



Mayor Ila Skyberg

Council Members:

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

City Staff:

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

City Of Willamina
Minutes of the Monthly Second Thursday Meeting of the City Council
August 13, 2015
7:00 PM

Location of Meeting:

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

Present at Meeting:

Mayor Ila Skyberg
 Council President Rita Baller
 Councilor Gary Hill
 Councilor Katie Vinson
 Councilor Heather Stritzke
 Councilor Allan Bramall

Absent

Councilor Theresa McKnight

Others Present at Meeting:

City Recorder Debbie Bernard
 Public Works Director Jeff Brown
 Dennis Ulrich Planning Commissioner
 Craig Johnson
 Paul Daquilante News Register

The regular meeting of the City Council of City of Willamina was called to order at 7:00 PM on August 13, 2015 at City Hall City of Willamina by Mayor Ila Skyberg who led in the flag salute. Roll call was taken by City Recorder Debbie Bernard and a quorum was present.

I. Approval of Agenda

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The agenda for the meeting was distributed and unanimously approved. Councilor Hill asked to add an Emergency Management Handout for everyone. In addition to a hand out for Resolution 11.12-012 and handout for Ordinance 643.

Mayor Skyberg asked for a motion to approve the additions to the agenda.

MOTION: Councilor Hill motion to approve the changes to agenda. Councilor Stritzke seconded. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

II. Review of Previous Minutes

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

1. Minutes Of The July 9, 2015 Regular City Council Meeting
Mayor Skyberg presenter
MOTION: Councilor Baller motion to approve the minutes of July 9, 2015 and Council Hill seconded the motion. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.
2. Minutes Of Special Meeting Of The City Council Friday July 24, 2015
Mayor Skyberg presenter
Councilor Hill made a correction that he seconded the motion instead of Councilor Baller.
MOTION: Councilor Baller made a motion to approve Minutes of Special Meeting of The City Council Friday July 24, 2015 as amended. Council Hill seconded. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.
3. Minutes Of Training Session Of July 28, 2015
Mayor Skyberg presenter
MOTION: Councilor Baller made a motion to approve Minutes of Training Session of July 28, 2015 as written. Council Hill seconded. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

Mayor asked for Public input. City Recorder stated there was not public input.

III. Consideration of Open Issues

1. Handouts – Ordinance 643 and Resolution 11.12-012
Gary Hill presenter
Gary said the primary reason for the request to repeal and amend was there was not public comment. Council Stritzke stated that Rita and Katie were on council at the time

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so what the thinking on those changes. Heather said is there some reason that we would not repeal it? Debbie responded there is a reason. If we repeal it we would repeal the planning commission. Gary then stated as he explained before there was no public comment. "He restated there was no public comment". Gary stated there are two people present in the room right now that can confirm. Heather stated how could it repeal the Planning Commission; she needed to know. She said it is a by law. Gary then stated to Debbie why did she speak to the attorney? Debbie responded in the course of business she spoke to the attorney. Gary then responded he had proof that there was no public comment. Debbie then asked if she could have a copy of the proof. Rita stated she recalls the Mayor simply overlooked public comment and did not ignore it. Then Dennis Ulrich who was in the audience stood and stated he was present at that meeting in 2012 and Mayor Moser forbade public input.

Gary said he was going to move to take it to the attorney. Gary again said it was illegal. Heather said when Ms. Messmer was here she even stated that she had never seen an ordinance that did not allow family member's on committees. Heather stated if Gary is correct then it is basically not legal. Katie added she is wondering what type of work it would it take to repeal. Gary responded it does not matter it was illegal. Heather asked Debbie was it codified. Debbie responded no. Heather then said then it is not legal at all. Dennis then said the old language is still on the City website.

MOTION: Councilor Hill made a motion to ask our attorney to write an amendment to repeal 643 and 11.12-012 due to fact no public comment was allowed. Councilor Bramall seconded the motion. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

2. Old Business - Old Department Store

Mayor Skyberg

Mayor Skyberg stated that next this is continued discussion on the old department store any no more money be spent on an old store but the new façade for the library. Heather responded by stated it was her understanding from the library board that they want an actual commitment that sales of proceeds will be put toward what would be the new library. She said they are all felling that it got shuffled aside; feeling were coming to a head as a group.

Ila then stated to Jeff that he was is looking at roofing repair and utilizing \$6,700 grant money. Jeff also brought out the Mishler family and noted they should be contacted if the building was sold. Rita recalled the intent of the council; Rita talked about the Donation and the intent of the Council, if we ever decide to sell it the money would go toward the library and not to the general fund. Rita also stated that if we sell or don't sell the roof would benefit from repair. Jeff added the roof repair would just be a band aid. Rita again added explanation that the same amount of money that was donated by the Mishler family would be donated if it was sold. Katie noted that she knew people in Portland that

maybe could or do report information of load and analysis of use of the building. Jeff added he went the same route with OSU and they were not interested at all.

The Mayor summarized that we can keep the Old Department Store on the Agenda ongoing for further discussion. Rita added it would be nice to have the museum input on the building.

3. New Business –

Debbie explained that Councilor Baller asked for a resolution showing signers as they are today.

Councilor Hill gave the mayor charge section 32.04 written in a copy he wrote the Mayor read aloud. Gary stated it would an amendment. He asked Debbie to pull out title III second 32.04. Gary then said he created it for Rita in hopes it was close to what she requested. The Mayor then summarized the differences.

Council Hill introduced a handout not on the agenda which was a copy of the charter Title III section 32.04. He wants a resolution to reflect Mayor, Council President, and 2 members of the finance committee. Mayor asked for consensus to hold and research. The Mayor then asked where we are on check signers the she said so what Gary wrote takes care of it. Gary responded yes.

4. Executive Group

Councilor Hill requested to discuss emergency operation plan dated March 2013. Gary stated he passed out information that was not in the packet.

Councilor Hill stated that section 3 states the City should create an executive group. He said we have no group. He said we should come up with a group to on a temporary basis to look at emergency management and how we want to approach that. Rita said she thinks it is a good idea. Gary said this strictly has to do with how the City will respond themselves and is nothing to do with Yamhill County or Federal. Ila said he worked w/ the Fire Department recently to ask if the City could work with them; the Chief said he would get back to the Mayor as he had been very busy. Gary said he wants to get the Ball Rolling. Seargent Whitlow stated he stood on the Fire Board in Sheridan. He said he knows the Chief and neighboring chiefs have talked and Sue Lamb attend those meetings and would be an excellent person to reach out to. Sue Lamb is Yamhill County Emergency Manager. Gary asked that Rita Chair the Committee as she is best suited as she works with YCOM. Rita said she would be glad to do that as she believes we have needed that for a long time. Jeff added it would be good to talk to the school, Fire Department, and the Sheriff so the group does not get took big.

Gary referred to Chapter 3 another handout he distributed on Roles and Responsibility for Emergency Planning; Ila stated she will talk to people. Rita responded that she could talk to Pastor Connie. Todd then stated he did not want to speak on any ones behalf but suggested they speak to Sue Lamb from Yamhill County Emergency Management for creating a plan. The Mayor asked so what do we want to call this group. Gary responded

emergency management committee? Rita then stated she would like to get back to that. The Mayor asked that we continue and bring it back. Debbie offered to help. Rita said there are several old plans on the shelf and she would like to see if those are available. Mayor Skyberg noted that Debbie main focused is audits and not to load Debbie. Gary said they could set up an ADHOC committee and they would not need any assistance from Debbie. Heather added that she remembers Pastor Connie was involved with an emergency plan. Rita responded and said she had talked to Pastor Connie a bit prior to her getting sick.

5. Recommendation From Public Works To Approve Proposal For Roof; Chris Scholten Construction Bid \$9,450

Jeff Brown presenter

Jeff stated he asked for 3 people for Bids; he said 1 responded. Mayor then asked so do you need approval. Gary stated that his understanding from the Public works committee was that one company would be higher and the other may not get back at all. Jeff said the city is required to solicit 3 bids. Jeff noted Chris bid came in \$400.00 higher.

MOTION: Councilor Hill made a motion to approve Chris Scholten Construction for Roof Repair bid \$9,450 for public works. Councilor Vinson seconded the motion. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent. Councilor Stritzke abstained.

Jeff then added next the big decision is color. What color would the Council like? He suggested grey green. Katie said she thinks Ila should pick it.

MOTION: Councilor Hill made a motion to allow Ila to choose the color. Councilor Vinson seconded the motion. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

6. Recommendation From The Finance Committee To Purchase Air Conditioner For The Server Room

Jeff Brown presenter

Heather asked if we know where the monies are coming from. Debbie responded yes it has been budgeted. Debbie noted the bid did not include the electrical. Jeff stated it may cost up to \$1000.00 for electrical. Katie said since we have the roof open is there a possibility to look at insulation. Jeff said we would not want to do that with the roof off. Debbie asked if the server room has been anywhere else in the building. Jeff responded no. Heather also added we definitely need a cool room for servers.

MOTION: Councilor Hill made a motion to approve \$2950 for the purchase of new air conditioner for he server room. Councilor Stritzke seconded. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

7. New Marijuana laws.

Debbie Bernard presenter

Debbie noted that the New Marijuana laws are all the talk at conferences and most cities agenda at this time. She added that our attorney summarized many of new laws in the attached. Debbie noted that a work session is recommended to really review and have a clear understanding. Gary asked a question, did we not approve a taxing for medical marijuana. Gary noted we did approve that marijuana sales are allowed to be here. Debbie said yes we did allow it in the industrial zone. Heather said she remembers what ended up happening restrictions were created to limited sites where sales could happen. Jeff said there are actually 3 sites. Heather asks the question has there been an uptake of crime with the new laws. She said is it any worse with the marijuana dispensaries in behavior? She was directing the question to Seargent Whitlow. His response is he had not seen the changes he could comment on. Heather said the novelty should wear off so the behavior should change. Gary's comment was she doesn't understand why anyone would think the city banned it. Katie added that she talked to women who were well funded and specifically interested in being part of the downtown core and looking at potential sites in our downtown but the Cities code sort of shuns it. Heather noted that she thinks we should not make it one more thing people could screw up on. Rita said that is something to think about it. Gary asked when we passed it was it 2 different things. Heather stated there were 2 passages zoning then taxation. It was done by emergency resolution. Rita said there was a date involved. Seargent Whitlow added that all the local cities is working thru how do they embrace the new marijuana laws and still planning how it will affect them. He said everyone is making resolutions and codes to get things into place; he said from the sheriff point of view they have not noticed any major changes. Katie noted that when you believe in people they live up to it.

MOTION: Gary made a motion to send to the attorney regarding taxation and zoning and should we do a new amendment. Rita seconded it. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

Debbie noted that if there any change the Council wants to consider now is the time. After the state laws go into effect it may be too late. Debbie also stated she agree with Gary to check with the attorney.

IV. Consideration of Reports form Mayor, Council and Staff

1. Mayors Report

Mayor Skyberg presenter

Mayor Skyberg noted that 2 people would be attending the City County Dinner in Yamhill. Terry McKnight and Ila; selection of dinners was one of each.

Mayor Skyberg stated she received a thank you from West Valley for the green for

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growth grant.

The Mayor said she would be attending the 90th League of Oregon Cities seminar in September and would report back. Ila said there are many classes that are concurrent. She said she was also going to attend the Mayors Coalition on August 19th 2015.

2. Chamber Liaison

Dennis Ulrich presenter

Mayor Skyberg asked Dennis Ulrich to speak to the Chamber Liaison. Dennis stated that things were out of hand at the Wednesday meeting. The Duck Races are in 10 days. He also said that the Fund Raiser for Pastor Connie was in September . He also noted that others could donate at gofundme website.

3. Library Board

Councilor Heather Stritzke presenter

Heather stated there was no meeting in July or August. However, she would report on June.

There was a discussion on the old department store. Next, Heather reported that the Senior Librarian reported to her that she turned a library bank account to the city finance department several years ago and it was lost and unaccounted. Heather said it was reported there were thousands of dollars in a closed Library Bank account. Heather said that there were proof, however, she did not present any. Heather also stated there were monies be quested that were not accounted; this happened many years ago. She said the board would like that look into. Debbie asked what type of monies are they talking about it Heather said again tens of thousands. Jeff stated he did not know anything about it. Heather said initially there was a Library account; the library had its own set of accounts. Debbie asked if Heather new what year. She said within that last 10 years. It would have been during Sam Sasaki time. Mayor Skyberg added Melissa did have her own check book but it did not have tens of thousands. Debbie added we could check with the banks. Gary added Denise told them about it when she was here. Heather stated she would check further into it.

4. YCOM Board

Rita Baller

Councilor Baller reported that the meeting for YCOM Board postponed last month; however, there was an added report in the agenda regarding YCOM annual report. Debbie noted that YCOM is an important part of the budget and an important part of the city services. We pay \$1600.00 a month for their services. Rita noted without them it would impact the Sherrif and really be a problem. Todd said without them we would revert back 74 years.

5. Council Committee Reports

Finance Committee Minutes of July 7, 2015 Rescheduled To July 9th, 2015

MOTION: Councilor Vinson motion to approve the July 7 Finance meeting minutes rescheduled to July 9, 2015. Councilor Hill seconded. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

6. Finance Committee Minutes of August 4, 2015

Mayor Skyberg

MOTION: Councilor Hill moved to approve the Finance Committee Minutes of August 4, 2015. Councilor Vinson seconded. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

7. Public Works Committee Minutes From July 21, 2015

Mayor Skyberg presenter

Rita asked if wave broadband got their lines buried; Jeff responded yes.

Heather asked Debbie if she was able to get information on paving proposals.

Debbie noted the money in the budget was \$18,000. Debbie stated we cannot use SDC's for street repair.

Jeff responded and said that he spoke with Kathy Taylor the CFO and was advised he use SDC's and access the \$50,000 and pave that section of street. He said he cleared that up with Kathy Taylor. On the paving he knows we have \$18,000 for repair and his thoughts is repair Lamson and Barber those two sections around the post office and the other repair would be taken out of the SDC's around 4th. The reason the housing would impact that street and that is his thought. Jeff asked the Council which street they want to repair. He said we could do all of it but that would not give us monies for the rest of the year. Debbie stated you are still talking about the \$18000.00. Heather asked if there was an estimated time with H & H would start. Jeff responded there would be a construction meeting tomorrow. Jeff said he would like to see B Street to C Street completed. Jeff said according to Kathy we do have enough money in reserves. Rita said as soon as people find an easier route they would move off main. Jeff said there is money in reserve in the amount of \$50,000; Jeff said the 3 sections would be \$38,000 leaving monies in reserve. Rita supported doing a supplemental budget and doing the work while H & H was here and using the SDC's for that work and not leaving it wiped out. Jeff again said Kathy told him the SDC's monies would go to 4th street. Jeff said we would do traffic control. Rita noted so Lamson is the better one than Barber.

MOTION: Rita made motion to do street repairs on Lamson to Maple \$18,000 for street repairs. Councilor Hill seconded the motion. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

MOTION: Councilor Stritzke motion to approve the use of SDC's funds as Kathy Taylor deems it to be structured for funds for repairs on 4th street from B to C and D to 3rd street utilizing a supplemental budget. Councilor Hill seconded. The motion carried

unanimously, with Councilors, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent. Councilor Baller abstained.

MOTION: Councilor Stritzke moved to accept public works committee minutes with the correction "no vaults" instead of faults. Councilor Hill seconded. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

8. City Recorder Report

Debbie Bernard presenter

Debbie shared information regarding the Cemetery audit that occurred this month and noted there would be an audit report follow-up submitted at a later date. Debbie also noted the audit was very helpful and informative. The communication would be ongoing. Rita referred to page 130 it talked about firearms on the ground and she talked to the Sheriff about it; if we are going to have rules like this they should be posted. The Sheriff stated after he read that it should state if you are a gun permit holder. Rita asked if the Council is the board who is the manager. Debbie responded she was the designated manager at present.

The City Recorder next presented the topic of using Express Personnel and asked the Council to approve the utilization of the Express Personnel Contract for a temp service. She said Express Personnel sent over a great Candidate and she believed would work out in the accounting position very well.

The City Recorder also shared that she started an all employee meeting held once a month that on the first Tuesday after City Council to share with staff what happen at Council and bring them up to date and simply share what is happening in their own areas. Debbie advised the Council the Conversion to Caselle has started and hopes to start paying bills out of Caselle then start the conversion for utility billing. She stated that Kathy Taylor CFO has created a new chart of accounts and that Kathy is created new fund balances. Caselle is waiting for the fund balances to go forward.

Debbie also shared we have new help in the front office. Her name is Rania Conover; Debbie said she has been training Rania on the utility billing and that she would be great help during the conversion.

In regard to Codification, Debbie said the last codification was done in 2005. Research and a proposal for cost for the last 10 years are on her list to do.

Debbie noted that she received a total of 3 people interested in cleaning. Rita asked would they need to be figure printed. Debbie responded yes.

Debbie shared information regarding a personnel interviewed from express. That person would be temporary personnel thru express. She said we would work with that person for a total of 620 hours and after that if the Council decides to hire her they could decide that. Heather asked the general question if the Council should decide now or have the meeting on what Ms. Messmer advised the Council to do and have and for decide who they wanted hire. Mayor Skyberg responded that this person is temporary and they could still decide. Heather asked if we are required to keep the person 4 months. Debbie stated the

Council could terminate the relationship at any time. Kathie asked is she a CPA. Debbie responded no nor does she have a degree in accounting. Debbie also offered that Kathy Taylor supported her in the position as she also interviewed the temp. Debbie offered the Council that this is a good point in time because the next person in the accounting position will have what everyone wants integrated software. So it is a positive motion forward and to get the 2015-2016 year on the books and get a good audit. Jeff said we have job opening on our website until the 28th so we have to wait until the 28th. Debbie agreed to wait. He also wanted to know the cost; Debbie responded \$29.00 an hour. Rita stated if we have it on the website we need to honor that. Debbie stated we can wait, it is 7 days away. Katie said it sounds good we should try it out. Debbie also stated that she added a brief in the packet written by Kathy Taylor and it is her communication.

MOTION: Councilor Hill moved to approve Express Temp contract to hire temporary accounting personnel. Councilor Vinson seconded. The motion carried unanimously, with Councilors Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent. Councilor Baller abstained.

9. Public Works

Jeff Brown presenter

Jeff spoke to American Leak Detection Company whom was contracted by the city to locate leaks was out and they walked every street in the town. He said they found 16 service leaks. A few were residential. He said the city is losing 28,800 gallons a day due to leaks. He also stated there were a couple of leaks on Main Street on our side of the service and he would need to hire a contractor to fix.

Jeff also told the Council that the tree in front of City Hall was dying off. He said he spoke with his Mother and she said it is not a sentimental tree. Jeff said he wants to remove the tree and replace it with a Bronze Plaque. Rita stated that it was a nice idea.

Next \$10,000 in the Budget for a public works vehicle

Jeff Brown presenter

Jeff shared that he budgeted \$10,000 in the budget for a PU and would like to spend that now. He has located a vehicle.

MOTION: Councilor Hill moved to allow Purchase of a new city vehicle not to exceed the cost of \$10,000. Councilor Stritzke seconded. The motion carried unanimously, with Councilors Baller, Bramall, Hill, Stritzke and Vinson, voting aye. Councilor McKnight was absent.

10. Sheriff Report

Seargent Whitlow presenter

Todd Whitlow

Todd report that the Sheriff is now in new uniforms; the colors are black and forest green. He stated the School resource officer has gone away in Sheridan.

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

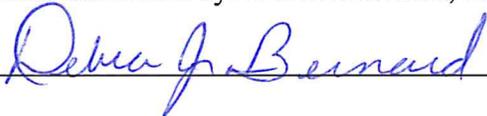
V. Agenda and Time of Next Meeting

The next meeting will be held at 7:00 PM on September 10, 2015 at:
City Of Willamina City Hall
411 NE
Willamina, Oregon 97396

The agenda for the next meeting is as follows:
Discussion on designating October 1, as a day of remembrance for first responders.
(Proclamation to follow).

The meeting was adjourned at 9:30 PM by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard, City Recorder



Minutes approved by: Ila Skyberg, Mayor