

CITY OF WILLAMINA
Minutes of the 2nd Thursday Meeting of the City Council
January 14, 2016
7:00 PM corrected

Location of Meeting:

City Hall
411 "C" Street
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Heather Stritzke
Councilor Theresa McKnight
Councilor **Katie Vinson**

Absent from Meeting: Councilor Gary Hill

Other attendees: City Recorder, Debbie Bernard, Public Works Superintendent Jeff Brown, Kathy Taylor of Kathy Taylor Consulting, Ross Schultz, Planning Commissioner Dennis Ulrich, Robert Rippee Keller Associate, News Register Reporter Paul Daquilante, Sergeant Todd Whitlow, Doug Colton, Tony Watkins, Ginger Watkins, Monte & Cindy Freeman, Angela Burk, Ron Phipps and Linda Eyster.

The regular meeting of the City Council of the City of Willamina was called to order at 7:00 PM on January 14, 2016 at City Hall by Mayor Ila Skyberg. The Flag Salute was led by Mayor Skyberg. The City Recorder Debbie Bernard called the roll call and stated a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

Mayor Skyberg
City Council Meeting Minutes of December 10, 2015
Councilor Baller requested a correction to page 10 when she was talking about the old and new YCOM director; she said Yamhill Communications Agency Director Janis Cameron is retired and will be succeeded by Pattie Sauers. She also questioned the minutes on the overages for the Sidewalk Project and the details of the end of that discussion and plans for a special meeting.

Debbie responded we anticipated to schedule a meeting if it was needed; instead we had a conference call the next morning with ODOT. Debbie said ODOT stepped up and

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covered the overages. Rita stated it was not real clear as to whether or not we would or would not have a meeting. Heather responded it reads as she remembers it happening.

MOTION: Councilor Stritzke made motion to approve the minutes of the December 10, 2015 City Council Regular Meeting. Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Mayor Skyberg
Meeting Minutes December 22, 2015
Special City Council Meeting Minutes

MOTION: Council Baller made a motion to approve the minutes as written. Councilor Vinson Seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Mayor Skyberg
January 5, 2016 Finance Committee Minutes

Councilor Baller addressed Page 3 number 6 it should be Kiwanis not Chamber. It was not anything that a decision needed to be made, she said. Also Rita wondered whether it was Kiwanis Chamber or the City who takes care of the dogging bags. Jeff responded it is the City who purchases them. Rita stated that at several meetings it was noted that it was well maintained. Jeff said he would share that information with Parks.

MOTION: Councilor Baller made a motion to accept the finance meeting minutes as amended. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Councilor Baller then asked for an update on the water pump at the intake. Debbie responded that Jeff had ordered the pump and had responded to the City Recorder that is was an emergency. Jeff responded the one pump is being repaired now and will be returned tomorrow. He said the intake has been cleaned out; it was worse that the last time due to sediment building up. He said the city has 2 pumps at the intake. With one they can run the water plant but if they have to make water quick they need 2 pumps. He continued and said he has more in his report for later.

III. Consideration of Open Issues

1. Public Input – Communication from Doug Colton

Mayor Skyberg presented a change and introduced Kathy Taylor to speak first.
Kathy Taylor our CFO to Go
Kathy stated she wanted to update the Council on projects she had been working on:

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- a) Kathy Taylor said she met with Rich Winkel who was contracted to do a review of the Cities Financials. Kathy said in conversation with the Secretary of State's office we agreed that we were going to create the balance sheet items as of June 30, 2015. She shared those details with Rich Winkel at their meeting. Kathy showed him the methodology she used to create the beginning balances. He agreed it was a reasonable approach. She said since the Secretary of State agreed to the City creating the balance sheet items as of June 30, 2015 to have good beginning balances going forward, Rich Winkel was supportive. He then made a change to his contract which was resubmitted. Rita asked so was the reason for the change because he looked at the information that he was provided and it was not enough. Kathy responded no it may have been how she had explained to Rich what was agreed upon with the Secretary of State. She said a review is actually more details and we do not have a full set of financial statements. So the next level is called an agreed upon procedures (we will come up with beginning balances as of June 30, 2015 in order to do a clean audit). Rita added so I guess if the Secretary of State is good with it.
- b) Kathy talked about the Migration to Caselle. She said it is going very well at this point. She said it is a horrendous effort. It is more difficult since we did not have a good starting point. It is very remarkable we are where we are to date. She said Debbie and Marilyn have been doing a great job and that the City is four months into the migration and now it is a matter of fine tuning.
- c) Kathy then added that we now have data that can produce budget to actual detail information. Kathy shared that Jeff, Debbie, Marilyn and Ross had spent time reviewing the budget today using reports from the new system. Kathy ended by saying that by March 2016 we will have progress and present to Council a revised budget which will help run the business

Mayor Skyberg then introduces another change to the Agenda and introduced Sargent Whitlow. The Council Chambers had a lot of chatter as there had been a large drug bust in Willamina. Sergeant Whitlow stood with pleasant surprise. He responded and said so you want to know what happen in Willamina this morning. He said they did 3 search warrants here in town. The McMinnville tactical team came in; in addition the State brought in 4 swat teams. They made 5 arrests and recovered stolen property. The Sargent also reviewed the monthly Sheriff's statistics report.

Next:

Mayor Skyberg with the gavel stated to audience that we would continue with Public Input and asked each person to state their name and address. She also noted each person would be given 3 minutes to address their concern.

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First to sign in:

Tony Watkins
991 SW Barber, Willamina

He addressed council regarding pot holes on Barber St. He said Jeff came down and dragged the road yesterday but it only last a week. The reason is the trucks and cars that use Barber. Tony said he has had 2 flat tires; he attributed that to the road and wear and tear.

Second to speak:

Monte & Cindy Freeman
411 NE Oaken Hills Dr.

Proposed Changes to Oaken Hills and no parking

Cindy said they are both disabled. Taking the vehicles away off Oaken Hills to park on Main Street would cause them great difficulty; the vehicles would also be vandalized. Monte said he did not see the problem as the cars on Oaken Hills are delayed but a few minutes during special events and after school. He said the change would create a race track.

Doug Colton
475 SW Pioneer
Utility Billing Rates

Mayor Skyberg read Doug Colton letter to the Council. The letter stated that he would continue to pay .86 cents per 100 cubic feet for his water until the City of Willamina has Hampton Lumber pay the rate that the citizens pay. He went on to say that there is no other city that allows a company outside the city limits to get a discounted rate. He asked the Council to make a decision. Mayor Skyberg responded to Doug that the City has now hired a City Manager to address difficult issues. Councilor Baller responded to Mr. Colton that he should pay his bill as billed until the issues are resolved.

Mayor Skyberg then said she would like to introduce Mr. Shultz as the new City Manager.

Angela Burks
358 SW Spruce St

She wanted to speak on Girl Scouts. She said they would soon be crocheting hats and donating them to the community. She added that she would like to get the cadets involved in the community by perhaps attending a meeting.

Ron Phipps
417 Oaken Hills
Turn Lane

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Ron began by stating he also wanted to address the turn lane. He said he spoke to many of the school bus drivers and they said it will not work for them. Ron said he surveyed the area of the turn lane and in his opinion it will not work. Also he said that it looked way over engineered to him. He also felt the wait time for traffic was minimal. Ron questioned the tapered rate.

Robert Rippee
Keller and Associates
Turn Lane

Robert responded to Ron Phipps on the taper rate and the regulations that require those engineering specifics and the reason for no parking. Response: This is a good point. The striping design has taken this into consideration and uses a formula to develop the 15:1 taper rate. This taper rate should allow a vehicle to make lane transitions safely at the design speed but not at faster travel speeds.

Mayor called to order the meeting and asked for Linda Eyster to speak next as she was next on the sign-in sheet.

Linda Eyster
651 E Main St

Linda said she is at the turn section of Oaken Hills. She said her concerns affected both the turning in and out of Oaken Hills. There are safety issues. She then said she understood there was a traffic study done by Jeff Brown and Keller Associates and wanted to ask what type of experience they have. Robert Rippee responded 7 years. Robert continued that he did a turn analysis. Linda asked is there any talk of a caution light? Has ODOT been contacted? She is also concerned about the crosswalks. She said kids do not always use the crosswalks and the younger students. The other thing that came to her attention is that she became aware that the school offered to give funds to this project, however, she believes education is primary and so if there are just going to be giving out money she is not support the schools for money.

Mayor Skyberg thanked everyone for their comments.

Old Business

- EID Ordinance Second Reading of Ordinance 659

Mayor Skyberg asked for the Reading of the Ordinance of the Economic Improvement District. She asked for a motion.

MOTION: Councilor Baller made the motion to adopt Ordinance 659 and to be read by title only. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

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Mayor Skyberg asked for a Councilor to read ordinance 659 by title. Councilor Stritzke read “Ordinance 659 “An ordinance continuing an economic improvement district which makes assessments, authorizing the collection of said assessments each year for a period of five years beginning January 1, 2016 to December 31, 2020 and assessing the cost thereof against the identified and benefited real property.”

MOTION: Councilor Stritzke made the motion for the continuation of the economic improvement district second reading of ordinance 659 to read by Title only. Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

○ Report from Keller on Left Turn Lane

Mayor Skyberg asked for Robert Rippee to speak. Robert wanted to respond the questions on the sidewalk. He commented that the citizens had valid concerns. He said the turn lane would definitely increase the operation of concern. Heather noted that it there are no houses on one side is it possible to allow parking on one side. Robert responded yes if the street was widened by 3 feet it would then allow parking on one side. Theresa said she did not understand why it would be allowed one side and not the other. Robert said you could actually have parking along the houses side. Jeff responded currently it is not wide enough without broadening the street. Rita said that she would like to hear back from the City Manager after he reviews what was said tonight. Ila added she felt that we still need to address whether the school really needs the turn lane. Ross asked what the timeline on this project. Jeff responded it would be spring time before deciding on a the start of the project.

○ City Manager Contract

Mayor Skyberg asked Debbie to speak to the City Manager contract. Debbie responded and stated that the City met Ross who is seated next to her in December and we have offered him the position as City Administrator. Ross then visited the City in January and met with staff the Mayor and herself and has reflected and asked to be approved as a hire of the City Manager. Debbie then said we are asking Council to approve the contract and Ross Schultz as City Manager. Rita asked Debbie if the attorney approved contract. She responded, yes he drew up the contract.

Ross asked to make one modification to the contract; he wanted to make an amendment to read not less than 14 days instead of 30 days for the separation clause of the contract agreement.

MOTION: Councilor Stritzke motion to approve the contract between the City of Willamina and Ross Shultz for the services of City Manager including the amendment of section 5 of the contract of not less than 14 days’ notice of separation. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

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IV. Consideration of New Business

1. New Business Mutual Aid and Assistance Agreement Related To Water And Wastewater

Ross Shultz wanted to speak to the Mutual Aid Agreement and stated to that the Mutual Aid and Assistance Agreement was really a house cleaning item. He then retracted and said that he was mistaken and that a motion was needed. He said basically what happens you sign this agreement and that allows the public works superintendent to acquire equipment via a network in the case of an emergency without having to come back to council for approval. Jeff added we also have a similar agreement with ODOT.

MOTION: Councilor Stritzke made a motion to approve the cities participation in the Oregon Water/Wastewater Agency Response Network. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

2. New Business Delegated Authority - Resolution #15.16-007 - Ross Schultz

Ross Schultz spoke to the subject and stated he wanted to pull that from the agenda and that we are not prepared to go forward with the Resolution. There is more ground work needed, for example the current procurement rules are not up to date.

3. Liquor License Renewal 2016 – for Council information only.

Ross stated the OLCC has changed their processes and the way it impacts the city; basically OLCC has all the power to approve. Debbie added there is no resolution required. She advised the council that they only have to respond if they do not want anyone on the list approved. Todd added that is what he understands is that all complaints go to OLCC and they handle them.

Mayor's Report

Report on meetings Mayor attended throughout the month of December
The Mayor noted she attended one meeting in December on the 15th, which was organized by Jeff Brown to discuss Emergency Management. The location of the meeting was the Fire Department. The Next meeting is at 6:00 in January on the 19th. Jeff added they decided at the first meeting to designate the fire department as an EOC operation center for our area. Their next meeting will be to discuss what type of structures is needed to designate to house people.

1. Council Liaison Reports

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- a. Chamber Liaison (Ila Skyberg absent at that meeting)
2. Library Board
- a. Heather Stritzke
Heather said she is reporting third hand that Melissa reported to the library board that she was told she cannot apply for grants. Heather further explained that Melissa gets advertisement for grants regularly. So communications on grants have been going to recycling. Also, the Library submitted bids for new computers which were at a very reasonable cost; that information was given to Debbie. Heather also reported issues with drinking in Library. Rita asked about Volunteers. Debbie responded she is working on background checks and she has a recent application for Donna.
3. YCOM Board
- a. Councilor Baller
Rita reported that their meeting is next week and that the new director is in place. She said their previous director is staying on board; they have amazing staff and not all the dispatch positions have been filled and will have more after their next week meeting.
4. Council Committee Reports
- a. Commissioner Ulrich – absent
5. Reports From City Officers
- a. Debbie shared that Mayor Skyberg met with Myrtle Barber who is the president of the senior center and discussed taking over doing the books since she is unable to continue the job. Debbie added that Myrtle offered gifting the city the senior center building. Ross responded that if we were to take over the building it could cost up to \$50,000 to maintain. Theresa asked Debbie if the organization folded. Debbie said no not as of today. Debbie then said the Council needs to decide if they want to accept the property. Ross responded and said a revenue source needs to be identified before accepting the organization and property.
 - b. City Recorder – Debbie announced the new office space prepared for the City Manager Ross Shultz and invited Council to have a visit upstairs to see the improvements made.
6. Code Enforcement
- a. The Mayor asked Debbie to address the status of Code Enforcement. She said there is an ad in the News Register with a deadline of January 29, 2015.

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7. Public Works

- a. Monthly Report (verbal Report)
- b. Jeff reported that last month he reported issue of making water because of the flooding. One of intake pumps is being rebuilt. Jeff said he has been working with Sue Lamb the Oregon emergency management and FEMA to receive possible reimbursements for repair of the equipment and overtime. In addition received information on grants. Jeff stated this is the first year that the union staff get Martin Luther King Day off and asked if it applies to non-union staff. Ross responded and said in his experience it is common when the union staff gets a day off it generally applies to the other non-union staff.

V. Agenda and Time of Next Meeting

The next meeting will be held at 7:00 PM on February 11, 2016 at:
 City of Willamina City Hall
 411 "C" Street
 Willamina, Oregon 97396

The meeting was adjourned at 8:10 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard

 2-29-16

Minutes approved by: Mayor Ila Skyberg



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