

Mayor Corey Adams

**Council Members:**

*Jeri St Onge, Council President*  
*Rita Baller*  
*Allan Bramall*  
*Gerald L. Hill, Jr*  
*Heather Stritzke*  
*Katie Vinson*  
*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, June 12, 2014**  
**7:00 PM**

<b>Present:</b>	<b>Absent:</b>	<b>City Staff Present:</b>	<b>Others Present:</b>
Mayor Adams Council President St Onge Councilor Baller Councilor Bramall Councilor Hill Councilor Stritzke Honorary City Councilor Woodward	Councilor Vinson	Sue Hollis, City Recorder Jeff Brown, Public Works Director Denise Willms, Youth Services Librarian Sergeant Vandewettering, YC Sheriff's Office	Marguerite Alexander, <i>The Sun</i> Paul Daquilante, <i>News-Register</i> Fred Stemmler, General Manager, Recology Western Oregon Commissioner Dennis Ulrich, Willamina Planning Commission

**I. Roll Call**

Mayor Adams called the meeting to order at 7:05 pm. City Recorder Sue Hollis called the role. A quorum was present.

**II. Flag Salute**

The Pledge of Allegiance was recited.

**III. Approval of Minutes (Minutes currently under construction!)**

Sue Hollis apologized that the minutes were behind. Other staff and a City Councilor are hard at work on getting them transcribed.

**Note:** *There were 5 separate Public Hearings scheduled for this date. Each was scheduled 15 minutes apart. There were no members of the public present to testify on any hearing except one. Mayor Adams opted to work down the regular agenda in between the hearings. To keep the continuity for the reader of these minutes, I have kept the order of the agenda as published.*

**IV. Public Hearings****1. Proposed Water & Sewer Rate Increases – City of Willamina – 7:00 pm**

At 7:05 pm, Mayor Adams opened the public hearing to obtain public comment on a 5% increase starting with the June 16-July 15, 2014 billing. There were no members of the public present to testify and no members of City Council had comments or questions. The hearing was closed at 7:06 pm.

**2. FY 2014/15 Budget Hearing – 7:15 pm**

At 7:15 pm, Mayor Adams opened the Budget Hearing for the purpose of obtaining public comment on the budget for the fiscal year beginning July 1, 2014 as approved by the Budget Committee. There were no members of the public present who wished to testify at the hearing. There were no questions or comments from Council. The Budget Hearing was closed at 7:17 pm.

**3. Proposed Use of State Revenue Sharing Funds in FY 2014/15 Budget – 7:15 pm**

At 7:17 pm, Mayor Adams opened the Public Hearing for the purpose of obtaining public comment on the proposed uses of State Revenue Sharing Funds in the budget for the fiscal year beginning July 1, 2014. These funds are proposed to be used to assist with the cost of street lighting. There were no members of the public present who wished to testify at the hearing. There were no questions or comments from Council. The public hearing was closed at 7:18 pm.

**4. Proposed Rate Increase – Recology Western Oregon – 7:30 pm**

At 7:32 pm, Mayor Adams opened the Public Hearing for the purpose of obtaining public comment on a request for an annual rate increase for Recology Western Oregon which is proposed to be effective July 1, 2014. The rate increase is expected to be 1.5%.

Fred Stemmler, General Manager of Recology Western Oregon, was present. He reported that the actual increase would be 0.9%. The 1.5% was actually a sort of place holder until the CPI was published. Sue Hollis asked if the rates received June 1, 2014, were the actual new rates. Stemmler confirmed that this was the case. The increase will be about \$.12 per month on the most common rate (30 gallon) and the 90 gallon would go up \$.20/month.

There were no members of the public present to testify at the hearing and no members of Council had comments or questions. Mayor Adams closed the Public Hearing at 7:35 pm.

Councilor Baller asked the status of expanding the landfill. Mr Stemmler responded that they do not own the landfill. They do collect and divert waste to the facility. He noted that he has kept abreast of the issues and it does appear that the expansion will go forward. This will give them another 20 years. It will include a recycle center which, although it was not owned by Recology, he urged people to use it to keep as much waste as possible out of the landfill. Councilor Baller asked if his recycling center took window glass. He responded that it did and gave directions to the facility.

5. **Ordinance #657, Declaring & Correcting a Scrivener's Error in the City of Willamina Zoning Map**

At 7:40 pm, Mayor Adams opened a public hearing on Ordinance #657, Declaring and Correcting a Scrivener's Error in the City of Willamina Zoning Map. This will correct the map on tax lot numbers R6701DB-00301 and R6701DB-00500 on SW Main Street. This correction will not change the zoning on either property. It will merely correct the City's map to the same zoning shown on the map at the Department of Land Conservation and Development dated 1987.

Commissioner Ulrich noted that this change would result in the two properties having two different zones on each of them. He asked if anyone knew why this was done. Sue Hollis responded that she had asked the planner to check this out, but could not determine why it happened. It was done in 1987. Ulrich went on to note that the front part of each property is zoned Commercial Residential and the back part is Residential. Hollis noted that on the City's map, the second lot is currently shown as public space which is incorrect.

Mayor Adams closed the public hearing at 7:43 pm.

V. **Public Input** (7:07 pm)

None.

VI. **Proclamation**

Mayor Adams presented Sherry and Clyde Dawkins with a Proclamation (copy attached hereto and made a part hereof) declaring the last Saturday in June as "Total Destruction Racing Day." The Mayor and Council members thanked the Dawkins for their hard work in putting on this event each year to raise funds for the 4<sup>th</sup> of July fireworks. Clyde Dawkins thanked the Council and noted that they have a lot of fun doing this each year. Those assembled at the meeting gave them a big round of applause.

**VII. Old Business**

**1. FY 2014/15 Police Services Contract Renewal**

Sue Hollis noted that this had come to Council previously, but they had wanted to wait until after the budget went to the Budget Committee to take action. Councilor St Onge stated that she was comfortable with the police services part of the contract but did not want to increase Code Enforcement. Following discussion, it was decided to move ahead with the contract and revisit the issue of Code Enforcement later.

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Councilor Baller **moved** to approve the FY 2014/15 Police Services Contract Renewal.

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

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Councilor Baller **moved** that Council sit down with Sergeant Vandewettering and Deputy Stuart to review the current Council's wishes on code enforcement activities.

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

Sue Hollis recommended that this be done in a Work Session. Councilor Hill suggested the next Work Session. Hollis responded that neither Deputy Stuart or the Mayor would be in town for that meeting. She noted that there is an item later in the agenda on future Work Session topics.

**VIII. New Business**

**1. CCRLS IGA #10196600, Amendment #01**

Sue Hollis called attention to the agenda memo and briefly reviewed the background on this item. The City will get less from CCRLS this year than anticipated. It will impact the budget, but we will just have to monitor this closely.

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Councilor St Onge **moved** to approve CCRLS IGA #10196600 Amendment #01.

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

2. **Contract for Land Use Planning Services with MWVCOG**

Sue Hollis called attention to the agenda memo and briefly reviewed its contents. The contract will increase \$1 per hour for Planning Services for the upcoming year. She noted that the City will have a new planner. Marjorie Mattson retired at the end of May.

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Councilor Hill **moved** to approve the Contract for Land Use Planning Services with the MWVCOG.

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

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3. **Resolution #13-14.013, A Resolution Modifying the Master Services Agreement with US Bank**

Sue Hollis asked Councilor Hill to review the background for this item. Councilor Hill noted that for personal reasons he needs to change his official signature to "Gerald" to match his birth certificate, instead of "Gary" which is the name he has used since he was six weeks old. This will necessitate a change in our bank Master Services Agreement since his official signature will change.

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Councilor St Onge **moved** to adopt Resolution #13-14.013, A Resolution Modifying the Master Services Agreement with US Bank.

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

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At 7:15, Mayor Adams opened Public Hearings #2 and #3 (see above).

4. **Resolution #13-14.014, A Resolution Declaring the City's Election to Receive State Revenues (7:18 pm)**

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Councilor Hill **moved** to adopt Resolution #13-14.014, A Resolution Declaring the City's Election to Receive State Revenues.

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

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5. **Resolution #13-14.015, A Resolution Approving Proposed 2014/15 Rate Schedule for Recology Western Oregon**

Deferred until after public hearing. At 7:43 pm, Mayor Adams asked for a motion to approve the rate schedule.

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Councillor St Onge **moved** to adopt Resolution #13-14.015, A Resolution Approving Proposed 2014/15 Rate Schedule for Recology Western Oregon.

Councillor Baller **seconded**. Motion **carried** unanimously, with Councillors Baller, Bramall, Hill, St Onge, and Stritzke voting aye. (Councillor Vinson absent)

6. **Resolution #13.14-016, A Resolution Increasing Rates for the Use & Sales of Water and Sewer Services**

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Councillor St Onge **moved** to adopt Resolution #13-14.016, A Resolution Increasing Rates for the Use & Sales of Water and Sewer Services.

Councillor Stritzke **seconded**. Motion **carried** unanimously, with Councillors Baller, Bramall, Hill, St Onge, and Stritzke voting aye. (Councillor Vinson absent)

7. **Ordinance #657, An Ordinance Correcting Scrivener's Error in City of Willamina Zoning Map and Declaring an Emergency**

Deferred until after the public hearing. At 7:45 pm, Mayor Adams returned to this item on the agenda. Sue Hollis noted that the first step to adopt the ordinance would be to determine if any Councillor present wishes to have it read into the record.

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Councillor St Onge **moved** to read Ordinance #657 into the record by title only.

Councillor Hill **seconded**. Motion **carried** unanimously, with Councillors Baller, Bramall, Hill, St Onge, and Stritzke voting aye. (Councillor Vinson absent)

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Councillor St Onge read Ordinance #657, An Ordinance Correcting a Scrivener's Error in the City of Willamina Zoning Map and Declaring an Emergency into the record by title only on first reading.

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Councilor Baller **moved** to approve the first reading of Ordinance #657, An Ordinance Correcting a Scrivener's Error in the City of Willamina Zoning Map and Declaring an Emergency.

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

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Councilor St Onge read Ordinance #657, An Ordinance Correcting a Scrivener's Error in the City of Willamina Zoning Map and Declaring an Emergency into the record by title only on second reading.

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Councilor St Onge **moved** to approve the second reading and adoption of Ordinance #657, An Ordinance Correcting a Scrivener's Error in the City of Willamina Zoning Map and Declaring an Emergency.

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

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#### **8. Changes in June 26, 2014 Special City Council Meeting and Work Session**

Sue Hollis noted that the auditors have asked not to appear during the upcoming Special Meeting on June 26<sup>th</sup>, not at the work session. As a result, there is no topic for the work session scheduled for that night. The other part of the Work Session for that night was to be on the Water Master Plan but Peter Olsen, City Engineer, will be out of town and unable to attend. She asked Council if they wished to cancel the Work Session or select another topic. She noted that the League of Oregon Cities (LOC) has asked them to identify their top 4 legislative priorities for the upcoming Legislative Sessions. Mayor Adams noted that he will be out of town that night. It was the consensus of Council to do the LOC request at the Work Session on June 26.

#### **9. WAVE Broadband Rate Adjustment Notice (Information Only)**

No discussion.

#### **IX. Mayor's Report**

Mayor Adams noted that the 4<sup>th</sup> of July festivities are approaching and urged everyone to participate. He will be the host for the Logging Show this year. He will be competing in Idaho on the 20<sup>th</sup> in an invitational River Surfing event. The next weekend he will be in California at an ocean surfing event. On July 8<sup>th</sup>, he will be dropping the eggs in the Annual Egg Drop.

**X. Council Liaison Reports****1. Chamber Liaison (Councilor St Onge)**

Councilor St Onge reported that Yamhill County Commissioner Allen Springer attended the meeting. He is developing an Economic Development Board and was seeking assistance from other business owners in the County to promote economic development.

The County has hired a contractor. There is a website and a paper pamphlet on Growing Yamhill County will be launched on Tuesday. The Wildwood Café and Hotel is in the pamphlet. There is a dinner for the West Valley Community Campus at the Lutheran Church on the 21<sup>st</sup>. There is an opportunity for a non-profit in Willamina to earn \$750 by helping out at Cycle Oregon. If anyone is interested, they should contact her. The Chamber has been offered approximately \$5,000 worth of marketing assistance for the City of Willamina. They are also working on signs for the highway that say "Food, Gas, Lodging."

**2. School Board Liaison (None)****3. YCOM Board (Councilor Baller)**

Councilor Baller reported that their meeting last month was cancelled and the next one is scheduled for next week. They have not adopted their budget for the upcoming year.

**XI. Council Committee Reports****1. Finance Committee *(no meeting)*****a. Report of Bills Paid – May 1-31, 2014**

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Councilor Hill moved to approve the Report of Bills Paid for May 1 thru 31, 2014.

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

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**2. Public Works Committee****a. Minutes of Work Session of May 27, 2014**

Councilor Baller noted that discussion had occurred about asking the Chamber if they wished to consider purchasing the old City Shop on NW Main or taking over the maintenance and paying the electric bill in exchange for the use of the premises.

She felt that a formal agreement of some type was needed that outlined the responsibilities of each party and what could and could not be stored on the property or how it must be stored, such as manure. She also suggested a timeline of no more than 5 years. This would allow both parties to review it to see if either of their needs had changed. Councilor St Onge reported that the Chamber had discussed this and would take over the maintenance and pay an annual check for electricity charges in lieu of rent. They recommended that a Letter of Understanding be developed outlining the arrangement. Councilor St Onge will provide a sample to the City Recorder.

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Councilor St Onge **moved** to approve the minutes of the Public Works Committee Work Session of May 27, 2014 as written.

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

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

Commissioner Dennis Ulrich reported that they have finished up civic spaces and are moving on to road circulation. There is a public works document that takes care of all of that (City of Salem Public Works Standards). The document will refer to it and it is available on line. Their next task will be landscaping standards.

*At this time (7:32 pm), Mayor Adams returned to Public Hearings #4 and #5(see above).*

## XII. Reports of City Officers

### 1. City Recorder

Sue Hollis reported that a problem had occurred when the auditors came in for field work last week. The audit adjustments were posted correctly, however, the year end reports were out of balance. Staff is working to determine what happened and correct the problem. In the meantime, field work on the audit has stopped.

Hollis reported on a training session she had attended that morning put on by the City's audit firm, Boldt, Carlilse + Smith. There is a new requirement that government entities must show the impact of their share of the PERS retirement fund beginning in 2015. This could have a negative impact on the City's financial reports since they will show as liabilities. She will keep Council informed as we know more about this issue.

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

Jeff Brown, Public Works Director, reported that the focus this month will be on getting the town spruced up for the 4<sup>th</sup> of July, including painting curbs and clean-up.

He reported that they have been struggling this last week to keep up with water usage. We are not down, but are using as much as we are making. Staff located two service lines that are leaking on our side today and they will address them early next week. They will be checking for other leaks as well to assure that we keep on top of this.

Brown reported that our summer help has turned out to be a good worker.

Discussion followed about the planting area in front of the BLM Shop and who was responsible to weed it. Attention was also called to the window decorations around town.

**3. Library****a. Library Board (no meeting)****b. Library Statistics (1<sup>st</sup> & 2<sup>nd</sup> Quarter)**

No discussion.

**c. Youth Services Librarian Report**

Councilor St Onge asked a question about why there were no expenses for the Library for May. Sue Hollis responded that the Library was told not to purchase books in June because there is no money left in that department. They are, however, waiting for July 1 to push the button!

Denise Willms, Youth Services Librarian, reported that the lizard man will be here for Summer Reading on Tuesday. She purchased a small canopy for use during the program as well. She will be doing crafts in the park as well during the summer. She also reported on a program for college savings that will provide a \$529 college savings account start for those who enter the drawing and, if one of our patrons wins we get \$500 for the children's section.

**1) June 27, 2014 Family & Youth Benefits Fair**

Willms called attention to the agenda memo from the Yamhill County Health and Human Services Department and gave a brief report on the upcoming Family & Youth Benefits Fair.

She noted that she would be happy to take any information, brochures, etc., from other Willamina groups to the event. Councilor St Onge stated that she had some information that could go.

4. **Sheriff's Office**

- a. **Code Enforcement Report – May 2014**
- b. **Crime Summary – May 2014**

No discussion.

Sergeant Vandewettering gave a brief report on the portable speed radar unit that was placed at a couple of locations around town recently. This instrument can collect data that helps in identifying "trouble spots" and can also be set to light up when someone is exceeding the speed limit. It was brought in because of a complaint on Barber Street, but the location picked for the equipment was not the best because it picked up traffic on a higher street. Sue Hollis reported that the man who had made the complaint about speeding on Barber had stopped by City Hall recently to thank the Sheriff's Office for their quick response. He felt that it made a difference even if it wasn't registering correctly. People at least paid attention to their speed. Councilor St Onge asked how we can request it for a specific location. Vandewettering responded that they should contact him. Discussion followed about how the unit works.

A car was stolen here in Willamina, but it was recovered about 7 minutes after it was stolen. Getting ready for the 4<sup>th</sup> of July, one of his biggest concerns is pedestrians crossing Main Street downtown. He will be talking with the event Committee about having some kind of crossing assistance. He felt it might be better to have these booths all on the same side of the street. Mayor Adams asked how many officers would be on duty this weekend. Vandewettering responded that there would be 3 for the parade and 2 after that. Discussion followed about issues related to the 4<sup>th</sup> in the past. They will be watching closely for illegal fireworks. Councilor Baller asked him to pass on her thanks to the Code Enforcement Officer for getting the high grass up near the water tank and other nearby neighborhoods mowed. Discussion followed.

**XIII. Adjourn**

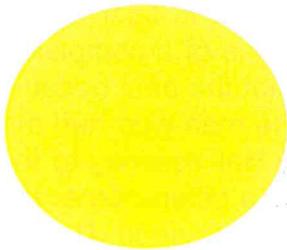
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Councilor St Onge **moved** to adjourn

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

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Meeting adjourned at 8:12 pm.



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Corey Adams, Mayor

Attest:

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Sue C Hollis, City Recorder