



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, October 10, 2013**  
**7:00 PM**

**Present:**

Councilor Skyberg  
Councilor Hill  
Councilor St Onge  
Councilor Toney

**Absent:**

Mayor Adams  
Councilor Baller  
Councilor Bramall  
Honorary  
Councilor  
Woodward

**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 Justin Coglin, YC  
Sheriff's Office

**Others Present:**

Marguerite Alexander,  
*The Sun*  
Paul Daquilante,  
*News-Register*  
Planning Commissioner  
Dennis Ulrich  
Gus Forster, Willamina  
School District  
Superintendent

**I. Flag Salute**

In the absence of Mayor Adams, who was out of town, Council President Ila Skyberg called the meeting to order at 7:11 pm. The Pledge of Allegiance was recited.

**II. Roll Call**

Sue Hollis, City Recorder, conducted the Roll Call. A quorum was present.

**III. Approval of Minutes**

**1. Regular Session of September 12, 2013**

Councilor St Onge **moved** to approve the minutes of the Regular Session of September 12, 2013, as written.

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

**2. Special Meeting of September 26, 2013**

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Councilor St Onge **moved** to approve the minutes of the Special Meeting of September 26, 2013, as written.

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

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**IV. Public Input****1. Gustave Forster, Willamina School District Superintendent, re Water**

- a. HBH Consulting Engineers Technical Memorandum, 09/09/13
- b. Millegan Letter, 09/12/13

Gus Forster, Willamina School District Superintendent, called attention to a handout memo he had prepared on October 9, 2013 (attached hereto and made a part hereof).

Mr Forster noted that the School District currently has a \$5 million+ bond measure which, among other things, will be used to construct a new metal building to house a wood shop. The Assistant State Fire Marshall insists on 1500 gpm flow at the hydrant nearest that building. The School District has proposed 1290 gpm + sprinklers as an alternative. The Yamhill County Building Official, Gary Biggs, felt that was reasonable, but it would require approval by the local Fire District. They will not approve it.

The District commissioned a report by HBH Engineering to analyze the water flow issue. They gave 4 different options that the District could pursue. The best option was to put in a 12" main line from the treatment plant to the school. He then outlined a proposal to work with the City on installing the new line as laid out in paragraph 4 of the handout memo. The City would need to obtain easements. The District would front the cost to install the line and asked that the City reimburse 75% of these costs by waiving all SDC and other City fees for new construction and a 50% reduction in their water bill until the money was repaid. The City would maintain the water line. He asked for a Council decision by December. Discussion followed.

Councilor Toney asked Sue Hollis if these requests were feasible. Hollis responded that waiving SDC's for water was possible, but the City would need to look at the options before waiving all fees. She also noted that the loss of revenue from reducing the water bill for the School District would need to be made up by other rate payers.

The City has a variety of options, but needs more information before making a decision. The most important information will come from our Water Master Plan which is currently being updated.

Discussion followed about the other options. Three benefit the City and the School District and the fourth benefits only the School District (reservoir filled from the river). The use of fire pumps is probably the least desirable. He went on to note that the City of Carlton has the same issue and was able to negotiate with their Fire District to permit lower flows, but have sprinklers in new homes and businesses.

Council President Skyberg asked Jeff Brown, Public Works Director, whether we really have an inadequate water supply in the City or is it just to the School District? Brown responded that right now that is an unknown. The work to update the Water Master Plan will provide that information.

Councilor St Onge asked if the problem was because there was an 8-inch pipe where a 12-inch was needed to get the desired pressure? Brown responded that it is a volume issue, not pressure. The pressure remains the same regardless of the pipe size. Brown noted that there is a 10-inch line going up to the School, but it attaches to 6 or 8 inch lines. He went on to emphasize that the School District's proposal relates to what would work for them. The Water Master Plan will look at the entire system and the entire City and make recommendations for improvements as needed. There may be another solution that works as well or better than installing the 12-inch main as proposed.

Councilor St Onge asked why a decision was needed so quickly. Forster responded that if the bond passes they will begin selling them immediately and would like to begin building the wood shop in 6-7 months after selling the bonds. Councilor St Onge suggested that the Water Master Plan Update might include some options that work better and could save money for both the City and School District. It is estimated that we could have that plan within the next 6 months.

Council President Skyberg called attention to the letter in the agenda packet from JW Millegan, from Wallace Bridge. No discussion.

## **V. Old Business**

### **1. Adopt City of Willamina Emergency Operations Plan**

Councilor Toney reported that she had talked with Debbie Eisele and Carol Haight at the School District who informed her that they did retain ownership of 2 large buses and there may be 2-4 small buses. She also has a call in to Laurie Lewis from First Student who now operates most of the buses.

She noted that the School District has no issue with using the facility as a shelter because that is something they typically would do.

Councilor St Onge suggested that action on this be deferred until Councilor Baller can be present because she had a number of questions. She asked Jeff Brown if he had contacted the Fire Department but he has not received an answer. The impression he got from them was that this is something they do, but wanted an opportunity to look it over. Hollis noted that she did not believe it would create any problem if they waited until the November meeting. It was the consensus of Council to discuss this again in November.

## VI. New Business

### 1. Request to Use City Lot for Trunk or Treat

Sue Hollis noted that Ms Gustafson was not able to attend tonight, but asked her to bring it to the Council. Councilor St Onge noted that it was the same thing they did last year.

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Councilor Hill **moved** to approve the use of the City lot across from City Hall for Trunk or Treat on October 31, 2013.

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

### 2. 2013-2015 Planning Assistance Grant

Sue Hollis reported that this money is provided by the State of Oregon for planning assistance. Cities with a population of less than 2,500 receive \$1,000. They simply need to formally request the money and send a report about how it is used.

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Councilor Hill **moved** that the City Council accept the offer of a \$1,000 Planning Assistance Grant from DLCD and authorize the City Recorder to complete and sign the agreement..

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

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**3. Golf Carts on City Streets (Councilor Skyberg)**

Council President Skyberg reported that there were two different couples using golf carts on City streets. She was concerned about this and contacted the State of Oregon about the rules for such use. They informed her that they were illegal on City streets, but could be used on private property or by disabled persons with the appropriate permit/license from the State.

Councilor St Onge suggested caution about any decision so that we address safety concerns, but don't interfere with someone's ability to be mobile. Discussion followed. Council President Skyberg felt that the City should not adopt an ordinance that violates State law by allowing them to operate on City streets.

At this time, Sergeant Vandewettering returned from a brief absence from the meeting. He was asked about what the police could do about golf carts on Main Street and on city streets. He said that it was somewhat complicated, and he would like to get back to Council on this issue.

Discussion then followed about code violations and how to follow up on them. Councilor St Onge noted that she did not see any citations being issued for illegal burning, trash, etc. Sergeant Vandewettering gave a brief overview of the code enforcement process. He noted that they cannot issue citations unless they see the violation. He urged anyone who had a complaint to take pictures and call the YCOM non-emergency number at (503)434-6500. If there is a deputy available they will respond and if they see the illegal burning, for example, they can issue a citation. They will also call the Fire Department. A private citizen can issue a citation, but they then have to go to Court to testify.

Vandewettering went on to note that in reading the rules for golf carts, they cannot issue a citation on Main Street because the speed limit is less than 35 mph. There is also no bicycle lane. If the person does drive recklessly and is endangering people, they can be issued a citation.

Councilor Hill asked for clarification about what Council was being asked to do. It was felt that this was a hazard for people who were not expecting such a slow moving vehicle on the street. Councilor St Onge felt that the City should address this for safety and education reasons.

**4. Wave Broadband Rate Adjustment Notice (information only)**

No discussion.

**VII. Mayor's Report**

**1. Proclamation – National Magic Week**

Council President Skyberg called attention to the proclamation which was for information only.

**VIII. Council Liaison Reports**

**1. Chamber Liaison (Councilor Hill)**

Councilor Hill reported that the major issue being discussed was the City water system. Councilor St Onge reported that the Chamber and the EID will be giving \$25 to any business who would like to light up their building for the holidays. Lighting of the Christmas Tree and the Light Parade will be on December 7. She also reminded everyone that the Art Tour is November 8-9.

**2. School Board Liaison (Councilor Toney)**

Councilor Toney reported that the auction to raise money for the school is tomorrow night at 5:00 pm with dinner at 6:30 pm and an oral auction at 7:00 pm. They have also been talking about the water issue. She felt that things are going well at the District.

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

No report.

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

**IX. Council Committee Reports**

**1. Finance Committee**

**a. Minutes of Meeting of September 10, 2013**

**b. Minutes of Meeting of October 1, 2013**

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Councilor Toney **moved** to approve the Finance Committee minutes of the September 20, 2013, and October 1, 2013, as written.

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

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c. **Report of Bills Paid – September 1-30, 2013**

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Councilor Toney **moved** to approve the Report of Bills Paid for September 1-30, 2013.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Hill, St Onge and Toney voting aye; none opposed (Councilors Baller and Bramall absent); Councilor Skyberg abstained because the City does business with the family hardware store.

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2. **Public Works Committee (No meeting this month)**

X. **Reports of City Officers**

1. **City Recorder (verbal)**

Sue Hollis reported that work is continuing on the audits. The City has issued three building permits for new home construction which are the first in at least 4 years.

2. **Public Works**

a. **Monthly Report**

Jeff Brown reported on another main line break on Hill Drive. In the last couple of years there have been an increasing number of breaks. The lines in question were installed in 1973.

Brown reported on the theft of the motion lights inside the restroom at Hampton Park. The lights have been fixed temporarily.

We are waiting to hear back from ODOT on the approval of the lowest bidder for the sidewalk project. Once received it will come to Council for approval.

b. **Report on Water Master Plan Kickoff Meeting of October 3, 2013**

Jeff Brown reported that the engineer was pleased with the turnout at this meeting. They have been working steadily on the plan and even have some parts drafted.

**3. Library**

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

No discussion.

- c. **Youth Services Librarian Report – Verbal**

Denise Willms, Youth Services Librarian, began her report by noting that they have 19 participants in Story Time on Wednesday. They usually start out at about 4-5 and go up to 10. She has added yoga at the beginning of the session.

A Magic the Gathering League has been formed. They keep stats and participants play the first Saturday of each month. It is open to people who are 13+. They use the back area of the Library and can play from 10:00 am to 2:45 pm. She has also allowed them to bring a lunch.

Willms reported that they have a DJ for the Steam Punk Ball in January.

Councilor St Onge asked for clarification on the proposed move of the circulation desk that was discussed by the Library Board. Willms responded that the move is needed because its present location creates a huge bottleneck because it is right in front of the door. When they first moved in, they were told they would only be there for 18 months. Since it is going to be for the foreseeable future, adjustments are needed to make the work flow better and improve safety for patrons. They will also be able to have better visual coverage of the main Library aisles. In response to a question from Councilor St Onge, Brown responded that the library is approximately 80x30 feet (2400 square feet). Willms noted that there will be a need to move wires and outlets. Hollis noted that this will also include installing some new direct wiring because we do not have enough without using too many extension cords. Willms noted that she would be able to hook up the data cables if someone ran the wire.

**4. Sheriff's Office**

- a. **Code Enforcement Report**
  - 1) **August 2013**
  - 2) **September 2013**

Councilor St Onge asked how to read the Code Enforcement Report, particularly what does the "+" Column mean? Sergeant Vandewettering will follow up with Deputy Stuart.

b. **Crime Summary – September 2013**

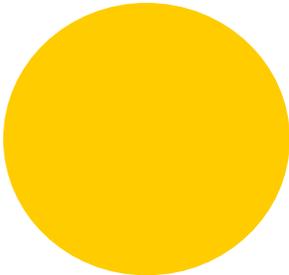
Sergeant Vandewettering called attention to the report. No discussion. He went on to note that Deputy Broeder was now working two days a week in the City and Deputy Elder will continue to work nights here.

XI. **Adjourn**

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Councilor Hill **moved** to adjourn

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

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Meeting adjourned at 8:10 pm.



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Corey Adams, Mayor

Attest:

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Sue Hollis, City Recorder

Attachments