



Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight*

**City Staff:**

*City Recorder: Debbie Bernard  
Accountant: vacant  
Office Specialist: vacant  
Library: Melissa Hansen & Amber Deibel  
Public Works Director: Jeff Brown  
Code Enforcement: John Kowolik*

# WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, August 13, 2015

7:00 PM recorded meeting

I. Roll Call

II. Flag Salute

a. Approval of Agenda (announce any changes) & Approval of the Minutes

Minutes of Regular Meeting of July 9, 2015

Minutes of Special Meeting July 24, 2015

Minutes of Training Session July 28, 2015

III. Public Input

IV. Old Business

- City Council COG Training – Discussion for recommendation for Changes to Ordinance No. 643
- Continue discussion of the Old Department Store

V. New Business

- Resolution Designating Check Signers as it is presently
  - 15.16-001 A Resolution Granting Authorization LGIP
  - 15.16-002 A Resolution Designating Signers
  - 15.16.003 A resolution Modify Signatures
- Council Hill request to discuss - City of Willamina EOP – Emergency Management full Plan dated March 2013
- Recommendation from Public Works to approve Proposal for roof repair Chris Scholten Construction bid \$9,450 *see Public Works Minutes and Bid attached*

*An Equal Opportunity Employer*

411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

[willaminaoregon.gov](http://willaminaoregon.gov)



- Recommendation from the Finance Committee to Purchase New Air Conditioner for the Server Room
- New Marijuana Laws

## **VI. Mayor's Report**

City County Dinner – City of Yamhill August 20<sup>th</sup> 2015 – need RSVP

## **VII. Council Liaison Reports**

Chamber Liaison (Ila Skyberg)

Library Board (Heather Stritzke)

YCOM Board (Councilor Baller)

Note: I added a copy of the 2015 2016 budget highlights

## **VIII. Council Committee Reports**

Finance Committee Minutes of July 7, 2015 rescheduled to July 9<sup>th</sup>, 2015

Finance Committee Minutes of August 4, 2015

Check Registers – July 1-30, 2015 (*information only*)

Public Works Committee Minutes from July 21, 2015

Planning Commission Report (Commissioner Ulrich)

## **IX. Reports of City Officers**

**City Recorder – see attached**

- Monthly All Employee Meeting – held first Tuesday after CC
- Minutes of phone meeting Willamina Cemetery Inspection (audit in progress) see attached
- Conversion to Caselle – in progress – see attached Observation – Accounting Budget and Finance prepared by Kathy Taylor
- Rania Conover help in front office
- Triennial CJIS Security Audit conducted by OSP (continued)
- Codification of the Code of Ordinances work on research (in progress last codification in 2005)
- Job Announcement for Cleaning Service – Heidi's Helping Hands
- Job Announcement for Accountant – employment office, express personnel,

**Code Enforcement Court Clerk**

Monthly Report (*handout*)

**Accountant**

Status on Audits – currently working on the letter or proposal to the Secretary of State due September 2015 completed draft to follow.

*An Equal Opportunity Employer*

411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

[willaminaoregon.gov](http://willaminaoregon.gov)



**Public Works**  
Monthly Report – (*Verbal*)  
**Library**

Senior Librarians Monthly Report (*hand out*)  
Library Admin Specialist (*hand out*)

**Sheriff's Office**

- a. Crime Summary – July 2015 (*handout*)

**X. Next Council Meeting Dates**  
**Special Meeting (*tentative*) & Work Session – August 27, 2015 (7:00 pm)**  
**Regular Session – September 10, 2015**

*Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.*





Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Allan Bramall  
Gary L Hill, Jr  
Theresa McKnight  
Heather Stritzke  
Katie Vinson*

**City Staff:**

*City Recorder: Debra Bernard  
Accountant: vacant  
Librarian: Melissa Hansen  
Library Admin Clerk: Amber Deibel  
Public Works Director: Jeff Brown  
Code Enforcement Officer: John Kowolik*

**City Of Willamina Finance Committee  
Minutes of the First Tuesday of Each Month Meeting of the Finance  
Committee  
July 7, 2015 (rescheduled to Thursday July 9, 2015)  
4:00 PM**

**Location of Meeting:**

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

**Present at Meeting:** Mayor Skyberg

Councilor Vinson  
Councilor Hill  
Councilor Baller  
City Recorder Bernard

The regular meeting of the Finance Committee of City of Willamina Finance Committee was called to order at 4:00 PM on July 9, 2015 at City of Willamina City Hall by Councilor Hill. City Recorder Bernard called roll call and a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed.

**II. Review of Previous Minutes**

None presented.

**III. Consideration of Open Issues**

1. Resignation Letter From Rochelle Roaden  
Councilor Hill

Councilor Hill addressed the receipt of the letter of Resignation from Rochelle Roaden.

**MOTION:** Councilor Baller moved to accept the resignation of Rochelle Roaden with regrets. Councilor Vinson seconded. The motion was carried with Council Hill, Baller, and Vinson voting aye.



2. Meeting With Secretary Of State  
City Recorder Bernard  
Debbie reported that the meeting is scheduled for July 13, 2015. Those going to attend the meeting will be Debbie, Kathy Taylor, Mayor Skyberg and Councilor Baller. She said she will report back promptly. Councilor Hill asked for the meeting to be recorded.
3. FY 15-16 Tax Certification  
City Recorder Bernard  
Debbie stated she has prepared the forms for both Yamhill and Polk and would be submitted them on time to the tax assessors. She reported she was working on a spreadsheet to report the EID to the assessors.
4. Time Sheets  
City Recorder Bernard  
Debbie reported that she would like to make no changes to the current timesheet until we find an accountant. Gary asked that we return to this discussion in September.
5. Current Year  
LGIP and Payroll  
The LGIP and Payroll are booked to the General Ledger. This works was completed by Carol Haight.
6. Bank Reconciliation  
Debbie Bernard  
Debbie plans to assign the reconciliation work to new accountant and Kathy Taylor.
7. Blanket Purchase Order  
City Recorder Bernard  
Debbie reported Rochelle made the Blanket Service Orders request and she highly recommends against it. It may work for very large organizations however; we have to keep track of all expenditures.
8. COG Professional Services Contract  
City Recorder Debbie Bernard  
**MOTION:** Councilor Vinson made a motion to approve the Professional Services Contract from Jennie Messmer Deputy Director of MWVCOG . Council Hill seconded. Motion carried with Councilor Vinson, Hill and Baller voting aye.  
  
**MOTION:** Councilor Hill motion to adjourn at 4:50pm. Councilor Baller seconded. Motion carried with Councilor Vinson, Hill and Baller voting aye.



**Agenda and Time of Next Meeting**

The next meeting will be held at 4:00 PM on August 4, 2015 at:  
City of Willamina City Hall  
411 NE "C" St  
Willamina, Oregon 97396

The meeting was adjourned at 4:50pm by Council Hill.

Minutes submitted by: City Recorder Debbie Bernard Debbie Bernard

Minutes approved by: Councilor Gary Hill \_\_\_\_\_





Mayor Ila Skyberg

**Council Members:**

- Rita Baller, Council President*
- Gary Hill*
- Katie Vinson*
- Heather Stritzke*
- Allan Bramall*
- Theresa McKnight*
- Allen Bramall*

**City Staff:**

- City Recorder: *Debbie Bernard*
- Accountant: *vacant*
- Office Specialist *Karen Justen temp*
- Library: *Melissa Hansen & Amber Deibel*
- Public Works Director: *Jeff Brown*
- Code Enforcement: *John Kowolik*

**CITY OF WILLAMINA**  
**Minutes of the SECOND THURSDAY OF EACH MONTH Meeting of the**  
**CITY OF WILLAMINA CITY COUNCIL**  
**July 9, 2015**  
**7:00 PM recorded meeting**

**Location of Meeting:**  
 411 NE "C" St  
 Willamina, Oregon 97396

<b>Present at Meeting</b>	<b>Staff Present</b>	<b>Absent at Meeting</b>	<b>Others at Meeting</b>
Mayor Ila Skyberg Council President Rita Baller Councilor Allan Bramall Councilor Gary Hill Councilor Theresa McKnight Councilor Katie Vinson (late)	City Recorder Debbie Bernard Public Works Director Jeff Brown Code Enforcement John Kowolik	Councilor Heather Stritzke	Robert and Charla Wilcox Justin Stritzke Dennis Ulrich Craig Johnson

The regular meeting of the CITY OF WILLAMINA CITY COUNCIL was called to order at 7:00 PM on July 9, 2015 at 411 NE "C" St by Mayor Skyberg. City Recorder Debbie Bernard called roll call and a quorum was present.

**I. Approval of Agenda**

The approval of the agenda was not requested in this meeting.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

1. Minutes of Regular Meeting of June 11, 2015



Mayor Skyberg

**MOTION:** Councilor Hill moved to approve the Minutes of the Regular Meeting of June 11, 2015. Councilor Baller seconded the motion with corrections. Corrections (Rita referenced page 4 and said she would like express an addition to the comment about the YCOM board (She said the Sherriff is continuing with the committee to hear all voices of the users; it was started by Sherriff Crabtree and continues to work well.) (Mayor Skyberg also stated a correction on page 4. The Mayor stated Councilor Hill has resigned from the Budget Committee correction “resigned as Chair of the Budget Committee”). Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### III. Consideration of Open Issues

#### 2. Public Input

Renata Wakely presenter

Renata Wakely from the Council of Government signed up under public comment to speak to the Council regarding the request from Debbie’s communication that the Planning Commission and Council were unhappy with the planner’s performance and staff report on the recent planning commission case.

Renata responded by stating it was very important for her to hear feedback regarding their concerns. She said they have 4 planners on staff and they are all currently very busy. She herself has maintained 2 cities as their planner.

She was present for 2 reasons; one additional feedback of what the Council and Commission want to see in the planner; second she needs a little bit of time to transition for a new planner. By transition she means 2 to 3 months. Renata said a lot of their members have had an increase in planning needs. Rita asked Renata if she wanted feedback tonight’s. Mayor Skyberg stated is that prudent to do tonight. Renata response was a phone call would work. Renata then said Jim Jacks is a planner that currently serves the City of Sheridan and he would be a good resource for Willamina. He does the Newberg Dundee contract and Sheridan, Lafayette and other Marion County cities. Debbie added that Jim Jacks recently helped Lafayette complete expanding their UGB. Renata added that Jim has 20 years’ experience working with the City of Tualatin and would be a good transition.

#### 3. Memo To The City Council From Dan Goff

Mayor Skyberg presenter

Mayor Skyberg read the letter from Dan Goff aloud. “The Willamina Library Board respectfully suggests that no more money be spent on the old Department Store. We suggest instead putting the property up for bid. The city spends money yearly for insurance, maintenance of that property which was originally designated as a library site. Any money from the sale could be used on the exterior renovation of the building now used by the Public Library.”

Mayor Skyberg asked for a discussion. Rita said she felt it was a good idea; she believes the City should continue the maintenance; whether we look putting it up for auction is a



whole other discussion. Ila said that there is grant money awarded that will be used for the roof of the building that needs a consideration.

Councilor Vinson said she supports looking into the Market Value. Katie also noted that there is the issue of the Family's request who gifted the building. However, as the owners it is our duty to maintain the building. Ila posed the question should we **table** it for the next meeting. Gary responded to that and said he would like to see it up for auction.

**MOTION:** Councilor Hill moved to **table** the discussion to the next meeting. Council Baller seconded the motion. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

4. Jennie Messmer City Council Training And Facilitation Contract; addressed to the Mayor  
Mayor Skyberg presenter

**MOTION:** Councilor Baller moved to approve the Professional Services Contract of Jennie Messmer for City Council Training and facilitation. Council Hill seconded the motion. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

#### **IV. Consideration of New Business**

1. Waiver Of Remonstrance Agreement 264 N 4th St  
Mayor Skyberg

Debbie gave a background on the case for Waiver of Remonstrance. She started by stating that the Wilcox are present. She explained the City met with the Wilcox in a pre app meeting. Present at that meeting was Aneta from COG, the Fire Department, Jeff Brown and Jason form West One Homes.

Debbie share that there is a drawback to the city code in 94.02 that states with new development there has to be sidewalk improvement.

The City Development Code requires street improvement with new construction. Both improvements apply to this case of new development. Debbie stated that city has not followed the code in other circumstances and imposed these requirements; she said it would be un-serving to 264 N 4<sup>th</sup> St. Debbie asked Jeff to speak to the address. He said there have been other new developments where these requirements were not imposed. Jeff said if we require the improvements they may have to undone. There has been a residence there before so there are an existing water and sewer line.

Jeff noted in meeting that the fire district is ok with the hammerhead proposed.

The Wilcox then spoke to say they want to build a single family home on the property at that is their plan. Councilor Baller said if the City requires the owner to build a sidewalk would it be a sidewalk to "nowhere". Citizen Justin Stritzke said he read an article in the Hood River Paper and this type of agreement ended up costing 30,000 to 40,000 abruptly



to the land owner described in the article he was referencing to new homeowners after 6 months; Justine said this type of agreement follows the property. He said there are sidewalks to nowhere everywhere in Willamina. As a homeowner, that would be a concern. Justen pointed out if a developer could come in and call in the agreement. Dennis Ulrich responded with a question what if in 10 years the owners cannot pay for improvements, will the property get leaned. Mr. Wilcox then said if they are required to put in sidewalks they will put the property on the Market. Allan asked if there was a house there before wouldn't it be grandfathered. Mr. Wilcox said in the future they may want to sub divide and sell. Katie said could here be way we could go forward to allow building to occur and when sidewalks are needed at that time they would pay there portion. Rita said that is the agreement; Katie said it is sort of a gamble. Mayor Skyberg asked is there any more discussion. Rita said she had one more thing regarding a cistern on the upper east side of the property and made this comment; she was friends with the previous property owner. She said there was a cistern the Wilcox needed to know about she described her son standing inside and you could only see the tip of his head. Also she said that she asked a previous planning commission how would they cap off the Springs. Water from that property used to water farms. Rita said she could see issues like sink holes occurring. Rita said from where the Wilcox intend to put there shop they should experience problems. She said you may be amazed what has happened there. She also shared that the neighbor experiences water in his garage where he never uses to. Rita also said the City use to have a right of way and that the City used to have access. Katie said that may be a good thing you never know. City Recorder Debbie Bernard advised the Council that the attorney was working on wording and a few changes to the agreement.

**MOTION:** Councilor Hill moved to approve the Waiver of Remonstrance Agreement 264 4<sup>th</sup> St. with amendments made by the City Attorney to the Waiver of Remonstrance Agreement. Council Baller seconded the motion. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### **Mayors Report**

Jennie Messmer City Council Training and Facilitation Contract; addressed to the Mayor  
Mayor Skyberg presenter

**MOTION:** Councilor Baller moved to approve the Professional Services Contract of Jennie Messmer for City Council Training and facilitation. Council Hill seconded the motion. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### **Council Liaison Reports**

Chamber Liaison – Dennis Ulrich spoke that Kiwanis has taken on the project to help Pastor Connie who is suffering from illness. The treatment she needs after insurance is costing \$2000 a treatment per month. Dennis said they have started a Fund Raiser Sept 19<sup>th</sup> and will be selling tickets at \$10.00 a pop; they have 995 tickets to sell. Skyberg has tickets; Gibbons, Slow Train and Wildwood are selling tickets. The winning prize is a 44 magnum raffle shot gun. Roy Whitman donated 150 lb. Hog which will be roasted on



Sept 19th. Another Event is the Running of the Ducks and yearly Kiwanis event August 22, 2105.

Library Liaison – Heather Stritzke who was absent

YCOM Board – Rita Baller and her meeting is next week so nothing to report.

### **Council Committee Reports**

#### **Public Works Committee Minutes.**

Rita noted there were several things that needed a motion.

##### Public Works Purchases

- a. Cost of Clean out intake. Jeff said he went ahead and scheduled it because the sand was building in the well. He said he figured it would be saved on overtime.
- b. Jeff said leak detention was a project he would like to take on. He said he was leaning toward leak detecting and would take it back to the Public Works if the council wants to. Debbie asked Jeff the \$3950 proposal Jeff passed out during the meeting was for the whole town, correct? Part of the Leak detention would help in finding meters that could be failing and PU was not aware of.
- c. Jeff said he received paving prices from H & H and would bring it to the public works committee to get approval. Also the sewer line on B Street runs from 1<sup>st</sup> street to main; the store redid their lateral. Jeff said he had it TB'd he believes the problem is the lack of flow. He said that lack of flow into that line. If the bank building gets going it will help the flow in that line. Jeff also asked Council if they wanted to **table** or vote on it tonight on his recommendation.

**MOTION:** Councilor Baller motion to approve money for new hydrant to replace the leaking hydrant \$2083.72. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

**MOTION:** Councilor Baller motion to hire American Leak Detention proposal of \$3950.00. Councilor McKnight seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

**MOTION:** Councilor Baller motion to allow the spending for the proposal of \$1800 to clean the intake. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

Mayor Skyberg asked about Sidewalks. Jeff responded and said the Contractor did call and talk to him. It sounds like it won't be until late August 2015 before they start. Jeff said the timeframe is the same. He stated the liability insurance and one easements contract has not been signed off. The sidewalk is not going to be on their property but we have to access the property.

Mayor Skyberg thanked Jeff and outside crew for cleaning up Main Street and the work they did on the 4<sup>th</sup>. She also thanked Katie and her beautiful daughter for helping out on



the City County Dinner. Ila said Katie donated all the money from wine sales totaling \$160.00 and also thanked her for all her help on the 3<sup>rd</sup> of July by providing music.

Rita wanted to clarify what she said regarding Stoney Mountain. She referenced on page 35 of the Finance Committee Meeting minutes. What she was intending to say in worst case scenario if we had a problem with Stoney Mountain for example if their retention pond were not cleared out? If we had an emergency agreement in place that if we needed to get water from another community and there are grants available; since we do not have that in our emergency management plan we would be buying water from somewhere out there.

**MOTION:** Councilor Hill moved to approve the Public Works Committee Minutes from June 30, 2015. Councilor McKnight seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### **Library**

The Mayor stated there is no one present from the library. Debbie asked the Council if they wanted a person available from the library. Gary said by charter there should be. The Mayor asked that we table that for another meeting.

### **Planning Commission**

Dennis said same as last month.

### **Reports of City Officers City Recorder**

Debbie reported that the City had alot planning and development cases.

- a. Sign for Select Market – electronic side pending conditional use
- b. Cherry Avenue – vacant lot
- c. Hill Drive – approved accessory structure
- d. Harold Miller – paid SDC's
- e. West Valley Enterprise – Map attached. Debbie explained that there are 3 M1 zones on the map. Essential the existing M1 could take advantage of the enterprise zone. Katie pointed out the business that makes the cake cylinders and suggested maybe they could be eligible. Gary asked Dennis if Coffee Roasting was manufacturing; he responded yes.
- f. Debbie gave a summary of the Cemetery inspection request and said it was a type of regular audit. It is an inspection that came to the City in December. They did visit the physical grounds and requested data (current list of council and ledgers etc.) She said she is waiting to hear back on the results.
- g. Security Audit – Debbie shared that we had CJIS security audit on the security CJIS information. The majority of the audit had to do with technology. Debbie said the audit resulted in a request of unescorted access to the office. Ila asked if we had received a full detail report. Debbie responded yes and she would have copies available at the next meeting.



- h. Resignation of the Accountant. Debbie said it is procedure that the Council makes a motion.
- i. The Consumer confidence report went out to the Citizens this month. It is a report required by law. The report is produced by Justen Riggs. Debbie asked Jeff if he any comment on turbidity. He said no.

**MOTION:** Councilor Baller motion to accept with regrets the resignation of Rochelle Roaden. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent

### **Code Enforcement**

John stated he began May 11, 2105. He said he did not want to read his 3 page report. He stated he wanted to make sure the Council new he has gone over the Development Code and City Code. He said the Code Enforcement position is now a civil position. He said there is not a lot written procedure to go buy. In the old days he could pull information from a license plate however, he cannot do that now as that is a job a Deputy does.

In May and June he worked 24 cases. John spoke to many cases he currently was working on. John said whatever he does he documents. He said code enforcement is a step by step process and if it isn't written it didn't happen.

Update on Sidewalk on 1<sup>st</sup> ST – discussed ownership, water usage; meter usage (June and September to now a lot of communication is “muddled” per John. He said he wants the action that happen in the next few months reflects the new Council with a unified approach) Katie asked Jeff if he remembers offering to help breakup the sidewalk? John then state if you do that it sets precedence. Jeff said we have done that before for others. Katie continued to suggest it may put a fire under them to start the repair of the sidewalk if Jeff were to may contact and offer to help and set a date.

Update on Auto Court Complaints – John said one of things regarding code enforcement he is not qualified to inspect electrical; he has received complaints that electrical work is being done without a permit. He said he contacted Gary Biggs at Yamhill County and conveyed to John it is the cities responsibility to do the stop work order. John continued to say the city did not have a contract for services with Yamhill County. Katie offered that we all know the history and it looks like there are improvements be done. Debbie then said we do have intergovernmental agreement with Yamhill County and they will tag the auto court. She said Yamhill County was aware of the situation and was very aware the Auto Court issues and would contact and work with our code enforcement.

### **Sheriff's Office**

Sergeant Vanderwettering was present in place of Sergeant Todd Whitlow who was on vacation.

He stated that deputy Dereck Trambala is moving over to Willamina. He said Derek knows everybody. He is very knowledgeable about area. Vandy said the burgs are still being working on it. He said that they do have a suspect. He said Todd Whitlow is working on that; they have a PC one individual.



Vandy reported on the 4th of July. He said that per Sargent Whitlow it went well with the exception of one person. He said the County received over 100 calls during that day; it is a bad combination of dry weather and fireworks. Councilor McKnight asked what you <sup>do you do</sup> do when you get those calls. The Sherriff sent out a notice of zero tolerance. Vandy gave an example of a response; he said when you go to one side they stop they go to the other side and then they stop. He said they issued 5 or 6 citations. You have to know the exact house that issued the fire work; so you have to catch them.

Katie asked the Council for approval of use of pedestrian ahead signs it help her comply with ODOTs requirements. Rita responded yes if it helps.

**MOTION:** Councilor Hill motion to approve allowing the Wildwood to use signs. Councilor Vinson seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

**MOTION:** Councilor Bramall motion to adjourn. Councilor Bramall seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### V. Agenda and Time of Next Meeting

The next meeting will be held at 9:20 PM on August 13, 2015 at:  
411 NE  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
The Old Department Store

The meeting was adjourned at 7:00 PM by Mayor Skyberg.

Minutes submitted by: Debbie Bernard,  
City Recorder Debbie Bernard

Minutes approved by: Ila Skyberg,  
Mayor Ila Skyberg







Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President*  
*Gary Hill*  
*Katie Vinson*  
*Heather Stritzke*  
*Allan Bramall*  
*Theresa McKnight*

**City Staff:**

City Recorder: *Debbie Bernard*  
 Accountant: *vacant*  
 Office Specialist: *vacant*  
 Library: *Melissa Hansen & Amber Deibel*  
 Public Works Director: *Jeff Brown*  
 Code Enforcement: *John Kowolik*

**City Of Willamina**  
**Minutes of the Special Meeting of the City Council**  
**Friday July 24, 2015**  
**4:30 PM**

**Location of Meeting:**

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

**Present at Meeting:**

Mayor Skyberg  
 Councilor Baller  
 Councilor Hill  
 Councilor McKnight  
 Councilor Stritzke  
 City Recorder Bernard

**Absent:**

Councilor Vinson  
 Council Bramall

The Special Meeting of the City Council of City of Willamina was called to order at 4:30 PM on August 24, 2015 at City Hall by Mayor Skyberg. City Recorder Bernard called roll call and quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed.

**II. Review of Previous Minutes**

There were no previous minutes.

**III. Consideration of Open Issues**

*An Equal Opportunity Employer*

411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-

1121

[willaminaoregon.gov](http://willaminaoregon.gov)



1. City Recorder Probation Period

Mayor Skyberg presenter

Mayor Skyberg stated that she is asking Council to extend the 6 month probationary period for the City Recorder Debbie Bernard for 3 months to October 24, 2015. She then asked for a motion.

MOTION: Councilor Baller moved to motion to extend the City Recorder Debbie Bernard probationary period to October 24, 2015. Councilor Baller seconded. Motion carried unanimously, with Councilor Baller, Hill, Stritzke, McKnight voting aye. Councilor Vinson and Bramall were absent.

- 2. Mayor Skyberg asked if we are to hire a cleaning person. She offered a recommendation and started the discussion. Debbie responded that she had been working a job description for the next cleaning service. Heidi's helping hands was recommended.

Mayor Skyberg asked for a motion to adjourn.

**MOTION:** Councilor Hill moved to adjourn meeting. Council Baller seconded the motion. Motion carried unanimously, with Councilors Baller, Hill, Stritzke and McKnight voting aye. Councilor Vinson and Bramall were absent.

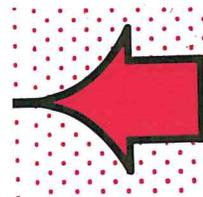
The meeting was adjourned at 4:50pm by Mayor Skyberg.

Minutes submitted by:

City Recorder, Debbie Bernard Debbie Bernard

Minutes approved by:

Mayor Ila Skyberg Ila Skyberg







Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President*  
*Gary Hill*  
*Katie Vinson*  
*Heather Stritzke*  
*Allan Bramall*  
*Theresa McKnight*  
*Allen Bramall*

**City Staff:**

City Recorder: *Debbie Bernard*  
 Accountant: *vacant*  
 Office Specialist: *Temp*  
 Library: *Melissa Hansen & Amber Deibel*  
 Public Works Director: *Jeff Brown*  
 Code Enforcement: *John Kowolik*

**City Of Willamina**  
**Minutes of the 4th Thursday of Monthly Meeting of the City of Willamina**  
**City Council and Senior Staff (changed to Tuesday July 28<sup>th</sup>, 2015)**  
**July 28th, 2015**  
**7:00 PM**

**Location of Meeting:**

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

**Present at Meeting:**

Mayor Skyberg  
 Councilor Baller  
 Councilor Bramall  
 Councilor Hill  
 Councilor McKnight  
 Councilor Stritzke (arrived late)  
 Councilor Vinson Absent  
 City Recorder Bernard  
 Public Works Director Brown  
 Deputy Director of MVWCOG Jennie Messmer

The regular work session/ training meeting of the City of Willamina City Council and Senior Staff of City of Willamina was called to order at 5:00 PM on Tuesday July 28, 2015 at City Hall by Mayor Ila Skyberg who introduced the presenter of the training Jennie Messmer, Deputy Director of The Council of Governments.

**I. Approval of Agenda**

The agenda for the meeting was distributed and not approved.

*An Equal Opportunity Employer*

411 N.E. "C" Street – P.O. Box 629, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121



## II. Review of Previous Minutes

The minutes of the previous meeting was not presented (none).

## III. Consideration of Open Issues

### 1. Fish Pond - Exercise Station

Jeff Brown

Jeff introduced a flyer that displayed ideas for signs for Community Wellness Stations that was created for Hampton Lumber Mills; flyer heading was email from Cindy Lessick to Dave Keyser at Hampton Mills. (This item was not on the agenda.)

Jeff started the discussion by stating that last fall 2014 He and Sue Hollis agreed to signage. He said that we could run it by the Attorney for liability if necessary. It was suggested to would run it by CIS. Everyone was in agreement the signage was an attribute for the pond.

### 2. City Council/Management Team Training July 28, 2015

Jennie Messmer, Deputy Director, MWVCOG  
Roles, Responsibilities and Relationships

The training began at 5:00pm and ended at 8:00pm approximately. Jennie went thru a PowerPoint report and used the overhead projector. A copy of that PowerPoint is added to this agenda.

Jennie went over in detail the Code of Ordinance Charter and Title III Administration; in addition to Roles, Responsibilities and Relationships. The following were a few items of discussion by the governing body and Staff.

- Sections of Charter that conflicted with other sections
- Role of the Mayor and Council
- Organizational Chart (Citizens, Mayor/Council, City Recorder, Staff)
- Jennie suggestion for the review and change to chapter 32.45,
- Training staff on public records law.
- Bonding Senior Staff
- Codification
- Financial Policy and Purchase limits
- Follow law regarding RFP
- Repeal of Ordinance 643
- Communicating to staff regarding who is in charge
- Unify format of all job descriptions
- Deciding on City Recorder, City Manager or City Administrator



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

The next meeting will be held at 7:00 PM on August 27, 2015 at:  
City Hall  
411 NE "C" St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
Continuation of Charter review

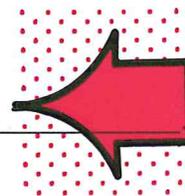
The meeting was adjourned at AM by Jennie Messmer, Deputy Director of The Council of Governments.

Minutes submitted by: City Recorder Debbie Bernard

*Debbie Bernard*

Minutes approved by:  
Mayor  
Ila Skyberg

*Ila Skyberg*



Attached  
Roles and Responsibilities and Relationship handout  
Community Wellness Stations Signs



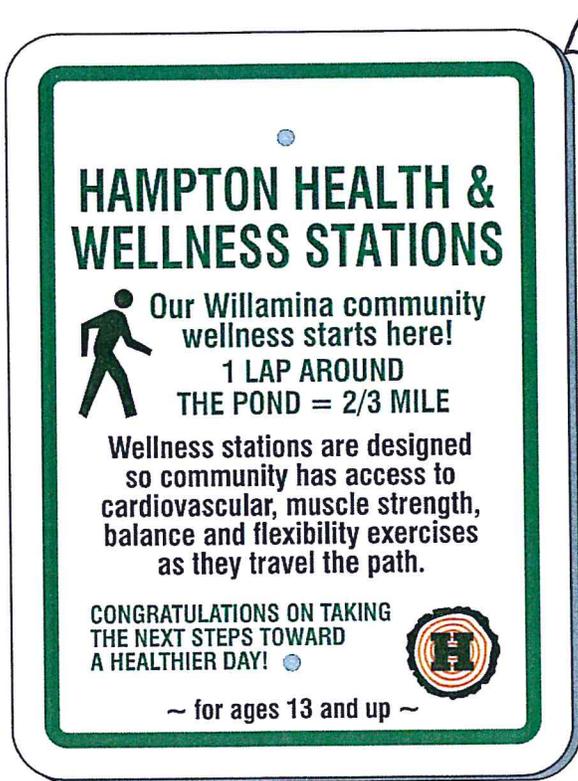
To: Hampton Lumber Mills  
 Attn: Dave Keyser

July 20, 2015

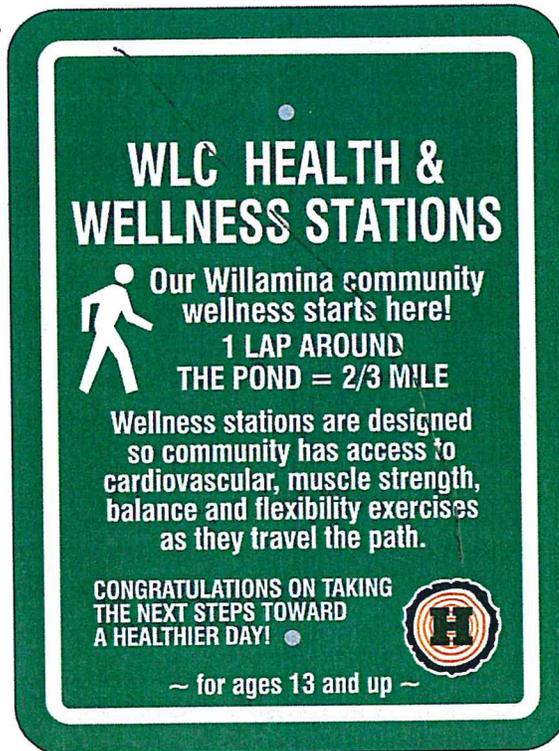
PO # \_\_\_\_\_

Subj: IDEAS FOR SIGNS for Community Wellness Stations

- 1 Entry sign (18"x24") aluminum (Reflective green or white)
- 4 Station signs (12"x18") aluminum (Reflective green or white)



18"x24"



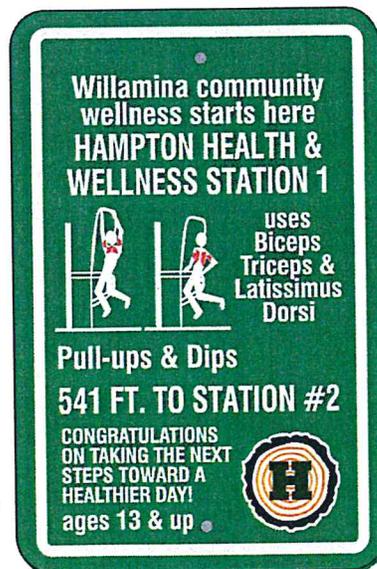
18"x24"

- ← 2" tall letters
- ← 4" tall figure
- ← 1" tall letters
- ← 1" tall letters
- ← 3/4" tall letters
- ← 3 1/2" tall logo

**18"x24"**  
**sign**  
**\$175 each**



12"x18"



12"x18"

- ← 1" tall letters →
- ← 4" tall figures →
- ← 1" tall letters →
- ← 1/2" tall letters →
- ← 3" tall logo →

**12"x18"**  
**sign**  
**\$125 each**



# Exercise Stations Around the Walking Path at the Pond

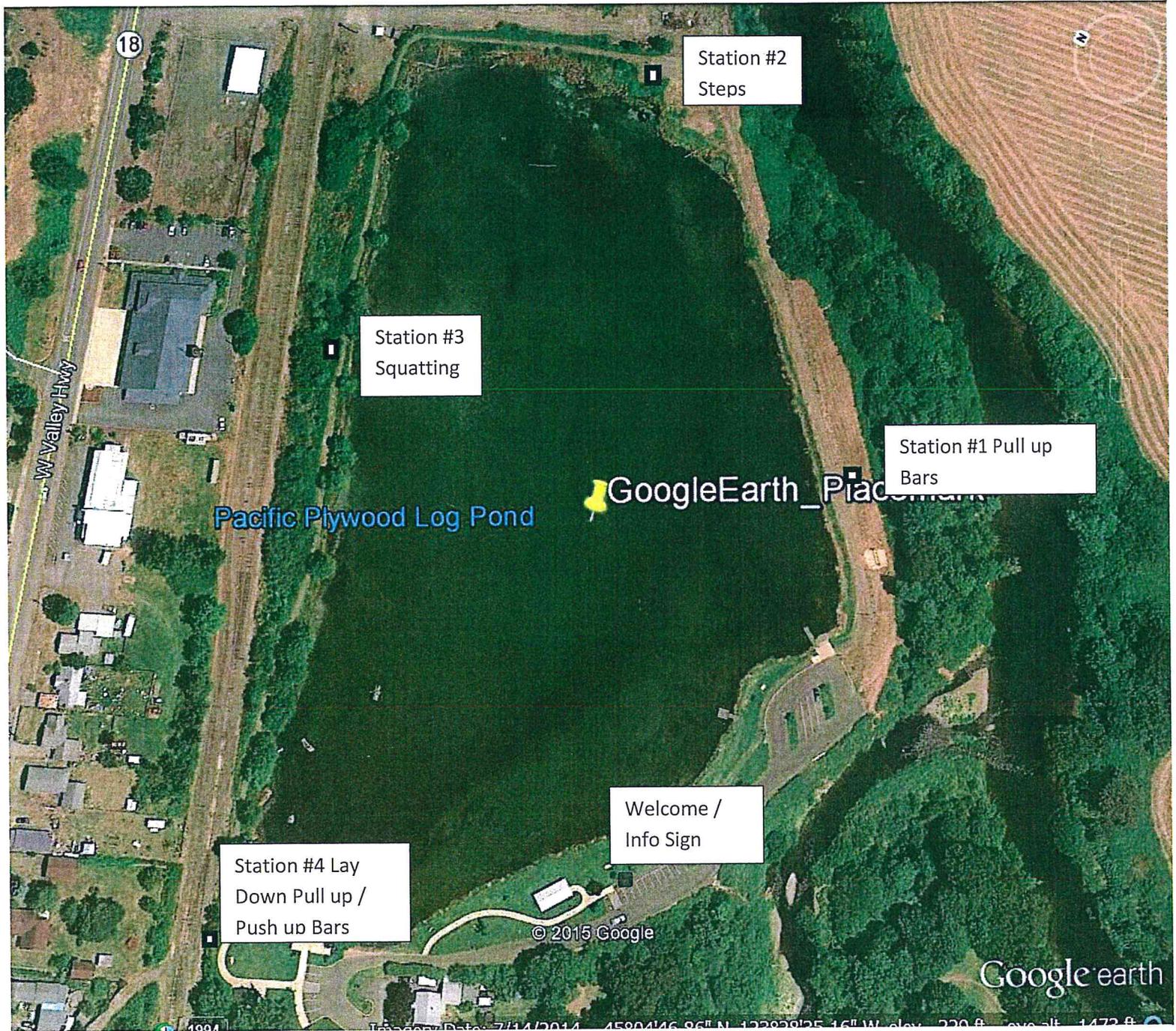


Figure 1



ORDINANCE NO. 643

AN ORDINANCE AMENDING SECTION 31 OF THE WILLAMINA MUNICIPAL CODE

WHEREAS, the City of Willamina has adopted Code of Ordinances (hereinafter called "Code"); and

WHEREAS, the City Council wishes to amend Title III, Section 31 of said Code as set forth in the attached Exhibit A;

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

Section 1. Section 31.15 through 31.22 of the Code is hereby replaced in its entirety by the attached Exhibit A Sections 31.10 through 31.500.

First Reading: 03/08/12

Second Reading: 04/12/12

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this 12th day of April, 2012, by the following vote and effective on the 30th day following adoption.

YEAS	ADAMS, BALLER, BRAMALL, LONG, SKYBERG, TONEY
NAYS	None
ABSTAIN	None
ABSENT	None



Vernon Mosser  
Vernon Mosser, Mayor

ATTEST:

Sue C Hollis  
Sue C Hollis, City Recorder

Attachment – Exhibit A

F/ORDINANCES/ORDINANCE.643.ADOPTED

## EXHIBIT A – ORDINANCE NO. 643

Page 1 of 7

### 31.10 Re-establishment

There is hereby established a city Planning Commission (hereafter called "Commission") which is an advisory committee to the City Council.

### 31.20 Membership

- (1) The Commission shall consist of seven (7) members who are not elected officials, members of the City Budget Committee, or employees of the City. At the discretion of the City Council, appointees to the Commission may reside outside the City Limits. Appointees residing outside the City Limits must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City of Willamina. At no time shall a quorum of the Commission reside outside the City Limits. The City Manager, or his/her designee, or if no City Manager exists, the City Recorder and other City staff members designated by him/her, including but not limited to the City Planner, Planning Secretary, City Engineer and City Attorney, shall be entitled to sit with the Commission and take part in its discussions, but shall not have the right to vote. Commission members who serve on the Budget Committee at the time of adoption of this amendment to the Municipal Code will be permitted to retain their membership until their term expires.
- 2) No more than two (2) voting members of the Commission may engage principally in buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.
- (3) No voting member shall be related to another voting member of the Commission nor to a member of the City Council closer than the third degree of either blood relationship or through affinity.

**EXHIBIT A – ORDINANCE NO. 643**

**Page 2 of 7**

- (4) Members serve at the will of Council. Members may also be removed by the City Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse approved by the Commission is presumed to be in nonperformance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing. Upon failure of a member to attend three (3) meetings in a 12-month period, the Commission may recommend termination of that appointment to the City Council and the Council may remove the incumbent from the Commission and declare the position vacant to be filled in the manner of a regular appointment.
- (5) In the event that any member of the Commission changes residence after appointment so that s/he no longer resides within the City, his/her membership on the Commission shall be reviewed by the City Council as to whether termination of their appointment is necessary.

**31.30**

**Term of Office**

Commission members shall be appointed by the City Council for terms of up to three (3) years, said terms to end on December 31 of the year of expiration. Terms of Planning Commissioners shall be staggered in order to establish an approximately equal number of expiring terms each year. Commissioners may be considered for reappointment at the discretion of City Council. Appointees to fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

**31.40**

**Method to Fill Vacancies**

The City Council shall determine the method to be used for recruiting and filling vacancies on the Commission.

**31.50**

**Presiding Members**

The Commission shall elect its own Chairperson and Vice-Chairperson from its members at its first meeting in January of each year. In the event of vacancy or removal in the Chairperson or Vice-Chairperson's position, the Commission shall fill the same by election at its next regular meeting.

31.60 Duties and Powers of Presiding Members

- (1) Chairperson:
  - a. Preside at all meetings of the Commission.
  - b. Sign all documents of the Commission.
  - c. Review Planning Commission agendas with staff.
  - d. Encourage active discussion of all items brought before the Commission.
  - e. In conjunction with staff, orient new members to the Planning Commission.
  - f. Report to the Council on the activities of the Planning Commission at least once a year.
  - g. See that all actions of the Commission are properly taken.
  
- (2) Vice-Chairperson:

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

31.70 Meetings

- (1) One regular monthly meeting will be held on the first Tuesday of each month at 7:00 PM in the Council Chambers at City Hall. If no agenda items are scheduled before the Commission, the regularly scheduled meeting will be cancelled. If the first Tuesday is a legal holiday, the meeting will be held on the 1<sup>st</sup> Wednesday at the same time and place. The date and time of the regularly scheduled monthly meeting may be changed upon request of the Chairperson or by a majority of the voting members of the Commission. Meetings of the Commission shall be open to the public and are subject to the requirements of Oregon's Public Meeting Laws. Commission meetings are only allowed to be held in Executive Session pursuant to Oregon Public Meetings Law.

**EXHIBIT A – ORDINANCE NO. 643**

**Page 4 of 7**

- (2) Four (4) voting members of the Commission shall constitute a quorum for the transaction of business. The Chairperson has full voting rights as a member of the Commission. A lesser number may adjourn the meeting to a later date.
- (3) Robert's Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules or the Land Use and Development Code.
- (4) Deadline for filing for placement on the agenda for applications shall be in accordance with the requirements of the Land Use and Development Code and other City Ordinances. Every effort shall be made to have written agendas available seven (7) calendar days prior to the meeting.
- (5) When dealing with legislative matters, at its discretion Commission may review and reconsider any issue at any time that material facts surface that were not previously made available.
- (6) Each member of the Commission who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Commission shall notify the Planning Secretary at the earliest possible opportunity and, in any event, prior to 4:00 PM on the date of the meeting. The Planning Secretary shall notify the Chairperson of the Commission in the event that the projected absences will produce a lack of a quorum.
- (7) In the event that the Commission does not contain enough members to constitute a quorum, any agenda action item may be referred to the City Council for action, including final disposition as the Council deems appropriate, at the first Council meeting after notice and time requirements have been met. The Commission may also reschedule the action item for a future date and time certain provided that the timeline for a decision on a land use action can still be met. The City Planner will determine whether the timeline can be met in this latter case.

**31.80**      **Compensation**

Members of the Commission shall receive no compensation other than reimbursement of expenses authorized by the City Council.

**31.90**      **Expenditures**

The Commission shall have no authority to make expenditures on behalf of the City or to obligate the City for payment of any sums of money except as specifically provided by prior written authorization by the Council authorizing such expenditures by appropriate resolution, which resolution shall provide the administrative method by which such funds shall be drawn and expended. If the Commission requests staff or City Planner assistance for a project, such as a grant application or special study, the City Recorder will determine if the request must be approved by the City Council.

**31.100**      **Staff Services**

The Planning Secretary, or his/her designee, shall keep a record of Commission proceedings, prepare and disseminate agendas, and post meeting notifications.

**31.200**      **Training**

To the extent that City funds permit, or that land use or other specialists may be willing to provide without charge, training for the Commission or individual members thereof may be made available at the discretion of the City Council.

31.300

**Ethics**

Commission members shall abide by all applicable ethical standards and practices, including but not limited to, those required by Oregon Revised Statutes Chapter 244 (Government Ethics).

31.400

**Conflict of Interest**

A member of the Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: The member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two (2) years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

31.500

**Powers and Duties of the Commission**

The Commission has the power and authority to make recommendations and suggestions to the Council and other public officials and individuals concerning, but not necessarily limited to, the following, as well as to make certain other decisions as outlined in the Development Code. Such recommendations and suggestions shall be in writing.

- (1) Laying out, widening, extending and locating of public thoroughfares, parking of vehicles, relief of traffic congestion;
- (2) Betterment of housing and sanitation conditions;
- (3) Establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development;

**EXHIBIT A – ORDINANCE NO. 643**

**Page 7 of 7**

- (4) Review of the Comprehensive Plan as directed by City Council, or at the time of Periodic Review as scheduled by the state, and recommend amendments to the Plan to the City Council;
- (5) Determine appeals of Type I development permits and land use actions and accept and determine Type II land use actions pursuant to the Land Use and Development Code;
- (6) Upon holding a public hearing, make a recommendation to the City Council regarding Type III and IV land use actions, including amendments to the Comprehensive Plan, Development Code, and zone changes;
- (7) Review public programs that are referred to it for recommendation, such as property acquisition or disposition, public building or other public facility proposals and transportation or right-of-way plans. Report as to the program's conformity with the Comprehensive Plan and Land Use and Development Code;
- (8) Prepare and periodically review land development regulations at the request of City Council, including but not limited to zoning, subdivision, and land partitioning and make recommendations to the City Council; and
- (9) Formulate and recommend various programs, policies, and ordinances intended to implement the Comprehensive Plan at the request of the City Council;
- (10) Perform other duties related to some aspect of community planning and development at the request of the City Council



Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Allan Bramall  
Gary L Hill, Jr  
Theresa McKnight  
Heather Stritzke  
Katie Vinson*

**City Staff:**

City Recorder: *Debra Bernard*  
Accountant: *Vacant*  
Office Specialist: *Temp*  
Librarian: *Melissa Hansen & Amber Deibel*  
Public Works Director: *Jeff Brown*  
Code Enforcement Officer: *John Kowalik*

**MEMO TO: City Council**

**DATE: August 13, 2015**

**FROM: Debbie Bernard, City Recorder**

**SUBJECT: Changing in Banking and LGIP Authority**

**Background:**

1. With the election of a new Mayor, banking and Local Government Investment Pool (hereafter called LGIP) access and signature authorities need to be modified. The city currently has two accounts at US Bank, Sheridan Branch (General Checking & Payroll), one account at First Federal (Willamina Cemetery Savings Account), and an investment account with LGIP.
2. Attached are the following resolutions to effect the needed changes:
  - a. Resolution #15-16.001, Granting Authorization for Information, Required Signatures, and Transfers into and out of the Local Government Investment Pool Account #5566
  - b. Resolution #15.16-002, Authorizing Access to Information and Making Transfers between Accounts, Direct Deposits & Wire Transfers for Payroll and Accounts Payable at the US Bank Sheridan; Modifying Current Signature Authority, & Access to Safe Deposit Box
  - c. Resolution #15.16-003, Authorizing Information Access and Modification of Required Signatures for the Willamina Cemetery Savings Account #5002906 at First Federal
3. In order to access the funds in the bank accounts, new signature cards must be signed; they were all signed at the bank in December. US Bank requires all signatures to come to the bank on the same day to sign the cards. A copy of the appropriate resolution and two pieces of ID (Oregon Driver's License and a credit/debit card) are required. First Federal requires new signature cards as well; however, they do not have to be signed on the same day. Signiture cards were completed however; the updated Resolutions were not completed at that time.



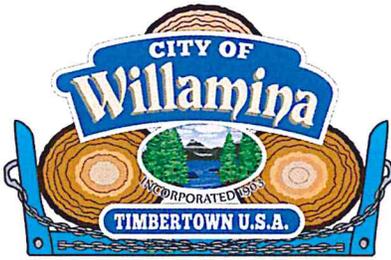
**Action Requested:**

That Council adopts Resolutions #15.16-001, #15.16-002, and #15.16-003 to modify access and signature authority for City accounts at US Bank, Sheridan Branch, First Federal, and the LGIP.

Attachments

*F:\RESOLUTIONS\2015-16\R15-16-001 R15.16-002 R15.16-003.CCMEMO.08-13.2015memo*





Mayor Ila Skyberg

Council Members:

- Rita Baller, Council President
- Allan Bramall
- Gary L Hill, Jr
- Theresa McKnight
- Heather Stritzke
- Katie Vinson

City Staff:

- City Recorder: Debra Bernard
- Accountant: vacant
- Librarian: Melissa Hansen & Amber Deibel
- Public Works Director: Jeff Brown
- Code Enforcement Officer: John Kowolik

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA  
SITTING FOR THE TRANSACTION OF CITY BUSINESS**

**RESOLUTION NUMBER: 15.16-001**

*In the Matter of Granting Authorization for* )  
*Information, Required Signatures, and* )  
*Transfers into and out of the Local* )  
*Government Investment Pool Account #5566* )  
 )

\*\*\*\*\*

**WHEREAS**, the City Council of the City of Willamina, Oregon, on the 13<sup>th</sup> day of August, 2015, sat in regular session for the transaction of business and adopted Resolution #15.16.-001, confirming Pool Account #5566 in the Local Government Investment Pool (hereafter called "LGIP") as a repository for City funds and authorized specified persons to sign required forms, make deposits and transfers to established accounts, and obtain information regarding said account; and

**WHEREAS**, funds in this account may only be transferred to authorized accounts; and

**WHEREAS**, the City Council now desires to modify this signature and information authority;

**NOW, THEREFORE, BE IT RESOLVED** by the Willamina City Council as follows:

1. **THAT** the following persons are authorized to sign required forms, make deposits and transfers to established accounts, and obtain information regarding the City of Willamina LGIP Account # 5566:

- Debbie Bernard, City Recorder
- Ila Skyberg, Mayor
- Rita Baller, Council President
- Gary Hill, City Councilor
- Katie Vinson, Councilor



2. **THAT** the authority outlined herein is effective immediately and shall remain in effect until rescinded, or until term of office or employment with the City has ended; and
3. **THAT** this resolution rescinds Resolution #R13.14-020 in its entirety; and
4. **THAT** this resolution shall become effective immediately upon adoption.

**PASSED and ADOPTED** by the City Council of the City of Willamina this 13<sup>th</sup> day of August 13, 2015.



---

*Ila Skyberg, Mayor*

**ATTEST:**

---

*Debbie Bernard, City Recorder*

F/RESOLUTIONS/2015-16/15.16-001





Mayor Ila Skyberg

Council Members:

- Rita Baller, Council President
- Allan Bramall
- Gary L Hill, Jr
- Theresa McKnight
- Heather Stritzke
- Katie Vinson

City Staff:

- City Recorder: Debra Bernard
- Accountant: vacant
- Office Specialist: Temp
- Librarian: Melissa Hansen & Amber Deibel
- Public Works Director: Jeff Brown
- Code Enforcement Officer: John Kowolik

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA  
SITTING FOR THE TRANSACTION OF CITY BUSINESS**

**RESOLUTION NUMBER: 15-16-002**

*In the Matter of Authorizing Access to Information and Making Transfers )  
between Accounts, Direct Deposits & Wire Transfers for Payroll and )  
Accounts Payable at the US Bank, Sheridan; Modifying Current Signature )  
Authority & Access to Safe Deposit Box )  
)*

\*\*\*\*\*

**WHEREAS**, the City Council of the City of Willamina, Oregon, on the 13<sup>th</sup> of August, 2015, sat in regular session for the transaction of business and adopted Resolution #15-16-002, establishing the US Bank, Sheridan as its primary repository for City funds for day-to-day financial transactions, and designated signature, transfer, direct deposit and information access to same; and

**WHEREAS**, the City Recorder position has been designated as the Financial Officer for day-to-day authorized operations and requires access to and information about these accounts and to the City’s Safe Deposit Box; and

**WHEREAS**, Debbie Bernard, City Recorder, remains authorized to have access to any information regarding all City of Willamina Accounts at the U S Bank, Sheridan Branch, and to make necessary transfers and direct deposits to and from all City of Willamina accounts at the U S Bank, Sheridan, and to access any Safe Deposit Box rented by the City; and

**WHEREAS**, the City Council desires to change the designated signature authority on its US Bank, Sheridan Branch accounts:



**NOW, THEREFORE, BE IT RESOLVED** by the Willamina City Council as follows:

- 1. **THAT** any two (2) of the following persons are authorized to sign checks on account numbers 153695268174 (Primary Checking) and 00153695268182 (Payroll) and to open and have access to a Safe Deposit Box:

Ila Skyberg, Mayor  
 Rita Baller, Council President  
 Gerald L. Hill Jr., City Councilor  
 Katie Vinson, City Councilor

- 2. **THAT** the authority outlined herein is effective immediately and shall remain in effect until rescinded, or until term of office or employment with the City has ended; and
- 3. **THAT** this resolution rescinds Resolution #R13.14-14 in its entirety; and
- 4. **THAT** this resolution shall become effective immediately upon adoption.

**PASSED and ADOPTED** by the City Council of the City of Willamina this 13th day of August 13, 2015.



\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie Bernard, City Recorder*

*F/RESOLUTIONS/2015-16/15-16-002*





Mayor Ila Skyberg

Council Members:

- Rita Baller, Council President
- Allan Bramall
- Gary L Hill, Jr
- Theresa McKnight
- Heather Stritzke
- Katie Vinson

City Staff:

- City Recorder: Debra Bernard
- Accountant: vacant
- Office Specialist: Temp
- Librarian: Melissa Hansen & Amber Deibel
- Public Works Director: Jeff Brown
- Code Enforcement Officer: John Kowolik

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA  
SITTING FOR THE TRANSACTION OF CITY BUSINESS**

**RESOLUTION NUMBER: 15.16-003**

*In the Matter of Authorizing Information Access and  
Modification of Required Signatures for the  
Willamina Cemetery Savings Account #5002906 at  
First Federal* )  
)  
)  
)

\*\*\*\*\*

**WHEREAS**, the City Council of the City of Willamina, Oregon, on the 13<sup>th</sup> day of August, 2015, sat in regular session for the transaction of business and adopted Resolution 15.16-003, establishing signature, information and transfer authority for the Willamina Cemetery Savings Account #5002906; and

**WHEREAS**, the City Council desires to modify that authority;

**NOW, THEREFORE, BE IT RESOLVED** by the Willamina City Council as follows:

1. **THAT** the following persons are authorized to sign required forms, make deposits and withdrawals, and obtain information regarding the Willamina Cemetery Savings Account #5002906:

Ila Skyberg, Mayor  
Rita Baller, Council President  
Gary Hill, City Councilor

2. **THAT** the following person is authorized to have access to any and all information regarding the Willamina Cemetery Savings Account #5002906, but has no signature authority and may not authorize withdrawals from the account;

Debbie Bernard, City Recorder

3. **THAT** this resolution rescinds Resolution #13-14-012 in its entirety; and
4. **THAT** this resolution shall become effective immediately upon adoption.

**PASSED** and **ADOPTED** by the City Council of the City of Willamina this 13<sup>th</sup> day of August, 2015.





\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie, City Recorder*

F/RESOLUTIONS/2015-2016/15-16-003





Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Allan Bramall  
Gary L Hill, Jr  
Theresa McKnight  
Heather Stritzke  
Katie Vinson*

**City Staff:**

*City Recorder: Debra Bernard  
Accountant: Vacant  
Office Specialist: Temp  
Librarian: Melissa Hansen & Amber Deibel  
Public Works Director: Jeff Brown  
Code Enforcement Officer: John Kowolik*

**MEMO TO: City Council**

**DATE: August 13, 2015**

**FROM: Debbie Bernard, City Recorder**

**SUBJECT: City Hall Air Conditioner**

***Background:***

At their August 4, 2015 Finance Committee meeting the members reviewed the purchase request for a new air conditioner and outside unit for City Hall. We have to add a new outdoor unit and leave the one that is there now. The existing system's outdoor unit has the maximum capacity of indoor units attached to it because of the total combined capacity of the three indoor units.

The attached proposal is to add a new wall hung indoor unit combined with a matched outdoor unit is the most economical way to provide a permanent way to cool the server room. The proposal does not include "line voltage electrical."

Jeff will contact Stuck Electrical for the electrical work needed. There is \$3992. 00 in the General Fund line item 010-150-6005 Building Maintenance & Repair to cover the expenditure.

***Action:***

Approve the purchase of a Daikin 9,000 BTU ductless air conditioner with outdoor unit; wall hung indoor unit, insulated copper refrigeration piping, condensate drain, wireless remote controller, necessary material and labor for installation, and Mechanical permit. For the sum of \$2,950.00.



***SDE Company***  
**6630 Gold Creek Rd.**  
**Willamina, OR 97396**  
**CCB #163760**  
**(503) 876-5332 phone, (503) 876-5332 fax**  
**Roger Ediger (503) 209-0499 cell**

Proposal Number: 12815

Date: 7/29/2015

Page: 1 of 1

Proposal Submitted To:  
City of Willamina

Job Information:  
Computer Room Air Conditioner  
City Hall

We Hereby Submit Specifications And Estimates For:

Provide and install a Daikin 9,000 BTU ductless Air conditioner with outdoor unit, wall hung indoor unit, insulated copper refrigeration piping, condensate drain, wireless remote controller, necessary material and labor for installation, and Mechanical permit.

**For the Sum of: \$2,950.00**

Excludes: Line voltage electrical.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. In the event suit or action is necessary to enforce any of the terms or conditions of this agreement then the prevailing party shall receive from the non-prevailing party all of prevailing party's court costs and attorney fees, including all such costs and fees resulting from an appeal.

Authorized Signature: ***Roger Ediger***

-----  
ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment due upon receipt of bill. Upon acceptance, sign and return white copy to our office.

Date \_\_\_\_\_ Signature \_\_\_\_\_ Signature \_\_\_\_\_





Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight*

**City Staff:**

City Recorder: *Debbie Bernard*  
Accountant: *vacant*  
Office Specialist: *vacant*  
Library: *Melissa Hansen & Amber Deibel*  
Public Works Director: *Jeff Brown*  
Code Enforcement: *John Kowolik*

## MEMO

To: City Council  
From: City Recorder Debbie Bernard  
Date: August 13, 2015  
Re: An update on the changes to the State's Marijuana Laws. **Regulate or Ban**

On July 1<sup>st</sup>, possession of small amounts of marijuana was decriminalized. Several laws have been passed and there are potential Council decisions about whether commercial marijuana is appropriate for the city, and if so, how to regulate and/or tax it. The information is provided to start a discussion about the changes.

The League of Oregon Cities has published a 78<sup>th</sup> Legislative Session Summary of Bill, dated July 2015. It is on their website at: <http://www.orcities.org/Portals/17/Legislative/2015LegislativeSummary.pdf>. It is about 107 pages long. Pages 56 to 58 is the summary of the 3 major bills on marijuana that passed this year.

Below is a communication for our attorney and advice on the new Marijuana Laws and how it will affect the City.

He stated as you may know, the legislature made some significant changes to state law regarding both medical and recreational marijuana. Due to these changes, Willamina may very well want to **amend the ordinances** we have enacted related to marijuana or perhaps adopt a few new ordinances. He briefly explained some of these issues below:

### **Background**

As an initial matter, it is important to keep in mind two things that will make understanding the remainder of this email easier. First, although the voters approved Measure 91 legalizing recreational marijuana last November, neither Measure 91 nor any of the bills approved by the legislature this session combined the recreational and medical marijuana programs. Accordingly, there will be two separate marijuana related programs in Oregon:



recreational and medical. Second, within each program, there are multiple types of “marijuana facilities” that the council **may desire to regulate/ban**. Under the medical program, there are growers, processors and dispensaries. Under the recreational program there are growers, processors, wholesalers and dispensaries. The council should consider what regulations/prohibitions it would like to impose on each of these types of facilities because a failure to do so for any one type of facility basically defers to state law.

### **Banning Marijuana Related Facilities Within city Limits**

HB 3400, which Governor Brown has already signed, expressly permits the city to prohibit within city limits every type of marijuana facility described above **except** medical marijuana grow sites. **Under section 134 of the Bill, the city may by ordinance prohibit the establishment of any of the other marijuana facilities, but such an ordinance must be presented to and approved by the voters at the next statewide general election (November 2016).** If the council passes such an ordinance, it must submit it to OHA and OLCC, which will then cease providing licenses to any of the prohibited facilities. This “moratorium” will remain in effect until the voters approve or reject the ordinance in November 2016. The ordinance will not apply to any marijuana facility that is registered with the state before the date on which the council adopts the ordinance if the facility has also completed the city’s land use application process. I don’t believe the city has any such facilities currently in place, and to that end, it probably makes sense for the city to move forward and adopt such an ordinance under HB 3400 as expeditiously as possible if in fact it wants to prohibit any of the facilities listed above.

### **Taxing Marijuana**

HB 3400 also changes the city’s ability to tax marijuana. Importantly, the law prohibits a city from taxing marijuana or receiving any of the state shared revenues from marijuana taxation if the city has prohibited **any** of the facilities listed above. This may not be of any concern to the council, but it is a consequence of passing a ban that the council should recognize before moving forward.

Should the council not desire to ban any of the facilities listed above, the city would be eligible to receive shared revenues from the state’s marijuana tax and would be authorized to impose a city tax of up to 3%, but such tax must also be approved by the city’s voters at the next statewide general election (November 2016). To that end, the tax on marijuana already adopted by the city is likely invalid, and the city would need to re-adopt the tax and present it to the voters for approval (if it decides to tax rather than ban marijuana facilities). **Again, no tax is permitted if any marijuana facility is banned, and if we move forward with a ban under HB 3400, we probably should repeal the tax that is in place.**

### **Time, Place and Manner Restrictions**

HB 3400 also clarifies that the city may impose reasonable time, place and manner restrictions on any and all of the marijuana facilities described above – including medical marijuana grow sites. To the extent the city does not ban a facility, the city should consider what types of time, place and manner restrictions it wants to put in place. As mentioned above, under state law, the





city may not ban medical marijuana grow sites, so this is certainly a facility that the city may want to look at regulating. If the council adopts any bans it may also want to consider amending the community development code to repeal any previously adopted time, place and manner restrictions. We should talk about the timing of this as well.

### **Prohibiting Medical Dispensaries from Selling Recreational Marijuana**

The Council should be made aware that SB 460 (which is awaiting the Governor's signature but is expected to be signed) expressly permits medical marijuana dispensaries to begin selling recreational marijuana to anyone over 21 as of October 1, 2015. The intent of this law is to provide a bridge between the legalization of possession and use by individuals over 21 (which occurred July 1) and the time in which OLCC will begin licensing recreational dispensaries, which isn't likely to occur until the second or third quarter in 2016.

SB 460 expressly permits a city to prohibit a medical marijuana dispensary from selling recreational marijuana – but such prohibitions must be enacted within 180 days of June 30. Thus, if the city does have a medical marijuana facility within its jurisdiction and the council wants to prohibit the dispensary from selling recreational marijuana, the council should also adopt a ban under SB 460.

The above were a few options that posed by our attorney David Doughman

Action: Work Session



## The City of Yamhill

Invites you to join us at the next

### City/County Dinner

Thursday, August 20, 2015

Catered by: Trask Mountain Outpost

Where: City Park - Beulah Park  
East Third Street on the South end of town

Time: 6:00 pm - 6:30 - Social Time  
6:30pm - Dinner & Reports

Cost: \$25.00 per person - Please make checks  
Payable to the City of Yamhill

Menu:

Please choose one entrée:

1. Oven Roasted Short Ribs, Corn on the Cob, Baked Apple Beans, & Dinner Roll  
OR:
2. Grilled Salmon W/ Mango Salsa, Cream Risotto Rice, Seasonal Vegetables & Dinner Roll

House salad w/ raspberry vinaigrette & Caesar Salad  
Brown butter apple cobbler  
Carrot cake  
Iced tea, Fruit punch or coffee

Please RSVP to Lori or Kim at City Hall - 503-662-3511 or email  
[clerk@cityofyamhill.com](mailto:clerk@cityofyamhill.com) by Tuesday, August 11, 2015 @ 5:pm

We hope to see you there!

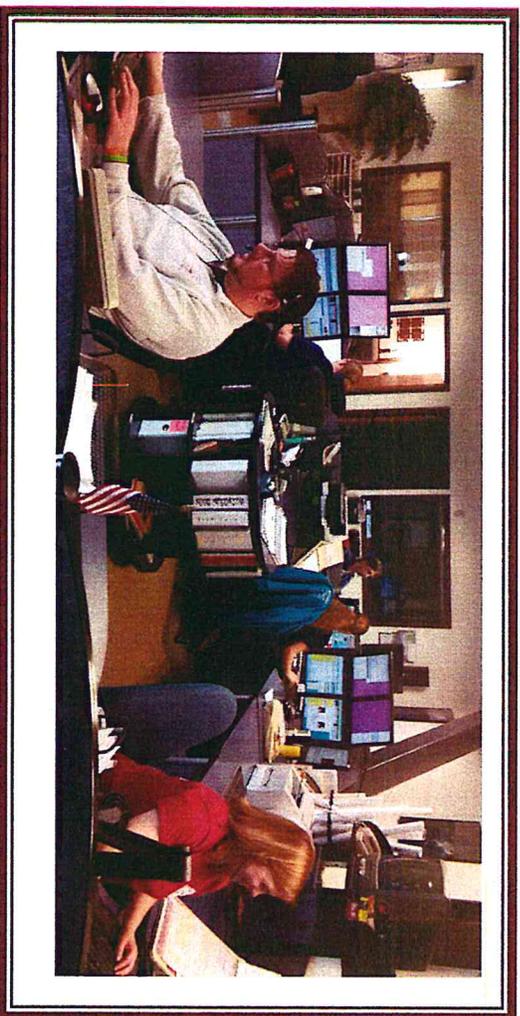






**2015-2016**

**Yamhill Communications Agency  
Budget & Highlights**



**“Committed to Excellence –  
Dedicated to Service”**

