



Mayor Corey Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary Hill
Jeri St Onge
Laurie Toney
Mariah Woodward, Honorary City Councilor

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 REGULAR MEETING
Thursday, September 12, 2013
7:00 PM

Present:

Mayor Adams
Councilor Baller
Councilor Skyberg
Councilor Hill
Councilor St Onge
Honorary
Councilor
Woodward

Absent:

Councilor Bramall
Councilor Toney

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director
Denise Willms, Youth
Services Librarian
Sergeant Russ
Vandewettering, YC
Sheriff's Office
Deputy Angie Elder, YC
Sheriff's Office

Others Present:

Marguerite Alexander,
The Sun
Paul Daquilante,
News-Register
Planning Commissioner
Dennis Ulrich
Planning Commissioner
Justin Stritzke

I. Flag Salute

Mayor Adams called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

II. Roll Call

Sue Hollis, City Recorder, conducted the Roll Call. She noted that Councilor Bramall had a work conflict. A quorum was present.

III. Approval of Minutes

1. Regular Session of August 8, 2013

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Councilor Hill **moved** to approve the minutes of the Regular Session of August 8, 2013, as written.

Honorary Councilor Woodward **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

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IV. Public Input

1. Request to Close Streets in Pacific Hills Estates

Jason Phillips, West One Homes, introduced himself and passed out a copy of the plat map for Pacific Hills Estates (attached hereto and made a part hereof). He will be building six homes in this subdivision over the next year. He expressed concern about theft of materials from construction sites and asked Council to permit them to close off a section of Pacific Hills Drive during the construction. He had discussed the closure with the Fire Chief as well and since the remainder of the drive will be open, he had no problems with the request. The closure is estimated to last approximately 2 months.

Councilor Skyberg **moved** to allow the temporary closure of the street in the Pacific Hills subdivision.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

2. Thank You from Sheldon Oil Company

Sue Hollis called attention to the e-mail in the agenda from Niki Sheldon, Sheldon Oil, thanking the staff and Council for their assistance.

3. Thank You re Duck Races

Sue Hollis called attention to a handout e-mail thanking Dennis Ulrich for saving a specific duck from the Duck Races for the sender's family (attached hereto and made a part hereof). She goes on to say very nice things about the City of Willamina.

V. Old Business

1. Report on Investigation of 3rd Street and Oaken Hills Resident Complaints (Sgt Vandewettering – Verbal)

Sergeant Russell Vandewettering, Yamhill County Sheriff's Office, gave a brief verbal report to Council on his follow-up on the issues raised by residents on 3rd Street and Oaken Hills at the last City Council meeting. He began by noting that the person they were complaining about has moved to the Salem area and no longer resides in Willamina. It was Vandewettering's take on the complaints that they felt that the City needed to do something about this person, however, we cannot arbitrarily say to someone that you are creating problems in this neighborhood and you need to move out. As to the articulating cameras recording the area, there is no law prohibiting those that he has been able to find.

The citation that was mentioned was not actually for a dog that the person did not own, but for loud noise from a vehicle that he was driving at the time. He went on to state that he fully understood the concern about yelling at someone's child. If someone did that to his child, they would receive a piece of his mind about it. There is, however, a fine line between harassment and freedom of speech. You need to judge each scenario. The City ordinances that the gentleman talked about did not really fit this particular situation.

He went on to state that while the persons involved did not believe anything was being done, there were citations being issued when incidents were observed by law enforcement. There is a new program available to the Sheriff's Office that will allow trained mental health persons to ride along with the Deputies. They do not have the authority to remove people, but they can offer counseling or other support. Since the person of concern no longer resides in Willamina, he did not pursue this avenue any further.

Councilor St Onge felt that the most disconcerting thing was probably that the cameras were recording children. She asked if there was something the City could do to prohibit these cameras. Sergeant Vandewettering responded that there are so many cameras available now that it would be difficult. As to the issue of invasion of privacy by videotaping your neighbor that was brought up at the last meeting, it only applies if you are videotaping a person who is naked and you do not have their permission. Vandewettering went on to note that having a City ordinance would only make videotaping a violation and he could not get a warrant based on a violation. The broader issue is whether a crime has occurred which is not addressed by an ordinance.

Councilor Skyberg asked if anyone had actually filed a written complaint. Sue Hollis responded that there had been many written complaints, most of which came from the person they were complaining about.

2. **Second Reading and Adoption of Ordinance #650, City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way, as Amended**

Sue Hollis called attention to the agenda information and a handout showing the attorney fees to date for developing the lease agreement (attached hereto and made a part hereof). The lease calls for Union Pacific to reimburse the City for these fees. She outlined the process for adopting the ordinance tonight.

Mayor Adams asked for a motion to read the ordinance into the record by title only.

Councilor Baller **moved** to have the second reading of Ordinance #650 by title only.

Honorary Councilor Woodward **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

Councilor Skyberg read Ordinance #650, City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way, as Amended, into the record by title only on second reading.

Councilor Hill **moved** to approve the second reading and adoption of Ordinance #650, City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way, as Amended.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

3. **Renewal of Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT**

Sue Hollis called attention to the agenda materials. She noted that the City has a close working relationship with ODOT and we do utilize the Agreement.

Councilor Baller **moved** to approve and authorize the Mayor to execute the renewal of the Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

4. **City Vision (Councilor Hill)**

Councilor Hill called attention to the handout memo outlining his request (attached hereto and made a part hereof). He would like to have the Council and Planning Commission have a discussion about the direction we want the City to go so that the Planning Commission can incorporate that into their work on the Land Use & Development Code.

Councilor St Onge responded that she felt it would be more productive to do this at a regular meeting rather than a town hall meeting.

Mayor Adams expressed concern about adding more work for staff while we are trying to catch up on audits. Councilor Hill responded that he wasn't really looking at adding to staff work, but rather having the policy makers come to consensus on this issue.

Councilor St Onge asked if the City had a mission statement. Sue Hollis responded that she was not aware of one. Commissioner Ulrich noted that there had been a Rural Development project several years ago that might have included a mission statement or vision. Hollis noted that she did have copies of that report for anyone who wished to review it.

Mayor Adams felt that it would be most helpful if we had some direct questions to consider. Councilor St Onge agreed.

Sue Hollis noted that the Mid-Willamette Valley Council of Governments might be available to act as facilitator. They usually don't charge for that.

Councilor St Onge **moved** to have a work session with the Planning Commission and utilize a COG facilitator.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

5. Kevin Nortness Request re New Library

Sue Hollis reported that this item had originally been presented to Council in March. At that time, Council asked that it be brought back to them in September to see if they were at a point where they could take on a project of this size. Following brief discussion, it was decided that while they did not want this project to drop from the radar, they would defer any action on this until a future date.

VI. New Business

1. Discussion of Additional Uses for the Library (Councilor St Onge)

Councilor St Onge called attention to the agenda information that she had provided and explained the concept of these programs to provide assistance to residents who might not have access to these items (fishing poles, mowers, etc.). She noted that the libraries mentioned in these articles are finding new ways to reach out to persons in the community. Some libraries also have people with skills that others can tap into.

Councilor Baller asked if there was storage at the Library that could be used for this. Denise Willms, Youth Services Librarian, felt that, while this is a great idea and she knew that many places do it, there was no way to store or check out these items. She felt that this would work better at the West Valley Community Campus. It would be difficult for the Library staff to deal with this because many times there is only one of them on duty. There is also absolutely no storage space for these materials.

Willms noted that she had done some research on the information, particularly the Human Book Library. This project was very interesting, but the purpose of that program is to break down prejudice. Some places have taken the concept and broken it down to individual experts that are then brought together at a venue and people could then meet with them and ask questions, etc. She gave a brief example of how this might work. She felt the program could be set up, but would take a great deal of time.

Hollis discussed the option of having a place on the Library website where people who have gone through our screening process could share their expertise with the public. Willms felt that there were some things that would need to be worked out, but it could be done. Councilor St Onge responded that she was not thinking that this project would be set up right away, but she also wanted to find out if the Library was or was not the appropriate place for the tools part of it.

Hollis suggested that Council send this to the Library Board for review and comment.

Councilor Hill **moved** to send the concept paper in the agenda to the Library Board.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

2. Special Meeting to Finalize and Adopt Emergency Operations Plan

Sue Hollis explained that the City needs to finalize and adopt their Emergency Operations Plan. She recommended a Special Meeting be held on September 26 for this purpose.

Councilor Skyberg **moved** to schedule a Special Meeting on September 26, 2013, to finalize and adopt the Emergency Operations Plan.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

VII. Mayor's Report

Mayor Adams reported that he had worked to get some railroad cars moved prior to the Mud Drags on September 24, 2013. This made it safer for pedestrians to access the event.

He reported that he will be in California from Thursday of next week through the following Monday.

He also reported that his birthday is September 27th and will not know until later in the month if he will be able to make the September 26th meeting.

VIII. Council Liaison Reports

1. Chamber Liaison (Councilor Hill)

Councilor St Onge reported that Representative David Gomberg had attended the meeting at the request of JW Millegan. The meeting was mostly business as usual. They are looking for someone to coordinate the Holiday Light Parade since Bob and Mary Jane Hollinger will be out of town for the Christmas holidays.

2. School Board Liaison (Councilor Toney)

No report.

3. YCOM Board (Councilor Baller)

Councilor Baller noted that the meeting will be next week and she will provide a report at the October Council meeting.

4. Strategic Planning Focus Group (No Meeting in September)

No discussion.

5. Planning Commission Code Development Project Update

Planning Commissioners Justin Stritzke and Dennis Ulrich gave a brief update to Council on the project. Ulrich called attention to the agenda memo and briefly outlined the process the Commission is following to bring our code and the State of Oregon Model Development Code together in one document. He also called attention to the Gantt Chart that gives a timeline which is a bit ambitious. He felt that the model code is more clear and deals with some things that are not even in our current code.

Stritzke called attention to the draft materials provided and briefly outlined how they are proceeding to develop these pages. He went on to explain certain annotations so that Council can follow what the Commission is doing.

Stritzke reported that in order to allow members of the Commission, Council and City staff to review the project as it proceeds, it has been put in the Cloud. He called attention to the information provided in the agenda on how to access the information.

Sue Hollis reported that they are doing this in work sessions. In order to facilitate access to these meetings, they will be using City Hall every Monday night. They will get a key to City Hall and to the security system. That will keep down the costs in City staff time. All sessions will be recorded and kept on file. They will not be transcribed.

The Gantt Chart was reviewed. It was noted that there were a number of joint sessions with Council on the chart, however, it was understood that these may not occur monthly because of the press of other business. Commissioner Stritzke urged everyone to go on the site and look at the product before the joint meeting.

Discussion followed about what individual Councilors may do with the information. Hollis noted that this was a legislative issue and there was no problem with Councilors interacting with members of the Planning Commission during this process. They cannot, however, direct changes to the Code without full Council action.

Councilor St Onge **moved** to set a joint Council/Planning Commission Work Session for October 24, 2013, and to see if Nancy Boyer is available to facilitate.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

IX. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of September 10, 2013 (Handout)

Sue Hollis apologized that the minutes were not available for tonight.

b. Report of Bills Paid – August 1-31, 2013

Councilor Hill **moved** to approve the Report of Bills Paid for August 1-31, 2013.

Honorary Councilor Woodward **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent); Councilor Skyberg abstained.

c. **Reimbursement for Stolen Tools (Handout)**

Sue Hollis called attention to the handout memo (attached hereto and made a part hereof). She noted that the memo includes Internet verification of the prices quoted by the employee. The download also shows somewhat lower prices, but that is only if you have a credit card and order on-line.

Councilor Skyberg **moved** to approve reimbursement to Richard Haynes to replace stolen or damaged tools and tool box valued at \$249.97.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

Discussion followed about the theft and how this will be dealt with in the future. The City will be providing the tools needed and employees will be instructed that they bring their personal items at their own risk. Staff has also purchased and will be installing video cameras on the site to record any unauthorized after-hours activity.

2. **Public Works Committee**

a. **Minutes of Meeting of August 27, 2013**

Councilor St Onge **moved** to approve the minutes of the Public Works Committee meeting of August 27, 2013, as written.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

X. **Reports of City Officers**

1. **City Recorder (verbal)**

a. **Absence from Office**

Sue Hollis reported that she and Debra Bernard, Office Coordinator, will be attending a training session tomorrow in Portland. This training is being conducted by our City Attorney's office on changes made by the Legislature and case law that affect planning.

Hollis went on to report that she will be out of the office on September 19-20 for a medical procedure. The Mayor and Council wished her well.

2. **Public Works**

a. **Monthly Report**

Jeff Brown, Public Works Director, called attention to the agenda report and briefly reviewed its contents.

b. **Intake Line Replacements**

Brown called attention to the Public Works Committee meeting minutes and the discussion about the need to replace a section of the intake line. This is a 12-inch line which was installed in 1992. He has obtained a quote of \$10,000 for the work, but is hoping that it will come in less if we do not need to replace all 200 feet of pipe.

Councilor Baller **moved** to approve the replacement of the pipe at the intake at an estimated cost of \$10,000.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

c. **Installation of Swing Set at Hampton Park**

Jeff Brown reported that the millwrights from Willamina Lumber had installed the swing set they built at Hampton Park today. Once the concrete sets, they will add the swings and it will be ready to go. The swing is extremely sturdy and is the first of several pieces of play equipment they want to build for the park. Councilor Baller asked that a thank you be sent to the millwrights.

d. **Offer of Drift Boat for Children's Playground at Huddleston Pond (verbal)**

Jeff Brown reported that Gary Brooks had offered to donate a 16' drift boat to the playground. It would be secured so that it couldn't fall over and it would have drains in it so that it didn't collect stagnate water. Sue Hollis suggested that Council accept this gift by motion for insurance purposes. Councilor Baller asked who would be installing it. Brown felt that City staff could handle the installation.

Councilor Hill **moved** to allow the installation of the drift boat at the park with the conditions outlined.

Honorary Councilor Woodward **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

e. Sidewalk Bids

Jeff Brown reported that both bids received for this process were much higher than anticipated. He is working with the bidders to determine what work might be removed from the bids and done by City staff. Once we have a firm price, the lowest bid must go to the State of Oregon for approval before Council can award.

Brown reported that he would be on vacation next week.

3. Library

- a. Library Board Minutes – Next Meeting September 17, 2013**
b. July Reports & Library Statistics

No discussion.

c. Youth Services Librarian Report – Verbal

Councilor St Onge expressed her appreciation to Denise Willms for doing research on the additional things Libraries can do.

Willms reported that Wednesday was Storeytime kickoff for the year. She had 12 children and 3 adults. She is planning to work with Head Start again this year for storeytime as well.

She reported that she is also planning for Halloween which is on a Thursday this year. She may be a zombie librarian.

December 9, Cowboy Buck & Elizabeth will be performing at the West Valley Community Center, from 6-7 pm. Meridith Kendall has generously comped them a room for the night since they have to come down from Washington. This performer was a huge success when they appeared earlier this year.

Willms then reported on January 25, 2014, the Library will be sponsoring a Steam Punk Winter Masquerade Ball for teens 15 or older and other adults. It will be from 7-10:30 pm and she expects approximately 100 people. There may be people here from Salem and Portland as well.

She has a couple of adult patrons who are into steam punk and they are working on the decorations.

Councilor Skyberg asked if this was a private or City event? If it is a Library event, it needs to be approved by the City Council in order for insurance to cover it. Willms apologized that she did not know that it needed to come to Council.

Councilor Baller **moved** to approve the Steam Punk Winter Masquerade Ball on January 25, 2014, as outlined.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

4. **Sheriff's Office**

a. **Code Enforcement Report – August 2013 (deferred)**

The Code Enforcement Officer is on vacation and will provide his report at the October meeting.

b. **Crime Summary – August 2013**

Mayor Adams called attention to the agenda report. Sergeant Vandewettering announced that deputy rotation is coming up. Deputy Broeder will be taking over on days. Deputy Elder will remain on the night shift. Brief discussion followed about citizen patrols. Mayor Adams asked why there was an increase in simple assaults? Vandewettering responded that these are domestic incidents that typically tend to rise as the winter settles in.

XI. **Other**

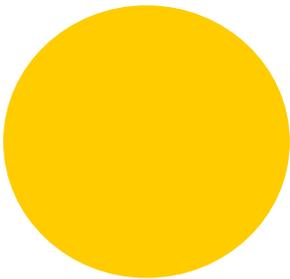
Councilor St Onge asked for a date for the Council training with the Mid-Willamette Valley Council of Governments. A tentative date was set for October 17, 2013, from 6-9 pm.

XII. Adjourn

Councilor Hill **moved** to adjourn.

Councilor St Onge **seconded**. Motion **carried** unanimously with Councilors Baller, Hill, Skyberg, and St Onge voting aye; none opposed (Councilors Bramall and Toney absent)

Meeting adjourned at 8:32 pm.



Corey Adams, Mayor

Attest:

Sue Hollis, City Recorder

Attachments