

City Of Willamina
Minutes of the 2nd Thursday of Each Month Meeting of the City Council
March 10, 2016
7:00 PM

Location of Meeting:

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

Present at Meeting: Mayor Ila Skyberg
Councilor Allan Bramall – arrived late 7:20
Councilor Rita Baller
Councilor Bob Burr
Councilor Theresa McKnight
Councilor Heather Stritzke - absent
City Manager Ross Schultz
City Recorder Debbie Bernard
Public Works Director Jeff Brown
News Register Reporter, Paul Daquilante

Prior to the call to order of the meeting, the City Recorder Debbie Bernard gave the Oath of Office to Bob Burr. Councilor Burr took his seat.

The regular meeting of the City Council of City of Willamina was called to order at 7:00 PM on March 10, 2016 at City Of Willamina by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with additions.

II. Review of Previous Minutes

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

1. Additions to the Agenda
Mayor Ila Skyberg
Mayor Skyberg presented two new items to the agenda #9 Senior Center, and #13 Code Enforcement
2. Changes to Motions
Mayor Ila Skyberg
Mayor Skyberg introduced a correction to the motioning process. She said the correct procedure is to ask for a motion then a second on that motion and then ask for discussion.

3. Consent Agenda

Mayor Skyberg

Mayor Skyberg asked for a one motion on the consent agenda and the check registers. Councilor McKnight seconded the motion. The Mayor asked for discussion. Councilor Baller stated she wanted to make a correction to page 4. She said "she would like to go back to it in 6 months so not to confuse the public". Next correction to #4 "does not recommend". Last correction #7 BEW should be BEH for Beery Elsner and Hammond. The Mayor asked a motion on floor with amendments.

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

III. Consideration of Open Issues

4. Approve Budget Officer Ross Schultz

Mayor Skyberg

Mayor asked for a motion.

MOTION: Councilor Vinson motion to approve Ross Schultz as 2016-2017 budget officer. Councilor McKnight seconded the motion. Motion carried with unanimously, with Councilors Baller, Bramall, Burr, McKnight and Vinson voting aye. Councilor Stritzke was absent.

5. Innovate Oregon

City Manager Ross Schultz

Ross stated that the anticipated discussion about fiber optics was really about a work-a-thon and that the School District who was also present at the meeting would be taking the lead on the project for the work-a-thon. Ross shared with the Council that the cities participation was applying for a grant (copy of the application was enclosed). Ross added that when grant monies come in, the city would give those funds to the High School.

6. Discussion Old Department Store

City Manager Ross Schultz

Ross addressed the discussion by asking the Council what direction they want staff to go with this project.

Katie stated that it would be nice to use the Old Department Store structure for the purpose of the Library and a City Hall.

Ross said it would take \$500,000 dollars to finish the building off. Katie responded that it may be worth \$150,000 to retro fit the building.

Bob referenced and asked about the Mishler money; was the money used for the department store. Ila responded and said it was used to pay off the debt.

The Mayor asked Council how they feel about moving ahead with a new Library.

Ross suggested a work session on the Library, a work session that would have the library board, the museum, the Engineer and members of the community with Council to work

though the planning. Ila asked Ross if he would have time to look into grants. Ross responded he would try. The Council members agreed to a work session to be held on April 12, 2016 at 5:30pm. They also agreed to move the April 14th regular City Council meeting to Tuesday April 12, 2016 because Ross had other commitments. Ross suggested that the work session would be directed at the uses for the Old Department store vs. moving the library.

7. Audits

Ross Schultz

Ross addressed the topic and summarized a letter from Kathy Taylor regarding the Audits. He shared that Council would not see an audit until December 2016 for 2015/2016 fiscal year and that there would not be any interaction with the Secretary of State. He said at this point Rich Winkel is the next step (Mr. Winkel is working on a Procedure Report of the City Financials). Ross gave kudos to Debbie and Marilyn for getting the software installed. Our books are really close, he said. Rich Winkel will be at the City sometime in April and will advise the Council on the 15/16 beginning balances and that will be how we will close the year. Kathy and Rich Winkel will have data by month end. Ila said she was under the assumption Rich was doing 2014/2015. Ross responded and said the focus year is 15/16.

8. Library Facade

Ross Schultz

Ross stated once again these are things to keep track of. We have \$5000 out there to spend.

Ila stated that it was suggested by Katie to paint the building. Ross responded that Metro sells paint that is guaranteed to be consistent.

Ross added maybe we could propose a budget for the \$5000 to paint the building.

He then asked who should be the sitting authority for guidelines. Rita responded it seems we have always asked the library board. Ross said that he will run it by the Library board then bring it back to Council.

9. Senior Center

Ross Schultz

Ross began the discussion by saying that the Senior Center is called the Willamina Civic Club which is a domestic Nonprofit Corporation. He said he talked to our attorney regarding a resolution and he prefers that the council not vote on anything tonight. Ross also said the best way to make this transition would be through a merger. He noted that Section 65 of the Oregon Revised Statutes (ORS) allows for this, but, a plan for their entity and ours would need to be developed and approved by both boards. He said basically a plan would need to be developed and reviewed by our attorney.

Ross asked Council for direction and guidance. Katie asked if the Civic Club maintained their nonprofit status. Debbie responded yes. Katie asked Ross if he sees it as a city organization. Ross responded that it should go to a subcommittee and then come back with a proposal. Ross said that a title search was needed which would cost around \$500; after that he would talk to the attorney regarding drawing up merger papers. Bob asked if

it is a fiscal liability, can it be sold. Ross responded and said there are so much processes involved. It was decided by the council to hand it over to Ross to go forward and take care of bills for now without council going further at this time.

Ila asked if we needed a motion. Ross said no it just sits there.

Rita stated that she would like to see it go to a subcommittee.

Ila asked Debbie if the City has assumed paying the bills. Debbie responded yes.

Katie stated that she did not see that anyone who wants to see the entity continue and if they did they would be there as members.

Bob posed the question can the City take it over and sell the property. Ross responded that it is not that simple. For example he said if it is a nonprofit then everyone needs to bid on it. The City does not want to be in an adverse condemnation; we may be able to do an intergovernmental agreement and pay the bills until the money runs out to square it away from any adverse claims. He said sorry it is not cut and dry. Mayor Skyberg said I guess we will hand it over to Mr. Shultz.

10. Change Of Time And Day of Regular City Council Meetings

Ross Schultz

Ross explained that this item was from last council meeting and asked if it was worth a discussion? Katie asked if had to do with his schedule. Ross responded that 6:00pm works best for him.

It was decided to change the meeting time of our regular City Council meetings to 6:00pm on Thursday and publish the change in the newspaper.

MOTION: Councilor Vinson motion to approve the change for the next City Council meeting to April 12, 2016 and motion to approve moving future regular City Council meetings to 6:00pm. Councilor McKnight seconded the motion. Motion carried with unanimously, with Councilors Baller, Bramall, Burr, McKnight and Vinson voting aye. Councilor Stritzke was absent.

Project Worksheet - There is were no highlights. Rita asked if we needed to contact ODOT to paint the sidewalk crossing at the Galloping Goose. Ross said it is a capital project. Jeff said he knew that there would be signage needed.

Library Board - Mayor Skyberg asked about contacting the library board for a bid on replacing the carpet at the Library.

CODE ENFORCEMENT

Ross referenced the addition to the packet. He addressed the Code Enforcement

Campaign for the next several months. He said the plan is to abate abandoned vehicles in and out of the right of way and to work on the City's problem residents living in RVs.

Starting March 28th code enforcement will be chalking tires of all Vehicles City wide that are abandoned in the right of way according to WMC section 91. Next 24 hours post a notice on the vehicle; then 96 hours later schedule for a tow.

Starting May 1st code enforcement will address abandoned vehicles and other nuisances on private property.

Then in 2016 address the RVs that are being used as permanent living quarters in the City.

Meeting was adjourned.

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

Agenda and Time of Next Meeting

The next meeting will be held at on at:
City of Willamina
411 NE "C" St
Willamina, OR 97396
On April 12, 2016 at 7:00pm

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

Minutes submitted by:

City Recorder:  date: 4-13-2016

Minutes approved by:

Mayor:  date: 4-13-2016