



Mayor Ila Skyberg

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:

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 Hill
Councilor Stritzke
Councilor Vinson

Absent:

Councilor
Bramall
Councilor St
Onge
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, January 8, 2015

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. Public Input

None.

III. Approval of Minutes

1. **Minutes of Regular Session of December 11, 2015 – tabled for the February 12, 2015 meeting**

IV. Old Business

- a. **Enterprise Zone – attachment.** Sheridan, Amity, and Willamina will be applying together for the 2016 application process to become an Enterprise Zone. Mayor Skyberg said Commissioner Springer had previously explained to Mayor Skyberg that having three or four cities apply together generally increases the odds of being awarded the enterprise zone designation. There is an application to complete, and the fee is not yet known, but the city can still withdraw the application later in the process if the council changes its mind about applying. The Enterprise Zone designation is for a ten year period.

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Councilor Baller **moved** to approve the Enterprise Zone application.

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

V. New Business

i. Resignation – Councilor Jeri St. Onge

Councilor Baller **moved** to accept Council Jeri St. Onge’s resignation, with regrets.

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

ii. Appointment of Council President

Mayor Skyberg asked the City Council to appoint Councilor Baller to the position of City Council President.

Councilor Hill **moved** to approve Councilor Baller as the President.

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

iii. Budget Officer Gary Hill – official appointment

Mayor Skyberg announced she had appointed Councilor Hill to be the Budget Officer for 2015.

Councilor Vinson **moved** to appoint Councilor Hill to be the budget officer for 2015.

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

iv. Budget Committee- List of committee members and Classes in February

Mayor Skyberg reviewed the current list of names on the budget committee. Debra Bernard announced the dates of the upcoming budget workshops in February. Councilor Hill has signed up for the class on February 28th in Independence. Mayor Skyberg reviewed the upcoming class League of Oregon Cities is holding in Independence coming up at the end of January. Mayor Skyberg and Councilor Hill plan to attend.

Councilor Baller **moved** to approve the Enterprise Zone application.

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

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v. Adopt Corrective measures for Audits 10/11 –

Hired: CFO to Go Kathy Taylor Project Plan to go forward to include new software conversion, completion of audits. Debra explained Kathy Taylor's role in helping the city organize the financial data moving forward. She has worked as a CPA and has an extensive history in helping other cities restructure their financial record keeping and complete acceptable audits.

Councilor Hill **moved** to adopt the corrective measures for 2010 and 2011.

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

vi. Local Government Dinner at Newberg February 19th 2015

Mayor Skyberg, Councilor Baller, Councilor Stritzke, Councilor Vinson, and Debra all plan to attend the Local Government Dinner in Newberg on February 19th. The Mid-Columbia Council of Governments dinner is on January 28th in Salem at the Red Lion Hotel, to which Mayor Skyberg and Councilor Baller will attend.

IX. Mayor's Report

Mayor Skyberg announced the Green for Growth countywide grant opportunity from Yamhill County via the Waste Management Company. Each city in Yamhill County will receive \$15,000 to use on economic development, culture, stewardship, and/or the arts. Mayor Skyberg wrote up a letter to apply for the grant on behalf of the city, but she also included the Chamber of Commerce and EID to be a part of the grant application, so that the award would be shared amongst all three groups. Mayor Skyberg would like to see a committee formed from members of the City Council, Chamber of Commerce and EID that would take the full \$15,000 and disperse it by awarding smaller grants to individuals, businesses, and non-profits that apply from within Willamina.

Councilor Vinson **moved** to accept the application for the 2015 Green for Growth Community Grant

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

Mayor Skyberg announced the Economic Development Small Grant Program, which is a lottery funded grant awarded by Yamhill County. Mayor Skyberg has been handing out applications and encouraging local businesses and groups to apply.

X. Council Liaison Reports**1. Chamber Liaison (Vacant)**

Currently vacant with the resignation of Councilor St. Onge. Mayor Skyberg volunteered to provide the Chamber reports going forward.

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

Councilor Baller reported that YCOM board has postponed their next meeting until the 29th. The YCOM board has gone out for a study to see how they are doing, and find out the best way to proceed to ensure a public safety system in place.

XI. Council Committee Reports**1. Finance Committee****a. Minutes – January 8, 2014 tabled for the February 12, 2015 meeting****XI. Council Committee Reports (continued)****vii. Planning Commission Report (Commissioner Ulrich)**

Commissioner Ulrich reported that the Planning Committee took the month of December off. They are planning to meet with a planner before going any further to make sure they are close enough to being correct, to prevent having to stop and go back and do it all over again.

XII. Reports of City Officers**1. City Recorder****a. Staff in front office** - Debra reported that Karen Justin, who worked at BofA for 28 years, is helping out at the front desk and as a cashier for the city. And Andrea Wyckoff is back helping with A/P and the accounting work. Both ladies will be here for 3 weeks to help cover while Amber is out on vacation.**2. Public Works**

a. Monthly Report Jeff Brown said he may need to purchase a second flow meter sooner than originally anticipated for around \$2,200. Jeff would like to schedule the next Public Works Meeting for the fourth Tuesday of the month, January 27th at 3:00pm.

b. Monthly Report Mayor Skyberg reviewed the options for Cedar Alley, to either close it, put signs up redirecting traffic, or improve the road. Sargent Vandwettering said that it would be a good idea to keep the road open for emergency vehicle access, and if it were shut down as a private road, traffic laws could no longer be enforced. Sargent Vandwettering suggested that slow speed signs be posted, which could also be enforced. Jeff estimated it would cost around \$1000 to re-rock the Cedar Alley.

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Councilor Hill **moved** to consult with the attorney about turning Cedar Alley to a 5 mile per hour zone.

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

Councilor Hill **moved** to allow Jeff to re-gravel the alley with bigger gravel to bring Cedar Alley up to at least workability.

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

3. Library

a. Youth Services Report (hand out)

4. Sheriff's Office

a. Sargent Vandewettering reported it has been a busy month. He reviewed the recent arrest of four people in Sheridan with the stolen guns, the 122 animals that were found neglected in Yamhill County, and a traffic stop and arrest last night made by Deputy Jerry Druery in Willamina for someone carrying six pounds of marijuana. Councilor Baller asked Sargent Vandewettering what happened to the guns that were once stored at city hall. He said he would follow up, but it was very likely that they have been sold by now.

5. Topics for the Next City Council Meeting Agenda

a. Debra brought up that the engineers made a request that the Water Master Plan be put on the next agenda and accepted at the next meeting. The engineer told Debra he might at the next meeting.

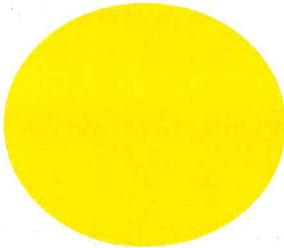
b. Councilor Vinson has found another port-a-potty service with rates that cost half of what the city is currently paying to have portable toilets at two parks.

XI. Adjourn

Mayor Skyberg called for a motion to adjourn.

Councilor Hill **moved** to adjourn.

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.

F:/CITY COUNCIL/AGENDAS/2014-2015/2015-01-08.CCAGENDA.REGULAR MEETING

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