



Mayor Ila Skyberg

Council Members:

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

City Staff:

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

**City Of Willamina
Minutes of the Second Thursday of the Month Meeting of the City Council
May 14, 2015
7:00 PM**

Location of Meeting:

Willamina City Hall
411 NE
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Hill
Councilor Vinson
Hollinger
Councilor Stritzke

Absent at Meeting:

Councilor Bramall

Staff at Meeting:

City Recorder, Debbie Bernard
Accountant Rochelle Roaden
Public Works Director Jeff Brown

Others Present:

News Register,
Paul Dalquante
Mary Jane

Sherri Dawkins

Councilor Baller

The regular meeting of the City Council of City of Willamina was called to order at 7:00pm PM on May 14, 2015 at Willamina City Hall by Mayor Ila Skyberg.

Flay Salute was Led by Mayor Ila Skyberg.

Roll call was taken and City Recorder Debbie Bernard and a quorum were present.

I. Consideration of Open Issues

1. Public Hearing On Proposed Water & Sewer Rate Increases - City Of Willamina
7:00pm

Mayor Ila Skyberg presenter

The Mayor opened the public hearing and read the standard statement as follows:

PUBLIC HEARING SCRIPT

PROPOSED WATER & SEWER RATE INCREASES

Good Evening€“

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on proposed water rate change structure:

Starting with the June/July, 2015 billings, the City's water rate will employ a base rate measured by meter size along with a commodity usage rate of \$2.87/ per 100 cubic ft. Starting with the June/July, 2015 billings, the City's sanitary sewer rates will increase by 5% with 2% thereof (i.e. 40% of the total increase) being dedicated to funding the sewer debt reserve

The Mayor asked for TESTIMONY FROM PROPONENTS Now is the time for any persons in support of the proposed increases to speak.

The Mayor then asked for TESTIMONY FROM OPPONENTS now is the time for any persons in opposition of the proposed increases to speak.

The Mayor then asked for GENERAL TESTIMONY now is the time for any general comments from any persons in the audience regarding the proposed increases.

The Mayor then closed the Public Hearing.

II. Review of Previous Minutes

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

2. Meeting Minutes From April 9, 2015

Mayor Ila Skyberg presenter

The Mayor asked for a motion to approve the minutes from April 9, 2015.

MOTION:

Councilor Hill moved to approve minutes of April 9, 2015. Councilor McKnight seconded. Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.

III. Consideration of Public Input

1. Public Input

Sherri Dawkins, Willamina Mud Drags Event in July 2015

Sheri Dawkins passed out flyers on the upcoming Mud Drags and noted the events dates were the last Saturday in June and last Saturday in July; June 27th 2015 and July 25th 2015 which was previously approved. She returned to council to ask for permission to eject trouble makers at these events. Asked the Council to approve Jack Scott and Clyde Dawkins for security during the event.

The Mayor asked for a motion:

MOTION:

Councilor Hill moved to approved Jack Scott and Clyde Dawkins as security to the Mud Drags at both the June and July Mud Drags. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting Aye.

Sherri also asked if anyone knows of anyone who would sponsor trophies she would appreciate it asking them to contact her.

2. Public Input - Fourth Of July Committee Is Asking Council To Approve Closing Off of 3rd St. And Bst

Mary Jane Hollinger presenter

Mary Jane was present to ask the Council to approve the closing of 1st and both sides of B Street for the 4th of July event for the purpose of safety. She explained the same had been done in previous years. Jeff added we have blocked of both sides of b up to main in previous years.

MOTION:

Councilor Hill moved to approve the request to close 1st and both sides of B St during the 4th of July as requested by Mary Jane Hollinger. Councilor Stritzke seconded.

IV. Consideration of Old Business

1. Old Business

Debbie Bernard, City Recorder and Ray Bartlett presenter

Ray Bartlett from Economic & Financial Analysis will return to address the new rate structure.

City Recorder Bernard presented the upcoming rate change and then handed over continuance to Ray Bartlett who was returning to answer any concerns the Council had. Debbie referred to the Public Hearing as it stated we are going away from an allow of 750 and changing to a commodity usage rate. The base is going down for the majority of the residence. This change will allow us to charge citizens for what they use. Currently citizens are actually overcharged in the set-up of the rates. Debbie went over a handout that showed examples of customer's rates and charges.

Ray then stated the basic revolution is the shift to commodity and base meter size rate. Presently the structure puts the burden on the small user he said. The new rates shift the burden to the big users. Originally Hamptons main line was supposed to be a fire line not a consumption line. In addition, the City is still paying off a USDA loan. Ray stated he is aware of several letters to the City stating their financials are not adequate to meet the ongoing debt. The Large user's bill will go up 700 percent. However, they have been getting a good deal for a very long time. Ray said it is nice to step into this slowing. We do not know how consumers will behave. We are giving control to customers and the amount of water they use. For large users it is an incentive to conserve water. They use 2,000,000 cubic ft. per month that is a lot of water, per Ray. There are means to reduce consumption. It will encourage folks to fix leaking valves.

Ray gave an example of a City that did not have meters then installed meters and their consumption reduced 50 percent.

Ray noted for the majority of the customers they will see and equal dollar charges of their total bill.

Katie asked Ray if he recommended a method of letting citizens know of how their bill will change.

Ray explained that public communications is always difficult and pointed out that none

of the general public attended the public hearing. Ray stated Debbie will find out all about it how the citizens react very soon when they get their bill. Debbie shared the cities bills are on post cards and they have a comment section. She shared an example they put on bills last month regarding picking up after your dog and the penalty amount which brought up lot of discussion. Heather said she was approached by people said was that note about "me"!

Ray added the press is helpful in addition to the cities website to get the message out. Ray added the city could take special efforts with individuals who may not have a computer; He said as long as you work at it and do your best diligent efforts it will be ongoing education.

Ray summarized it really depends on the community and their reaction and ultimately their behavior.

Mayor Skyberg asked the council and audience if there were any more questions. Ray said it is not the rate increase that is the problem but the bigger problem is not doing anything.

Paul from the News register asked what the average household uses. Ray responded 500 cubic feet. Paul also asked about the High School and number of meters in addition to the number of meters Hampton Mill has. Ray noted the meter rate charges and commodity rate for Hampton at .86.

Katie asked Ray how was Hampton about the change. He responded that he had met with them a couple of times and was sure that there were not happy and they had not revealed their plans if they had any to make changes.

Ray they concluded and thanked the council for his visit.

2. Water Master Plan Update Closeout – A supporting Assisted Housing Programs Resolution #14-15-009.

The City Recorder shared with the council that Renata from the Council of Governments contacted the city and advised a resolution was a part of the grant closeout and that the city has certified in its grant contract with the state that it will comply with the requirement of Title VIII of the Civil Rights Act of 1968 popularly known as the Fair Housing Act

MOTION:

Councilor Hill moved to approved Water Master Plan Update Closeout – A supporting Assisted Housing Programs Resolution #14-15-009 for close out. Councilor Vinson seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting Aye.

V1. New Business

1. New Business

Resolution for certification of eligibility of cities for state shared revenues (cigarette, liquor and highway taxes) under ORS 221.760. #14-15-010

Councilor Stritzke questions the qualification of police services as we subcontract with the county so does that mean we provide police services? Debbie responded and said that we do subcontract and we are not having a police department that is correct, however, we do provide 4 of the listed and required services. Debbie went on to explain the required certification and resolution came about recently due to Yamhill County reaching a 100,000.

MOTION:

Councilor Vinson moved to approve Resolution #14-15-010 for certification of eligibility of cities for state shared revenues (cigarette, liquor and highway taxes) under ORS 221.760. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting Aye.

Mayor Skyberg then presented the Resolution Adopting New Water Rates #14-15-008

Councilor Hill noted that when the motion is made he wants to make sure that the sewer is also state. \$56.69 \$59.43

MOTION:

Councilor Stritzke moved to adopt Resolution to Adopting New Water Rates #14-15-008 to include water and sewer rates.

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

V11. Reports

Mayor's Report

Clean up Day – Letter to Mayor from Willamina resident

They Mayor complemented Jeff on all his hard work during the clean day.

For the Love of History & Chocolate Saturday May 23 at the Willamina Museum of Local History

They Mayor invited everyone to the event and promised lots of chocolate.

City County Dinner Thursday June 18, 2015 at West Valley Community Center

Council Liaison Reports

Chamber Liaison (Ila Skyberg)

Mayor Skyberg asked Mary Jane to speak on the last meeting as she was absent. Mary Jane said that they are working on cleaning up the weeds at the pond and there is a low water level. Rita asked Jeff if he had given any thought to the fact the chemical and the fact that the mowing of the pond did not work so is there any consideration of the putting a liner.

Jeff responded he talk to PSU and fish and wildlife. Their recommendation was the herbicide he used. He said it has improved and that you can see the water and the pond bottom and so it helped. His recommendation is to have another dosage of the herbicide put in. Jeff said putting the plastic liner in is so labor intensive. Rita then said she hopes there is a better time frame even though it is inconvenience; she hope it is done after the fishing derby.

Katie asked Jeff if he remembers the men that looked like Pirates a few years ago; did that work? Jeff responded and said it was a quick fix unfortunately it is like mowing your lawn it grows back. The Mayor asked if it was earmarked in the budget for an annual herbicide treatment; Jeff responded yes and Rochelle acknowledge that yes it would get in the budget.

Library Board (Heather Stritzke)

Heather reported that another board meeting held at City Hall. She said they talked about the library façade. In addition, she said they talked about the Friends of the Library which would have to be resurrected from the ground up. Heather said any monies would have to run thru another nonprofit here in town until the Friends were resurrected. The board itself talked about vacancies. She said there are 2 vacancies and several serving longer that they should. She said there is a real need for library board participation. Lastly they talked about the hours. They would close at 6:00pm and on Saturday until we have a new hire. Rita asked is that something we can put on the website. Heather said yes she talked to Debbie regarding adverting. Heather also noted there are training for library boards thru CCRLS and AMLA. She suggested that would be a good idea for the new members and current members.

YCOM Board (Councilor Baller)

Rita talked about funding. She said they had a work session with the executive board which includes the county commissioners. Two days after that meeting they presented YCOM with a proposal. She said the commissioners are going to step up and run money into YCOM. When that proposal comes thru she will be able to share. As far as the dues, it is a 6 percent increase across the board. She represents the small cities.

Council Committee Reports

Finance Committee Minutes of Meeting of April 7, 2015

Meeting Minutes from April 7, 2015

Mayor Ila Skyberg presenter

The Mayor asked for a motion to approve the minutes from April 7, 2015.

MOTION:

Councilor Hill moved to approve minutes of April 7, 2015. Councilor Baller seconded.

Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.

Rita asked about the trailer on Yamhill and for follow up.

Debbie reported the new Code Enforcement did the follow-up and reported back that August 1, 2015 is the end date for the permission of the trailer on Yamhill.

Next: Finance Committee Minutes of Meeting of March 3, 2015 (previously tabled)
Meeting Minutes from March 3, 2015

Mayor Ila Skyberg presenter

The Mayor asked for a motion to approve the minutes from March 3, 2015.

Gary said he had one change Mayor Skyberg did not open up the meeting he did. Katie asked about the software and if it is scheduled. Rochelle responded yes it is in the process of being scheduled and a check had been sent for the downpayment.

MOTION:

Councilor Hill moved to approve minutes of March 3, 2015. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.

Check Registers – April 1-31, 2015 (*information only*)

Public Works Committee (*anceled no meeting for the month of April*)

Planning Commission Report (Commissioner Ulrich) (*Absent*)

Reports of City Officers

City Recorder – see report

New Staff Member John Kowolik – Debbie reported the City hired John Kowolik. We interviewed 4 candidates. It was nice to see we had good candidates that were interested in working for the city. We had a total of 8 applications. John is a retired Yamhill county deputy. Debbie said John is really excited to here and happy to be on our team.

Youth Librarian Position – listing in house for 10 days. Debbie said after listing the position in house she will advertise it in the paper.

New Union Steward is Amber Deibel

Planning - Site Review at for the Willamina High School – May 19, 2015

Debbie shared the Willamina High School has a lot of new construction and our development code requires a site review. Debbie also reported a lot of interest in Willamina regarding small business and type of business allowed. Cedar Alley Follow-up; a letter went out to each person that signed the petition. And let the citizens know we acknowledge their concern. In regarding the Enterprise zone, Debbie said she talked to Frank Sheridan and it is still pending. Debbie said we are still one of five. Debbie noted the staff has been working very hard. She shared the work areas have changed. The citizens have taken notice and have been positive.

The Mayor noted that the Council is please with Debbie has the head Administrator.

Accountant

Status on Audits (verbal)

Rochelle reported she had completed posting the last 3 years of LGIP revenue transactions to the General Ledger.

Status of Budget Preparation (*verbal*) Rochelle reported that next week we will be working on the proposed budget and she is working actively to have actuals to work with on the proposed budget. She also mentioned that we received 15,000 from the green from growth grant.

Public Works

Monthly Report – handout

Jeff reported that they worked on a water leak on Ivey and Lincoln. She said she wanted to help Richard and Justen who came in on the Weekend to fix it. He said he had another engagement and was not available. Mayor Skyberg asked about the sidewalk and when would that begin. Jeff stated the Bid process will be May 26th, 2015. He said we would not be in the middle of the 4th of July and most likely start after the holiday. Councilor McKnight asked Jeff what is the Pioneer project. Jeff said he selected Pioneer due to criteria. One of the criteria is it has to get people on the hwy. So Pioneer is a likely choice to alleviate traffic off state highway.

Library

Senior Librarians Request to change hours

The proposed are to be open are Monday 10-5 Tuesday thru Thursday 10-6 and Friday 10-5. Katie said is the library is closed Saturdays. Heather responded that it had been decided that the library would be closed on Saturday at the board recommendation. Paul from the news register asked if the change of Saturdays is pending the new hire. Heather said she was not sure but there probably would be consideration after the new hire. Heather said there had been a misperception of the attendance on Saturdays. She said once Denise showed her the numbers, she realized it would good to return to open on Saturdays after there is a new hire.

MOTION:

Councilor Baller moved to accept the New Library hours as there is only one Librarian. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.

MOTION:

Councilor Hill moved to adjourn. Councilor McKnight seconded. Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.

Sheriff's Office

- a. Crime Summary – April 2015 Sergeant Whitlow Absent (*handout*)

Next Council Meeting Dates

Regular Session – June 11, 2015

The meeting was adjourned at 9:00 PM by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard, City Recorder _

Debbie Bernard . 6-11-2015

Minutes approved by: Mayor Ila
Skyberg

Ila Skyberg 6-11-2015