



Mayor Ila Skyberg

**Council Members:**

*Jeri St Onge, Council President*  
*Rita Baller*  
*Allan Bramall*  
*Gerald L Hill Jr*  
*Heather Stritzke*  
*Katie Vinson*  
*Mariah Woodward, Honorary City Councilor*

**City Staff:**

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

**Present:**

Mayor Skyberg  
Councilor Baller  
Councilor Bramall  
Councilor Hill  
Councilor Stritzke  
Councilor St. Onge  
Councilor Vinson

**Absent:**

Honorary  
Councilor  
Woodward

**City Staff Present:**

Debra Bernard, Office  
Coordinator  
Jeff Brown, Public Works  
Director  
Sergeant Russ  
Vandewettering, YC  
Sheriff's Office

**Others Present:**

Planning Commissioner  
Dennis Ulrich

## WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, December 11, 2014

7:00 PM

**I. Roll Call**

Mayor Skyberg called the meeting to order at 7:00 pm. Debra Bernard, Office Coordinator, conducted roll call. A quorum was present.

**II. Flag Salute**

**III. Public Input**

a. None

**IV. Old Business**

a. None

**V. New Business**

1. **Review research on small cities organizational structure previously presented to the Council at the CC Work Session October 23, 2014 by Pro Tem Andrea Wyckoff**
  - a. City Carlton
  - b. City of North Plain
  - c. Job Descriptions for City Recorder, Office Coordinator, Office Specialist

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## 2. City Council discussion on the organization of the City and how we will go forward

Mayor Skyberg told the council she has formed a committee of professionals who have all been employed at one time or another as a city recorder or as an accounting professional for a city government. This committee will act as a professional panel and be present to interview potential applicants for the current open position of City Recorder for the City of Willamina. The committee includes Carol Haight, who has worked previously as a city recorder for Willamina and is currently employed by the school district, Charlene Brown who also worked previously as a city recorder for Willamina, Yvonne Hamilton, who works for the City of Sheridan in finance, and Peggy who is the current acting city recorder for the City of Dayton.

Debra is working the job descriptions for both the City Recorder and the Accountant position.

## 3. Accept Sue Hollis separation agreement - Motion

Councilor St. Onge **moved** to accept Sue Hollis's separation agreement.

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

Mayor Skyberg consulted with a representative at COG and David Doughman, the city attorney about increasing Debra Bernard's hourly pay rate 10% increase, which would be retroactive from Monday Nov 24<sup>th</sup> until the duties are taken over by the new hire City Recorder.

Councilor Baller **moved** to increase Debra's hourly wage 10% until the city has a new hire.

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

## IX. Mayor's Report

Mayor Skyberg discussed recent articles in the News Register regarding the recent application for an Enterprise Zone. Mayor Skyberg handed out information explaining enterprise zones. Enterprise zones are designated for a ten year time period to attract new business and development to town. Yamhill County Commissioner Springer is currently helping to push the enterprise zone for Sheridan, Willamina, and Amity.

Mayor Skyberg asked for approval to give holiday hams to the city employees for Christmas this year. There was a consensus by the council to approve this.

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

Councilor St. Onge reported that there were not any chamber meetings in December. The Chamber worked on getting the holiday light displays up. The next Wet Season Music Series concert will be at the West Valley Community Campus on Saturday, January 10<sup>th</sup>, with the Swamp Donkeys performing, a band made up of local musicians. February 14<sup>th</sup> will be another performance sponsored by Kiwanis, and the band Blue Evolution will be playing in March.

**2. School Board Liaison (Honorary Councilor Woodward) - absent****3. YCOM Board (Councilor Baller)**

Councilor Baller reported that the stretch of highway between Lincoln City and the valley has always had gaps where there was not cell phone service, and that area has recently been improved tremendously. They are also working on improving service on the way to Tillamook. An efficiency study for YCOM is currently being done by an outside consultant also.

**XI. Council Committee Reports****1. Finance Committee****a. Minutes of Meeting of Wednesday December 3, 2014**

Councilor Hill **moved** to approve the Finance Committee Meeting Minutes from December 3<sup>rd</sup>.

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

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

Commissioner Ulrich announced the planning commission has decided to take the month of December off. He also informed the council that the bus stop by Coyote Joe's is now complete.

**XII. Reports of City Officers****1. City Recorder****a. City Offices Closure – Christmas (December 25, 2014)****b. Paychex**

Debra said that Paychex is ongoing for her, she is continuing to study the reports and make sure it is compliant going forward. Payables are also being caught up, and check will be ready for signers by Friday.

**c. Library Closures-December 9<sup>th</sup> 10<sup>th</sup> and 11<sup>th</sup> for system change over**

2. **Public Works**

a. **Monthly Report – see enclosed report**

1. **Cedar Alley** – Jeff Brown proposed four options for Cedar Alley: #1 do nothing; #2 put in new gates on each end which would cost about \$400; #3 install signage to ward off unauthorized access; #4 improve the alley for around \$1,000 in cost for rock and time. This discussion will be brought up again at the next meeting to give each councilor time to go do a site review. Sargent Vandewettering notified the council that the Sheriff’s department would no longer be able to enforce traffic laws on the alley if it were closed off and turned into a private property.

3. **Library**

a. **Youth Services Report** (*hand out*)

4. **Sheriff’s Office**

a. **Verbal**

b. **Crime Summary – November 2014** (*handout*)

XI. **Adjourn**

Mayor Skyberg called for a motion to adjourn.

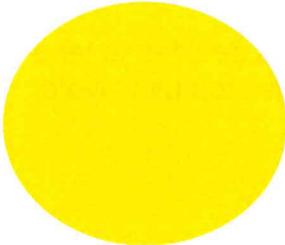
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Councilor Hilll moved to adjourn.

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

\_\_\_\_\_  
Ila Skyberg, Mayor

Attest:

\_\_\_\_\_  
Debra Bernard, Office Coordinator



**Next Council Meeting Date**

**Work Session – January 22, 2015 (7:00 pm)**

**Regular Session – February 12, 2015 (7:00 pm)**

*Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.*