

City Of Willamina City Council Meeting
Minutes of the Monthly Meeting of the City of Willamina City Council
February 13, 2018
6:00 PM

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Council President Rita Baller
Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Bob Burr
Councilor Theresa McKnight
Councilor April Wooden
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown

Guest: (not limited to)

Paul Daliquante, News Register
Planning Commissioner Shirley Fitzgerald

The regular meeting of the City of Willamina City Council was called to order at 6:00 PM on February 13, 2018 at West Valley Fire by Mayor Ila Skyberg. The Deputy City Recorder Debbie Bernard took the roll call and quorum was present. The Flag Salute was recited.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with 2 additions.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Agenda Additions, Deletions, And Corrections

Mayor Ila Skyberg

Mayor Skyberg opened the meeting and noted 2 additions to the agenda. She asked the Council if there were any pulls. There were no pulls.

Councilor Baller wanted to know if there had been any funds available for training in the budget at the February 7, 2018 work session as she was absent.

The City Manager responded and said there is not any funds left in the budget, however, she is still looking at possible funds and appropriations.

2. Consent Agenda

Mayor Skyberg asked if there were any pulls to the consent agenda and there were none. She asked Council President to read the items on the consent agenda.

MOTION: Councilor Baller moved to approve the consent agenda and accept the additions to the agenda. Councilor McKnight seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, McKnight and Wooden. All in Favor.

Councilor Baller read the description of the consent agenda:

Item 1 is the check register for December 1 through December 31, 2017 outlining those items paid by check during this time frame.

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

Item 3 is the minutes from the January 9, 2018 council meeting.

Item 4 approves the City Manager as the Budget Officer and appoints her to that position for the preparation of the Fiscal Year 2018/2019 Budget.

Item 5 affirms the Fiscal Year 2018/2019 Budget Committee and Proposed Budget Calendar.

Item 6 approves the renewal of those liquor license applications which are attached to the staff report.

Item 7 approves the Economic Improvement District nominees for the EID Advisory Committee and accepts the EID Annual Financial report.

3. Regular Agenda - Consideration of The City Manager Salary Increase

Mayor Ila Skyberg

MOTION: Councilor Baller moved to approve the City Manager salary increase after the 6 months anniversary of her employment. Councilor Wooden seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, McKnight and Wooden. All in Favor.

Discussion:

Mayor Skyberg introduced a 6 month review for the Kenna and said she has nothing but good things to say. Mayor Skyberg thanked Kenna for taking the position. She added

another thank you for all she does. She said that Kenna has a wonderful work ethic and she wanted to say thank you again.

Councilor Wooden said “She has exceeded all my wildest expectations.”

Councilor Baller said “You put a bright face out there for Willamina”. “People have a new view of Willamina than they had in the past.”

Councilor Burr said “Your focus and fiscal responsibility is wonderful.”

Councilor Johnson said he was impressed with Kenna’s resume.

Councilor Stritzke said “She has had nothing but good feedback from citizens.”

4. Consideration of The Cemetery Burial Plot Price Increase

Mayor Ila Skyberg

MOTION: Councilor Stritzke moved to accept the consideration of the cemetery burial plot price increase. Councilor Burr seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, and McKnight. All in Favor. Councilor Wooden abstained.

Discussion:

Councilor Wooden asked if any of the cemeteries were privately owned. The City Manager responded and said that McMinnville and Sheridan are private. Kenna said if we take out those two cemeteries, it out would bring the average cost per plot to \$1243.00.

Councilor Wooden added that she does not feel those private cemeteries should be considered in the analysis. She said that she did not feel an increase tenfold is a good idea. She said she would support \$1000.00 increase. She sympathized with the increase. April shared that Buck Hollow Cemetery accumulated funds without doing much of anything. They own their own tractor and pay to have the lawn moved.

Kenna said the City is subsidizing the cemetery at \$1300 a year. That is not improving it just doing the minimum. Kenna added that even at 4 burials a year, the City is still subsidizing the cemetery.

Kenna suggested cremation gardens that would increase the additional plot availability and allow more people in.

Councilor Baller agreed with April about the increase amount but it is one price forever, she said. Rita added that we had people come out and advise us how to fix the headstones as it is a Pioneer Cemetery.

Jeff said the County work crew does the mowing as it is too time consuming for public works.

Kenna asked Councilor Wooden if she wanted to make another motion. She moved to support an increase not to exceed \$1000.00. There was not a second. Motion died.

5. Mayor's Report

Mayor Skyberg had nothing to report.

6. Council Liaison Reports

Chamber Liaison (Councilor April Wooden)

Councilor Wooden reported that it was an EID meeting. The results of the meeting were all reading addressed and approved in the consent agenda.

7. YCOM Board (Councilor Baller)

Councilor Baller had nothing to report until after their next meeting.

8. Yamhill County Housing Authority Board Member (Councilor Stritzke)

Councilor Stritzke reported on several programs the Yamhill County Housing Authority offers. Specifically one for low income home buyers to do repairs on their homes. There is a mortgage assistance program for people that fall behind on their mortgage that can assist them from losing their home. The loans are interest free if the owner stays in the home for 5 years, she said. Heather reported that the Housing Authority has grants for homeowners to do repairs on Mobile Homes; those grants allow for repairs that are costly due to the value of the home. Kenna asked Councilor Stritzke if she could get some information that can be handed out by Code Enforcement when he is out and about.

9. Yamhill County Transit Authority Board Member (Councilor Johnson)

Councilor Johnson reported the YCTA is what he calls under construction. They met with an advisory board that advised YCTA how to better assist the community and how to better use their funds. The Tribe attended that meeting and would really like to see a bus running on Sunday to the tribe. Another topic that was discussed was how to retain bus drivers. Craig said of course a response to that would be better pay for the drivers, however, they are looking for additional options. They also discussed an increase in fairs.

10. Informational Reports from/City Officers

City Manager Kenna West said outside the City officer's report she wanted to thank each one of the Councilors and the Mayor for their support. Kenna said that the new street light in front of West Valley Fire on Main Street was only going to cost \$6.52 a month. Also that we will be moving forward on the SDC rate review. In June the Yamhill County Commissioners will be here for their Town Hall.

11. Sheriff's Report

Event Calendar – informational

Public Hearing – none

MOTION: Councilor Stritzke moved to adjourn. Councilor Baller seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, McKnight and Wooden. All in Favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on March 13, 2018 at:
West Valley Fire
825 NE Main St
Willamina, Oregon 97396

The meeting was adjourned at 6:45 PM by Mayor Ila Skyberg.

Minutes submitted by: Deputy City Recorder, Debbie Bernard _____.

Minutes approved by: Mayor Ila Skyberg _____.