 donated by the Friends of the Library to the children's programs.

---

Councilor Adams **moved** to adopt Resolution #12.13-002, A Resolution Amending the FY 2012/13 Budget & Making Appropriations.

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

---

##### 2. Water Leak at 552 SW Branson Street

Sue Hollis called attention to the handout memo (attached hereto and made a part hereof), and briefly reviewed its contents. Council had previously agreed that if Mr Harris paid the two outstanding bills which amount to \$179.61, he could then pay a deposit and get water service at another location in the City. Staff would also send a letter to the owner of the property asking for payment of the bill and explaining the leak repair credit policy. If the property owner does not respond or refuses to pay, staff would return to Council with a resolution to attach a lien. Discussion followed about whether the house is going to be burned by the Fire District or torn down. Even if the house is not destroyed

---

Councilor Baller **moved** to approve the staff recommendation, plus the action shown in paragraph 7 of the memo.

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

---

Councilor Baller noted that she really appreciated receiving a memo like this so that anyone could pick it up and understand what is going on. Sue Hollis thanked the Councilor and expressed concern that she might sometimes be overloading them with information. Mayor Mosser did not agree and felt that the information provided was just right.

**V. New Business****1. Audit Services Contract – Boldt, Carlisle & Smith**

---

Councilor Adams **moved** to approve the contract with Boldt, Carlisle & Smith for audit services for FY 2008/09, 2009/10, 2010/11 and 2011/12.

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

---

**2. Internal Control Review for 2012-13**

---

Councilor Skyberg **moved** to approve continuing the Internal Control Review for 2012-13.

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

---

**3. Change in Membership on Downtown Loan Fund Advisory Committee**

Sue Hollis explained that the Downtown Loan Fund Advisory Committee is seeking a member who can meet early in the morning. Betty Frownfelter has been unable to do so and Councilor Skyberg has graciously agreed to serve.

---

Councilor Baller **moved** to remove Betty Frownfelter from the Downtown Loan Fund Advisory Committee and appoint Councilor Ila Skyberg.

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

---

**4. Approval of Final Draft for RFQ for City Engineer of Record Services**

Sue Hollis called attention to the handout comments from the City Engineer (attached hereto and made a part hereof). She recommended incorporating these comments into the final document. Dave Monson has indicated that he would be willing to field questions about the RFQ and to serve on the selection committee. He will also be submitting a formal retirement letter. Councilor Baller felt that he would be a tough act to follow. Sue Hollis agreed, noting that she has enjoyed working with him.

---

Councilor Skyberg **moved** to approve the final draft of the RFQ for City Engineer and to incorporate the comments from the City Engineer.

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

---

5. **Preliminary PSU 2012 Population Estimate**

Sue Hollis explained that Council can either accept the population estimate or challenge it. She did not see any basis for a challenge.

---

Councilor Adams **moved** to accept the PSU 2012 Population Estimate.

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

---

Councilor Skyberg asked if we could get the population sign updated. Jeff Brown, Public Works Director, will follow up with ODOT.

6. **Proclamation Declaring January 19, 2013 as May Shipley/Snow Day**

Mayor Mosser reported that the information for the proclamation came from Naomi Kelley. Councilor Baller noted that her father was a friend of Mr Shipley's and went with him to the airport to pick her up. He was the first person from Oregon to welcome her, aside from Mr Shipley. Councilor Skyberg will be presenting the Proclamation.

---

Councilor Skyberg **moved** to approve the Proclamation making May Shipley/Snow an honorary citizen and proclaiming January 19, 2013 as May Shipley/Snow Day.

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

---

7. **Certified Election Results – November 6, 2012 (Information Only)**

Sue Hollis reported that no action is needed on this. She checked the City Charter and Municipal Code and there is no Council action required by these documents. Some charters require their Councils to canvass election returns, but Willamina's does not.

8. **Rate Adjustment Notice – WAVE Broadband (Information Only)**

No discussion.

VI. **Council Liaison Reports**

1. **Chamber Liaison (None)**
2. **School Board Liaison (None)**
3. **YCOM (Meeting Canceled)**
4. **Strategic Planning Focus Group (Commissioner Ulrich) (No meeting in December)**

No discussion on any of the above.

VII. **Council Committee Reports**

1. **Finance Committee**

a. **Minutes of Meeting of December 5, 2012**

---

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

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

---

Councilor Adams asked if the City has received any response from the railroad. Sue Hollis responded that we did receive a letter after we sent a copy of the proposed ordinance. The City Attorney, Tom Sponsler, is reviewing it.

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

---

Councilor Bramall **moved** to approve the Report of Bills Paid from November 1 thru 30, 2012.

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

---

2. **Public Works Committee – No Meeting**

## VIII. Reports of City Officers

### 1. City Recorder

#### a. Absence from Office December 19-28, 2012 (verbal)

Sue Hollis reported that she has scheduled vacation time over the holidays to visit family in Ohio.

#### b. Closure of City Hall on December 24, 2012

Sue Hollis reported that last night Council had briefly discussed giving staff a full day off on December 24, 2012. Staff is typically given 4 hours off and either a turkey or ham. Because we would be closed both Monday and Tuesday, City Hall would not be closed on Wednesday of that week. We would resume closing on Wednesday on January 2, 2013.

---

Councilor Bramall **moved** to close City Hall on Monday, December 24, 2012 and Tuesday, December 25, 2012.

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

---

#### c. Linda Eyster Request

Sue Hollis reported that she has not been able to locate any funding source to fund the maintenance of this ditch. She noted that the cost for last year was \$280 which she felt the homeowner should be able to cover. Jeff Brown noted that it would have been about \$100 more because Mr Easley did not charge any move-in fee for equipment. Discussion followed.

Mayor Mosser asked what it would cost to put a culvert under her house. Jeff Brown responded that there are culverts in place that then go into an open ditch. Hollis noted that in the study that was done about how to deal with this issue, the conclusions were not based on a study of the actual amount of water that the ditch needs to handle. Without this information, you can't size the culvert correctly. Jeff Brown agreed, noting that you also need to correct the problems all the way to the river. Councilor Adams reported that he had walked this area and felt that whatever we do is not going to resolve the problem. There is not enough fall for the water to move out of the area fast enough to not back up. Cleaning out the weeds and sediments won't help when the flow is high.

Councilor Baller asked if there were other drainage ditches coming off of Hill Drive. Jeff Brown responded that there were, but the issue there is not lack of fall but cleaning out the overgrowth.

Councilor Adams felt that the only real answer for Ms Eyster is to build up the foundation of her house so it is higher than the water flow.

In response to a question from Councilor Adams, Brown responded that the culvert under the road was either a 36" or 48" box culvert. Hollis noted that once you get a new City Engineer, you might ask them to take a look at it as a fresh set of eyes.

## 2. Public Works

### a. Monthly Report

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

### b. Quote from Lakeside Aquatic Services for Huddleston Pond

Jeff Brown noted that the quote from Lakeside Aquatic Services to remove the weeds from the outer edge of Huddleston Pond is \$8,650. Weeds in the center would remain as habitat for the fish. The recommendation is that it be done two years in a row, however, we really can't afford to do that. He has been discussing funding options with Fish & Wildlife, Kiwanis, and Chamber and asked Council's permission to seek funds for the project.

Discussion followed about whether this method would disturb the bottom of the pond. Hollis noted that the contractor was told that any removal could not disturb the bottom of the pond. Brown noted that the actual area of highest concern in the pond does not really have much weed growth.

---

Councilor Baller **moved** to allow Jeff Brown to seek funds for this project.

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

---

Councilor Baller asked Brown what plans he had to deal with the ongoing erosion at the Pond. Brown reported that he does not have any plans at present. Near the boat landing, some of the bank has fallen away. Given the cracks in the area, there is a possibility that the bank may fall away to within a foot of the parking area. This is beyond his scope and may require the services of a hydrologist and engineer.

Discussion followed about a small spit of land with a tree that seems to divert the water toward the opposite bank and whether this could be removed. Councilor Baller asked if we could have Dave Monson look at this while he was still on contract. She felt that we should get on top of it before it does impact the pond. Councilor Skyberg offered to host a meeting at her house.

Jeff Brown noted that someone in the neighborhood wanted to charge up his battery on his backhoe and drove it through the park which also created some problems. Councilor Adams asked if anything had been done about this. Hollis noted that a Sheriff's Deputy had talked with him. Brown noted that staff had repaired areas where he had caused holes to form. Councilor Adams asked how much it cost us to repair the damage. Brown responded that it was about a yard of rock and 3 hours of his time. Councilor Adams felt that we should send him a bill.

---

Councilor Adams **moved** to bill the gentleman driving the backhoe around the pond for the damages incurred.

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

---

Councilor Skyberg thanked Jeff Brown for the new signs at Hampton Park & Huddleston Pond that show the hours of operation.

**c. Quote from Peterson for Generator Repair**

Jeff Brown reported an issue that developed after the power outage on December 7. When staff started up the generator at the Washington Street pump station, it threw a rod through the block. It will cost approximately \$10,611 to repair it. Sue Hollis is checking with insurance to see if it is covered. Brief discussion followed. The generator only has a little over 180 hours on it so it should just be the motor that is the problem. We are currently renting a generator.

Without the generator, we had both a sewer overflow and a large backup into the old high school. Brown hired a cleaning company to deal with the high school. There were supposed to have been two backflow prevention valves that would have prevented this problem, but we were only able to install one of them. The second one will need to be installed by a contractor because of the depth of the line. The first valve did prevent some damage that might have occurred if it were not in place.

Councilor Adams asked what this did to our budget. Hollis noted that the good news is that the fund to be charged is the one with the most money available, but this will be a large hit. Jeff Brown noted that our rental generator is an addition \$900 per month if it is not used. If used over 2 hours, this cost will increase to \$1200.

---

Councilor Skyberg **moved** to approve the \$10,600 repair of the generator for the Washington Street Pump Station.

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

---

Brown reported that at the Wastewater Treatment Plant some of the drives that adjust the speed of the pumps apparently burned out. He was not sure if the power outage caused this problem. This cost an additional \$1,000 plus installation. Councilor Bramall noted they lost a transformer at the substation as well.

### 3. Library

#### a. Library Board Minutes

No discussion. Hollis called attention to a handout showing the next event at the Library which is an Ugly Sweater Contest (attached hereto and made a part hereof).

### 4. Sheriff's Office

#### a. Code Enforcement Report – October & November

No discussion.

#### b. Crime Summary – November

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

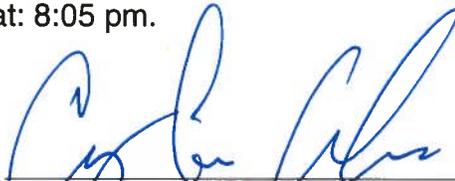
**VIII. Adjourn**

↑  
Councilor Bramall **moved** to adjourn.

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

↑  
Meeting adjourned at: 8:05 pm.



  
\_\_\_\_\_  
Corey Adams, Mayor

Attest:   
\_\_\_\_\_  
Sue Hollis, City Recorder

Attachments

F:\CITY COUNCIL\MINUTES\2012-13\2012.12-14.Emergency Meeting.CC