



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council
President
Gerald L Hill
Katie Vinson
Heather Stritzke
Theresa McKnight
Allan Bramall*

City Staff:

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

**Willamina City Council Regular Meeting
Minutes of the Second Tuesday Meeting of the City Council
April 9, 2015
7:00 AM**

Location of Meeting:

City of Willamina City Hall
411 NE "C" St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor Baller
Councilor Hill
Councilor Vinson Arrived At 7:20pm
Councilor Stritzke
Councilor McKnight

Others Present:

Allan Bramall
Janet Rood
Mr. Toney Watkins
Paul Daquilante, Newsregister
Mr. Wilms
Sgt Todd Whitlow
Deputy Jacob Rex

Staff Present:

City Recorder Debbie Bernard
Accountant Rochelle Roaden
Youth Services Librarian Denise Willms
Public Works Director Jeff Brown

Absent: Planning Commissioner Dennis Ulrich

Roll call:

The regular meeting of the City Council was called to order at 7:05 PM on April 9, 2015 at City of Willamina City Hall by Mayor Ila Skyberg. Debbie Bernard City Recorder conducted roll call. A quorum was present.

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411 N.E. "C" Street – P.O. Box 629, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

Flag Salute:

Mayor Skyberg led in the Flag Salute.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved.

III. Consideration of Open Issues**1. Public Input Cedar Alley Petition**

Presenter: Citizen Janet Wood

A public citizen's petition was presented to the Willamina City Council to address possible closure or gating of Cedar Alley, an unimproved pathway that runs between Southwest Barber and Pioneer avenues, to non-emergency vehicle traffic.

Janet Rood, who lives on Pioneer, spoke on behalf of 13 Barber, Pioneer and Cedar Alley residents who want the city to gate off both ends. She said people who live there have small children who play on Cedar Alley and there are folks speeding and using it as a race track.

She presented a petition on their behalf, saying, we feel Cedar Alley is a necessary evacuation route for Pioneer Heights, but it is a very narrow trail, and an excuse for fun and games at unsafe speeds by some of the locals in cars.

We feel everyone would be safer if it were gated at each end with lock boxes, so in an emergency, fire and police could open the gates. In the petition, they noted there are no stop signs at either end of Cedar Alley.

Councilor Heather Stritzke stated "I notice it happening almost every day".

If gating the alley is not possible, Rood suggested the city at least place stop signs at the alleys intersections with Barber and Pioneer. Signs have been placed in the past, but have disappeared.

The Mayor asked the City Council for questions.

Councilor Stritzke stated she can confirm there is a racing up and down the hill. Heather said it is clearly happening.

Councilor Hill asked Jeff if it is closed does he know how it changes the street?

Councilor Vinson said if we may need to strategically find the teenagers that are speeding.

Sgt. Whitlow said they can do a speed survey. The Sargent also stated Willamina citizens can issue a ticket themselves. Also he said an option is troll cams. He also said as far as closing or gating the street could cause an issue if there were a fire.

Tony Watkins who lives on the corner of Barber was present and spoke that his wife has seen people flying down the alley way fast. Toney said people are not using the alley for walking.

Councilor Baller asked if Jeff has put signage up. Mayor Skyberg asked Sgt. Whitlow about signs for speed. He said ODOT has complete authority to change speed. Janet Wood asked what about stop signs?

Rita said can the deputies get creative with tickets? Sgt. Whitlow responded he would site according to the law. Rita then asked if a type of citation could be reckless driving. She said it may turn someone around if they received that type of ticket. Sgt. Whitlow again responded that he would only cite according to the law.

[MOTION] Councilor Hill made a motion to table to the next month this discussion. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

2. Public Input Yamhill County Mediators

Presenter: Marlena I. Bertram, Executive Director

Marlena introduce the Community Mediators of Yamhill County and thanked the City for their past support. She stated the mediators are a private nonprofit organization serving residents of Willamina and Yamhill County since 1991. The mediators assist in conflict resolution among family and neighbors. She went on to share that unresolved issues divide communities and they are there to assist building healthy communications. She summarized and said there are again requesting a financial contribution which enables these important services to continue in the amount of \$437.00. The Mayor questioned why the letter states \$2622.00. Marlena responded it is an error and it should state \$437.00 for FY14/15. Rita asked if they received funds from the school. Marlena responded the school district will soon support as they have a track record of being creative.

[MOTION] Councilor Hill made a motion to send this to the Budget Committee. Council Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

3. Public Input Homeward Bound Pets

Presenter: Dawn Vvette Witt Executive Director

Dawn presented to the Council the need to Spay/Neuter pets. She stated even if someone cannot pay the fee of \$30.00 to bring the pet in for service. She said they have a strong commitment to the population of cats. She stated the citizens of Willamina have brought 51 cats through the clinic in the past 4 years at an estimated cost of \$2,040. She said they are asking for \$250.00 for FY 15/16. She said all the funding is strictly used for community stray, abandoned, homeless cats. She concluded by asking for a show of

hands of the number of cat owners. [MOTION] Councilor Hill made a motion to send the request for a donation of \$250.00 for Homeward Bound Pets to the budget committee. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

4. Old Business - Tabled Discussion From March 23, 2015 Special Meeting - Council Seat Vote

Presenter: Mayor Skyberg

Mayor Skyberg gave a background that there were 2 votes no and 2 absentee votes for Allen Bramall at our last City Council meeting and at this time she is breaking that tabled vote and appointing Allan Bramall to City Council. She asked for a motion.

[MOTION] Councilor Baller made a motion to appoint Allan Bramall to City Council.

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

City Recorder Bernard gave the oath of office. Councilor Bramall took his seat.

5. Old Business - Museum Copier Contract

Presenter: Gary Hill Responder: April Wooden Volunteer at the Museum

Ila asked Gary to take it. He said he wants the contract canceled. April Wood stood and read a letter from Charlene Brown. The letter explained the needs for the copier. Charlene invited the Council and Councilor Hill to the museum. Wood stated 1. No one is paid. 2. There are 10 volunteers. Wooden displayed new paper projects displaying the need for large copier. She said anything small is in practical. 1. She gave examples of maps that have to be copied. 2. Newspapers of large size. Councilor Vinson asked if there is a project going on could they use the copier at City Hall.

Mayor Skyberg stated that the council is not asking to cancel the contract at this time.

Rita supported that Gary gift was not indented to be of "ill will".

[MOTION] Councilor Baller made a motion that we leave it as is for the group. Councilor Vinson seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

6. Old Business - Accepting the Resignation of Denise Willms

Presenter: Mayor Skyberg

Mayor Skyberg read the memo from Denise Dated March 18th, 2015 and it read:

Mayor Skyberg and Members of Council.

I tender my resignation as of May 9th 2015. It has been my pleasure and privilege to be a Youth Services Librarian for the Willamina Public Library and the City of Willamina for the past 12 years. After careful consideration I have accepted the position of Director of the Port Orford Public Library. I will be happy to assist in training my replacement so that programs run smoothly and patrons continue to receive the services they need. Please

feel free to ask for any assistance you may need during the transition.

The Mayor then said the Council wishes Denise "Good Luck" and then presented her with a plaque to honor her tenure. The meeting then went into recess while we had cake and coffee.

The meeting came back to order at 8:30pm. The Mayor asked for a motion to accept Denise Willms resignation.

[MOTION] Councilor Hill made a motion to accept Denise Willms resignation. Councilor Bramall seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

7. Old Business Budget Officer And Budget Committee FY 15/16

Presenter: Mayor Skyberg

The Mayor gave the Council background on the appointment of Gary Hill as budget officer back in January 2015 as the City did not have an accountant or city recorder hired. However, in February the City hired Rochelle Roaden as the accountant and it is now time to appoint the accountant as the budget officer. She also stated she appoints Council Hill as Budget Chair. The Mayor then stated that she personally recruited the following names to the budget committee however, had not officially appointed them until now. So read she appoints. Jackie Hungate, Lori Toney, Vern Holstad Craig Johnson and Gregg Kruchock.

[MOTION] Councilor Hill made a motion to approve the appointments for Budget Officer, Budget Chair and Budget Committee. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

8. Old Business - Approval Of Saturday Market From Main To 1st On "C" Street

Presenter: City Recorder Debbie Bernard

Debbie gave the council a background at the March 12, 2015 the City Council received a request form Sage and Amanda Baller under public input to allow the Saturday Market on B Street. The Council decided to move the discussion to their Special meeting of March 19, 2015 were it was recommended by motion to approve the Saturday Market from Main to 1st on "C" Street and include the parking area formally known as the old library site. In addition the Council requested proof of insurance and a hold harmless agreement. Debbie stated she has received an insurance certificate name the City of Willamina as an additional insured in the amount of 2 million. and a hold harmless agreement has been signed.

[MOTION] Councilor Hill made a motion to approve the Saturday Market. Councilor Stritzke seconded. Councilor Baller abstained. Motion carried, with Councilors Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

IV. Consideration of New Business

1. New Business Police Services Contract Renewal & Code Enforcement Position. - Recommendation From The Finance Committee

Presenter: Debbie Bernard

Heather began the discussion with the question "do we really want to go down to one deputy"? Sgt. Whitlow responded that status quo is 1.5. In the past the city had 1.5 with an additional part-time person for code enforcement.

Mayor Skyberg stated that the reason the City wants to cancel the code enforcement per police contract is to bring it in house. The level of paperwork needed can be addressed in house more consistently. Sgt. Whitlow said he understands that every city does things differently for example Dayton does code enforcement in-house. The mayor recommended that we approve staying at 1.5 Deputy per the contract at \$188,314.48 and authorize the Mayor to execute part time code enforcement for \$12,000 for 25 hours a week.

[MOTION] Councilor Hill motion to approve the Police Service Exhibit D. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

Sgt. Whitlow noted there needed to be a correction to read 1.5.

2. New Business - Approval of Public Works Purchase Request.

Presenter Councilor Baller

Councilor Baller started the discussion by stated she approved the meter and realized she does not have authority as a single councilor. She said it was an emergency and the meter was needed and we could not wait. Heather said she agreed with Rita. Jeff said there was a timeline deadline. So he ordered the metered. Rita said when you go by the old Mill water line is starting to pop off. Jeff said when it leave the meter it is Hampton Mill Property. Jeff gave an example of the city responsibility stops at the meter.

Ila summarized the request for purchases: 1. Water Meter increase budget cost of \$7284.62. 2. Summer Worker 3. Flow Meter 4. Water treatment Sodium Hypochlorite.

[MOTION] Councilor Baller made a motion to approve public works purchase request. Councilor Hill Seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

3. New Business - Approval Of The Purchase For Caselle Software And Request For Approval of Server Upgrade

Presenter: City Recorder Debbie Bernard

At the March 3, 2013 Finance Committee meeting the purchase of Springbrook Software was approved and ready with a recommendation to Council. Debbie told the Council that she did not bring it forward pending the review of an onsite demo for the new Accountant on the Caselle Software product. She recommended council approve the Caselle Software. **[MOTION]** Councilor Stritzke made a motion to request the approval of the

purchase of Caselle Software at \$60,800 in addition to the down payment in FY 14/15. Also approve the server upgrade for FY 15/16. Councilor Hill Seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

V. **Mayor's Report**

- a) **Grants** – Mayor Skyberg went over the names who were awarded Grand monies from the Green4Growth economic development application award. She noted the City of Willamina will receive \$15,000.
- b) **City County Dinner** – Ila asked for a final call for the City County Dinner. Councilors who responded were:
 - a. Teresa McKnight 1
 - b. Allen Bramall 2
 - c. Rita Baller 1
 - d. Ila Skyberg 1
- c) Mayor Skyberg also asked if everyone had turned in the State Economic Interest Request Form due date April 15, 2015. Heather responded shed did not get one. Katie stated she did not see a copy. Debbie said she would follow up those who did not get a copy.

VI. **Council Liaison Reports**

Chamber Liaison (Mayor Skyberg) Ila shared that the City is sharing in sponsoring a Clean Up Day April 18, 2015 with the Chamber of Commerce.

Library Board Liaison (Councilor Stritzke)

Heather reviewed the discussion of the Library Board meeting held at City Hall on March 18, 2015. She said it was “lovely”. She noted that Katie brought up doing a new face or façade for the Library. They talked about Friends reenacting the Friends of Library. Also they asked about reimbursements for CCRLS (lost or damage materials). Melissa stated she would like to know where that money goes. Debbie responded that the accountant can reconcile the fund and respond at a later date.

YCOM Board (Councilor Baller)

Rita reported that YCOM Board meeting is next Thursday.

VII. **Council Committee Reports**

Finance Committee

a. **March 3, 2015 Finance Committee meeting minutes – tabled for approval to the May 14, 2015 meeting. (minutes incomplete)**

b. **Check Registers –March 2015 (3-1 to 3-31)**

Public Works Committee

a. **Approval of the Minutes of Public Works Meeting March 24, 2015**

- b. [MOTION] Councilor Stritzke moved to approved the minutes of March 24, 2015 Finance Committee. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

c.

Planning Commission Report (Commissioner Ulrich) absent

VIII. Reports of City Officers

City Recorder

- a. **Temporary Staff in the front office**
- b. **Work Session on April 30, 2014 at 7:00pm - discussion on the Charter**

Accountant

- a. **Status of audits** (*verbal*)
- b. **Status of budgets** (*handout*)

Public Works

- a. **Monthly Report** – (*handout*)

Jeff talked about the dump truck.

Jeff said he has not heard back from the Chamber on the Bark Dust Sale.

Council approved the use of the City Dump Truck.

Jeff asked if we should cancel this month's Public Works Committee as he will be absent and does not have anything for the agenda. Rita and Heather responded that we should not cancel yet and see if there is something that needs to be discussed and maybe change the date or time but still possibly meet.

Library

- a. **Library Monthly Report** (*handout*)

Mayor Skyberg moved to the Library and acknowledged Melissa.

Melissa reported the library opening on Saturday was done as an experiment long ago.

She said Saturdays are really a slow day and would like to see the library close on

Saturday. Ila asked if it has gon to the Library Board. Melissa responded no however, Mr.

Goff who is on the library board was sitting next to her in the meeting and was aware. Ila

asked to put it on the next agenda. The next Library Board meets April 19th 2015 and it could be discussed further.

- a. [MOTION] Councilor Baller made a motion to approve new hours of operation after the Library Board approved. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

- b. **Changing Library Hours (Councilor Hill) PASSED already discussed above.**

b. Youth Services (verbal) left meeting earlier.

Sheriff's Office

a. Crime Summary – (handout)

b. Pioneer Traffic Study (handout)

IX. Adjourn

X. Agenda and Time of Next Meeting

The next meeting will be held at:

City of Willamina City Hall

411 NE "C" St

City Of Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Library Hours

The meeting was adjourned at 9:40 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard _____

Minutes approved by: Mayor Ila Skyberg _____