

**City Of Willamina Regular Meeting October 11, 2016
Minutes of the Second Thursday of the Month Meeting of the City
Council
October 11, 2016
6:00 PM**

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor Rita Baller
Councilor Theresa McKnight - Absent
Councilor Robert Burr
Councilor Heather Stritzke
Councilor Katie Vinson
City Manager Robert Sivick
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Librarian Sara Frost
News Register Reporter Paul Daquilante
Guests in the audience:
Michelle Nolen
Shirley Fitzgerald
Doug Colton

Absent from Meeting: Councilor Theresa McKnight

The regular meeting of the City Council of City of Willamina Regular Meeting October 11, 2016 was called to order at 6:00 PM on October 11, 2016 at West Valley Fire by Mayor Ila Skyberg. City Recorder Debbie Bernard took role 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 with a few changes.

III. Consideration of Open Issues

Additions to the Agenda

Mayor Ila Skyberg

Mayor Skyberg announces the additions to the agenda.

Keller and Associates report on All-Way Stop Warrant and Speed Study; SW Pioneer Avenue & SW Oak Street; Willamina, Oregon

Letter from Katie Vinson regarding the Old Bank Building

Craig Quimby Bid for the awning at the Library

MOTION:

Councilor Burr motion to add the additions to the agenda. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

Mayor Skyberg asked Peter Olsen to address the addition of the All-Way Stop Sign to the agenda. Peter summarized and stated the stop sign is not warranted as the report shows. He explained that Keller Associates completed a one day collection of traffic data. Per the data there were 300 trips per that day; to warrant a sign there would need to be 300 trips an hour.

Peter addressed speeding in the report. He said according to industry standards a stop sign is not warranted. The recorded speed in the report was within the speed limit. Peter said to slow speeding it is sometimes recommended to skinny up a road. Peter said he visited Pioneer before the meeting and went the speed limit of 25 and felt like he was speeding.

In summary Peter advised the City Council if they were to decide to add a stop sign, they should consult their attorney. He asked for questions. Doug Colton from the audience asked if Keller went up to Pioneer Heights. Peter responded yes. Doug asked Peter if he noticed the stop sign up on Pioneer Heights and one up near Fir and one at the bottom of Hill Drive. Doug said he lives on the other end of Pioneer and he does not want to get run over on Pioneer. Peter responded what the study shows now is a stop sign is not warranted. Doug asked Peter if he came up from Oak Street and tested to see if he can see up or down the hill. Doug said it is ridiculous. Doug continued and said what about the people walking and the potential of getting run over. Peter responded again that the data shows it is not warranted; you can collect more data for a longer period of time but it comes at more cost.

Mayor Skyberg called the 3 minute limit. Bob Burr asked is a speed bump recommended. Peter responded people are not speeding.

Heather stated she is very familiar with Pioneer Street and walks there daily; she said there are no sidewalks and the speed limit of 25 is too high and maybe should be 15.

Katie asked if we could get grant monies to improve the street. Peter responded if it is considered a safe route to school, the city could consider a grant.

Peter addressed hedges and landscaping and said vision is a code issue and a stop sign is not going to help that problem.

Mayor Skyberg asked if we could take a look at signage.

City Manager Bob Sivick stated that unless someone wants to make a motion to add a sign there no action is necessary; if you want to direct staff to look at signage for children playing you can do that.

Jeff responded to the Mayor's question and said that he could put a slow sign for children playing as that is needed.

Bob⁵ asked the Mayor to direct staff to look into signage. The Mayor asked Jeff to consider signage.

Next the Mayor moved to the letter regarding the Old Bank Building addressed to Katie Vinson.

The City Recorder Debbie Bernard explained that she wrote the letter to Katie in response to Katie's visit to the City asking whether a grease catch would be required for the New Coffee Shop in the Old Bank Building that has been renovated. At that visit Katie said that she would not be cooking at the Coffee Shop but bringing cooked food from the Wildwood to the Coffee Shop. Katie had spoken to the Yamhill County Building Inspector Gary Biggs who advised Katie to check with the City.

Katie said going thru the process for the past ten years, she had many permits for the building thru the County. The county building official had a discussion of an overhead ventilation system and the costs involved were too much, she said. Katie said that drainage is a logistical challenge and a grease trap plays into that. She said she is not going to be a full service restaurant. Her question is that she already has a business license for the location and there is already a water meter there; so, she is already ready to go. She added as far as change of use does that mean every time someone changes use it trigger fees. She said she just does not understand.

Rita asked Peter if no cooking is involved why a grease trap is involved. Peter responded and said there is still the same waste involved.

Heather asked for further clarification on the System Development Charge and why it was triggered.

Peter said it is basically the change of use. When you change of use it has an impact on the infrastructure. A change from a café to a restaurant style use has a bigger impact to the infrastructure. He added you're only paying the difference of the impact.

Bob Sivick added that it would not apply to a private residence. What triggered this is it went from a Bank to a Restaurant type restaurant.

Bob Burr said he would like to see us be pro-business and asked if there was any other way to look at it to not trigger SDC fees (system development charges).

Peter responded and said a revision to the code would be required. A revision for a fairer way to assess SDC fees (system development charges) would need to be considered. The City Council asked staff to consider possible changes to the code.

City Manager, Bob Sivick stated for full disclosure, Katie is his landlord. He explained what the city staff is doing, is applying the code as it is written. Making an exception to the law is not the way to proceed as it creates challenges for the city; he advised the Council they can consider the following as options:

- Charge the fees for the increase on the infrastructure to the water bills.
- Finance the SDC (system development charge) over 5 to 10 years.
- Waive fees, but it would require a change to the code; he stated caution because as a hog slaughter business could potentially come into the city and use a lot of water and have the same request.
- Add a provision in the code that the Council can waive the fees and state the reasons and delineate those reasons.

The Mayor asked for a motion to waive the fee or postpone for further discussion.

There was no motion.

Councilor Baller asked the City Manager if Council can direct staff to look into it and make no decision until then; Bob responded yes and by making no decision the status quo stays in place. Staff will return with information on the legal ramifications as soon as possible or the next meeting.

Consent Agenda:

Mayor Ila Skyberg

Approval of Minutes - September 15, 2016

Approval of Minutes - September 29, 2016

Check Registers - September 1 to 31st, 2016 (information only)

Financials September 2016

Councilor Stritzke referred to page 9 second motion on that page of the minutes of September 15, 2016 and noted that she did not vote aye to repaint the library.

Councilor Baller wanted a comment added to the Minutes of the Meeting of September 29th 2016. Rita said it was talked about by discussion not a motion that the painting of

library would return at a later date and wanted it to be stated in the minutes.

MOTION:

Councilor Stritzke motion to accept the consent agenda. Councilor Vinson seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

Correspondence - City of Willamina Applications for City Office

Mayor Skyberg

Mayor Skyberg asked the City Recorder to address the topic.

Debbie gave a background on the Planning Commission need for a 7 member commission and said at the present time Dennis Ulrich who was appointed in at the September 15, 2016 meeting left the need for 6 additional members. She then gave an overview of the applicants in the packet. She explained that the Mayor had advised her that James Brown would like to be reappointed, however, James had not turned in an application. Bob Sivick referenced the code section 31.40 titled Method to fill Vacancies which states the Council shall determine the method to be used for recruiting and filling vacancies on the Commission, therefore an application is not required.

Debbie summarized that 4 applicants live within the city limits and 3 live outside the city limits. The four applicants inside the city are Dennis Ulrich, James Brown, Shirley Fitzgerald and Sheryl Hansen; that makes for a quorum of the applicants residing inside the city. The other 3 applicants are Michelle Nolen, Susan Richman, and Patrick Howard.

Mayor Skyberg stated it was with pleasure along with the Council consent that she appoints James Brown, Shirley Fitzgerald, Sheryl Christi Hansen, Michelle Nolen, Susan Richman, and Patrick Howard Keith.

MOTION:

Councilor Burr motion to accept the appointments to the Planning Commission. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

IV. Consideration of New Business

Staff Report on other Cities use of iPads

Mayor Skyberg asked Debbie to respond on the Staff report.

Debbie said she put a request out on the OAMR Oregon Association of Municipal Recorders for information on who uses electronic devices. Debbie noted that the response was very positive and almost universal that most cities use electronic devices.

Rita asked whether or not staff had researched what other cities do regarding the city paying for Wi-Fi. The City Manager responded and said that paying for the hardware is one thing but internet service has become a regular utility paid by the individual. Bob S. cautioned Council and said if the citizens paid for Wi-Fi there is the possibility that personal emails could come into question.

Katie asked Debbie if Carrie Zimbrick responded on how many iPads she would be able to acquire. Debbie said she asked for 7 iPads, however, had not heard back from Carrie as of yet.

Next item was the discussion on bids for installing an awning over the doors at the library. Debbie passed out copies of bids. The bid from Craig Quimby did not include a picture. Heather asked if the bids from Lowes included installation; Debbie responded no. Mayor Skyberg asked staff to return with a drawing on Craig's bid. David Morey offered details as he had spoken with Craig and said it would be pressure treated lumber with corrugated roofing; Craig would make a cut in the building to install the flashing to make sure it is water proof, said David.

Katie said she likes the idea of going with a local person as it may be possible to give input on the pitch of the awning.

The City Manager said if there are going to be several variables such as the pitch he recommends the Mayor appoint a committee as we do not know what we want at this point. Mayor Skyberg appointed Bob Burr and Katie Vinson.

The Old Department Store

Mayor Skyberg asked for a discussion on business carried forward.

Jeff responded that the wall he had previously mentioned is cracked and that it is structural. Also, Jeff and Chris Scholten do not know what is causing it. It could be settlement; however, it was not going to be a cheap fix. Jeff had not prepared any numbers for the repair, however, added it would be no less than \$3000.00. In addition, as far as the roof repair, Jeff had not heard back from Chris Scholten on a time frame of when the repair work would begin. There were general comments that Chris was hunting.

City Manager Bob Sivick commented that he has been looking into the Old Department Store Building and not being someone from here he was aware that the old department store closed in 1991 and the building was used in the interim and it appears that we are putting more and more money into it. He had anticipated coming back to council for the request to go out for RFP which is in the best interest of the tax payers and see what the market is going to provide; also see what we are going to do with the building.

Katie asked the Mayor if the grant money was dog-eared for that specific use.

Heather added that it would be best if the money went back into the pot and let them redistribute it at a later date because basically we are throwing it away. Heather asked

Council if there were any specifics as to what the city was allowed to do with the building.

Rita was aware of verbal agreement with the Mishlers that the amount of money they had given to pay off the loan would revert back to the library if the building was ever sold.

Mayor Skyberg said that using the grant money for repair is to show maintenance of the building.

Rita shared that she really thinks we should repair the roof. If you walk in and the water is flowing as a buyer, they could be deterred. Also she would like staff to look into the crack that could affect the neighboring building as long as we are owners. Jeff said they are two separate buildings.

Bob S. said he is not advocating not maintaining the building. However, the long term plan is to see what we can do with the building as it is a liability.

Next: Business from the Council.

Councilor Stritzke

Heather reported that Councilor Burr, Mayor Skyberg ^{and} attended the last library board meeting: the meeting centered on rolls and responsibilities. Bob shared that he had an appointment to meet with Sara regarding staffing.

Librarian, Sara Frost shared that she met with CCRLS for her second directors meeting. She would like to create an overall strategic plan now that she is familiar with CCRLS standards and policies.

Mayor Skyberg asked for Public Works report.

Jeff reported that he had been working on the siding of the museum. He added that Public Works repaired a couple of small leaks.

Heather brought up the leak at the library and asked if that would be looked at soon before the rains come. Jeff responded that he would look into it.

David Morey reported that in the last 28 days he had received 9 code complaints one is an ongoing issue. No citation or warnings were given. He said he has experienced volunteer compliance. He did clarify that the city received 3 complaints on the same issue regarding wild geese biting citizens. He talked to Fish and Wildlife and they said the city can do what they want with the geese. David said he moved 2 of the geese down to the sewer ponds. If they become an issue, he plans to locate them to his parent's farm.

Councilor Burr commented that he would like more consistency with the scheduling of City Council Meetings. Bob S. responded that he has been working with West Valley Fire to work out a permanent location and time for the city's regular meetings.

MOTION:

Councilor Vison motion to adjourn. Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00pm on November 10, 2016:
West Valley Fire Station
825 NE Main St
Willamina, Oregon 97396

The meeting was adjourned at 7:30 PM.

Minutes submitted by: City Recorder,
Debbie Bernard _____.

Minutes approved by:
Mayor Ila Skyberg _____.