

City Of Willamina
Minutes of The Monthly Meeting of the City Council
August 15, 2017
6:00 PM

Location of Meeting:

West Valley Fire District
825 Northeast Main Street
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor April Wooden
Interim City Manager Ross Schultz
City Manager Kenna West
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Library Manager Sara Frost
Shirley Fitzgerald Planning Director

Others Present:

Herb Sweet the Bulletin Report
Samantha Morey Budget Committee
Kevin Clark Fire Chief West Valley Fire
Doug Colton Citizen

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on August 15, 2017 at West Valley Fire District by Mayor Ila Skyberg. City Recorder, Debbie Bernard called the roll call. Mayor Skyberg led in the flag salute.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

There were no minutes of the previous meeting reviewed or approved.

III. Consideration of Open Issues

1. Agenda Additions And Corrections

Mayor Ila Skyberg

The Mayor announced the additions to the agenda which were the report from Sarah Frost on the eclipse, the Kiwanis Duck Race and the City Recorder Report from the Sheriff.

2. Library Manager Sarah Frost gave Council an update on the Solar Eclipse. She stated that there are maps being made that will be available for everyone. There is also a flyer that is available with valuable information regarding the eclipse and how to prepare. She also stated she has received 1200 "ISO" safe viewing glasses that are available for free. Currently she has about 400 left.
3. City Manager Ross Schultz stated that he recommends City Hall be closed on August 21st. All were in agreeance.
4. No Public Input
5. Consent Agenda
Mayor Ila Skyberg
 1. Check Registers of June 1 to 30, 2017
 2. Financials June 2017
6. City Manager Ross Schultz asked the Mayor her thoughts on having a work session for the 2017 Financials.

MOTION: Councilor Wooden moved to accept the Consent Agenda. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

7. Mayor Skyberg presented a thank you correspondence. The thank you was from Homeward Bound Pets for the \$250.00 donation.
8. Regular Agenda
Mayor Ila Skyberg
 1. Consideration of the City Manager Contract Agreement
 2. Consideration of the Library Board vacancies
 3. Annual Update Report on Planning and Development Cases

MOTION: Councilor Burr motioned to accept the City Manager Contract Agreement. Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

9. Ross Schultz thanked Council and the Mayor for the time he has been here. He thinks Willamina has a great upside. He also welcomed Kenna West as the new City Manager.

MOTION: Councilor Stritzke motioned to declare two vacancies for the Library Board. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

10. Councilor Baller asked for an update on if everything was approved or did people change their minds.

11. City Recorder Debbie Bernard responded with an update to the staff report regarding the Annual Planning and Development Report. She started with the Draper Annexation that went through twice and was approved. She explained the many lot line adjustment properties increased tax lots by 2000 square feet. They are now a standard 7000 square foot lot. There was a partition for Ed Sharer. A site review was just completed for the property out by Hampton for a storage unit. Also approved was a variance for a deck with a request for a 0 lot line which was approved for a 5 foot setback.

12. Business Carried Forward:

1. Ross Schultz stated that the Railroad has been notified of the sale of the Old Department Store building. The 30 day notification has passed and it is now ok to issue a RFP. This will be a closed sealed bid process.

2. Councilor Wooden stated that the fire department has on file the option of Right of first Refusal.

3. Fire Chief Kevin Clark stated that when Bob Sivick was the City Manager they were looking for the best use for the property. As the Fire Department would like the property they are currently not in the financial position to purchase it.

13. Mayors Report:

1. Mayor Skyberg stated she attended a meeting at the Sheridan Federal Corrections facility. There is an opportunity to have some of the inmates come to town and work cleaning up the city. She asked for feedback from council. Public Works Director Jeff Brown shared his concerns on transportation and supervision. Mayor Skyberg stated she would follow up on this and let everyone know.

2. Mayor Skyberg also attended a meeting at West Valley Campus. There she met Joel Reese of the State Rural Development who is looking to give money to those in need.

14. YCOM Board

1. Councilor Rita Baller stated that there has not been a meeting for a couple months due to different issues. Therefore there would have been no quorum.

15. Yamhill County Housing Authority

1. Councilor Stritzke corrected her title as a Board member not a liaison.
2. Councilor Stritzke stated that she went to her first board meeting. There may be some possible complaint issues the city might have. The issue is the way the budgets are run. The voucher budgets for things like section 8 housing are January to January. The fiscal budget is July 1st to June 30. The Federal Budget is October to September 30. Because of this they have to project vouchers that will be issued. Unfortunately, there were some unexpected cuts in the budget. This means they will have to revoke some vouchers.

16. Yamhill County Transit Authority

1. Councilor Johnson stated he was not able to attend the last meeting because he had surgery.
2. Councilor Johnson talked about new buses for route 22.
3. Councilor Johnson stated that a prize is being offered for people to take a survey online. The purpose is to gather information on how to improve the transit system.

17. Reports From City Officers

City Recorder Report

1. City Recorder Debbie Bernard stated that there will be coverage from 8 to 6 on the day of the eclipse. Initially there was to be no coverage. Debbie expressed concerns for the need of police presence and the issue was resolved.
2. City Recorder Debbie Bernard stated that in September the League of Oregon Cities is having their 92nd Annual Conference. Currently Mayor Skyberg and Councilor Johnson are signed up.

Sheriff's Report

1. Information was provided in the packet.

Public Works Report

1. Public Works Director Jeff Brown provided clarification on his concern with inmates coming to Willamina. He has no issues with receiving the help just concerned about transportation and supervision.
2. Public Works Director Jeff Brown provided more details on the Fish and Wildlife Grant for \$20,000.
3. Public Works Director Jeff Brown commented on his efforts at city hall. There have been three windows replaced and new siding on part of City Hall.

4. Public Works Director Jeff Brown stated that a water line got broke on F Street and it took about three hours to fix.

Librarian Report

1. Library Manager Sarah Frost reminded everyone that we have a new Library Assistant Krystal Stephens. She currently works Sundays and Tuesdays.
2. Library Manager Sarah Frost commented on the ongoing RFID inventory project.
3. Library Manager Sarah Frost commented on the 2018 Ready to Read Project.

18. Adjourn

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on September 12, 2017 at:
West Valley Fire District
825 Northeast Main Street
Willamina, Oregon 97396

The agenda for the next meeting is as follows:
none

The meeting was adjourned at 7:30 PM by Mayor Ila Skyberg.

Minutes submitted by:

City Recorder, Debbie Bernard. Debbie Bernard Date 9-15-17

Minutes approved by:

Mayor Ila Skyberg: Ila Skyberg Date: 9-15-2017