

City of Willamina
Minutes of the 3rd Thursday Meeting of the City Council Special Meeting
July 21, 2016
6:00 PM

Location of Meeting:

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

Present at Meeting:

Mayor Ila Skyberg
 Councilor Rita Baller
 Councilor Theresa McKnight
 Councilor Heather Stritzke
 Councilor Bob Burr
 Councilor Katie Vinson
 City Manager Ross Schultz
 City Recorder Debbie Bernard
 Code Enforcement Sara Frost

Others Present:

Tracy Smith Citizen

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on July 21, 2016 at City of Willamina City Hall by Mayor Ila Skyberg. A roll call was taken by the City Recorder Debbie Bernard and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with the addition of the presentation by Volunteer Coordinator Sara Frost under public input.

II. Review of Previous Minutes

None.

III. Consideration of Open Issues

1. Public Input
 Mayor Ila Skyberg
 Tracy Smith

Tracy stated her address as 28800 Salmon River Hwy at Wandering Spirit RV Park. She said she was present to ask the Council permission to live in her trailer on her property on Cherry for a period of time to improve and maintain the property with the plan to build within one year. The Cherry Street property is vacant. Councilor McKnight asked if it

was temporary. Councilor Baller asked what was the address. Tracy responded that there is no number address at this time. Ross stated to the Mayor that currently the code does not disallow it, however, there is an ordinance on the agenda tonight that would change the policy therefore he recommended differing it to the next meeting pending staff review. Mayor Skyberg rephrased so we should differ this to the next meeting. Ross responded yes.

2. Volunteer Program
Mayor Skyberg
Sara Frost Volunteer Coordinator

Sara was present to give the council an update on the Volunteer Program. She explained that she used the CIS Volunteer Model program and other research of other volunteer programs to formulate a volunteer policy. She added that she brought on 4 volunteers and she trained the volunteers who are now onboard. She added she had other volunteers in the works however, was waiting for the new librarian to be hired. In addition, Sara would be reaching out to the local colleges and schools networking the volunteer program.

Councilor Baller asked if there is a lot of patrons walking in since the start of the new volunteer program. Sara responded yes there had been a lot of walk-ins as she has been handing out many applications to solicit the program. Katie asked if there were a potential to add more hours with the added volunteers.

Ross responded to Katie's question and explained when the city added the Volunteer Coordinator due the budgeting changes, CCRLS then communicated that they require a paid staff member present at all times the library is open.

Ross further added that perhaps in the future when trust has been built with CCRLS there could be a program that would allow volunteers to be at the library without a paid staff present; however, it is a "wait and see". Sara concluded and shared that she is looking forward to networking with other libraries and getting more involved as the Volunteer Coordinator.

IV. Consideration of New Business

1. Consent Agenda

MOTION: Councilor Stritzke motion to approve the consent agenda. Councilor Baller seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

2. Correspondence
City County Dinner
Mayor Ila Skyberg

Mayor Skyberg brought to everyone's attention the invitation to the next City County Dinner to be held in Dundee. The City Recorder asked who would attend. Councilors McKnight, Baller, Mayor Skyberg and Councilor Vinson said they would like to attend. Councilor Burr will be getting back to the City Recorder with his rsvp.

Mayor Skyberg also shared that County Commissioner Mary Starret sent a thank you note to everyone for their hospitality at the Town Hall Meeting on July 14, 2016.

3. Council to approve the following:

- a. Resolution 16.17-001 Utility Fee \$2.50

Mayor Ila Skyberg

MOTION: Councilor Vinson motion to approve Resolution 16.17-001. Councilor Burr seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

- b. Ordinance 662 – An Ordinance of the City of Willamina Repealing Ordinance 612 and amending Willamina Municipal Code 34.03

City Manager Ross Schultz gave background on the ordinance. Ross explained that when he started he stated he would be approving expenditures up to \$5,000. In addition, he would also be bringing back a resolution giving him delegated authority by resolution. After research with the city attorney, it was discovered that we needed to repeal ordinance 612 and amend the code. Ross added this has to do with the contracting.

MOTION: Councilor McKnight motion to approve Resolution Ordinance 662. Councilor Stritzke seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

- c. Ordinance 663 – Trailer Ordinance Declared as an emergency.

Ross gave a background on the Trailer ordinance and said that he recommends to Council to look at this as a draft and bring it back in August. Heather questioned a few sentences that she felt were redundant.

She also noted that she felt it was a problem to state that the City Recorder approves permits what if Debbie were to get sick. Ross recommended to change it to City Manager.

4. Painting of The Library

City Manager Ross Schultz

Ross said he was taking back the painting of the Library and planned to get a RFQ rate for quote. He said he wants to get the library painted as soon as possible and not miss the summer opportunity. He asked the City Recorder to move forward and get 3 RFQ as soon as possible.

5. PGE Post

Mayor Ila Skyberg

Mayor Skyberg asked staff to look into contacting PGE regarding the pole in front of the library because it leans as if it were going to fall. Ross requested that Debbie take care of contacting PGE.

Mayor Skyberg asked if we had repaired the old department roof. Ross responded that was a Jeff thing and would ask Debbie to follow-up. Mayor Skyberg added that we carry insurance on the building and keeping the building up is a requirement of the insurance coverage.

6. The City Wide Garage Sale

Councilor Vinson

Katie asked if it were possible in the Thrift store could set out more items than normal on in front of the store during the City Wide Sale. Sara noted that from a code enforcement perspective it is important that there is clearance for pedestrian traffic.

Ross responded and asked the City Recorder if the City had a mobile vendor ordinance. Debbie responded no. He recommended good taste.

7. Old Shop Property Use

Councilor Bob Burr

Councilor Burr asked if the Old City Shops could be used as a n RV Storage which would be organized by the Chamber of Commerce; he said the Chamber rents the property for \$300 a year at this time. He added that the plan was to have trailer storage rental where they would collect rents.

Several questions came up for example who would manage the operation and who would pay for insurance as RV storage could not be covered under the cities insurance policy. Ross added that he would have to check on zoning and whether or not it is an allowed use. The Mayor thoughts were that the Council needed to explore all the possibilities for the property.

Ross recommended adding the subject of the Old City Shops use and the repair of the Old Department store roof to business carried forward on the next agenda for follow up and further discussions.

8. Visit to the Secretary of State Office.

Mayor Skyberg added that there was a visit to the Secretary of State's office and asked the Debbie Bernard, City Recorder to give the update.

Debbie shared that the meeting included Mayor Skyberg, Kathy Taylor CFO to go, Marilyn Coates the cities accountant, Phil Hopkins from the Secretary of State, Mary Wenger Deputy Secretary of State and herself. The meeting was a follow-up to exactly a year prior meeting where the City had proposed a plan of action in response to the State

regarding delinquent audits; the plan was to implement new integrated financial software and produce financials, in addition to the hire of a 3rd party auditor to do a financial report called a Review and return up execution. The City completed all that was promised. The meeting resulted in a discussion that the Secretary of State's office was satisfied and would give the City a letter to confirm their approval.

9. Adjourn

Mayor Skyberg

MOTION: Councilor Stritzke motion to adjourn Councilor Baller seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on August 11, 2016 at:

City of Willamina

411 NE "C" Street

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Return the Trailer Ordinance for the first reading.

Disposition of Public Works

Old Dept. Store Roof

The meeting was adjourned at 7:30 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard _____

Minutes approved by: Mayor Ila Skyberg _____