

WILLAMINA CITY COUNCIL AGENDA

**Combined City Council & County
Commissioners Town Hall Meeting
July 14th 2016 @ 6:00pm,
West Valley Fire District
825 NE Main St, Willamina**

6:00PM
CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment on an item of the Regular Agenda will need to sign in on the Sign in Form.

CONSENT AGENDA none

CORRESPONDENCE none

REGULAR AGENDA

1. Council move Variance Case # 2016-01 to be continued to the July 21, 2016 Special City Council meeting at 6:00 p.m. at the City Hall.
2. Combined City Council & County Commissioners Town Hall Meeting - Introductions
3. Introduction of City Manager Candidates – Meet and Greet

BUSINESS CARRIED FORWARD

1. Library Façade
2. Events Calendar updated
3. Senior Center – Willamina Civic Center Ticor Title Search

REPORTS FROM CITY OFFICERS -

BUSINESS FROM THE COUNCIL – Committee Reports – No documents attached

Variance Case #2016-01

CITY OF WILLAMINA
411 NE C Street – P O Box 629
Willamina, OR 97396
503-876-2242 fax 503-876-1121

TO: WILLAMINA CITY COUNCIL
FROM: JIM JACKS, INTERIM CITY PLANNER
SUBJ: VARIANCE CASE 2016-01
DATE: JULY 14, 2016

I. BACKGROUND

Variance Case # 2016-01 was submitted to the City and a Planning Commission hearing was scheduled for July 5, 2016. The application by Mr. Ron Benson, 303 NW Pacific Hills Drive, would allow a deck in the rear yard whose outer edge is more than 6 feet above the ground to have a rear yard setback of 0 feet where a 10 foot rear yard setback is required in the R-2 Zone.

The seven member Commission had two vacancies and in May another member resigned leaving four members. Then, with the notice of the July 5, 2016 hearing, another member resigned leaving 3 members which was less than a quorum, and one of the three members was not available on July 5.

At the July 5, 2016 Commission meeting a quorum was not in attendance. It was anticipated that a new Commission member would not be appointed prior to the next regular Commission meeting on August 2 to provide a quorum, therefore, the Commission continued the hearing and forwarded the Variance case to the City Council for the July 14, 2016 City Council meeting.

The Interim City Manager asked that the Variance be heard by the City Council at a Special City Council meeting on July 21, 2016 at 6:00 p.m.

Because the Commission continued the hearing to July 14, on July 14 the City Council must open the continued hearing and continue the hearing to a date/time/location certain, i.e., July 21, 2016 at 6:00 p.m. at City Hall.

II. STAFF RECOMMENDATION

Given the situation described in the Background Section, staff recommends the City Council pass a motion continuing Variance Case 2016-01 to July 21, 2016 at 6:00 p.m. at the City Hall.

Once the Mayor opens the hearing and asks for a motion to continue the hearing, a sample motion is:

I move Variance Case # 2016-01 be continued to the July 21, 2016 special City Council meeting at 6:00 p.m. at the City Hall.

Once the motion is passed, the hearing will take place on July 21 at 6:00 p.m. at City Hall. The packet for the Council's July 21 special meeting will include a full staff report addressing the approval criteria with findings and it will include a staff recommendation.

Jim Jacks, Mid-Willamette Valley Council of Governments
Interim City Planner

*Yamhill County Board of Commissioners - Town Hall
Meeting*

Board of Commissioners

Mary Starrett - Chair



Mary was elected to the Yamhill County Board of Commissioners in May 2014 for a term to begin *January 2015*, and was *appointed to fill a vacant position on the Board in June 2014*.

Prior to that, Mary spent 25 years in broadcasting as a news anchor, investigative reporter, medical reporter, and talk show host at network affiliate TV stations on the east and west coasts, including 17 years at Portland's KATU TV. She also worked as a political talk show host at KPDQ radio in Portland, taught at Mount Hood Community College, and wrote an Oregon state senator's legislative newsletter. She has worked in public relations, marketing, and media consulting, in addition to being a small business owner.



Primozich - Vice-Chair

Stan began serving his first term as County Commissioner in January 2015.

Stan has lived in McMinnville since 1984 and has been deeply involved volunteering in different organizations throughout the county. He currently serves on the McMinnville School Board and also represents both Yamhill and Polk Counties on the Oregon School Board Association Board.

Allen Springer - Commissioner



Allen was elected to his first term as County Commissioner in November 2012.

Allen served a four-year term as McMinnville City Councilor from 2002 to 2006. He has also served on the Builders' Advisory Committee, the Oregon Economic Development Committee, and the Ad Hoc Committee for the McMinnville Police Station. He is active in his church and holds chapel services for those in the Sheridan prison.

*City Manager Candidates -
Meet and Greet*

Kenneth D. (Ken) Knight,

City Manager

Candidate

Kenneth D. (Ken) Knight began as City Manager for Marlin in October of 2015. Born and raised in Calais, Maine, he moved to California after graduation from high school.

He joined the Air Force and spent time in New Mexico, Korea and California then moved to the San Francisco Bay Area to attend San Francisco State.

Ken then moved to Sonoma County and went to work for the City of Santa Rosa as an Information Systems Technician.

While employed at Santa Rosa, he achieved his Master's in Public Administration. Returning to Maine, he began his City Management career.

From Ken's reference:

"Ken is a very supportive manager, by that I mean he will stand up for his employees and will do whatever in his power to enable them to be as productive as possible. "

"He is excellent at communicating with council and the mayor to make sure that the wishes of the city are followed through. He is good at researching and seeking out grants to further the projects that the city may have difficulty funding otherwise."

Bryan Milson - Current Mayor City of Flatonia, Former City Council Member, and Planning & Zoning Commission Member



Robert J. Sivick

Attorney

Grand Island, Nebraska

Government Administration

City of Grand Island, Nebraska,

Village of Greeley,

County of Howard

Creighton University School of Law

Background

Experience

City Attorney

City of Grand Island, Nebraska

June 2011 – January 2016 (4 years 8 months)

Direct and manage the City Legal Department by representing a municipal government serving more than fifty thousand residents in all civil, tax, planning and zoning matters, the municipally owned electric and water utilities, and enforcement of the City Code.

From Bob's reference:

"Bob is a take charge kind of guy who doesn't avoid tough tasks or responsibility. He does what needs to be done and doesn't pass the buck."

"Bob handles difficult situations better than anyone I have ever seen in government. He wasn't concerned with protecting himself but doing what is best for the county or city."

Larry Seifert -

I was a former Grand Island City Councilman for 11 years and G.I. City Councilman President for 2 of those years and Howard County Commissioner for 8 years and a county chairperson for 2 of those years. I know Bob Sivick through his work for Howard County and Grand Island.

City Council Schedule of Events Jan-July 2016

Year

2016

Start Day

1 1:Sun, 2:Mon

City Council 2016 Schedule of Events FEB TO JULY

February 2016

	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

02/12/16 (Fri) Lincoln's Birthday
 02/14/16 (Sun) Valentines Day
 02/15/16 (Mon) **President's Day-UNION EMPLOYEES DAY OFF**
02/11/16 (Thurs) City Council Meeting at 7:00pm
02/11/16 (Thurs) Approval of the Budget Committee
02/11/16 (Thurs) Discuss Budget Calendar
02/11/16 (Thurs) City Council Work Session at 5:30pm
 02/18/16 (Thurs) **Amity City County Dinner**
 02/23/16 (Thurs) **Rich Winkel Audit Review Test**

March

2016 2017 BUDGET
 03/17/16 (Thu) St. Patrick's Day
 03/13/16 (Sun) Daylight Saving (move clocks ahead 1 hour)
03/10/16(Thu) Present to Council Delegated Authority
03/10/16(Thu) Present to Council Supplemental Budget
03/10/16(Thu) Meeting w/Secretary of State regarding 2014/2015 audit review
03/10/16(Thu) Regular City Council Meeting @ & 7:00pm (may change)
03/10/16(Thu) SEI - Councilors to file an Annual Verified Statement of Economic Interest

April

BUDGET 2016 2017
 04/01/16 (Fri) April Fool's Day
 04/22/16 (Fri) Earth Day
04/12/16 (Thur) City Council Regular Meeting
04/15/16 (Fri) Deadline SEI Annual Verified Statement of Economic Interest
 04/12/16 (Tue) **Proposed Budget Complete (Staff)**
 04/20/16 (Wed) **Budget Committee Training (no notice required)**

May

CONTRACTS 2016 2017
 05/05/16 (Thu) **Proposed Budget presented (noticed) Advertise Budget Hearing**
05/11/16 (Thu) Second Budget Committee Meeting
05/12/16 (Thu) City Council Meeting
05/26/16 (Thu) Special Council Meeting to Hear Approved Budget (Noticed)
 05/30/16 (Mon) **Memorial Day**

June

ADOPT BUDGET 2016 2017
 06/9/16 (Thu) CITY OF WILLAMINA WATER PROPOSED WATER RATE INCREASE
 06/9/16 (Thu) CCRLS Contract
 06/9/16 (Thu) MWVCOG Contract Renewal
 06/9/16 (Thu) WESTERN OREGON proposed rate increase resolution
 06/09/16 (Thu) **Council Adopts Budget and Sets appropriations Hearing on State Revenue**
 06/16/16 (Thu) City County Dinner City of Dayton

July

07/04/16 (Mon) Independence day
 07/01/16 (Fri) **Local Governing Body to file with County Elections Official:**
 Statement of Candidates- City
 7/14/16 (Thu) Combined City Council & County Commissioners Town Hall Meeting
 7/14/16 (Thu) Meet City Manager Candidates
 7/15/16 (Thu) Executive Session - New City Manager
 7/18/16 (Mon) Meeting with the Secretary of State Phil Hopkins regarding status of Audits
 7/21/16 (Thu) Special City Council Meeting for Trailer Ordinance, Resolution on Utility Fee