



Mayor Corey Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary Hill
Jeri St Onge
Laurie Toney
Mariah 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, December 19, 2013
7:00 PM

Present:

Mayor Adams
Councilor Baller
Councilor Hill
Councilor Skyberg
Councilor St Onge
Councilor Toney
Honorary City
Councilor
Woodward

Absent:

Councilor Bramall

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director
Sergeant Whitlow,
YC Sheriff's Office

Others Present:

Marguerite Alexander,
The Sun
Planning Commissioner
Dennis Ulrich

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. Special Meeting & Joint Work Session of October 24, 2013 (handout)

Sue Hollis called attention to the handout minutes of the Special Meeting & Joint Work Session of October 24, 2013 (attached hereto and made a part hereof). She noted that these would be adopted at the January meeting.

2. **Regular Meeting of November 14, 2013**

Councilor Toney **moved** to approve the minutes of the Regular Meeting of November 14, 2013, as written.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Bramall, Hill, Skyberg, St Onge, and Toney voting aye (Councilor Baller absent).

IV. **Public Input**

1. **Request to Allow Permanent Occupancy of Recreational Vehicle at 385 SW Spruce & Temporary Occupancy of Recreational Vehicle on Adjacent Property**

Sue Hollis called attention to the handout memo dated December 12, 2013, and December 17, 2013, on this subject (attached hereto and made a part hereof).

a. **Permanent Occupancy of Recreational Vehicle**

Mayor Adams noted that Myrtle Barber, the property owner, and Donna Bush, her daughter, were present.

In response to a question from Mayor Adams about the location of the recreational vehicle, Donna Bush stated that it was in the back yard. Mayor Adams asked if there had been any concerns from the neighbors. Honorary City Councilor Woodward noted that she had once lived next door to the recreational vehicle and there had been no problems. Councilor Baller asked how the City Code dealt with this. Sue Hollis responded that the City does not have a code that addresses occupancy of recreational vehicles. We use the Yamhill County Code.

Councilor Baller noted that Council has approved temporary occupancy of 5th wheels and other recreational vehicles in hardship cases, but was not comfortable authorizing permanent occupancy.

Councilor Baller **moved** to allow occupancy of the recreational vehicle so long as Myrtle Barber resides in the house on the property, but the occupant must return to Council if anything changes.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, St Onge, and Toney voting aye (Councilor Bramall absent).

b. **Temporary Occupancy of Recreational Vehicle on Adjacent Property**

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Councilor Baller **moved** to allow the temporary occupancy of the recreational vehicle on the adjacent property so long as Myrtle Barber resides in the house on the property, but Ms Bush must return to Council if anything changes.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, St Onge, and Toney voting aye (Councilor Bramall absent).

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Sue Hollis will send a formal letter to both parties.

2. **Thank You from Your Community Mediators and Update on Peacebuilding Efforts in Willamina in 2013**

Mayor Adams noted that this item is now deferred to the January meeting.

3. **Linda Ramsey, 242 NE 2nd Street**

Ms Ramsey expressed concern about a neighbor who she felt was trying to harass and intimidate her. She also believed that he was conducting a car repair business which should not be allowed in a residential area, and that he was dealing drugs or at least having friends over who were using drugs. He parks his vehicle in front of her house making it difficult for her to get to her home. He has been parking in front of her neighbor's house across the street for 3 days but she is afraid to say anything to him. She noted that she has been keeping track of license numbers. She has complained to City Hall and the Sheriff's Office, but it is difficult for her to put her complaints in writing because she has had several brain surgeries.

Councilor St Onge asked if having an auto repair shop was permitted in this zone. Sue Hollis responded that it was not, however, when the deputies checked out the cars that were there at the time, they were all registered to him. He is permitted to work on his own vehicles. Ms Ramsey felt that they didn't really belong to him, but only that he had a mechanics lien. There is also a vehicle in the driveway with 4 flat tires and he is leaking oil and gas.

Councilor St Onge responded that she has come to Council to seek help, but it appears that most of the issues are not in our control. They are really police issues. Ms Ramsey stated that she has received conflicting answers from each deputy. Ms Hollis noted that Deputy Broeder went to the residence this week and is preparing a report. Unfortunately, each person has a different story about what is going on which makes it very difficult to sort out.

Councilor Baller asked if staff could help if Ms Ramsey wanted to submit a written complaint. Hollis responded that they would. Discussion followed about what was permitted on private property. Mayor Adams thanked Ms Ramsey for coming and noted that this was now on the City's radar. He urged her to call the YCOM non-emergency number whenever an incident occurred. She was also urged to contact DEQ about oil spills and the West Valley Fire District for any issues related to fire danger.

Ms Ramsey asked whether Deputy Stuart was doing better since she heard he had been ill. Sue Hollis responded that he was on the mend.

V. Old Business

None.

At this time, Jeff Brown, Public Works Director, arrived at the meeting.

VI. New Business

1. Resolution #13.14-005, Declaring Surplus Property and Authorizing its Sale or Other Disposition

Mayor Adams noted that the City would be declaring the Uber Model M-150 Road Grader as surplus and authorizing its sale or other disposition. Jeff brown noted that his plans were to trade the grader for 3 or 4 days of excavating work. Mayor Adams asked if this was a good deal. Brown responded that he felt it was since it usually is about \$1,000 a day for these services. Discussion followed about how many days we should seek in trade for the equipment. Sue Hollis noted that they also needed to amend the date of adoption from December 12th to December 19th.

Councilor St Onge **moved** to adopt Resolution #13.14-005, A Resolution of the Willamina City Council Declaring Surplus Property and Authorizing its Sale or Other Disposition, asking for four (4) 8 hour days in trade for the grader, and changing the date of adoption to December 19, 2013.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, St Onge, and Toney voting aye (Councilor Bramall absent).

2. PGE LED Deployment Decisions

Sue Hollis stated that because of the deadline for response and the rescheduling of the December 12, 2013, meeting, Mayor Adams had made a decision to choose the LeoTek lighting option. He also chose to replace the lights under current, lower wattage, lighting design standards. Council now needs to confirm that decision. She did note for the record that PGE has notified the City that they are having problems with these new lights but will be fixing it.

Councilor St Onge **moved** to confirm Mayor Adams' decision to choose the LeoTek street light and not to wait for the higher wattage lights to be developed and go with current lighting standards.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, St Onge, and Toney voting aye (Councilor Bramall absent).

3. Preliminary 2013 Population Estimate from PSU

Mayor Adams noted that we have grown by 5 people!

Councilor Hill **moved** to accept the Preliminary 2013 Population Estimate from PSU.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, St Onge, and Toney voting aye (Councilor Bramall absent).

4. Notice of Award of 2014-15 Special City Allotment Grant (information only)

Jeff Brown reported that this project would be on Pioneer Avenue from SW Cherry to SW Fir. Brief discussion followed about Cherry Street needs. Brown noted that we have tried in the past to get approval for work on Cherry Street, but it doesn't meet the qualifications for the grant because of street cuts for utilities. Lamson was also mentioned as a future project.

Councilor Toney noted that there are some large holes near Hill Street and Cherry Street after the recent ice and snow.

Councilor St Onge asked if there was any way Public Works could spread sand or salt on the steep streets like Pioneer. Brown responded that they don't have equipment to get up these steep slopes either and do not have a sander. He noted that we did try this once with the backhoe but ended up sliding into a parked car.

Mayor Adams asked if there was access to sand for private individuals. Brown responded that he has sand for sandbags which is slightly different than road sand, but would work. It was also suggested that ODOT might have sand available. Discussion followed. Mayor Adams felt that anything we could do to assist with traction in this kind of weather we should do.

VII. Mayor's Report

Mayor Adams reported that tomorrow night at 6:00 pm there will be a party to dedicate the indoor skateboard park at the Tina Miller Center. There will be hot dogs, drinks, stickers and a demonstrating of skateboarding.

VIII. Council Liaison Reports

1. Chamber Liaison (Councilor St Onge)

Councilor St Onge reported that the Chamber does not meet in December.

2. School Board Liaison (Councilor Toney)

Councilor Toney reported that the FFA went on a fun, exciting trip to the Nationals. The District is working with the SMILE dental program. They are also going to have a special meeting to seek volunteer help to do the sports field. She also reported on vandalism at the track.

3. YCOM Board (No Meeting)

Councilor Baller noted that there was a meeting in December, however, she would be deferring her report to the January meeting because they would be having another meeting before then.

4. Strategic Planning Focus Group (No Meeting in November)

At this time, Mayor Adams moved to the Reports of City Officers, Public Works, because Jeff Brown needed to leave due to a scheduling conflict.

X. Reports of City Officers

2. Public Works

a. Monthly Report

Jeff Brown called attention to the agenda report and briefly reviewed its contents. He reported that during the cold snap we produced as much water as we used. They have not located any leaks, but residents may have been letting their water run to keep from freezing. We did have frozen pipes at City Hall and the Library but they did not break. The Museum also had a frozen outside faucet.

He reported that the completion of the backfill of the sidewalk on Main Street will be delayed a few days because the contractor was called away to deal with frozen pipe issues. He should finish either Saturday or the first part of next week.

At this time, Jeff Brown left the meeting after wishing everyone happy holidays.

IX. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of December 3, 2013

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Councilor Skyberg **moved** to approve the minutes of the Finance Committee meeting of December 3, 2013, as written.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, St Onge, and Toney voting aye (Councilor Bramall absent).

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

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Councilor Toney **moved** to approve the Report of Bills Paid for November 1-30, 2013.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, St Onge, and Toney voting aye; Councilor Skyberg abstaining because the City does business with her family's business (Councilor Bramall absent) .

2. Public Works Committee (No meeting – lack of quorum)

3. Planning Commission Report

Planning Commissioner Dennis Ulrich gave a brief report on the subcommittee working on the Development Code rewrite. They are meeting weekly to get through the Code and will be ready for the joint meeting in February.

a. Updated Gantt Chart

No discussion.

X. Reports of City Officers

1. City Recorder

Sue Hollis called attention to a handout memo dated December 13, 2013, from the City Attorney's, Beery, Elsner & Hammond, LLP (attached hereto and made a part hereof). The firm is donating to the Oregon HEAT/Energy Assistance Program in the City's name rather than their usual holiday gift of food and treats.

Hollis then called attention to a handout Summary of Regional Solutions Willamina Meeting dated December 12, 2013 (attached hereto and made a part hereof). These are notes received from Dick Townsend, Governor's Regional Solutions Team staff.

Hollis reported that our Municipal Court Judge, Terry Mahr, has requested that the date and time for Municipal Court be changed. In order to do this, an ordinance needs to be adopted to change the Municipal Code because the date and time have been codified. After consulting with the City Attorney, Hollis recommended modifying this section of the Municipal Code and having the date and time for Municipal Court set by resolution. This is a much quicker process. There being no objections, Hollis will prepare the appropriate ordinance for adoption.

Councilor Baller expressed her appreciation for the opportunity to meet with members of the Regional Solutions Team. She was pleased at how well attended the meeting was and the issues that were raised. She felt that the meeting space, the food and the number of people who attended were wonderful for the City. She felt the City should reimburse Councilor Skyberg for the cost of the food.

Councilor Baller **moved** to request that Councilor Skyberg present a bill to the City for the cost of the food for the Regional Solutions Meeting.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, St Onge, and Toney voting aye; Councilor Skyberg did not vote (Councilor Bramall absent).

Councilor Skyberg responded that it had been her pleasure to do this and she would not be presenting a bill.

Mayor Adams noted that he had forgotten to mention in his report that he had run into Representative Bonamechi on the street in McMinnville. They had a brief discussion about Wallace Bridge and medical marijuana.

2. Public Works

a. Monthly Report

Previously discussed.

b. Victim Impact Statement – Huddleston Park Vandalism

Mayor Adams suggested that the City request that the offender work for the City to pay restitution for the damage. He asked Sue Hollis the estimated cost of repairs. Hollis responded that she didn't remember exactly, but thought it was between \$500-\$600. Discussion followed.

Councilor Toney noted that if you ask for community service, they will work on the Juvenile Crew, not for the City. She suggested asking for monetary restitution. Councilor St Onge asked if we could ask for restitution and allow him to work for the city to pay it. Councilor Toney responded that the City could ask that, but she couldn't guarantee that the Peer Court would hand down that sentence.

Councilor St Onger **moved** to request \$600 in restitution with the request that he work for the City to pay that off.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, St Onge, and Toney voting aye; Councilor Skyberg did not vote (Councilor Bramall absent).

3. Library

a. Library Board Minutes – November 19, 2013

b. Reports & Library Statistics

No discussion.

c. Library Hours

Mayor Adams opened the discussion on this item. He asked Denise Willms for her opinion. Willms responded that there have been some requests to be open on Monday, but she also noted that our Library is open more hours during the week than other libraries of our size and with less staff. All the other libraries in the system have 2 people on duty at all times. We often work alone. She felt it was not so bad during the daytime, but at night it can be a concern.

Councilor St Onge asked if there were volunteers who could help. Willms responded that we did have volunteers but most have gotten paying jobs. She does have summer help, but winter time not so much. She has also gotten volunteers for special events. Willms works Tuesday through Saturday and she is fine with that schedule. She does have a concern that she only has 3 hours of quiet time on Saturday. Melissa Hansen does have 8 hours of quiet time on Monday. Sue Hollis noted that having Hansen work on Monday would not give Willms more quiet time. She also noted that Hansen is full-time and Willms is 85% time.

Councilor Baller suggested that we not make any changes now, but look at this again at budget time. Council concurred.

d. **Youth Services Librarian Report (Verbal)**

Willms gave a report on current activities. These include a Magic the Gathering League. It meets the 1st Saturday of each month and currently has 13 members. She is also going to have a UGIO class for younger kids.

Storytime has been consistently attended. She noted that the best thing she had ever done was to teach them yoga. When they get a bit rowdy, she can call out a pose and they will strike the pose and calm down. Thirteen attended the Storytime Party. She had treats and holiday crafts.

Willms reported that she has completed her state report and hopes that her stats and programs will get her on the "happy list."

Willms gave a brief report on plans for the upcoming Steampunk Ball on January 25, 2014. It will be held at the West Valley Community Campus from 7-9 pm and attendants must be 15 or older and will be a costume ball. They will have casino games with Monopoly money and will have prizes that they can "buy" with the money. There will be music and light refreshments.

Sue Hollis noted that the Library is scheduled to be open until 7:00 pm on Christmas Eve. She suggested that Council close City offices and the Library at 12:00 Noon on Christmas Eve.

Councilor Hill **moved** to close City departments at 12:00 Noon on Christmas Eve and give employees that time off.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, St Onge, and Toney voting aye (Councilor Bramall absent).

4. Sheriff's Office

a. Code Enforcement Report – November 2013

Sergeant Whitlow reported that Deputy Kent Stuart was doing well but he did not know when he would be returning to work. Sue Hollis noted that City employees had all received CPR and first aid training from Marguerite Alexander earlier the week this happened. This gave us all a real-life lesson in the importance of knowing CPR.

b. Crime Summary – November 2013

No discussion.

XI. Adjourn

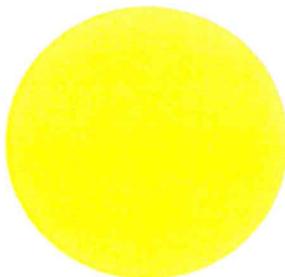
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Councilor Toney **moved** to adjourn

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, Skyberg, St Onge and Toney voting aye. (Councilor Bramall absent)

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Meeting adjourned at 8:10 pm.



Corey Adams, Mayor

Attest:

Sue Hollis, City Recorder

Attachments