



Mayor Corey Adams

**Council Members:**

*Rita Baller, Council President*  
*Gary Hill*  
*Katie Vinson*  
*Heather Stritzke*

**City Staff:**

City Recorder: *Debbie Bernard*  
Accountant: *Vacant*  
Office Specialist: *Amber Deibel*  
Library: *Melissa Hansen & Denise Willms*  
Public Works Director: *Jeff Brown*

**Present:**

Mayor Skyberg  
Councilor Baller  
Councilor Hill  
Councilor Stritzke  
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  
Sergeant Todd Whitlow

**Others Present:**

Planning Commissioner  
Dennis Ulrich  
David Lyke

## WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, February 12, 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. Flag Salute

III. Public Input

None.

IV. Approval of Minutes

1. Minutes of Regular Session of December 11, 2014

Councilor Hill **moved** to approve the minutes of the Regular Meeting of December 11, 2014

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

2. Minutes of Regular Session of January 8, 2015

Councilor Baller **moved** to approve the minutes of the Regular Meeting of January 8, 2015 with corrections on page 3 of 6. Mayor to attend (note: did not attend)

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

3. Minutes of Finance Committee Meeting January 6, 2015

Councilor Baller **moved** to approve the minutes of the Regular Meeting of January 6, 2015.

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

V. Old Business

1. Water Master Plan – contract amendment for Willamina Water Master Plan update to the Finance Committee for review and recommendation

VI. New Business

1. West Valley Supervision Change.

Mayor Skyberg at 7:15pm took time to honor Sergeant Vanderwettering by stating we were going to take a break and do a small ceremony of celebration to honor Russ and give thanks with a special plaque from Willamina. Russ accepted the honor graciously and gave everyone a bit of history for his time as the contract Sergeant. We then took a break and had cake and coffee.

The Mayor then welcomed Sergeant Whitlow as our new West Valley Supervisor. Sergeant Vanderwettering was there to introduce Todd and shared with the Council that the Sherriff has given him a new assignment. Before he left early, he said he knows we will continue with good leadership in Sergeant Whitlow and feels very confident in the new changes

Sergeant Whitlow said he was excited to succeed Russ who had been the West Valley Sergeant for a very over 8 years. Todd shared that his duties oversee fire investigations, and the contract cities of Sheridan, Lafayette, Dayton and Willamina. In addition, his responsibility includes Forest Patrol, Search, and Rescue. The Council all welcomed Todd. Todd shared that he had to leave, as he had to attend his daughter's birthday.

2. Approval of Public Works purchase request FY 2014/15 budget to actual.

Mayor Skyberg asked Debbie if she could add to discussion. Debbie shared the handout showed budget to actual in the water, sewer and street fund and showed we are where we should be at this time of year.

Jeff Brown noted that the public works request was for a repair of the intake.

Councilor Hill moved to approve public works purchase request. A repair to the intake, \$1500.00, purchase of rock for streets \$3000.00 purchase new water meters, \$1200.00 purchase water line museum \$260.00 and move fire hydrant \$586.00. Total approval of \$6546.00.

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

3. Junk and derelict building resolution for review – Mayor Skyberg asked to bring it back in review format and remove any reference to City Manager, as we do not have a City Manager. Councilor Katie asked that Dennis Ulrich to look at it.

4. Resolution #14.15-004 appointment a new YCAHC Board Member

Rita asked Debbie if she would have time handle the appointment. Debbie responded that she did want to accept the appointment and would like to support, get update, involved with YCAHC, and felt that she could make time. Debbie stated Sue Hollis was on the board and did attend the meetings. Rita stated that she benefited from the housing program from the YCAHC and had a great experience and would like the city to continue to support YCAHC housing programs for the benefit of the City. Councilor Vinson asked if you have to be a homeowner. Debbie responded she was not sure. However, the program improved the Cities housing inventory with the fund.

Councilor Vinson **moved** to appoint City Recorder Debbie Bernard to the YCAHC Board in replacement of Sue Hollis.

Councilor Baller **Seconded**. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, and Vinson Voting aye.

Councilor Baller asked if we had to make an additional motion to accept the new resolution.

Councilor Baller moved to motion that we approve Resolution #14.15-004 appointing a new YCAHC Board Member.

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

Councilor Katie Vinson stated the library has been of great need of exterior repair, paint and a different look from a garage building with big garage doors. She said that she had spoken with Corey Adams and he was willing to participate and donate assistance for structural façade to hind the garage doors in addition to a few others who would help. She said she would like to start the discussion and would bring to council a drawing.

Mayor Skyberg at that time stated just a “Segway” to thank Kate for the new chairs donated to the Council Chambers.

Councilor Hill noted the need for additional finance minute’s approval. Mayor asked for a motion to approve finance committee minutes of January 6, 2015. Councilor Baller noted that at that meeting, we had an opportunity to speak with Keller and Associates regarding fire hydrants and if there was a plan for 20 years, there should be enough fire hydrants. Adequate fire hydrants were discussed specifically up at Pioneer, Hill and Cherry and a large field in that area; and there been a fire up there and may not have enough fire protection. She stated the concern for enough fire hydrants. She also noted that on 5<sup>th</sup> street there also 10 future houses effected with not enough fire hydrant protections. She said that the Council should look at a 20-year plan that would protect the amount of homes in that area. She noted that she would like to have it upfront stated in the plan to have adequate protections. Councilor Hill stated should we ask Jeff how much a fire hydrant cost. Rita said about \$900. Jeff responded no they are about \$1000. Jeff asked what are you are thinking about it. Rita said up around 5th. In addition, it is a 20-year plan so it is best we do what we can now. Jeff said there are a certain distance hydrant has to be apart. Jeff said he could not give a cost at that time off the top of his head. Rita said if we want it in the plan we have to do something or nothing. Rita stated if we are going to do a plan then it should be for the whole town. Councilor Hill said he agreed with Rita. Mayor Skyberg said we could bring it back as an amendment.

*Corrections to minutes on page 2 of 4 for Cedar Alley not Cedar Lane.*

Councilor Hill moved approve the minutes for January 27, 2015 with the change of cedar lane to cedar alley.

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

## VII. Mayor’ Report

1. Enterprise Zone – attachment –

**Mayor’s Report continued**

a. Enterprise Zone – attachment

Mayor Skyberg reported on the enterprise zone that is spear headed by Frank Sheridan from the City of Sheridan. She said she talk to Debbie this morning as she felt Debbie had enough to do. ILA stated that she spoke to Frank and without the City of Amity or the City of Willamina; it would not have enough support to pass. ILA said that Sedcor would be assisting with the paper work. Frank said he would do most of the work. One public meeting has to be had and could happen for both cities in the City of Sheridan. In addition, ILA said if it were too much for Debbie, she would “pull the plug”. Rita stated there could be jobs for Willamina and asked how long would the plan last. Mayor Skyberg responded 10 years.

Mayor Skyberg also shared she attended 1/28/15 and Elected Officials in Independence and would recommend it to all.

Mayor Skyberg also stated she attended and met with public officials from Polk County Court House for the Polk County Public Safety Meeting. She met the Monmouth Mayor and Independence Mayor, and the district attorney of the jail. There was a represented form Grand Ronde Tribe and they have just recently got a grant to build a building and recently hired a new officer. Heroin is increasing in their area. Marijuana is a problem because it is not black and white.

**VIII. Sheriff's Office -GONE**

1. Verbal
2. Crime Report form December 2014

**IX. Council Liaison Reports**

1. Chamber Liaison (Mayor Skyberg) The Chamber is planning a citywide clean-up day. She said they would like to have it in the city shop area on April 18, 2015.

**X. Council Committee Reports**

1. Planning Commission Report (Commissioner Ulrich) in December, they asked for help from the Planner. They figured it out and did not use that time but plan on using it in the future. Kiwanis is having a valentine dance at the West Valley Campus on the 14<sup>th</sup>.

**XI. Reports of City Officers**

1. City Recorder
  - i. New City Recorder Debbie Bernard – shared that Karen Justen our part time help has been clearing out our back room in preparation for the auditors and allow the room to be used for more than storage. The plan has been to condense the many boxes from three to one. Also, Karen is labeling all our binders. In addition, she is logging our retention spreadsheet. Debbie advised that collection of data would be brought to the Council for review and retention purging.
  - ii. New Accountant Rochelle Roaden starts on next week. Our customer that has come into the office have commented on the news and stated she is a good baker.
  - iii. Local Government Dinner at Newberg February 19<sup>th</sup> 2015

b. Public Works

- i. Monthly Report – Jeff apologized for being late. He made mention that the CO2 monitor has not been working at the water plant. He said we are operating with a loaner unit. Next week the Technician will advise us whether it needs repair or replacement. Jeff also said at our public works committee meeting in January he was asked how much it would cost to take out the tree at City Hall. He said he contacted Tree refit and they are the best price. The price to trim would be \$350 and \$800 to remove and grind down the stump. Jeff said it was recommended to remove and replant with a different type of tree.

c. Library

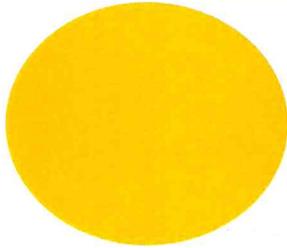
- i. Youth Services Report (none - hand out)

**XII. Adjourn**

Mayor Skyberg asked to adjourn.

Councilor Hill moved to adjourn at 8:07pm

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



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

Attest:

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Debbie Bernard, City Recorder

**Next Council Meeting Dates**

**Regular Session – March 12, 2015**

*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/2014-2015/2015-02.12.CCAG