



Mayor Ila Skyberg

**Council Members:**

- Rita Baller, Council President*
- Gary Hill*
- Katie Vinson*
- Heather Stritzke*
- Allan Bramall*
- Theresa McKnight*
- Allen Bramall*

**City Staff:**

- City Recorder: *Debbie Bernard*
- Accountant: *vacant*
- Office Specialist *Karen Justen temp*
- Library: *Melissa Hansen & Amber Deibel*
- Public Works Director: *Jeff Brown*
- Code Enforcement: *John Kowolik*

**CITY OF WILLAMINA**  
**Minutes of the SECOND THURSDAY OF EACH MONTH Meeting of the**  
**CITY OF WILLAMINA CITY COUNCIL**  
**July 9, 2015**  
**7:00 PM recorded meeting**

**Location of Meeting:**

411 NE "C" St  
 Willamina, Oregon 97396

<b>Present at Meeting</b>	<b>Staff Present</b>	<b>Absent at Meeting</b>	<b>Others at Meeting</b>
Mayor Ila Skyberg Council President Rita Baller Councilor Allan Bramall Councilor Gary Hill Councilor Theresa McKnight Councilor Katie Vinson (late)	City Recorder Debbie Bernard Public Works Director Jeff Brown Code Enforcement John Kowolik	Councilor Heather Stritzke	Robert and Charla Wilcox Justin Stritzke Dennis Ulrich Craig Johnson

The regular meeting of the CITY OF WILLAMINA CITY COUNCIL was called to order at 7:00 PM on July 9, 2015 at 411 NE "C" St by Mayor Skyberg. City Recorder Debbie Bernard called roll call and a quorum was present.

**I. Approval of Agenda**

The approval of the agenda was not requested in this meeting.

**II. Review of Previous Minutes**

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

1. Minutes of Regular Meeting of June 11, 2015

Mayor Skyberg

**MOTION:** Councilor Hill moved to approve the Minutes of the Regular Meeting of June 11, 2015. Councilor Baller seconded the motion with corrections. Corrections (Rita referenced page 4 and said she would like express an addition to the comment about the YCOM board (She said the Sherriff is continuing with the committee to hear all voices of the users; it was started by Sherriff Crabtree and continues to work well.) (Mayor Skyberg also stated a correction on page 4. The Mayor stated Councilor Hill has resigned from the Budget Committee correction “resigned as Chair of the Budget Committee”). Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### III. Consideration of Open Issues

#### 2. Public Input

Renata Wakely presenter

Renata Wakely from the Council of Government signed up under public comment to speak to the Council regarding the request from Debbie’s communication that the Planning Commission and Council were unhappy with the planner’s performance and staff report on the recent planning commission case.

Renata responded by stating it was very important for her to hear feedback regarding their concerns. She said they have 4 planners on staff and they are all currently very busy. She herself has maintained 2 cities as their planner.

She was present for 2 reasons; one additional feedback of what the Council and Commission want to see in the planner; second she needs a little bit of time to transition for a new planner. By transition she means 2 to 3 months. Renata said a lot of their members have had an increase in planning needs. Rita asked Renata if she wanted feedback tonight’s. Mayor Skyberg stated is that prudent to do tonight. Renata response was a phone call would work. Renata then said Jim Jacks is a planner that currently serves the City of Sheridan and he would be a good resource for Willamina. He does the Newberg Dundee contract and Sheridan, Lafayette and other Marion County cities. Debbie added that Jim Jacks recently helped Lafayette complete expanding their UGB. Renata added that Jim has 20 years’ experience working with the City of Tualatin and would be a good transition.

#### 3. Memo To The City Council From Dan Goff

Mayor Skyberg presenter

Mayor Skyberg read the letter from Dan Goff aloud. “The Willamina Library Board respectfully suggests that no more money be spent on the old Department Store. We suggest instead putting the property up for bid. The city spends money yearly for insurance, maintenance of that property which was originally designated as a library site. Any money from the sale could be used on the exterior renovation of the building now used by the Public Library.”

Mayor Skyberg asked for a discussion. Rita said she felt it was a good idea; she believes the City should continue the maintenance; whether we look putting it up for auction is a

whole other discussion. Ila said that there is grant money awarded that will be used for the roof of the building that needs a consideration.

Councilor Vinson said she supports looking into the Market Value. Katie also noted that there is the issue of the Family's request who gifted the building. However, as the owners it is our duty to maintain the building. Ila posed the question should we **table** it for the next meeting. Gary responded to that and said he would like to see it up for auction.

**MOTION:** Councilor Hill moved to **table** the discussion to the next meeting. Council Baller seconded the motion. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

4. Jennie Messmer City Council Training And Facilitation Contract; addressed to the Mayor  
Mayor Skyberg presenter

**MOTION:** Councilor Baller moved to approve the Professional Services Contract of Jennie Messmer for City Council Training and facilitation. Council Hill seconded the motion. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

#### **IV. Consideration of New Business**

1. Waiver Of Remonstrance Agreement 264 N 4th St  
Mayor Skyberg

Debbie gave a background on the case for Waiver of Remonstrance. She started by stating that the Wilcox are present. She explained the City met with the Wilcox in a pre app meeting. Present at that meeting was Aneta from COG, the Fire Department, Jeff Brown and Jason form West One Homes.

Debbie share that there is a drawback to the city code in 94.02 that states with new development there has to be sidewalk improvement.

The City Development Code requires street improvement with new construction.

Both improvements apply to this case of new development. Debbie stated that city has not followed the code in other circumstances and imposed these requirements; she said it would be un-serving to 264 N 4<sup>th</sup> St. Debbie asked Jeff to speak to the address. He said there have been other new developments where these requirements were not imposed. Jeff said if we require the improvements they may have to undone. There has been a residence there before so there are an existing water and sewer line.

Jeff noted in meeting that the fire district is ok with the hammerhead proposed.

The Wilcox then spoke to say they want to build a single family home on the property at that is their plan. Councilor Baller said if the City requires the owner to build a sidewalk would it be a sidewalk to "nowhere". Citizen Justin Stritzke said he read an article in the Hood River Paper and this type of agreement ended up costing 30,000 to 40,000 abruptly

to the land owner described in the article he was referencing to new homeowners after 6 months; Justine said this type of agreement follows the property. He said there are sidewalks to nowhere everywhere in Willamina. As a homeowner, that would be a concern. Justen pointed out if a developer could come in and call in the agreement. Dennis Ulrich responded with a question what if in 10 years the owners cannot pay for improvements, will the property get leaned. Mr. Wilcox then said if they are required to put in sidewalks they will put the property on the Market. Allan asked if there was a house there before wouldn't it be grandfathered. Mr. Wilcox said in the future they may want to sub divide and sell. Katie said could here be way we could go forward to allow building to occur and when sidewalks are needed at that time they would pay there portion. Rita said that is the agreement; Katie said it is sort of a gamble. Mayor Skyberg asked is there any more discussion. Rita said she had one more thing regarding a cistern on the upper east side of the property and made this comment; she was friends with the previous property owner. She said there was a cistern the Wilcox needed to know about she described her son standing inside and you could only see the tip of his head. Also she said that she asked a previous planning commission how would they cap off the Springs. Water from that property used to water farms. Rita said she could see issues like sink holes occurring. Rita said from where the Wilcox intend to put there shop they should experience problems. She said you may be amazed what has happened there. She also shared that the neighbor experiences water in his garage where he never uses to. Rita also said the City use to have a right of way and that the City used to have access. Katie said that may be a good thing you never know. City Recorder Debbie Bernard advised the Council that the attorney was working on wording and a few changes to the agreement.

**MOTION:** Councilor Hill moved to approve the Waiver of Remonstrance Agreement 264 4<sup>th</sup> St. with amendments made by the City Attorney to the Waiver of Remonstrance Agreement. Council Baller seconded the motion. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### **Mayors Report**

Jennie Messmer City Council Training and Facilitation Contract; addressed to the Mayor  
Mayor Skyberg presenter

**MOTION:** Councilor Baller moved to approve the Professional Services Contract of Jennie Messmer for City Council Training and facilitation. Council Hill seconded the motion. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### **Council Liaison Reports**

Chamber Liaison – Dennis Ulrich spoke that Kiwanis has taken on the project to help Pastor Connie who is suffering from illness. The treatment she needs after insurance is costing \$2000 a treatment per month. Dennis said they have started a Fund Raiser Sept 19<sup>th</sup> and will be selling tickets at \$10.00 a pop; they have 995 tickets to sell. Skyberg has tickets; Gibbons, Slow Train and Wildwood are selling tickets. The winning prize is a 44 magnum raffle shot gun. Roy Whitman donated 150 lb. Hog which will be roasted on

Sept 19th. Another Event is the Running of the Ducks and yearly Kiwanis event August 22, 2105.

Library Liaison – Heather Stritzke who was absent

YCOM Board – Rita Baller and her meeting is next week so nothing to report.

### **Council Committee Reports**

#### **Public Works Committee Minutes.**

Rita noted there were several things that needed a motion.

##### Public Works Purchases

- a. Cost of Clean out intake. Jeff said he went ahead and scheduled it because the sand was building in the well. He said he figured it would be saved on overtime.
- b. Jeff said leak detention was a project he would like to take on. He said he was leaning toward leak detecting and would take it back to the Public Works if the council wants to. Debbie asked Jeff the \$3950 proposal Jeff passed out during the meeting was for the whole town, correct? Part of the Leak detention would help in finding meters that could be failing and PU was not aware of.
- c. Jeff said he received paving prices from H & H and would bring it to the public works committee to get approval. Also the sewer line on B Street runs from 1<sup>st</sup> street to main; the store redid their lateral. Jeff said he had it TB'd he believes the problem is the lack of flow. He said that lack of flow into that line. If the bank building gets going it well helps the flow in that line. Jeff also asked Council if they wanted to **table** or vote on it tonight on his recommendation.

**MOTION:** Councilor Baller motion to approve money for new hydrant to replace the leaking hydrant \$2083.72. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

**MOTION:** Councilor Baller motion to hire American Leak Detention proposal of \$3950.00. Councilor McKnight seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

**MOTION:** Councilor Baller motion to allow the spending for the proposal of \$1800 to clean the intake. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

Mayor Skyberg asked about Sidewalks. Jeff responded and said the Contractor did call and talk to him. It sounds like it won't be until late August 2015 before they start. Jeff said the timeframe is the same. He stated the liability insurance and one easements contract has not been signed off. The sidewalk is not going to be on their property but we have to access the property.

Mayor Skyberg thanked Jeff and outside crew for cleaning up Main Street and the work they did on the 4<sup>th</sup>. She also thanked Katie and her beautiful daughter for helping out on

the City County Dinner. Ila said Katie donated all the money from wine sales totaling \$160.00 and also thanked her for all her help on the 3<sup>rd</sup> of July by providing music.

Rita wanted to clarify what she said regarding Stoney Mountain. She referenced on page 35 of the Finance Committee Meeting minutes. What she was intending to say in worst case scenario if we had a problem with Stoney Mountain for example if their retention pond were not cleared out? If we had an emergency agreement in place that if we needed to get water from another community and there are grants available; since we do not have that in our emergency management plan we would be buying water from somewhere out there.

**MOTION:** Councilor Hill moved to approve the Public Works Committee Minutes from June 30, 2015. Councilor McKnight seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

### **Library**

The Mayor stated there is no one present from the library. Debbie asked the Council if they wanted a person available from the library. Gary said by charter there should be. The Mayor asked that we table that for another meeting.

### **Planning Commission**

Dennis said same as last month.

### **Reports of City Officers City Recorder**

Debbie reported that the City had alot planning and development cases.

- a. Sign for Select Market – electronic side pending conditional use
- b. Cherry Avenue – vacant lot
- c. Hill Drive – approved accessory structure
- d. Harold Miller – paid SDC's
- e. West Valley Enterprise – Map attached. Debbie explained that there are 3 M1 zones on the map. Essential the existing M1 could take advantage of the enterprise zone. Katie pointed out the business that makes the cake cylinders and suggested maybe they could be eligible. Gary asked Dennis if Coffee Roasting was manufacturing; he responded yes.
- f. Debbie gave a summary of the Cemetery inspection request and said it was a type of regular audit. It is an inspection that came to the City in December. They did visit the physical grounds and requested data (current list of council and ledgers etc.) She said she is waiting to hear back on the results.
- g. Security Audit – Debbie shared that we had CJIS security audit on the security CJIS information. The majority of the audit had to do with technology. Debbie said the audit resulted in a request of unescorted access to the office. Ila asked if we had received a full detail report. Debbie responded yes and she would have copies available at the next meeting.

- h. Resignation of the Accountant. Debbie said it is procedure that the Council makes a motion.
- i. The Consumer confidence report went out to the Citizens this month. It is a report required by law. The report is produced by Justen Riggs. Debbie asked Jeff if he any comment on turbidity. He said no.

**MOTION:** Councilor Baller motion to accept with regrets the resignation of Rochelle Roaden. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent

### **Code Enforcement**

John stated he began May 11, 2105. He said he did not want to read his 3 page report. He stated he wanted to make sure the Council new he has gone over the Development Code and City Code. He said the Code Enforcement position is now a civil position. He said there is not a lot written procedure to go buy. In the old days he could pull information from a license plate however, he cannot do that now as that is a job a Deputy does.

In May and June he worked 24 cases. John spoke to many cases he currently was working on. John said whatever he does he documents. He said code enforcement is a step by step process and if it isn't written it didn't happen.

Update on Sidewalk on 1<sup>st</sup> ST – discussed ownership, water usage; meter usage (June and September to now a lot of communication is “muddled” per John. He said he wants the action that happen in the next few months reflects the new Council with a unified approach) Katie asked Jeff if he remembers offering to help breakup the sidewalk? John then state if you do that it sets precedence. Jeff said we have done that before for others. Katie continued to suggest it may put a fire under them to start the repair of the sidewalk if Jeff were to may contact and offer to help and set a date.

Update on Auto Court Complaints – John said one of things regarding code enforcement he is not qualified to inspect electrical; he has received complaints that electrical work is being done without a permit. He said he contacted Gary Biggs at Yamhill County and conveyed to John it is the cities responsibility to do the stop work order. John continued to say the city did not have a contract for services with Yamhill County. Katie offered that we all know the history and it looks like there are improvements be done. Debbie then said we do have intergovernmental agreement with Yamhill County and they will tag the auto court. She said Yamhill County was aware of the situation and was very aware the Auto Court issues and would contact and work with our code enforcement.

### **Sheriff's Office**

Sergeant Vanderwettering was present in place of Sergeant Todd Whitlow who was on vacation.

He stated that deputy Dereck Trambala is moving over to Willamina. He said Derek knows everybody. He is very knowledgeable about area. Vandy said the burgs are still being working on it. He said that they do have a suspect. He said Todd Whitlow is working on that; they have a PC one individual.

Vandy reported on the 4th of July. He said that per Sargent Whitlow it went well with the exception of one person. He said the County received over 100 calls during that day; it is a bad combination of dry weather and fireworks. Councilor McKnight asked what you <sup>do you do</sup> do when you get those calls. The Sherriff sent out a notice of zero tolerance. Vandy gave an example of a response; he said when you go to one side they stop they go to the other side and then they stop. He said they issued 5 or 6 citations. You have to know the exact house that issued the fire work; so you have to catch them.

Katie asked the Council for approval of use of pedestrian ahead signs it help her comply with ODOTs requirements. Rita responded yes if it helps.

**MOTION:** Councilor Hill motion to approve allowing the Wildwood to use signs. Councilor Vinson seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

**MOTION:** Councilor Bramall motion to adjourn. Councilor Bramall seconded. Motion carried unanimously, with Councilors Baller, Bramall, Hill, Vinson, McKnight voting aye. Councilor Stritzke was absent.

#### V. Agenda and Time of Next Meeting

The next meeting will be held at 9:20 PM on August 13, 2015 at:  
411 NE  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
The Old Department Store

The meeting was adjourned at 7:00 PM by Mayor Skyberg.

Minutes submitted by: Debbie Bernard,  
City Recorder Debbie Bernard

Minutes approved by: Ila Skyberg,  
Mayor Ila Skyberg