



Mayor Ila Skyberg

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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 temp
Office Coordinator: Rania Conover
Office Specialist: Karen Justen
Library: Melissa Hansen & Amber Deibel
Public Works Director: Jeff Brown
Code Enforcement: vacant*

**City Of Willamina
Minutes of the 2nd Thursday Meeting of the City Council
November 12, 2015
7:00 PM corrected**

Location of Meeting:

City Hall
411 NE "C" Street
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Council President Baller
Councilor Gary Hill
Councilor Kathie Vinson
Councilor Heather Stritzke
Councilor Allan Bramall
Councilor Theresa McKnight
Planning Commissioner Dennis Ulrich
Paul Daquilante New Register
City Recorder Debbie Bernard
Public Works Superintendent Jeff Brown

The regular meeting of the City Council of City of Willamina was called to order at 7:00PM on November 12, 2015 at City Hall by Mayor Ila Skyberg. City Recorder Debbie Bernard called for roll call and a quorum was present.

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.

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III. Consideration of Open Issues

1. Minutes Of Meetings

Mayor Ila Skyberg

MOTION: Councilor Baller motion to approve the October 8, 2015 Minutes of the Regular City Council Meeting. Councilor Hill seconded. Motion carried unanimously with Councilor Hill, Bramall, Stritzke, Councilor Baller, Councilor Vinson and Councilor McKnight voting aye.

MOTION: Councilor Vinson motion to approve the minutes of Work Session Meeting of September 17, 2015. Councilor Hill seconded. Motion carried unanimously with Councilor Hill, Bramall, Stritzke, Councilor Baller, Councilor Vinson and Councilor McKnight voting aye.

MOTION: Councilor Hill motion to approve the minutes of City Council Special Meeting of October 22, 2015. Councilor Bramall seconded. Motion carried unanimously with Councilor Hill, Bramall, Stritzke, Baller, Vinson and McKnight voting aye.

MOTION: Councilor Baller motion to approve the minutes of the Cemetery Committee Meeting of October 15, 2015. Councilor McKnight seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

MOTION: Councilor Hill motion to approve the minutes of the November 3, 2015 Finance Committee Meeting. Councilor Vinson seconded. Councilor Hill seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

MOTION: Councilor Vinson motion to approve the minutes of the Old Department Store Committee of October 23, 2015. Councilor McKnight Seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

2. OLD BUSINESS

Dennis Ulrich

- Dennis reported that the Chamber picked up massive garbage within 24 hours.
- The Art Tour is coming up.
- Jeff will be getting the Christmas tree up.
- Christmas Lights Parade December 5, 2015 coming up.
- Planning commission forgoing ahead absolute ~~man~~ Ushax boring however it is moving ahead.

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- Council request for the Planning Commission to meet regularly monthly. Dennis stated that was eliminated and was usurped by 643. (Rita asked for a copy of Ordinance 643)
 - Dennis also reported that Coyote Joes is looking for volunteers for their annual Christmas Dinner.
3. Jeff asked the Council about his request for Ordinance on Oaken Hills. Debbie reported she is researching and preparing an ordinance.
 4. The Mayor asked for information on the City Administrator to be added to the next work special meeting.
 5. MAYORS REPORT
 - Ila reported that she attending a Thursday October 15, 2015 at the Fire Station in Dundee. Parkway Committee meeting. The committee discussed the bypass which they stated will be completed in 2017.
 - Yamhill County Dinner was attended by herself, Rita, Allan and Theresa.
 - Meeting at the old Department Store on Friday November 23, 2015 had good attendance. The visitors gave feedback and requested a structural engineer report.
 - Ila reported that the City Hall staff had a luncheon at her house to take a break and allow staff to acknowledge their hard work.
 - On Friday November 30, 2015 Larry Tredmill contacted the Mayor and asked if he and others can organize an aftermath preparedness committee; he said they want to work with Sue Lamb.
 - The Mayor attend a the Oregon Mayor
 - December 9, 2015 SEDCOR Luncheon Business Meeting in Salem - called when the shaking stops.
 - January 27, 2016 COG Mid Dinner which will be held at the Evergreen Aviation Center.
 6. LIBRARY BOARD
 - Heather reported she was late. They also talked about emergency preparedness.
 - They also were going to be attending the Old Department Store
 - Amber had a Puppet Shore upcoming and she has been very actively trying to promote the children's library.
 7. YCOM Board
 - Rita reported that the board worked on restructuring.
 8. CITY RECORDER REPORT
 - John Kowolik resigned and will stay until November 30, 2015. Debbie said that John decided he wants to stop doing code enforcement. He thinks that in the short time he will be here he will not be able to complete what he wants to do.

- Rita asked the City Recorder to send John a letter and ask if he would meet with the Council prior to the Council accepting his letter of resignation.

MOTION: Councilor Hill made a motion to send John a letter from the Council. Rita seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Baller, Vinson and McKnight voting aye.

9. CITY RECORDER REPORT

- Debbie reported on her communication to the Secretary of State addressed to Phil Hopkins. She stated that Phil Hopkins at this date had not responded. However, she stated that we will be successful as the migration has moved ahead. Debbie reported the only thing we have to do now is engage an auditor to do a review. Debbie said she is waiting for a confirmation from the State to move forward.
- Debbie stated that her whole focus has been the Conversion to Caselle and complying with the request form the Secretary of State Audit Division from the last meeting date of September 17, 2015.

10. PUBLIC WORKS

- Jeff reported that there is a final inspection on the sidewalk project. He said there are a few minor issues; however the project is pretty much done.
- Jeff said he spread grass seed which is one of the last things that have to be done; Jeff completed that.
- Jeff reported that on October 6, 2015 he turned in 2 purchase orders.
- Jeff talked about purchasing a long awaited heater for the shop \$2200. Jeff added there will be an ongoing fuel bill he did not report.
- PO - Back up pump for intake \$6700

MOTION: Councilor Hill motion to approve \$2,200 to purchase heater for the shop and to approve shop and back up pump for the intake at \$6706.92. Rita Seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

Jeff asked the Council if they would approve the carryover of Vacation Hours for staff so they do not have to take it or loose it.

MOTION: Councilor Stritzke motion to approve the carryover of vacation hours for union and non-union employees for one 1 year **only**. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

Heather reported that she cannot attend meetings on Tuesday. She asked for a meeting of the Public Works Committee to meet on another date. Jeff suggested that we meeting on Wednesday at 6:00pm it was unanimous that the committee meets in the evening.

There was a motion to adjourn at 8:45pm.

MOTION: Councilor Hill motions to adjourn the meeting at 8:45pm. Councilor Stritzke seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Baller, Vinson and McKnight voting aye.

Agenda and Time of Next Meeting

The next meeting will be held at on at:

Location of Meeting:

City Hall
411 NE "C" Street
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at ~~AM~~ 8:45pm by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard Debbie Bernard

Minutes approved by: Mayor Ila Skyberg Ila Skyberg