

**City of Willamina**  
**Minutes of the Special Meeting of the Willamina City Council**  
**June 30, 2016**  
**6:00 PM**

**Location of Meeting:**

Willamina City Hall Chambers  
411 NE "C" St  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Rita Baller  
Councilor Burr  
Councilor Vinson  
Councilor McKnight  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Paul Daliquante News Register

**Absent from Meeting:** Councilor Stritzke Was Absent

The regular meeting of the Willamina City Council of City of Willamina was called to order at 6:00 PM on June 30, 2016 at Willamina City Hall Chambers by Mayor Ila Skyberg. The Roll Call was taken by the City Recorder, Debbie Bernard and quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

None.

**III. Consideration of Open Issues**

1. Public Input  
Mayor Skyberg  
Comments

Jackie Haworth stated her name and address 402 NE C St. Jackie said "It breaks my heart that you replaced 2 people with 2 people. I am aggravated that I have the little respect left for the City of Willamina and the way they treat people. We need jobs yet we give away the jobs we have. I have minutes here that quote Ross saying that he had been asking for

numbers and finally got the numbers. We should have enough money to operate the city of this size; it looks like there is enough money to operate the city at the current level. So what happened.”

## 2. Supplemental Budget

Kathy Taylor

Kathy began by stating there was a narrative to her presentation.

*She said “We adopted this budget last spring. At that time we did not have numbers to reflect good fund balances. When it comes to items found on a supplemental budget there should be changes that require a supplemental, but in this one they are so minimal and minor it would not have been required to have a supplemental. The City followed the budget they had and executed the budget responsibly.”*

*“You do need to know what the changes were; revenues were revised slightly. Most significantly were the street lights. That was our biggest item. Other than that we budgeted to pay off the water bond. It was a timing issue for doing it now” she said.*

*Kathy asked Debbie if that had been completed; Debbie responded, “She is making it happen. “Kathy explained we did cut back on a few items, one was capital outlay for painting City Hall and Museum; reduced administrative wages; and did not purchase I compass software.*

*“In the prior years the City never had overhead allocation or public works allocations. So at the end of the day you never know how much money you spent and where you spent it, so that was created,” she said.*

*“The City still has the legacy of bringing forward the appropriate beginning balances and that has an impact on the budget. So item #4 we did implement Caselle and created a new chart of accounts. We eliminated the Cemetery fund and put it into the general fund as a department. We moved or eliminated the EID and Downtown Loan fund and move that into the General Fund as a department. We moved grants to their own department in the General Fund,” she said.*

*“The big item was we had to go back and reclassify and adjust what we thought was the beginning fund balance to what it actually was. What I can tell you is the most important item was \$366, 000 beginning fund balance actually was \$854,000 significantly more than we guessed. We assumed we sprinkle it equitably. However, that was not the case after we did the analysis. We discovered \$500,000 belongs to the Debt Fund which is good. That set you up good to refinance” she said.*

*“We went back and did an overhead allocation for the prior years and made sure the funds carried their weight in the past. So we discovered the need for an inter fund loan of \$150,000. What that tells us is water rates were too low and are still too low and over time, that \$150,000 needs to be repaid. Everything is owed to the Debt fund,” she said.*

*“It could be when the cash is relieved; there could be money that belongs to water. Now we need a fresh look at water and plan for the next 5 years,” she said.*

*“In respect to the overall situation, I was pleased the numbers looked as good as they could be,” said Kathy.*

*“The one thing I want to tell you is that the ending fund balance for General Fund will be \$110,000; however the General Fund will not generate revenue until December due to JASON. Typically, what we want to see in the fund balance is enough to pay expenses for 5 months that would be about \$350,000 which should be your target,” she said.*

*We have \$110,000 in the General Fund, so that means that other funds will be spending money on expenses for the General Fund. You should target to bring in more revenue than you plan to spend. Eventually you have enough revenue to be in a solid general fund. It brings tears to her my eyes, she said.*

*Mayor Skyberg asked for questions.*

*Bob Burr asked Kathy about the Downtown Loan fund. He said, “So everyone wants to know that money is kept separate.” Kathy responded, “part of the General Fund balance is the \$25,000 for the DTL. The cash is all merged into one account. The whole account has \$110,000. If you spent it on DTL you will only have one month of reserve for expenses. The money is there; you do have to make choices. The General fund has spent more money than it brought in for the past years so you probably should wait until property taxes are brought in.”*

*Bob rephrased, “so water has been able to pay their bills taking it from other funds?” Kathy responded “yes. You’re actually spending SDC cash and general fund cash where the money really is.”*

*Katie noted that there was whole lot of monies spent to get here, which many people don't realize.*

*Kathy said “The way government works is the vast majority is spent on people; so when conserving your expenses, you have to look at the people. So how you probably got into this is you spent more on the library than you should have so now you have done a correction. The library was the single most expensive department the City has. You cannot cut out office staff like the Accountant, the City Manager, and Recorder to govern. You have to have a core group. If you had a Police department, that would have to go; but you do not have one. That is the truth of the situation.”*

*Mayor Skyberg thanked Kathy for her hard work.*

The Mayor asked Debbie whether the budget document is going to the County tomorrow. Debbie responded, "We are taking it there soon." Mayor Skyberg asked about the meeting with State of Oregon and Debbie responded she has a call into Phil Hopkins.

3. Supplemental Budget 2015 2016

Mayor Skyberg

Debbie responded to the Mayor. Debbie asked Mayor to revert back to the Supplemental Budget and do a motion to approve the Supplement.

**MOTION:**

Councilor Burr motion to approve the supplemental 2015-16 Supplemental Budget. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

4. City Manager Candidates

Mayor Skyberg

Mayor Skyberg asked Debbie to speak to the City Manager Candidates topic.

"We are going to ask 2 candidates to return for a Meet and Greet" Debbie responded.

Katie questioned the date. Debbie stated she talked to Ross and he asked that we move up the meet and greet so we do not lose the Candidates and requested the Meet and Greet to be scheduled on July 14th and July 15th."

Debbie said, "We are having a Town Hall on the 14th which is a Regular City Council Meeting. Currently on the Agenda is the Town Hall where the community is invited. What do think if we invited the Candidates?"

Katie's commented that she would not be able to attend because of the Wild Wood Fest. Debbie went over times and said "we could start the meeting early and then the next day hold the Candidates over to have a discussion."

Mayor Skyberg said "As you know we had 5 then one canceled; it went from 4 to the 2. We had interviews on Skype. We have 2 that come with high credentials." Debbie asked Council if it was ok to go forward everyone responded, yes.

5. Approve Ordinance #661 – An Ordinance of the City of Willamina imposing a three percent tax on the sale of Marijuana items by a Marijuana retailer and Referring Ordinance #661 to the voters.

Mayor Skyberg

Debbie said she would read it in its entirety then request a motion to read it by title only. The City Recorder read the Ordinance.

**MOTION:** Councilor McKnight motion to read the Ordinance #661 imposing a 3% tax by title only. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

City Recorder read the Ordinance by Title Only.

**MOTION:** Councilor Vinson motion to adopt Ordinance No. 661. Councilor Baller seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

6. Resolution #15.16-019 Setting 3% Tax  
Debbie Bernard

Debbie gave the background that the City had already passed a 10% tax however it is now dead due to new HB that passed and the 3% maximum tax.

**MOTION:** Councilor Vinson motion to pass Resolution 15.16-019 a resolution setting 3% tax on Recreational Marijuana. Councilor Baller seconded. Motion passed unanimously with Councilors, Baller, McKnight, Burr and Vinson voting aye. All in Favor. Councilor Stritzke was absent.

7. Library Facade  
Katie Vinson

Katie shared that Ila and she had walked over to the library and got a good idea of how to spend the grant money. She received ideas to build an awning; however, that would exceed the \$5000 amount. She added that she has someone who said they would purchase the paint and another person that would do the work of painting the library; then there would be money to do a nice umbrella type awning over the doors. Mayor Skyberg said “there may be an additional \$5000 out there as a donation to do something more substantial.”

Dan Goff was in the audience and said “please do not paint it blue.” Katie said as soon as a color is decided on she will contact the people to purchase the paint. Mayor Skyberg concluded “then run it by the Library Board.”

#### **IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on July 14, 2016 at:  
City of Willamina  
411 NE "C" St  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

**Willamina City Council**  
**June 30, 2016**  
**6:00 PM**

Combined City Council and Yamhill County Board of Commissioners Town Hall

The meeting was adjourned at 7:50 PM by Mayor Ila Skyberg.

Minutes submitted by:

City Recorder, Debbie Bernard\_\_\_\_\_.

Minutes approved by: Mayor Ila Skyberg\_\_\_\_\_.