

City Of Willamina
Minutes of the 2nd Thursday of the Month Meeting of the City Council
June 9, 2016
6:00 PM

Location of Meeting:

411 NE "C" St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Rita Baller
Councilor Katie Vinson (late)
Councilor Bob Burr
Councilor Heather Stritzke
Councilor Theresa McKnight

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on June 9, 2016 at 411 NE "C" St by Mayor Ila Skyberg. Roll Call was taken by the City Recorder and quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved.

III. Consideration of Open Issues

1. Public Input

Mayor Skyberg

The Mayor called for Public Input. First on the list was Kevin Most who lives at 370 NW 6th St, Willamina.

Kevin addressed the Council and asked to create an ordinance on open burning; he experienced an open fire on the property above the water tower owned by Harold Miller.

He said there was a no "watch fire" which is a regulation. There was no preparation of the ground or clearing around the fire and no fire protection to put out the fire if it got out of hand which it did. Kevin stated the fire turned into a field fire. He called 911. He said the fire came within 50ft of his property. The fire department confirmed to him that the burn was left over from building materials.

He then talked to the City Code Enforcement. He said the city code enforcement officer has authority to put out fire by city code. On May 30th he talked to the fire department and they said they did not have the authority to go on private property but the code enforcement does have the authority. He asked the Council to give the Fire Department further authority. Ross said he looked into it and that in fact Code Enforcement does have some rights to advise a residence to put out a fire. Ross shared he had talked to the Fire Department and in the end the Fire Department does have the authority to go into property where there is a fire to and protect life and property.

The Mayor stated that she is handing it over to Ross for any further attention.

2. Consent Agenda

Mayor Ila Skyberg

MOTION: Councilor Baller motion to approve the consent Agenda and Check Register and Monthly Report. Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

3. Presentation From Rich Winkel CPA

Mayor Ila Skyberg

Mayor Skyberg introduced Kathy Taylor of Kathy Taylor Consulting and Rich Winkel, CPA who would give a presentation on his review of the City Financials. Mr. Winkel's report was an independent accountant's report on applying agreed-upon procedures. His work was required to meet one of the commitments the City made to the Secretary of State, per their request.

Rich began by giving a brief history and said he is a CPA and a Licensed Municipal Auditor in addition to being on his own for the last 10 years. He gave a background on how the city arrived at engaging his services then went into detail of his enclosed report.

Rich concluded that his work was compared to the AICP Standards. He then turned to the balance sheet reports which are the back-up for the Cities 2015/16 beginning balances.

The Mayor asked if Council had any questions.

The Mayor thanked Rich and asked him if he was going to be our auditor; he responded yes. The City Recorder added that she would follow-up the meeting with the Secretary of State and report back.

Bob Burr stated that he heard the City 2015/16 audit would be done by October 2016. Ross responded that yes it should done by October as the City is not that complicated. Kathy Taylor also responded yes as we are current.

4. Public Hearing #1

Mayor Ila Skyberg

Mayor Skyberg opened the public hearing and read this script:
Public Hearing on Proposed uses of State Revenue Sharing Funds in FY 2016/17 Budget

- Good Evening ☐☐
This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed uses of State Revenue Sharing funds in the FY 2016/17 Budget which begins on July 1, 2016. These funds are proposed to be used to assist with the cost of Street Lighting. The estimated amount to be received is \$18,000.
General Testimony -☐ The Mayor stated now is the time for any comments from any persons in the audience regarding the proposed uses of these funds.

Ross rephrased what the open hearing expresses is “Do you want money from the State?”

Bill Felton voiced that if the City has money to pay for street lights, the City should pay it instead of imposing a new fee.

The Mayor asked for question or comments from Council☐- Now is the time for any questions or comments from Council regarding the proposed uses of these funds.

Mayor Skyberg closed the Public Hearing.

Later in the agenda, council will adopt a resolution regarding state revenue sharing funds.

5. Public Hearing #2

Mayor Skyberg

Public Hearing Script on Proposed Water & Sewer Rate Increases

- Good Evening ☐
this is the time and place scheduled for a public hearing for the purpose of obtaining public comment on proposed water and sewer rate increases. Water rates are proposed to increase by 10% and sewer rates decrease by 3%, effective with the June 16-July 15, 2016 billing cycle.
The Mayor asked for testimony from proponents and said now is the time for any persons in support of the proposed increases to speak.
There were no comments in support.
Bill Felton started to speak and asked the Council what is 10% of 2.39 he said it is fewer than .24 cents. Bill said he was bothered by the rate increases; he said it is a 12% increase. He added that social security calculates on percentages. He stated that he is being charged for the meter year after the year and it is a tax. He went on to say the \$2.50 is called a fee and is a tax and that really won't go away. He said use the proper calculations. Bill had in his possession a particular sheet that had an error. Ross took his calculator out and found the total was correct. Ross said it was good to have another set of eyes. Bill continued to comment that the city uses fees which is really a tax.

Bill said “fees are open-ended.”

The Mayor asked for testimony from opponents and said now is the time for any persons in opposition of the proposed increases to speak.

The Mayor asked for general testimony and said now is the time for any general comments from any persons in the audience regarding the proposed increases.

Bill Felton from the audience added another comment and suggested that we use the money from the fee to pay off debt.

The Mayor closed the public hearing.

A Resolution to consider adoption of the increases is included later in the agenda.

6. Public Hearing #3

Mayor Skyberg

Public Hearing on Proposed 0.50% Rate Increase for Recology Western Oregon Effective July 1, 2016. Mayor Skyberg read the script below.

- Good Evening □ □

This is the time and place scheduled for a public hearing for the purpose of obtaining citizen input and comment on a proposed 0.50% increase in solid waste collection fees for Recology Western Oregon which will become effective July 1, 2016.

- Ross made a point of order and noted that it would be more appropriate for the the speaker from Recology to speak during the resolution.

Testimony from proponents- Now is the time for any persons in support of the proposed increase to speak. There were none

Testimony from opponents - Now is the time for any persons in opposition of the proposed increase to speak. There were none.

General Testimony - Now is the time for any general comments from any persons in the audience regarding the proposed increase.

The Mayor closed the public hearing.

A resolution to approve the proposed increase will be adopted later in the meeting.

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7. Public Hearing #4

Mayor Skyberg

Public Hearing Script

Proposed Utility Fee

- Good Evening ☐☐

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on proposed \$2.50 Utility Fee to each utility customer. Effective with the June 16-July 15, 2016 billing cycle.

Testimony from proponents - Now is the time for any persons in support of the proposed increases to speak. There were none.

Testimony from opponents - Now is the time for any persons in opposition of the proposed increases to speak. Bill Felton spoke earlier in the meeting against the fee which he called a tax.

General Testimony- Now is the time for any general comments from any persons in the audience regarding the proposed increases. There were none.

The Mayor closed the public hearing

A resolution to consider adoption of the increases is included later in the agenda.

8. Approval of Resolution #15-16-012

Mayor Ila Skyberg

Mayor asked for motion to approved Resolution #15-16-012 to declare State Revenue Sharing Funds.

MOTION: Councilor Burr motion to approve Resolution #15-16-012. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Stritzke, Burr and Vinson voting aye. All in favor.

9. Resolution #15-16-013

MOTION: Councilor Baller motion to approve Resolution #15-16-013 to set appropriations and set the tax and stated be it resolved that the City Council of the City of Willamina hereby imposes the taxes provided for the adopted budget at the rate of 4.2039 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorize for tax year 2016-17 upon the assessed value of all taxable property. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

10. Resolution #15-16-017

Mayor Skyberg decided to excuse herself; The Council President Rita Baller took over the meeting.

MOTION: Councilor Burr motion to approve Resolution #15-16-017 Annual Certification for State Shared Revenue 2016-17. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

11. Resolution #15-16-014 to increase Water Rates and Decrease Sewer Rates.

MOTION: Councilor Stritzke motion to approve Resolution #15-16-014 increase water rates and decreasing sewer rates. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

12. Resolution #15-16-015 Recology Western Oregon Waste Rate Increase

- a. David Dartmouth Representative from Recology Western Oregon was present to discuss the rate adjustment. He explained their financial statement was submitted for review to the City in April showing revenue and expenses. He talked about the CPI table and rate table of rate changes. David talked about debris boxes that compress the garbage. Katie asked about a collection box for glass; she said she has one and lets her friends use it. David responded and said that the City could host a collection box. He added that different cities have approached it. Ross asked David to return next year with a presentation on a glass program.

MOTION: Councilor Stritzke motion to approve Resolution #15-16-015 to approve Recology Western Oregon Waste Rate increase. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

13. Resolution #15-16-016 Annual Workers' Compensation Volunteer Coverage 2016-17.

MOTION: Councilor Stritzke motion to approve Resolution #15-16-016 Annual Workers' Compensation Volunteer Coverage 2016-17. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

14. Ordinance for Utility Fee #660

City Recorder Debbie Bernard read Ordinance for Utility Fee #660 in entirety. The second reading of Ordinance for Utility Fee #660 was read by title only.

MOTION: Councilor Burr motion to read the second reading by title only Ordinance for Utility Fee #660.

Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

MOTION: Councilor Vinson motion to adopt Ordinance for Utility Fee #660.

Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

Councilor Burr was not familiar and asked about the fee and how it would show on billing statements; he asked if it will be shown on the water bill even though it is not a water billing. Ross explained the \$18,000 we usually get from revenue sharing will go back into the general fund which had paid for street lights. The utility fee will pay for street lights; in addition .50 cents of the \$2.50 fee will go into a reserve fund to pay for

utility repair that does not have another source. Bob asked if there would be something on the water bill that would explain that specifically. Ross responded yes. Councilor Stritzke requested if the explanation could stay on the water bill for several bill cycles. Bill Felton stated that the fee or portion should go to pay debt.

15. Approval of CCRLS 2016-17 Contract

MOTION: Councilor Stritzke motion to approve the CCRLS 2016-17 Contract. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

16. Approval of MWVCG 2016-18 Contract

MOTION: Councilor Stritzke motion to approve the MWVCG 2016-18 Contract. Councilor Burr seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

17. Approval of Concrete Walkway at Huddleston Pond PO at \$6460.

MOTION: Councilor Burr motion to approve the PO for sidewalk repair at the cost of \$6460 at the Huddleston Pond. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

Business carried forward. No Reports.

City Recorder took the count for the City County Dinner.

Ross passed out a description for the Library Job in draft form. He asked the Council to review.

MOTION: Councilor Baller motion to adjourn. Councilor Vinson seconded. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on June 30, 2016 at:
City Of Willamina
411 NE "C"
Willamina, Oregon 97132

The agenda for the next meeting is as follows:

Meeting of the City Council
June 9, 2016

Volunteer Program
Supplemental Budget

The meeting was adjourned at 7:40 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard_____.

Minutes approved by: Mayor, Ila Skyberg _____.