



Mayor Corey Adams

**Council Members:**

*Ila Skyberg, Council President*  
*Rita Baller*  
*Allan Bramall*  
*Gary Hill*  
*Jeri St Onge*  
*Laurie Toney*  
*Mariab Woodward, Honorary City Councilor*

**City Staff:**

City Recorder, *Sue C Hollis*  
Library: *Melissa Hansen & Denise Willms*  
Office Coordinator: *Debra Bernard*  
Office Specialist: *Amber Deibel*  
Public Works Director: *Jeff Brown*

**WILLAMINA CITY COUNCIL REGULAR MEETING**  
**Thursday, July 11, 2013**  
**7:00 PM**

**Present:**

Mayor Adams  
Councilor Baller  
Councilor Bramall  
Councilor Skyberg  
Councilor Hill  
Councilor St Onge  
Councilor Toney  
Hon Councilor  
Woodward

**Absent:**

**City Staff Present:**

Sue Hollis, City Recorder  
Jeff Brown, Public Works  
Director  
Denise Willms, Youth  
Services Librarian  
Sergeant Russ  
Vandewettering, YC  
Sheriff's Office  
Deputy Angie Elder, YC  
Sheriff's Office  
Deputy Drewery, YC  
Sheriff's Office

**Others Present:**

Mark Fryburg, PGE  
Marguerite Alexander,  
*The Sun*  
Paul Daquilante,  
*News-Register*

**I. Flag Salute**

Mayor Adams called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

**II. Roll Call**

Sue Hollis, City Recorder, conducted the Roll Call. A quorum was present.

**III. Approval of Minutes**

**1. Regular Session of June 13, 2013**

Councilor St Onge noted that she was not present at the June meeting. Sue Hollis apologized that she had neglected to change the top part of the agenda. Both Councilors St Onge and Toney were absent that night, but Councilor Bramall was present. The minutes should be adopted with that amendment.

---

Councilor Skyberg **moved** to approve the minutes of the Regular Session of June 13, 2013, as amended.

Honorary Councilor Woodward **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

2. **Special Session of June 27, 2013**

---

Councilor Bramall **moved** to approve the minutes of the Special Session of June 27, 2013, as written.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

3. **Special Session of July 3, 2013**

---

Councilor Toney **moved** to approve the minutes of the Special Session of July 3, 2013, as written.

Honorary Councilor Woodward **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

IV. **Public Input**

None.

V. **Old Business**

1. **City Vision (Councilor Hill)**

Councilor Hill asked that this item be tabled until the September meeting.

VI. **New Business**

1. **Request for Donation – Your Community Mediators**

Mayor Adams briefly reviewed the request which was for a donation of \$1,500 equating to \$.39 per capita. He felt that Council had previously discussed how scarce our resources are for the upcoming year.

Councilor St Onge asked if they would still provide the services if we did not donate. Sue Hollis responded that she believed that to be the case.

Councilor Baller suggested asking them to return next year when we should be in a better financial position. Councilor Toney asked if we could donate less than the request. Hollis responded that they could. Discussion followed.

Hollis noted that \$2,500 had been included in the line item for Community Projects in the proposed budget. The Budget Committee reduced that to \$2,000. This line item is the one used for the annual community clean-up and donation requests. She noted that this organization is one that City staff refers people to for dispute resolution. Sergeant Russell Vandewettering, Yamhill County Sheriff's Office, stated that he has referred people to them as well.

---

Councilor Baller **moved** to donate \$300 to Your Community Mediators.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

## 2. 2014 Special City Allotment Grant Application

Sue Hollis gave a brief background report. Action requested tonight is permission to apply for the \$50,000 grant. Costs that exceed that amount will be paid by the City.

---

Councilor Baller **moved** to approve applying for the 2014 Special City Allotment and to adopt Resolution #13.14-001.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

Councilor Skyberg asked Jeff Brown, Public Works Director, how he chose the street to improve. He responded that he had chosen Pioneer from Fir to Cherry thinking to reroute some of the traffic from Pioneer Heights. Councilor St Onge asked if he felt the cost would exceed \$50,000. Brown responded that the engineer has estimated a total cost of \$51,000. There are some things included in the proposal that could be reduced. He noted that the cost of oil will be the major influence on the costs. Brown then briefly reviewed how ODOT evaluates the streets under consideration.

**3. Report on Internal Control Review of June 2013**

Sue Hollis reported that this is the last internal control review unless Council chooses to engage them for an additional year. They do not have any other ideas about how to improve our process because our staff is so small. She noted that it was a very good report. She went on to share that in the reviewer's random selection of files he picked the only one that did not have a copy of certain backup to a deposit.

She noted, however, that staff was able to produce the backup. Council needs to approve the report by motion.

---

Councilor Toney **moved** to approve the Internal Control Review Report of June 2013.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

Mayor Adams asked if we will be continuing their services. Hollis responded that she did not believe that it was necessary. For the next year, at least, we will be dealing with auditors during a good part of the year and this will provide additional oversight on our processes.

**4. Annual Merit Increases for Eligible City Staff**

Sue Hollis gave a brief background report. She noted that the majority of the City employees are governed by a Union Contract that calls for annual 2% merit increases for eligible employees. Eligible employees are those who are not at the top of the salary scale. She went on to note that she and Jeff Brown are also seeking a 2% increase.

---

Councilor Skyberg **moved** to approve the annual merit increases for eligible City staff.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

**5. First Reading of Ordinance #653**

Mayor Adams called attention to the handout memo on this subject (attached hereto and made a part hereof). He noted that the City and PGE have agreed upon the language of the franchise agreement and Council will conduct the first reading of Ordinance #653 tonight.

Sue Hollis introduced Mark Fryburg, Portland General Electric Local Government Representative. Mr Fryburg participated in the negotiations and wanted to address Council.

Mr Fryburg stated that he wanted to be here to thank the City for a very good negotiation. While it took more than a year, it was mostly because of scheduling issues. He noted that the City's regular representative is Wendy Buck, but the large number of franchise renewals has required them trade off. It was his pleasure to be in Willamina for the first time. Having grown up the son of a guy in the in the lumber industry, it has been a very pleasant environment to visit.

He noted that both sides agreed from the start to have transparency in the negotiations where they would be based on needs, not extreme positions. He felt that the last issue that was outlined in the memo was a good example of that. He stated that PGE and the City have a great relationship and we want to continue to work with you. Mayor Adams thanked him for coming.

Hollis explained the process to conduct the first reading. A motion is needed to read the ordinance into the record by title only. Mayor Adams called for a motion.

---

Councilor Baller **moved** to conduct the first reading of Ordinance #653 by title only.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

Councilor Bramall read Ordinance #653 into the record by title only.

---

Councilor Toney **moved** to approve the first reading of Ordinance #653, An Ordinance Approving a Franchise Agreement with Portland General Electric for Provision of Electric Light and Power within the City of Willamina.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

Second reading and adoption will be at the August meeting. After that, the franchise will go to PGE for formal acceptance.

## VII. Council Liaison Reports

### 1. Chamber Liaison (Hill)

Councilor Hill noted that he did not have a report. Councilor St Onge reported that they had done a ribbon-cutting at the new coffee shop and are planning another at the liquor store next week.

2. **School Board Liaison (None)**

Mayor Adams asked what we needed to do to get a School Board Liaison. Councilor Toney responded that she would be doing this in the future since she was recently elected to the School Board.

3. **YCOM Board (Councilor Baller)**

Councilor Baller reported that this year's budget includes a 3% increase in dues. She also gave a brief report on how well the staff at YCOM responded to the recent tornado in McMinnville. They not only handled a huge increase in call volume but they thought ahead to contact the state emergency services as well.

4. **Strategic Planning Focus Group (Next Meeting August 1)**

VIII. **Council Committee Reports**

1. **Finance Committee**

a. **Minutes of Meeting of July 2, 2013**

---

Councilor Skyberg **moved** to approve the minutes of the Finance Committee meeting of July 2, 2013, as written.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

Councilor Skyberg asked for an update on the status of the Task Order for the Water Master Plan Update. Hollis responded that Jeff Brown will be scheduling a meeting of the Public Works Committee to review the Task Order as well. It has been sent to the funding agency for their approval.

b. **Report of Bills Paid – June 1-30, 2013**

---

Councilor Bramall **moved** to approve the Report of Bills Paid – June 1-30, 2013.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, St Onge and Toney voting aye; none opposed; Councilor Skyberg abstained.

---

**2. Public Works Committee – No Meeting Scheduled**

Jeff Brown asked to set the 4<sup>th</sup> Tuesday of each month at 6:00 pm as the Public Works Committee meeting. The first meeting would be July 23. Members agreed.

**IX. Reports of City Officers****1. City Recorder****a. MWVCOG GIS Data Library**

Sue Hollis called attention to the agenda memo and briefly reviewed its contents. She was very excited about having this information available to the City and the public.

**b. Passing of Aggie**

Hollis called attention to the handout of the article from The Sun about the passing of Aggie, the cat who formerly lived at the Willamina Public Library (attached hereto and made a part hereof). She reported that Aggie had enjoyed a wonderful 3 year retirement before her passing. Councilor Skyberg asked that a thank you be sent to Mike and Cindy Lessick for their care.

**2. Public Works****a. Monthly Report**

Jeff Brown called attention to the agenda memo. Mayor Adams thanked the crew for their hard work as did Councilor Skyberg. Adams noted that coming into town on Friday after the 4<sup>th</sup> it was really clean. Brown reported that both this year and last, the cleanup was really easy thanks to the efforts of the 4<sup>th</sup> of July Committee members. He thanked them and hoped they would continue this for the future.

**b. Request to Use Huddleston Pond for Special Scout Training**

Jeff Brown asked for permission for the Boy Scouts to use Huddleston Pond for training for their upcoming 50 mile canoe trip. As part of the preparation they have to practice swamping their canoes and recovering. The participants would have life vests and a life guard would be on site if this site is chosen for the training. Mayor Adams asked about the City's liability. Hollis responded that we do have liability coverage, but the Scouts have their own insurance. In response to a question, Brown noted that a date for the training has not been established.

---

Councilor Toney **moved** to allow the Boy Scouts to use Huddleston Pond for training for their canoe trip.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye; none opposed.

---

### 3. Library

#### a. Library Board Minutes – June 18, 2013

No discussion.

#### b. May Reports & Library Statistics

No discussion.

#### d. Youth Services Librarian Report – Verbal

Denise Willms, Youth Services Librarian, gave a report on Summer Reading Program activities including the performers.

She reported that she is now a member of the Oregon Readers Choice Awards (ORCA) Committee. This is its third year in existence. She will serve for 2 years. She will also be a voting member of the Oregon Library Association/Children's Services Division. This will mean some additional attendance at meetings, but most activity will be on-line.

Willms reported that Chemeketa had donated some used media shelves to the Library and they were delivered by the courier. Staff will be switching some shelves out and doing some minor moving around of shelves.

She will be purchasing a 12x12 awning to use during Summer Reading for next year.

Next week is the Great Willamina Egg Drop on the 16<sup>th</sup> at 11:45. Eggs are dropped from the roof of the Library. It is a totally green event with only recyclable or reusable materials allowed. Nothing that breaks and no hard plastic. She does provide small plastic bags for the eggs in the event of breakage. Mayor Adams volunteered to drop the eggs.

On the 23<sup>rd</sup>, the Reptile Man is coming. The final event is the Water Fight on the 30<sup>th</sup>.

**4. Sheriff's Office**

**a. Code Enforcement Report – May 2013 & June 2013**

No discussion.

**b. Crime Summary – June 2013**

No discussion.

Sergeant Vandewettering reported on the Mud Drags and a search and rescue training event that took place the same day. Later that day they had an actual search and rescue for a missing Alzheimer's patient in Sheridan. He learned that these patients tend to burrow into a hiding place and the patient was found in briars near where she went missing.

He gave a brief report on the 4<sup>th</sup> of July activities. Everything went very well and there were no fights or problems. He walked around the City to have a visible police presence. The only issue was crossing Main Street at B Street. Because there is no control of the pedestrians, traffic begins to back up. We may want to consider a crossing guard.

Vandewettering commended Jeff Brown on his willingness to make any request he has happen. He stated that it was obvious that Brown was both a very hard worker and really cared about Willamina.

Deputy Meyer who works the day shift here is being moved to Sheridan and Deputy Lavish will take her place. He introduced Deputy Drewery who is currently in training with Deputy Elder who was also present. Hollis noted that we will also get to keep Deputy Elder for the next go-round.

Councilor Skyberg thanked them for their coverage on the 29<sup>th</sup> and 4<sup>th</sup> of July. It was greatly appreciated.

**X. Mayor's Report**

Mayor Adams asked that this be an agenda item in the future. He reported that on Friday, July 12<sup>th</sup>, he will be competing in the Mayor's Bocce Cup at the Special Olympics at George Fox College in Newberg. On Saturday at 11:00 pm he will be on the Ed Forman Show in Portland. He will also be the Honorary Mayor at the opening of the Portland Raceway on July 21<sup>st</sup>.

**XI. Other**

Councilor Baller noted that the Farmer's Market was great.

Mayor Adams recognized two people in the audience who had arrived at the meeting late. They were from Your Community Mediators. They gave a brief overview of their activity in Willamina. Mayor Adams explained that Council had agreed to donate \$300 for this year. We don't have many funds available this year, however, he asked them to come back to us next year when we hope it will be better.

The two representatives, who did not give their full names, gave a brief review of their organization's activities. The majority of their staff are volunteers. Tim, one of the new mediators, stated that even though they have a heavy workload they are always willing to take on new issues. They are also looking for new mediators. He went on to note that he is coming kind of late in life to mediation, but is really enjoying it. He finds his work at the Juvenile Detention Center especially fulfilling.

**XII. Adjourn**

---

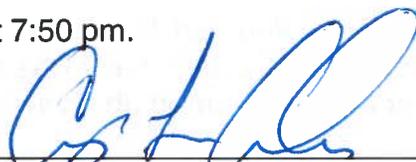
Councilor Toney **moved** to adjourn.

Councilor Bramall **seconded**. Motion **carried** unanimously with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney, voting aye; none opposed .

---

Meeting adjourned at 7:50 pm.



  
\_\_\_\_\_  
Corey Adams, Mayor

Attest:  
  
\_\_\_\_\_  
Sue Hollis, City Recorder

**Attachments**