

**CITY OF WILLAMINA CITY COUNCIL MEETING MINUTES of the meeting  
April 12, 2016 @ 6:00pm**

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6:00PM  
CALL TO ORDER  
ROLL CALL

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**Location of Meeting:**

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

**Present:**

Governing Body

Councilor Allan Bramall	absent
Mayor Skyberg	present
Councilor Bob Burr	present
Councilor Heather Stritzke	present
Councilor Katie Vinson	present
Councilor Rita Baller	present
Councilor Theresa McKnight	present

**Others Present:**

City Manager, Ross Schultz	present
City Recorder, Debbie Bernard	present
Public Works Director, Jeff Brown	present
<u>Paul Daquilante</u> , News Register	present
April Wooden	present
Marlena Bertram, Executive Director of your community mediators	present
Ron Gibson	present
Harold Lyon	present

The regular meeting of the City of Willamina City Council was called to order at 6:00PM on April 12, 2016 at the City of Willamina by Mayor Ila Skyberg there were no additions or corrections.

**I. Flag Salute**

The Pledge of Allegiance was recited.

**Public Input**

Public Input and Business from the Audience.

5P  
The may read to the visitors that presentation not scheduled on the Agenda are limited to three (3) minutes Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment to the item of the Regular Agenda will need to sign in on the Sign in Form.

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The Mayor called Ron Gibson to speak. He stated his address in 9155 Lapter Ln. in Amity Oregon. He said the reason he was present was that his sister-in law Karen Tamblyn purchased the property and the end of Cedar Alley between Ash St. and the County Line and desires a small home on the property. The home would be 580 square feet. Theresa asked is that what you call a tiny house. Ron responded no; it is not on wheels. Katie asked if the building would be finished off. Ron responded yes. Ron said he built one in Beaverton. The City Manager noted that this is time for public comment and not the application process. Ron Gibson came to Council to ask where we are with the issue of his request to place a home at 452 Cedar Alley. A letter was attached to the Council Packet addressed to the City Manager from Ron Gibson. Ross stated that first off we need to address the water issue which he has not a clue what went on there; he also was referring to the letter addressed to Ross Schultz City Manager. Bob asked Mr. Gibson if he was present regarding the letter. He responded yes. Ross stated that he really can't comment at this point until the City Attorney ways in on it. Ron asked the council if they had a copy of the letter. Their response was yes. Ross directed Ron Gibson to come into City Hall and apply for a building permit.

April Wooden stated her address 472 NE Main St. She is a member of the Yamhill County Coalition and would like to have their annual meeting on April 27, 2016 at the museum and has a request to Council to serve wine. April received permission with a head nod from the council.

Next to speak was Marlena Bertram, 621 SE Brummel McMinnville Oregon. She visits each spring to ask the City to donate funding and give them an annual update. Marlena explained what professional mediation is and the people they serve. She thanked the Council for support in the 2016-17 Budget. Ross noted \$1000 was included in this year's budget and they will have the opportunity to review and or approve.

Next Harold Lyon spoke. He asked permission to put up some Duck Nesting boxes for ducks that nest in boxes in trees. He asked to put up 3 boxes. He also noted there is a screech owl that nests in boxes like the one he held up as an example. Ross stated it works for staff.

#### I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

#### II. Review of Previous Minutes

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

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

### III. Consideration of Open Issues.

Letter from Doug Colton. Ross stated he sent Doug Colton a letter that his water will be shut off if he short pays. Ross advised the council that there really is nothing we can do.

Katie asked at this point how long it would be before he is shut off. Debbie responded customers have a threshold of \$25.00 to go over before they are shut off.

Next on regular agenda. Police Service Contract

Mayor Skyberg asked for a motion to approve. Ross responded that the police service contract is increasing a nominal amount and they have been doing a good job and recommend Councils approval. Debbie read a letter from Todd Whitlow. He wanted to share with the Council that deputy Trombla was hurt and fractured his vertebra and will be out of several weeks. The Mayor asked Debbie to send some get well wishes from the City.

**MOTION:** Councilor Stritzke motion to approve 2016-17 Yamhill County Police Services Contract. Councilor Vinson seconded. Motion carried with unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

Mayor Skyberg addressed the Emergency Management resolution enclosed in the packet and asked Staff to prepare that. Ross added that Debbie had prepared resolution.

**MOTION:** Councilor Vinson motion to adopt Resolution 12.16.011 in the matter of Emergency Management. Councilor Burr seconded the motion. Motion carried unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

Next Updated Budget Calendar. Ross addressed the dates on the Calendar. He noted April 20, 2016 there will be a meeting to talk about what the budget will look like. May 26 there will be a special council meeting that will be publicly noticed for the approved document. That will be a public hearing. Ross said he believes there will be comments regarding an increase in water rates as the water fund is under water and staff has been looking at ways to improve that deficit. There has to be a quorum for that approved hearing. June 9<sup>th</sup> is the Regular meeting when we adopt the budget and set the appropriations. Ross noted that Kathy Taylor had been meeting with Debbie and Jeff on a regular basis.

Next on the agenda was new carpet for the Library. Ross responded that he had planned to do a recommendation of new carpet but will do that at a later date. Ross noted that there are two bids attached and we would recommend the low bid. Ross moved that he would like to talk about street repair and potholes. He said Jeff prepared an estimate of \$18,000 bill to do all of that and believes the money is available in the street fund. He said he is not asking for authorization tonight but may be calling councilors individually. Page | 4

Ross said Jeff came up with a bid for the roofing of the old department store of \$13,000 for repairs. Ross asked about the library façade. Debbie responded that Dan Goff offered Debbie an update today, that he talked to Jeff and they want to pursue siding then paint. Heather confirmed that Dan did stop and talk to her and feels that paint would be dressing up something that would not be an improvement. She added that the Library board feels that a better improvement like siding is what they desire. Ross said just the material for the siding is \$4,500. Ross recommended he felt the city would be in better shape to spend the grant of \$5,000. He stated let's get that monies spent.

Mayor Skyberg introduced the Events Calendar. Rita asked Debbie about the City County Dinner. Debbie responded it is May 21, 2016. Debbie asked Councilor Burr if he would be attending he said yes add two.

Mayor Skyberg moved to the Senior Center and asked questions about the second page number nine. She asked if it is really a clean title. Debbie responded that she would follow up with the attorney on this subject and would get back to Council.

Ross moved to discuss attachments from Code Enforcement. Heather responded that she has received positive comments from citizens.

Mayor asked for reports from Council. Rita stated YCOM is working on the Budget.

Mayor Skyberg addressed the library minutes. Funds that were donated in memoriam for Frank Morgan in the amount \$850 for the purchase of a chair have been unaccounted. This happened around 2001. The Mayor asked if there were \$850 somewhere that we could spend on a chair. Ross said he thinks that the family is owed the consideration. He asked if there were anything else. Heather added background. She said that in the past Melissa used to have a checking account out for the library. That account was moved over to Finance and she never had an account of where that money went. Rita added 15 or 17 years have passed. Ross said that monies probably would have to come out of the general fund.

**Motion: Mayor Skyberg made motion to adjourn at 8:00pm. Councilor Vinson seconded the motion. Motion carried with unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.**

The meeting was adjourned at 8:00pm by Mayor Skyberg.

Next meeting Thursday May 12, 2016 at 6:00pm.

Minutes submitted by: City Recorder Debbie Bernard \_\_\_\_\_

Minutes approved by: Mayor Ila Skyberg  \_\_\_\_\_

