



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Gerald L. Hill Jr.
Katie Vinson
Heather*

City Staff:

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

**WILLAMINA CITY COUNCIL REGULAR MEETING MINUTES
Thursday, March 12, 2015
7:00 PM recorded session**

Present	Absent	Staff	Others
Mayor Ila Skyberg Council President Rita Baller Councilor Hill Councilor Vinson	none	City Recorder, Debbie Bernard Accountant, Rochelle Roaden Jeff Brown, Public Works Director	Allan Bramall Craig Johnson James Brown Janet Rood Mr. & Mrs. Watkins Paul Daquilante, Newsregister Peter Keller from Keller Associates Planning Commissioner Dennis Ulrich Theresa McKnight

Mayor Ila Skyberg called the regular meeting of the City Council of City of Willamina to order at 7:00pm on March 12, 2015 at 411 NE "C" St.

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

Mayor Skyberg led in the Flag Salute

Mayor Skyberg welcomed the newest member to the City Rochelle Roaden our accountant.

III. Public Hearing – Community Development Block Grant (CDBG) closeout process.

Mayor Ila Skyberg opened the Public Hearing and read:

This hearing is being held as part of the Community Development Block Grant (CDBG) closeout process. The City was awarded \$99,000 in Community Development Block Grant funds to update their previous Water Master Plan.

An Equal Opportunity Employer

411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

www.willaminaoregon.gov

The purpose of the hearing is for the City Council to review the results of the project with citizens, and for the City Council to obtain citizen views and comments about the local government's performance on the project.

Mayor Skyberg asked for any comments. Ila also noted that Peter Keller from Keller Associates was in the room and she welcomed him. She again asked if there were any questions. An Audience member spoke that he did not have any questions, as this was his first meeting. Ila went on to explain the project was in the making for a long time. She then stated if there were no further comments and questions, we would close the hearing.

IV. Approval of the Willamina Water Master Plan – Resolution #14.15.005. A Resolution Adopting the City of Willamina Water Master Plan.

The Mayor then moved to the next item on the agenda when is the approval of the Willamina Water Master Plan. Councilor Baller brought up many times the need for fire hydrants in this time and at other meetings. She had concerns regarding areas in the city that have had fires and not enough fire hydrants. Rita spoke to the Fire Department regarding fires in our area. One specific fire was up by her house on fifth. Rita asked the Council to propose a few more water hydrants at this time to be made a part of the master plan. She would like to ask for more fire hydrants end of D and 5th street. She said 11 properties would be affected, as there is inadequate fire protection; she noted that even with the rezoning there is still a need. Rita referred to map #3 of water master plan.

Debbie Bernard City Recorder stated that she had called Keller to place additional meters from here earlier request at earlier meetings; Debby said she had already asked Keller to do that work a decision made from meeting minutes of prior meetings; she said there was not a motion however, Debbie stated she talked the mayor regarding making that decision and the mayor asked that she declare it during this meeting. Debbie handed the meeting discussion to Peter who referred to Figure 5 and Figure 11 and described the areas where additional fire hydrants were added along the corridor where the new pipeline goes. He said that when the pipeline is added along with the booster station the improvements would be reviewed again.

Ila asked for the proper wording so the motion would state the amendment changes. Additional hydrants in area 5 and 11. She asked for a motion.

Councilor Hill moved to motion the approval of the Willamina Water Master Plan Resolution #14.15.005 with amendments for additional fire hydrants for figure 5 and figure 11.

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

Mayor closed Public Hearing.

V. Approval of Minutes

Minutes of Regular Meeting of February 12, 2015 were reviewed and unanimously approved. Heather stated she had a correction. She was not present for that meeting and the minutes state she was present.

Councilor Hill moved to approve the minutes of the Regular Meeting of February 12, 2015 as amended.

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

VI. Public Input

Sage and Amanda Baller

Sage passed out a handout. He gave a background on the Saturday Market. He said last year it was held at the West Valley Community Center and was successful but could have been more successful if it was held one block over. He asked Council for permission to hold the Saturday Market on B Street. He said they would be set at 8:00-9:00am to 1:00-2:00pm teardown; road block 8:00am to 2:00pm for safety precautions. He said he would bring their own garbage and recycling containers. He said the Market would run June 27th thru October 3, 2015 every Saturday except July 4, 2015 if approved for B street. He stated they would work with Wildwood for electricity. He said he brought a copy of their handbook and application from last year.

Ila asked Sage if he talked to Select Market. Sage responded yes they spoke to them before and they did not object prior requests for approval. However would ask for a current approval

Gary asked Jeff if he had concerns. Jeff responded closing B Street for one-day year is not an issue but closing it every Saturday may have issues. He suggested a better place would be the parking lot where the old library was located. Sage said he was considering that street if B Street does not get approval. Jeff also suggested even First Street would be better than B; another option would be the old city shop property.

Gary suggested that we take this to public works.

Councilor Hill moved that we send the Subject of the Saturday Market to the next Public works meeting for review and approval.

There was no second. Motion died.

VII. Old Business

1. Approval of Keller Associates Amendment to Owner Consultant Agreement.

Debbie rephrased the attached recommendation to approve the \$3648.00 overage of work cost. She noted the work definitely was done.

Councilor Stritzke moved to approve \$3648.00 overage of work cost incurred over the not to exceed amount \$84,948.00.

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

2. Approve 8” Meter at \$12,000 – Public Works

Jeff stated he submitted the 8” meter at 12,300.

Councilor Hill moved to approve 8” Meter at \$12, 300 for Public Works.

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

3. Approve up to \$1000.00 for electrical work needed for the fish pond pump

Rita asked is this a new pump. Jeff said it is the same pump that would be used at different locations.

Councilor Hill moved to Approve up to \$1000.00 for electrical work needed for the fishpond.

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

VIII. New Business

1. Polk County Board of Commissioners

Polk County Sheriff Bob Wolfe

Mayor Skyberg welcomed Polk County Sheriff Bob Wolfe.

Sheriff Bob Wolfe addressed the City Council and a full room of citizens and staff and the loss of Timber Revenue; the Loss the General Fund is 2.4 Million Dollars and caused many layoffs. He said now they are single-family income from taxes only due to the loss of the Timer Revenue. He asked the Council to support a Polk County public safety levy that will strengthen the sheriff’s office, district attorney’s office and community corrections The 2.3 million dollar Levey will be annually over a five-year period. He said Polk County includes only a small portion of Willamina, however Polk County officials still consider it an important part of their family.

He went on to state “This is critical to the safety of Polk County,” The district attorney’s office is impacted. We’re renting juvenile beds from Yamhill County.”

The levy is expected to cost taxpayers 45 cents per \$1,000 of assessed value. The owner of a home with an assessed valuation of \$200,000 would pay an additional \$90 per year. The fixed rate will not escalate during the five-year period.

Grand Ronde Tribal Councilor Toby McClary was present and introduced himself and said the tribe, even though it has its own police department, fully supports the levy.

- In 2008, Polk County had 112 employees in its public safety departments — sheriff’s office, district attorney’s office and community corrections. There currently are 78.
- The sheriff’s office provided 24-hour, daily patrol service a year ago. Patrols have been scaled back to 10-hour, daily shifts.

- Two years ago, Polk County maintained six juvenile detention beds. That number has been reduced to four.
- There are crimes not being prosecuted because of staff reductions in the district attorney's office, according to Wolfe, which is comprised of one DA and three deputy attorneys.
- Courtrooms do not feature dedicated security. Patrol deputies come off the road to monitor courtrooms.
- The Polk County Interagency Narcotics Team is not operational.
- An ability to back up local law enforcement and fire agencies does not exist during off hours.
- Passage of the levy will restore 22 full-time public service employees — 12 positions will be dedicated for patrol, five for the jail and five for the district attorney's office. Additionally, there will be an increase of two juvenile detention beds.

The Mayor asked for a motion to approve support of the Levy.

Councilor Baller moved to approve support by Resolution the Polk County public safety Levy.

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

2. Re Appointment of Alan Bramall to City Council

3. Oath of Office for Alan Bramall

Mayor Skyberg noted that Allan was seated up front in the audience and then thanked him for wanting to serve on Council. The City Recorder read the oath of office. Allan repeated the Oath and took a Council seat.

4. Review applications for City Office for Theresa April McKnight, Craig Johnson, and James Brown

Ila shared with the Council the review of applications received for City Council and asked the Council to approve one of the application for a council seat.

Councilor Hill asked two questions to the applicants.

1. Would they have a problem attending meetings?
2. Would they have a problem serving on committees?

Craig Johnson responded NO to both. Theresa McKnight responded she did not have an issue with either.

Councilor Hill moved to Approve Theresa McKnight to City Council.

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

5. Oath of office for New Member to City Councilor

Mayor Skyberg welcomed Theresa. City Recorder gave Theresa McKnight the Oath of Office; Theresa repeated the Oath. Theresa took a seat on the Council. The room clapped.

6. Discuss expanding the area allowable for tenure on the city council

- i. **Let it be known that any person within the city limits of Willamina Oregon for one year may be elected or appointed to the city council. In addition, should anyone live within three miles of Willamina and has employment, a financial stake or a business in the city, may be appointed to serve on the city council for a term to be set by the opening of a city council seat.**

Councilor Hill spoke and said in the past we have had problems getting people on the Council and that is the reason he added this topic to the Agenda. Gary said he wants start a dialog to allow individuals within an area of 3 miles of the boundary of Willamina to be able to be appointed should the need arise. If interested a person would have to have interest in the City for example own a business. Gary asked for a motion. Heather said she would second the motion. Ila said that is a big change. Gary noted it is a Charter change. Dennis Ulrich asked if employment includes Hampton as they are outside the City. Gary gave an example that Dr. Brooks would be great on Council but lives outside the city. Ila said it would be a good item for the Next Agenda.

Next Gary brought up the subject of the Copier at the Museum. A copier contract that the City is paying for that cost exceeds the actual use; Gary stated that last month there were 20 copies made. He then brought out what he called a surprise for the Museum a donated new Office Jet Printer. He asked the councilor to allow the donation. In addition, asked the council to cancel the Contract, which would save the City a \$130.00 a month.

Jeff stated it would be a courtesy if there were dialog with the Museum people prior to making any changes. Rita supported Jeff comments.

Gary said he would amend his request to approve dropping the contract after we talk to Mrs. Brown then terminate the contract.

Councilor Hill moved to approve dropping the printer copier contract after we talk to Mrs. Brown and get her approval to replace the printer.

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

Councilor Hill made a motion for the Council to accept the printer as a Donation.

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

IX. Mayor's Report

1. Asked who will attend City County Dinner April 16, 2015

- i. Rita Baller, Katie Vinson, Theresa McKnight, Ila Skyberg.

Mayor Skyberg shared she attended a meeting on Disaster Awareness in McMinnville and hopes the City of Willamina can start to work on their own awareness.

1. **Economic Development – Enterprise Zone – update**

Ila shared she received a letter and noted there would be a public meeting held by the City of Sheridan which she will attend. She stated Frank Sheridan had done a lot of the work for us on getting the Enterprise Zone going.

The Mayor also stated that there would be a City wide clean April 18, 2015. Rita asked if the City pays for dumpsters. The Mayor responded yes.

- X. **Council Liaison Reports**

1. **Chamber Liaison (Mayor Skyberg)**

Ila shared our newest paper is the Bulletin Board.

2. **Library Board Liaison (Councilor)**

Councilor Strizke said she did not attend, as she was sick.

3. **YCOM Board (Councilor Baller)**

Councilor Baller shared at their last meeting the Commissioners did not want to go out for Levy to fund 911. However, they did find money in the General fund that will be used. She said there is more issue that will be discussed next Thursday.

- XI. **Council Committee Reports**

2. **Finance Committee**

- a. **Minutes of Meeting of March 3, 2015**

Ila asked for a motion to approve the minutes. Gary said he needs a change Mayor Skyberg did not call the meeting to order, as she is not on the committee. Rita had questions regarding the tree out front that came up during the meeting; Jeff responded that tomorrow it is coming down tomorrow. Gary said there is another question s finance committee the finance committee did approve Springbrook asked why. Debbie responded she was crossing the T's and crossing the I's and allowing Rachelle to look at Caselle.

Councilor Hill moved to approve of the Minutes of Meeting on March 3, 2015 with corrections.

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

Councilor Hill moved to approve the Minutes of Meeting on March 3, 2015 with corrections.

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

- b. **Check Register –February 2015 (2-1 to 2-28)**

Councilor Hill moved to approve Check register of February 2015 (2-1 to 2-28)

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

2. **Public Works Committee – No meeting**

3. Planning Commission Report (Commissioner Ulrich verbal)

Dennis reported that Justin and he completed one and 5. He also shared a handout with information for the council to connect to the cloud and view the site that shows the work they have done. He said section 4 is 56 pages so it would be better to view it online (in progress). Rita asked, "So will it show the Now vs. the New. Dennis responded no the City Development Code is online at willaminaoregon.gov website and can be viewed; however, the State Model Code can be located on the Cloud. A person would have to reference them separately.

XII. Reports of City Officers

1. City Recorder

a. Report on Separation of Duties

Debbie said finance is working on separate of duties and is a requirement by the auditors so one person does not complete an entire function. Example AP, the person that signs the checks does not create the check.

a. Report on Code Enforcement Court Clerk Admin Position approved by the finance committee on March 3, 2015 – update.

Debbie said she is continuing to work on the Code Enforcement Court Clerk Admin Position.

2. Public Works

a. Monthly Report – verbal

Jeff reported on the Sidewalk project. He said the temporary construction easement agreements are going out so property owners can sign off. Sidewalk will run the edge of VFW to the direction of the old Fat Cat coffee shop. We will then out for bid. Rita asked when we would go out for the Pioneer project. Jeff reported we would do it at the same time.

3. Library

a. Library Monthly Report (Handout)

b. Youth Services Librarian Report (Handout)

1. Sheriff's Office

b. Crime Summary – (Handout)

Rita asked Sargent Whitlow so how things are going. He reported that deputy Rex is now assigned to Willamina. He also shared he attended a Disaster Relief training in McMinnville. He said they have a portable hospital that was a part of the training. He said there are trailers that roll in and handle patients. Rita asked Todd if the new officer could stop and say hello. Todd reported his schedule is M T. Rita request was for Deputy Rex to stop in during city council. Todd reported his workday ends at 6:00pm. Todd also stated that Yamhill County has a work crew that can help on the April 18, 2015 clean-up day. He said the city of Lafayette has used the work crew and that has worked out for them. Ila asked so they are inmates out of the County. Todd responded yes.

Debbie added that she appreciated Todd support of the change to bring code enforcement in house.

Ila added history that Kent Stuart was Code Enforcement and retired in November and Debbie has been researching along with some council to bring it in house. Rita asked Sargent Whitlow

about moon creek. Todd said he reported everything back to Debbie. He said the family hired a contractor who was out there. He said that planning office in McMinnville would get a certificate of the cleanup when it is complete.

Rita asked that we add Rochelle the accountant to the Agenda.

Jeff asked code enforcement regarding a timeline that expires for a certain person to complete repair of their sidewalk.

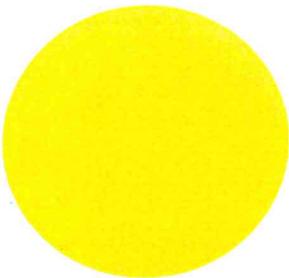
Katie reported that she has met with people that have recently moved here that have agricultural interest and they are having an event at the Wildwood a sort of meet and greet and do a seed exchange. The date is March 28th at 6:30pm Saturday night.

XIII. Adjourn

Councilor Hill moved to adjourn.

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

Meeting adjourned at 9:05 pm.



Ila Skyberg, Mayor

Attest:

Debbie Bernard, City Recorder

Next Council Meeting Dates

(tentative) **Work Session – March 26, 2015 (7:00 pm)**

Regular Session – April 9, 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.