



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, January 9, 2014
7:00 PM

Present:

Council President
Skyberg
Councilor Baller
Councilor Hill
Councilor St Onge
Honorary City
Councilor
Woodward

Absent:

Mayor Adams
Councilor Toney

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director
Sergeant Vandewettering,
YC Sheriff's Office

Others Present:

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

I. Roll Call

Council President Skyberg announced that Mayor Adams had an emergency and was unable to attend the meeting. She called the meeting to order at 7:00 pm. Sue Hollis, City Recorder, conducted the Roll Call. A quorum was present.

II. Flag Salute

The Pledge of Allegiance was recited.

III. Approval of Minutes

1. Special Meeting & Joint Work Session of October 24, 2013

Councilor St Onge noted that there was a correction needed to page 5, second sentence. "IED" should be changed to "EID."

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Councilor Hill **moved** to approve the minutes of the Special Meeting and Joint Work Session of October 24, 2013, with the correction on page 5.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge voting aye (Councilor Toney absent).
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2. **Regular Meeting of December 19, 2013 (deferred to February meeting)**

Sue Hollis apologized that these minutes were not available tonight.

IV. **Public Input**

1. **Thank You from Your Community Mediators and Update on Peacebuilding Efforts in Willamina in 2013**

Marlena Bertram, Executive Director, Your Community Mediators, thanked the Council for its support of their program. She then gave a brief report on the activities of the group in 2013. The program directly assisted with 5 cases in Willamina which involved 12 residents. She estimated the total service value at \$1,128.

V. **Old Business**

None.

VI. **New Business**

1. **Resolution #13.14-006, A Resolution Authorizing Write-Off of Bad Debt & Sending Accounts to Collections**

Sue Hollis reported that this was the second resolution brought to Council to get bad debt off the City's books. This resolution will send approximately \$5,500 in water/sewer bad debt and \$32,555 in Municipal Court debt to collections. Debts of \$25 or less will just be written off and not sent to collections. This is for the period July 1, 2010 through June 30, 2013.

Councilor St Onge **moved** to adopt Resolution #13.14-006, A Resolution Authorizing Write-Off of Bad Debts & Sending Accounts to Collections.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill and St Onge, and voting aye (Councilor Toney absent).

2. **First Reading, Ordinance #654, "An Ordinance Amending Title III, Section 32.16, Municipal Court Sessions, of the Willamina Municipal Code**

Sue Hollis gave a brief report on the background for this ordinance. The City's Municipal Court Judge, Terrance Mahr, is rearranging all of the courts he serves to move them to daytime. The date and time for Court is currently set by ordinance in the Municipal Code.

In order to make future changes more efficiently, Hollis has prepared the subject ordinance which will modify the language in the Muni Code to allow future changes in the day and time to be made by the sitting Judge and confirmed by the City Council. She then outlined the process to approve the first reading of the ordinance.

Councilor Bramall **moved** to conduct the first reading of Ordinance #654, An Ordinance Amending Title III, Section 32.16, Municipal Court Sessions, of the Willamina Municipal Code, by title only.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge voting aye (Councilor Toney absent).

Councilor St Onge **moved** to approve the first reading of Ordinance #654, An Ordinance Amending Title III, Section 32.16, Municipal Court Sessions, of the Willamina Municipal Code.

Councilor Woodward **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge voting aye (Councilor Toney absent).

3. **Draft Ordinance #655, "An Ordinance Adding Chapter 95, Registration of Vacant Property, to Title IX of the Willamina Municipal Code"**

Councilor St Onge asked if the language shown in the draft could be changed. She felt that the process would be difficult to enforce. As an example, she pointed out the various requirements for inspection. Sue Hollis responded that the language, except for the that required by the state law, can be revised. She suggested that Councilors let her know what they would like to see changed and she could run it by the City Attorney to be sure it complies with the law.

Discussion followed about the posted notice required. Hollis stated that it can take the Code Enforcement Officer several days just to track down the right person to contact about a vacant property. With the registration and notice posted on the property, this should free up more of his time to work on other issues in the city. Anyone, including neighbors, who have a concern about the property, could call the number posted on the notice and express their concern.

Hollis went on to note that language in the ordinance can be modified up to and including the second reading and adoption. This will give Councilors an opportunity to think about anything they would like to see changed.

Councilor Baller asked why there was no fee for registration. Hollis responded that she believed this was part of the state law, but would check on this.

4. **Notice of OLCC License Renewals (Information Only)**

No discussion.

5. **2014 Special Cities Allotment Grant Agreement**

Sue Hollis called attention to the handout memo on this subject (attached hereto and made a part hereof). Council had been notified of the award at the last meeting. This is the actual grant agreement.

Councilor Hill **moved** to approve the 2014 Special Cities Allotment Grant Agreement No. 29737 and authorize the Mayor to execute it.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge voting aye (Councilor Toney absent).

VII. **Mayor's Report**

Council President Skyberg noted that she and the Mayor had discussed going back to two meetings a month, with the second meeting being a work session. Discussion of this would be on the next Council agenda.

VIII. **Council Liaison Reports**

1. **Chamber Liaison (Councilor St Onge)**

Councilor St Onge had been unable to attend the meeting and had no report.

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

None.

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

Councilor Baller apologized that she had forgotten her notes and would not be able to report tonight.

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

IX. Council Committee Reports**1. Finance Committee****a. Minutes of Meeting of January 7, 2014 (handout)**

Councilor Skyberg called attention to the handout minutes of the Finance Committee meeting of January 7, 2014 (attached hereto and made a part hereof).

Councilor Hill **moved** to approve the minutes of the Finance Committee meeting of January 7, 2014, as written.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge voting aye (Councilor Toney absent).

Councilor Baller noted a correction needed in item IV, second sentence on page 2 of the minutes. The corner of Main & 4th Street should read "Main & C Street."

Council President Skyberg thanked Sue Hollis for her follow-up on grant payments due the City.

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

Councilor Bramall **moved** to accept the Report of Bills Paid December 1-31, 2013.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge voting aye (Councilor Toney absent).

2. Public Works Committee (No meeting)**3. Planning Commission Report**

Planning Commissioner Dennis Ulrich called attention to the revised Ganntt Chart (attached hereto and made a part hereof). He that Transfer Art 5 for the month of February should be white not green. The draft of this section is completed and they are now working on Article 2 and 3 and the design standards for Willamina. Article 3 may be finished by the time of the February Joint Meeting.

Commissioner Ulrich briefly reported on the medical marijuana dispensary draft Code language as it related to being within 1,000 feet of a park. Sue Hollis went on to note that the City Attorney had expressed some concern about this language because it effectively prevented dispensaries in any zone permitted by state law.

The Planning Commission changed the north boundary of Lamson Park to Willamina Creek because it creates a physical barrier. This action would allow siting a facility in part of the Industrial Zone.

X. Reports of City Officers

1. City Recorder

a. Council of Governments Annual Meeting – January 29, 2014

Sue Hollis asked which Councilors would be attending the meeting to be held at Spirit Mountain Casino. The City of Willamina is one of the cities being highlighted. Council President Skyberg, and Councilors Baller, Bramall, Hill and St Onge indicated that they would attend.

2. Public Works

a. Monthly Report

Jeff Brown, Public Works Director, called attention to the agenda report and briefly reviewed its contents. Public Works had been catching up on a lot of little projects during the month.

Brown reported that he had researched a couple of sanding units to give Council an idea of the cost. These would probably just sit around except for a week a year. Councilor Bramall asked if there was a place to store it at the Shops so that it would not be damaged by the weather. Brown responded that we did not at present, but could figure out some way to protect it if purchased. Hollis noted that this was a good topic to discuss during the budget process.

Dennis Ulrich reported that at the recent Kiwanis meeting a concern had been raised about follow-up to the weed removal they paid for last summer. The City was going to keep the weeds under control using chemicals. Rumor has it that the City is not going to follow up on their part of the agreement. He wanted to know the status. Brown noted that he had planned to submit a grant to fund the chemical application. There has been some concern expressed about using chemicals in the pond. Hollis stated that it was her understanding after the previous Council meeting that this issue was going to go to the Public Works Committee who would be making a recommendation to Council. Brown will also be looking into the possibility of a grant to cut the weeds as well.

3. Library

- a. Library Board Minutes – No December Meeting
- b. Reports & Library Statistics

No discussion.

- c. Card from Art Conspiracy

Council President Skyberg called attention to the card that had accompanied books donated to the Willamina Public Library.

- d. Youth Services Librarian Report (Verbal)

Denise Willms, Youth Services Librarian, gave a brief report on the upcoming Steam Punk Ball. There will be prizes for the best costumes, music, a casino night, and the “bartender” will dispense sparking cider. She is anticipating between 100-150 attendees. Prizes include a Sonic Screwdriver (for Dr Who fans). Photos will be taken and available to participants. Prizes will be auctioned for the play money won in the casino area.

Willms reported that Head Start is back up and running again and she is doing storytime with them. She has received the Summer Reading Program materials for all the libraries and, with the help of a couple of other librarians, will be sorting and distributing them via the courier.

4. Sheriff’s Office

- a. Code Enforcement Report – December 2013 (Deferred)

Council President Skyberg asked about the condition of Deputy Stuart. Sergeant Vandewettering, Yamhill County Sheriff’s Office, reported that he is doing well. The person who gave him CPR is walking with him as he works to regain his strength.

Vandewettering updated the Council on the issue related to a complaint about neighbors parking in front of someone’s home. He noted that this is a common courtesy issues, but is not against the law to park in front of someone else’s home. He has recommended that the deputies pass out cards from Your Community Mediators as a possible option. Deputies have talked with the gentleman who appears to want to resolve the issue, but is frustrated with his neighbor.

Councilor Baller asked if there was a limit to how long you can park it on a street. Hollis responded that it was 48 hours. Vandewettering noted that after 48 hours you can drive off to get dinner and come back to the same spot. The 48 hours then begins again.

b. Crime Summary – December 2013 (Handout)

Sergeant Vandewettering called attention to the handout Crime Summary for December 2013 (attached hereto and made a part hereof). No discussion.

Vandewettering noted that he had been doing some late-night foot patrols in the area looking for a particular person of interest. He was surprised at how many people were up and some were even out and about at that time.

Vandewettering noted that Deputy Elder is a Field Training Officer and the advantage of this is that you get two deputies on patrol when she is training.

He reminded Council of the upcoming work session on January 23, 2014 with Sergeant Chris Ray of the Yamhill County Interagency Drug Team.

XI. Other

Council President Skyberg suggested that Sue Hollis prepare a thank you to former Mayor Val Adamson of Sheridan for his service to the area. Council concurred. Brief discussion followed about Adamson's efforts over the years.

Councilor St Onge reported that the school still had quite a few tulips and has offered to have the school children plant them if the City buys them. Jeff Brown felt that it would be futile because they would be picked by children or eaten by deer.

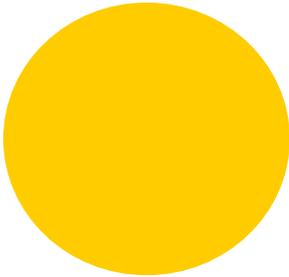
Jeff Brown reported that he had been approached by the Millwrights at Hampton about another piece of playground equipment. He has suggested a teeter-totter. They will prepare plans and get them to him for Council approval. Councilor Baller asked if this would replace the broken one at Lamson Park. Brown responded that it would go at Hampton Park/Huddleston Pond. The equipment at Lamson has already been repaired.

XII. Adjourn

Councilor Bramall **moved** to adjourn

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge voting aye. (Councilor Toney absent)

Meeting adjourned at 7:53 pm.



Corey Adams, Mayor

Attest:

Sue Hollis, City Recorder

Attachments