

**City Of Willamina**  
**Minutes of the 2nd Thursday of the Month Meeting of the City of Willamina**  
**City Council**  
**February 29, 2016**  
**7:00pm PM**

**Location of Meeting:**

City Of Willamina  
411 "C" Street  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
City Council President Rita Baller  
Councilor Allan Bramall  
Councilor Katie Vinson  
Councilor Heather Stritzke  
City Manager Ross Schultz  
City Recorder Debbie Bernard  
Code Enforcement Sara Frost  
Other Present:  
Paul Dalquilante News Register  
Monty and Cynthia Freeman

**Absent from Meeting:** Councilor Theresa McKnight

The regular meeting of the City of Willamina City Council was called to order at 7:00pm on February 29, 2016 at City Of Willamina by Mayor Ila Skyberg.

**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. Call To Order

Mayor Ila Skyberg

Mayor Skyberg called the City of Willamina City Council Meeting which was rescheduled from February 11, 2016 to order at 7:00pm. Debbie Bernard, City Recorder called the roll call and announced a quorum was present. The Mayor led in the Flag

Salute. Mayor Skyberg noted that there was a revised agenda. The Mayor addressed the Freemans who were in the audience and were signed in on the sign in sheet as a visitor. She asked the Freemans for their comments they said they came to the meeting to hear what happens with Oaken Hills which would be discussed later.

2. Consent Agenda

Mayor Skyberg

Mr. Shultz responded and explained the consent agenda was a new agenda item and explained that one motion would take care of both the minutes and the check registers. The Mayor asked for a motion.

**MOTION**: Councilor Vinson made the motion to approve the minutes of January 14, 2016 and Check Register of January 1-31, 2016. Councilor Bramall seconded the motion. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

3. City Fact Sheet

Mayor Skyberg

Mr. Schultz spoke to this subject and responded to the Mayor that the City Fact Sheet was added to the agenda for information only and there was no discussion necessary. The Mayor moved to the next agenda item.

4. Oaken Hills Turn Lane

Mayor Skyberg

City Manager Schultz responded to this agenda item and stated that the Staff does not is recommend to Council to not move forward and table the item. Ross explained that Staff does not find a reason do the striping or moving forward as the City does not have a valid traffic study; He said the City has spent \$2500 for the Engineering expenses so far and still does not have a valid traffic study. Katie asked if the School knew about that. Ross responded that they would be notified.

**MOTION**: Councilor Baller made the motion to table the issue and possibly look at it in the future for any possible changes to Oaken Hills Drive as per the direction of staff; in addition to contacting the High School. Councilor Stritzke seconded the Motion. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

Councilor Baller continued and stated that it is certainly a good idea to contact all the folks involved such as the residence.

5. Approval of Water System SCADA System Upgrade - Resolution R15-16-008

Mayor Skyberg

Mr. Schultz responded to this agenda item. He explained that the city's water system has several locations that need to be monitored to provide water to the citizens. currently these stations are connected via a wired system that is leased. He explained that SCADA was a hard wire connection and the attached proposal that would replace the current

system would be a purchase of the radio system which would take 1 year and 3 months' worth of payback. He said it was reasonable thing to do and other cities do that; it was not new technologies. Staff recommendation is to accept the resolution as written. Katie asked are both the chart attached representing what it costing the city. Ross responded yes.

**MOTION:** Councilor Stritzke motion to approve Resolution R15-16-008 as written approving Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

6. Approve Re-appointments To The Budget Committee

City Manager Ross Schulz

Mr. Schultz said that before Council are 3 applications for the budget committee and per the Charter that Mayor can appoint and the Council can approve.

Mayor asked for a motion

**MOTION:** Councilor Stritzke motion to approve the re-appointment of Vern Holstand, Greg Kruchock and Craig Johnson to the budget committee. Councilor Bramall seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

Ross asked the City Recorder to notify the Candidates they were official.

7. BEH CONTRACT

City Manager Ross Schultz

Ross noted that the contract rates had not changed from prior 2013 approval.

**MOTION:** Councilor Bramall motion to approve resolution 15.16-009 to renew personal services agreement with Beery Elsner & Hammond, LLP. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

8. Declare City Council Vacancy

Mayor Ila Skyberg

**MOTION:** Councilor Baller motion to accept the resignation of Gary Hill and approve Resolution 15.16.010 declaring a City Council Vacancy. Council Bramall seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

9. Appointment of Robert Burr to City Council

Mayor Ila Skyberg

**MOTION:** Councilor Vinson motion to approve Robert Burr's application for City Council. Council Vinson Seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

The City Recorder will notify Mr. Burr.

#### IV. Consideration of New Business

##### 1. Reports From City Officers

City Manager Ross Schultz

Ross introduced changing the day of which Council meets from the 2nd Thursday of the month to different day. Ross shared with Council that the Council is not held to the second Thursday of the month. Councilor Stritzke added she can do Wednesdays or Thursdays only. Council Baller stated she would be ok with a change for 6 months. Ross then asked the City Recorder to move this item for further discussion to the next meeting.

The Council asked about the Senior Center and the Old Department store. Ross asked that the City Recorder bring a resolution to accept the entity to the next City Council meeting; also the City Recorder responded that the City did receive the structural engineers report on the Old Department Store and would add that report for review to the March 10, 2016 agenda.

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

The next meeting will be held at 7:00 PM on March 10, 2016 at:

City of Willamina City Hall

411 "C" Street

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Changing the Day the City Council meets each month.

City Mangers Weekly Report

Old Department Store Structural Engineering Report

Senior Center - Resolution to Accept the Senior Center as an Entity

Councilor Vinson Request for gravel to laid in the road that run next to Center market

The meeting was adjourned at 8:10 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard

 3-10-16.

Minutes approved by: Mayor Ila Skyberg

 3-10-16.