

City Of Willamina
Minutes of the Once A Month Meeting of the City of Willamina City Council
November 14, 2017
6:00 PM (revised)

Location of Meeting:

West Valley Fire
825 NE Main ST
Willamina, Oregon 97132

Present at Meeting:

Mayor Ila Skyberg
Councilor Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor Heather Stritzke
Councilor Craig Johnson
City Manager, City Recorder Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Guest: (not limited to:)
Planning Commissioner Shirley Fitzgerald
Paul Daliquante News Register

Absent from Meeting:

Councilor April Wooden

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on November 14, 2017 at West Valley Fire by Mayor Ila Skyberg. The Deputy City Recorder Debbie Bernard called the roll call and a quorum was present. The Flag Salute was led 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. Public Input

Mayor Ila Skyberg

Shirley Fitzgerald stated her address as 531 SE Washington St. Shirley posed the question to the Council that the general public was taking notice of the homeless population increasing through the news and asked if they were going to do something to address the

issue. She said that she was aware of at least three homeless camps at her end of town. She was wondering if the City was going to gather a group of people to look at the homeless issue. Kenna said it is a noticeable trend and Willamina like other cities have the issue of funding. Kenna continued to say that we are doing what we can by trying to take action through networking with Yamhill County and giving out a homeless information packet that include contact information for services available in Yamhill County.

Shirley also reported to the Council that there are children roaming around the community at 2:00 to 3:00am.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked if there were any agenda items the Council wanted to pull from Consent.

There were none.

MOTION: Councilor Baller moved to approve the consent agenda with these 5 items.

Item 1 is the check registers for September 1 through 30, 2017 outlining those items paid by check during this time frame.

Item 2 is the financial report for September 2017 outlining the income and expenses for September 2017.

Item 3 is the minutes form the October 10, 2017 council meeting.

Item 4 is a resolution appointing the City Manager as Recorder and creating the position of Deputy City Recorder.

Item 5 updated City Employee Handbook. Councilor Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

3. Regular Agenda - Consideration - Council to advise Staff on the method of recruitment for soliciting new member to the planning commission

Mayor Ila Skyberg

The Mayor asked Debbie to address this topic. Debbie responded and said a vacancy had come up on the Planning Commission due to Michelle Nolen resigning back in August. Also, in review of the Commission she discovered that Ordinance No. 643 changed the terms of the planning commission to 3 years which moved 3 planning commissioner terms to expire December 31, 2017. As staff, Debbie asked Council to continue to support the method of advertising for a replacement that had been done in the past and to reappoint the three commissioners for an additional 3 year term.

Councilor Burr suggested the terms of office be reviewed and suggested a 2 year term.

Councilor Baller said that a 2 year term does not give a commissioner enough time to really learn the job and would want the term to stay. She would like to see everyone reappointed.

MOTION: Councilor Stritzke moved to approve the recommendation in the staff report to direct staff to recruit to fill the current vacancy via advertising in the local newspapers and notify the public of the current vacancy via the Willamina High School reader board and the City of Willamina Website. Also move to approve the reappointment of Shirley Fitzgerald, Susan Richman, and Patrick Howard Keith to the City of Willamina Planning Commission for a full term expiring December 31, 2020. Councilor Burr seconded the motion. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

4. Mayors Report

Mayor Skyberg attended the Kiwanis meeting today. A representative from the Ford Foundation Denise Bacon who is looking to help the City create a comprehensive plan and move us forward. The next meeting will be on December 5, 2017 at 1:00 at Coyote Joes.

Councilor Baller asked who wants the plan. Mayor Skyberg responded the plan is for the City and Rural communities.

Kenna added that Denise Bacon brought her boss who along to the meeting. She added that both are very invested in the City of Willamina. Denise is looking at a comprehensive plan that is looking at the West Valley Campus and the downtown, in addition to the surrounding agriculture area. Kenna reported the Denise's boss gave her the approval to go move ahead.

5. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg reported that the 2017 Coastal Hills Art Tour was very successful. Gennie Wymore is the Coordinator and is looking to do it differently next year. There were many positive comments about the community. Mayor Skyberg thanked Jeff Brown for his efforts during the event. Mayor Skyberg reported that April Wooden had been working on the trailer unit that is now located at the City Shops.

YCOM Board (Councilor Baller)

Councilor Baller reported that they had a short meeting. They discussed the large amount of calls coming in on dog control. She said there at could be 10 calls all on the same issues and they are working on how to address that and make it better. The 911 funds are coming in now. Rita explained that when you purchase a cell phone you pay a fee that goes to 911. The money coming in may be better than expected, she said.

Yamhill County Housing Authority Board Member (Councilor Stritzke)

Councilor Stritzke reported the Board had their last quarterly meeting for 2017. They passed their budget. They have two types of loans one for mortgage assistance. The other type is a loan to fix house repairs. Heather reported that they had to write off three loans this year. She said that two of the write offs were in Willamina.

Yamhill County Transit Authority Board Member (Councilor Johnson)
Councilor Johnson referred to an article in the paper that discussed the bus stops. The next meeting will be in January.

Reports from City Officers

City Manager Kenna West reported on the completion of the intake.
Kenna said things are working and everything is in line. She said there intake project is coming to completion. This was big project and a big deal. She said there is a lot of trouble when the sand gets into the pumps and puts stress on the system. The new project will improve those problems and reduce our overtime man power.

Councilor Burr reported that the light parade is December 2, 2017. He said the City might consider a float if there was a way to get participation.

MOTION: Councilor Stritzke moved to adjourn at 6:35 pm. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on December 12, 2017 at:
West Valley Fire
825 NE Main ST
Willamina, Oregon 97396

The meeting was adjourned at 6:35 PM by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard Deputy City Recorder

A handwritten signature in blue ink, reading "Debbie Bernard Deputy City Recorder", written over a horizontal line.

Minutes approved by: Mayor Ila Skyberg

A handwritten signature in black ink, reading "Ila Skyberg", written over a horizontal line.