



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, May 8, 2014
7:00 PM

<p>Present: Mayor Adams Council President St Onge Councilor Baller Councilor Hill Honorary City Councilor Woodward Councilor Stritzke</p>	<p>Absent:</p>	<p>City Staff Present: Sue Hollis, City Recorder Jeff Brown, Public Works Director Sergeant Vandewettering, YC Sheriff's Office</p>	<p>Others Present: Marguerite Alexander, <i>The Sun</i> Paul Daquilante, <i>News-Register</i> Stan Primozich Candidate for County Commissioner Sage & Amanda Baller Willamina Citizens Craig Johnson Willamina Citizen</p>
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- I. **No Roll Call on tape.**
- II. **Flag Salute not on tape.**
- III. **No Approval of minutes on tape. (Note City Council minutes to be forwarded under separate cover)**

IV. Public Input
Sage & Amanda Baller

Sage Baller came forth with a discussion on the Farmers Market before the council roll call. Jeri acknowledged Sage to continue the discussion and they can talk on the subject until Katie Vinson arrives and Quorum present in case there is a vote. Sue Hollis prefaced by letting council know that the City Planner and Staff is currently working on rezoning for a farmers market; she said council it is not zoned for a farmers market and that is why Sage is coming to the City Council to ask for permission. Jeri said the Council needs to know that the Farmers Market has insurance or covered with the Campus.

Sage noted they come under the umbrella of the West Valley Community Campus insurance policy. In addition he said vendors carry their own insurance. He said they are trying to expand from last year. Mayor Adams thanked him for coming to Council. City Recorder Hollis added that the Kids Show gun safety would have pellets gun. Sage responded thru Fish, Wildlife has a trailer that can be rented to demonstrate gun safety, and that is in the plan. Mayor Adams asked if there is more insurance for that. Hollis said the city does not have to worry about that because city code states you cannot discharge a gun in the City. Sage noted that it is an entire trailer and all the activity would happen in the confines of the trailer. Gary Hill made a motion to approve the waiver for the campus. Sue added the clarification. The motion is to approve permit the farmers market.

Councilor Hill **moved** to approve the permit for the farmers market.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Vinson and St Onge voting aye.

Mayor Adams announced Stan Primozich who is running for county commissioner in Yamhill County. Mr. Primozich came forward. He shared with the council that he is running in the next election for County Commissioner. He came to Council to introduce himself so they could know him and a little bit of his background. Stan said he has been in McMinnville for over 30 years. He said that he has been on the Board of Directors for 22 years in McMinnville; also, he is on the administrative council of his church for last 12 years.

Stan pointed to his leadership abilities and said he has been involved with much decision-making and has worked with revenue shortfalls in addition to multimillion-dollar budgets. He said he identified with the job of the city council and the effect it has on the people in the community. He sympathized working with those budget shortfalls and stated. "As County Commissioner, he would work very hard to get support from the County for the City of Willamina." He closed by offering the Council his personal phone number which they could use to contact him at any time. The councilors all individually thanked Stan for stopping.

V. Mayor moved to old business.

Next, he noted the application set forth in front of them from Kevin Nortness. In addition an application for Heather Stritzke for the City Council.

The Mayor acknowledges Heather Stritzke application to City Council. Gary Hill moved to approve the application. Council all aye and the motion was carried unanimously. City Recorder Hollis spoke to Heather and stated she could take her seat on the Council immediately and she would issue the oath of office now. Sue issued the oath aloud. Heather took her seat. Sue Hollis City Recorder also asked the Council if they wanted to

take care Kevin Nortness application at this time also; they acknowledged yes and passed an unanimous aye to approve Kevin Nortness to the Budget Committee.

Councilor Hill **moved** to approve Heather Stritzke application to the City Council.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Vinson and St Onge voting aye

Council Baller moved to approve Kevin Nortness to the Budget Committee.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

VI. Mayor Adams moved to new business.

Mayor Adams then acknowledged Juan and Moya from Slow Train Coffee who were in the audience. Juan stood and introduced himself and wife Mora and two sons Jose and Juan who were present and came to introduce Slow Train Coffee to the City. Juan came to city council to ask permission to use a porta a potty while the construction of the inside bathroom is under construction. Councilors said all is good. Dennis Ulrich added that Juan is the newest member of the Chamber of Commerce.

1. **[City of Willamina LED Streetlight offer]** City Recorder Hollis pointed to the PGE offer and announced that Melissa Swanson from PGE was present and ready for the discussion on the cities currently owed streetlights conversion to led. The discussion started with comments from the Mayor and others regarding LED Street Lights.

Mayor Adams said, "So we give the ownership of the poles to PGE and then move to LED fixtures." Sue responded, "The City would move to LED now to save money". Jeri "said she read in the Sheridan Sun that they were hesitant to vote for Led lights because of the range of the lights". Jeri went on to ask if there is a difference in the range"? Melissa Swenson from PGE responded by explaining that Led are directional rather than light spray. Jeri asked does it require additional poles. Melissa responded that is up the City. The City of Willamina has already changed out several poles with led for example the one in front of city hall. Jeff pointed out there is one up at Lampson Park in the parking lot witch previously did not have much light now it does with the new LED. Rita said there is one on her street and she sees a difference for the better. Melissa said, "The HPS lights which were the old lights have the spray and they look yellow".

Melissa Swenson said the City now has 42 lights. If the city wants to convert them to Led fixtures there is a couple of options; she discussed the attached proposal in the agenda naming them option #1 Transfer ownership of the poles and fixtures to PGE. They would purchase the poles for \$12,313, however the monthly cost would be higher after the credit is used up. The Net would be an increase cost because of the conversion and pole charge change. In addition, option #2 Retain ownership of the poles and transfer of light fixtures. The savings to the City would be in lower energy costs with the LED fixtures. The second option also would transfer the poles and the end of life; she said the poles life span is 40 years and they are made of fiberglass.

Jeri asked when does the city have makes a decision. Melissa responded it does not have to be tonight.

City Recorder Hollis noted that the cities bill would go from \$2500 to \$860 with option 2.

Jeri then made a motion that the city accepts option 2 to maintain ownership of the poles and transfer owner of light fixtures. Gary Hill seconded. All were in favor.

Councilor St Onge made a motioned that the City accepts option #2 to maintain ownership of the PGE poles and transfer ownership of the light fixtures to Portland General Electric.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

Next Mayor Adams moved the meeting to:

2. [Request from School District to Use Tina Miller Park as Feeding Site]

Denise Willms spoke she knows about this. She said she talked to Daniel from the School District and they will be using the Tina Miller Park for a longer period. In addition, the newspaper is stating it will start at 11:00am on the 15th and 16th. Lunch and other programs will start at the same time.

The Mayor asked Jeff who will be supply garbage bags. Jeff said the School District would provide trash bags. Jeri commented that is not 11:00 o'clock early. Art in the park will be on Tuesdays and Thursdays. Denise said she coordinates her programs with the School program so that they will have more attendance. She added the kids have to stay in the park and eat lunch; the main part of the lunch has to be eaten in the park however, they can take their milk and carrots. They are doing lunch at 11:00 because they have to get to Grande Ronde by 12:15. Jeri moved to motion to allow the Willamina School District to Use the Tina Miller Park as a Feeding Site for the period of June 16 to August 8th 2014. Councilor Hill seconded all were in favor.

Councilor St Onge made a motioned that the City of Willamina allow the Willamina School District to use the Tina Miller Park as a Feeding Site for period of June 16 to August 8th 2014.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

3. [Declaring Surplus Property & Authorizing its Sale or Other Disposition]

City Recorder advised the Mayor the surplus report is the first of its kind. She said she plans to have a surplus report and more regular basis. Denise Willms explained the large surplus of books. She said that Chemeketa is changing to a new software system and therefore that allowed her to look at the many items that were no longer valid for circulation. Books that have not been checked out for a long time; their condition was very bad; some other books were taken out were (core collection's like sleeping beauty) volumes that need to be replaced due to bad condition of the book.

Jeri said she wanted to confirm the list displayed in the agenda were more than library items. She said if no one purchases the stuff what will we do with it? Sue responded we could donate it. Sue noted there was nothing on the list that could be scrapped for money. Sue also noted some of the paperbacks would be donated to Maryjane Hollinger who donates them to children in other countries.

Jeri moved to accept resolution #13.14-008, "A Resolution Declaring Surplus Property and Authorizing its Sales or Other Disposition." Exhibit A list the surplus items.

Councilor St Onge moved to accept resolution#13.14-008,"A Resolution Declaring Surplus Property and Authorizing its Sales or Other Disposition." "Exhibit A list the surplus items.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

4. [Modification to Local Government Investment Pool Authorizations] City Recorder Hollis explained to the Mayor that this resolution was due to changes on council and committees. There are deletion and additions. Mayor asked for a motion. Taking off Mayor Mosser, Ila Skberg and Rita Baller.

Councilor Hill moved to accept resolution #13.14-009 A resolution Granting Authorization for information, required signatures, and transfers into and out of local government investment pool account #5566.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

5. **[Modification to CDBG Grant Cash Request Authorization Form (project P12021)]** Mayor read the title of the resolution and asked for a Motion. City Recorder Hollis said it is the same and resolution #13.14-009.

Councilor St Onge moved to accept a Resolution #13.14-010 a resolution modifying individuals authorized to request cash payments for CDBG Grant Project P12021.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

In addition, the follow motions were made and passed:

6. **[Additon of Banking Depository]** Mayor Adams summarized the City will be paying Amber 15 minutes overtime to do night deposits. Sue said the reason is that the new bank closes at 5:00.

Councilor Jeri St Onge moved to accept #13.14-011, "A Resolution Establishing a New Banking Depository for General Operating and Payroll Accounts at the US Bank, Sheridan Branch. Authorizing Access to Information Making Transfers between Accounts Direct Deposits & Wire Transfers; and Designating Accounts Signers," which will authorize the accounts after which we can order deposit slips and checks.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

7. **[Modification to First Federal Cemetery Account]**

City Recorder Hollis said we have to make this account active as it has gone dormant. Councilor St Onge stated, "Why does the city maintain cemetery?" Sue said the City owns the cemetery. It was maintained by an association however, they are all in the cemetery with the exception of one person who no longer can do the work. Sue said it is not unusual for cities to own the cemetery, as they were the only stable entity in old times. Councilor St Onge asked if there was available space. Sue responded yes. She said the Tribe is assisting with GPS research to determine if there are bodies/something in certain in graves sites. The tribes system will also have to do a soil test. Even if they don't do it gratis there is money available thru the historical cemeteries. Mayor asked for a motion.

Councilor St Onge moved to accept a Resolution #13.14-012 "A Resolution Modifying Required Signatures for Willamina Cemetary Savings Account #5002906 at First Federal."

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

8. [Proposed Water & Sewer Rate Increases & Schedule for Public Hearing]

Mayor Adams then asked, "Do we need schedule a public hearing"? Sue Hollis responded and said the council at this time needs to decide which rates to approve then set a public hearing. Gary Hill commented looking at the budget at it is at this time and taking into consideration how that effects people wanting to come to the community, the finance committee is looking at a 5% or 3% increase. Gary personal thought is do a 5% water and 5% sewer. He said it is not a big enough jump to deter people from coming. Jeri St Onge said we will still have to borrow from the Sewer to pay for the water fund. Jeri said she is convertible with the 5% and 3%; she also said she would be seeing money coming out for bond. She said when the bond and water rate increase comes into effect it adds up. Gary asked how we get us at the point to a base line. What percentage would we have to do, in regards to rate increases. Sue responded that she is not convertible to answer that at this time. Sue said no one knows were these figures come from and when we finally get our rate study done we at that time will be able to understand what is needed and why. Gary again asked so do you think a 10% and 10% would be closer to correct number or possibility. Sue responded she would never recommend that and the citizens would not accept that large an increase; she also said we do not have enough information as to where the rates originated and what is needed to consider. Sue also told the council that the rate study should come in around September. Jeri ST Onge recommended that a public hearing set.

Council St Onge recommend we do the 5% and 3% and to do a public hearing.

Councilor Vinson **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Toney, Stritzke and St Onge voting aye Gary Hill Naye 4 and 1

City Recorder added the date for meeting also has to be set.

Council Hill moved that a public hearing be set for June 12, 2014

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke and St Onge voting aye

9. Topics for Future Work Sessions

City Recorder said the next two-work sessions are set. Mayor Adams said it looks like July 24, 2014 is a date to not have one. Jeri St. Onge asked Sue what is going on with the audits. Jeri noted that is a topic for the next work session. She also asked about the water master plan. Sue said the councilors could do both at the next work session. Jeri also asked about the planning commission. Dennis said there is still a lot of work before another meeting is set for the council. Dennis responded the next time he present it will be a big chunk. Jeri asked why the council could not get more pieces. Dennis responded cost. Jeri asked what the cost is. Sue responded the cost has to do with having public hearings. Jeri asked do we have to have a motion to have these meetings. Sue responded no. Mayor announced the next topic "mud drags".

10. [Special Recognition to Mud Drags Committee (Councilor ST Onge)]

Jeri said the committee does so much for the mud drags. Jeri said she thinks this organization needs a ton of recognition and recommended the last Saturday of the July month Destruction Racing Day. Rita said in the past the Mayor has made a proclamation that from this day forward this specific day is total destruction day as an example. Jeri said so do we have to do a resolution. Sue responded you can declare the last Saturdays of June is total destruction day in the City of Willamina. Mayor Adams then stated aloud he declares the last day of June "Total Destruction Racing Day"! Sue said she would prepare the proclamation. Katie said what about recognition at July 3 Barbeque. Jeri said we will definitely do it at the next City Council meeting and thanked Katie for her idea. Jeri said we benefit as the City from their efforts.

VII. Mayor's Report

Mayor Adams attended the George Foreman Show in Portland last month (one of many visits). He was a participant when on the show. Corey said he was interviewed on our cities issues; in addition to playing dueling banjos with their guitarist. An advertising campaign was suggested for the Mayor coined "Chairman of the Boy Shorts"!

VIII. Council Liaison Reports.

1. Chamber Liaison (Councilor St Onge) Jeri shared the Chambers discussion was to bring more artist downtown. In addition, she had an opportunity to meet with the consultant from Yamhill County Economic Development who were in town doing video for are large campaign to get business into the community. She said it is possible that there will be a new business where Lucy Loos previously was located. She said Allen Springer would be speaking at the Chamber Meeting on May 21, 2014 which is a Wednesday.
2. School Board Liaison (None) – Dennis Ulrich committed on future Willamina Sign on the highway to bring people off the HWY to the Willamina. Jeri said it

is timber friendly. There will be a large wood saw sign that would be very appropriate to the City. Jeri added she is working on a grant to work on branding Willamina and to work with an Expert.

3. YCOM Board (Councilor Baller) Rita responded and said they had their budget hearing and next week there will approve a 6% rate increase. She said things are going well. They are trying to decide if they will keep their dispatch center. She said legislation has gone thru that will charge a 911 tax to anyone who has a cell phone. When you purchase a cellphone, a person will pay the tax. Everyone month the director gives a long list of what needs to be accomplished and the list is decreasing. Rita said the dispatch center is an aging system and that is why it needs to be changed; they are trying to look at all the options for example they could consolidate with Newberg and Dundee. They may have to go to the citizens for a bond.

IX. Council Committee Reports

1. Finance Committee

- a. Minutes of Meeting of April 29, 2014. Mayor asked for a motion to approve the minutes.

Councilor Hill move to approve the Minutes of Meeting of April 29, 2014.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

- b. Reports of Bills Paid April 1-30,2014

Councilor Hill move to approve reports of Bills paid April 1-30,2014.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

2. Public Works Committee (no meeting in April)

- a. Minutes of Works Session of February 25, 2014

Councilor Hill move to approve Minutes of Public Works Session of February 25, 2014.

Councilor Vinson **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

3. **Planning Commission Report (Commissioner Ulrich)**

Planning Commissioner Dennis Ulrich stated Justin and he are now working on Article 3 civic sights using Sisters and Carlton as reference. They will start the landscaping section next week. There doing more work than they intended. Councilor St Onge interjected that she wanted to ask a question regarding the public works report and the pond that has already passed. The question was did we go after the \$1000 dollars that was offered Dave Hampton and Mr. Hubberford. Sue said no they wanted to see the City go after a grant first before they offered the money. Jeri said she has been reading about the topic and did not see any grants offered for that. So she asked if we could go forward and ask Mr. Hampton. Sue asked Jeff to follow up with Mr. Hampton. Jeri asked where we are on treating the weeds. Jeff responded that would happen before the 4th July. Dennis said at Kiwanis they discussed collateral; he said if the city defaulted, they would take over the pond "he was joking". Dennis said he contacted fish and wildlife and there will be fish prior to the fishing derby on June 6, 2014. Sue asked would we be pumping water in? Jeff responded yes after the spraying.

X. **Reports of City Officers**

1. **City Recorder**

a. **Decision Regarding Workers Comp Volunteer Coverage.**

Sue said she just had one decision she needs the council to assist. She asked the council if there was anyone on council that would be doing any physical labor during the year for example volunteer work. Working in the Park would be an example. The responses were no negative. Gary Hill moved to make a motion and Rita Baller second. Mayor asked for all in favor.

Councilor Hill move to acknowledge there would be no physical labor during the year by city council that effects works comp.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Toney, Stritzke, Vinson and St Onge voting aye

2. Public Works

a. Monthly Report

Jeff Brown, Public Works Director, called attention to a water main break. He had to call Chatter Company who came in for 15 minutes and had it unplugged. This is an addition to his submitted report. Mayor Adams asked if we had any issues up on Hill Drive. Jeff said there might be issues when the city is flushing. Jeff said he would notify residence on Hill when that happens. Sue asked Jeff if there was vandalism on Hill. Jeff responded no. Others added that was "Loco" tagged vehicle. Discussion continued that there were other graffiti tags throughout the town. Sue Hollis noted that Jeff researched surveillance cameras out at the pond. Rita asked Jeff about a grant to fix the sidewalks; her questions are how much trouble it would be to put telephone lines underground. Jeff responded he would have to get a hold of PGE to research cost. Rita said she understands it would be expensive, however, would still like to know the cost. Sue stated there are additional problems with that as there would be standards that would have to be met at the time of the change. Rita said she understand however, if we put new sidewalks in then want to go to a change to put the lines underground would cause new sidewalks to be taken out. Sue said the City would not get a grant for ODOT for that. Jeri asked why, because audit being incomplete. Sue said ODOT would not fund the future they will only address problems know.

3. Library

a. Library Report

Denise reported she is gearing up for summer reading. She purchased a gazebo for use in summer programs. She attended a 3-day conference in the last month and had fun; she was told paperbacks are for trash. She restated just getting prepared for summer reading.

Sue Hollis City Recorder wanted to make a commendation that Denise held up the library all alone while the senior librarian was out for several weeks recovering from surgery in the last month. She said Denise did a fabulous job even though the office staffs Amber Deibel and Sue were only able to help a small portion of that time. The audience clapped.

Councilor St Onge stated in a question “Did not the friends of the library help?” Denise responded yes Luanna did come in and helped out. Jeri commented that we do background checks for volunteers why did not we have a volunteer help. Denise said she only came in a few times when she wanted to make copies. Sue responded yes however, we do not want a volunteer to help in library to be responsible as there are 1000’s of dollars of value in books. City Recorder stated it is a matter of liability. She said there is a liability where children gather. Sue said we do background checks on volunteers, however she would not support having a volunteer work at the library that was not supervised by staff.

4. Sheriff’s Office

- a. Sergeant Vanderwettering YC Sherrif’s Office report Deputy Lavish has moved into the active assignment in Willamina. Sargent Vanderwitting committed he wanted to share a follow-up on the neighborhood issues with the couple causing problems in the neighborhood which everyone was aware are now moving out of the neighborhood.
Denise spoke out that she is looking for a Volunteer for the egg drop at 11:00 on July 8th. Mayor Adams volunteered during a discussion of jovial comments and laughter.

XI. Executive Session

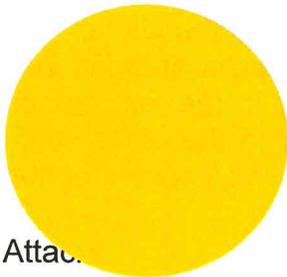
Started at this time 8:38pm: and stopped at this time 8:50pm.

XII. Adjourn

Councilor Hill moved to adjourn

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge, Vinson and Stritzke voting aye.

Meeting adjourned at 8:58 pm.



Corey Adams, Mayor

Attest:

Debra J Bernard, Office Coordinator

Atta...