

City of Willamina
Minutes of the Once A Month Meeting of the City Council
October 9, 2018
6:00 PM

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Wymore
Councilor Johnson
Councilor Burr
Councilor Baller
Councilor McKnight
Councilor Wooden
City Manager, Kenna West
Deputy City Recorder Debbie Bernard

Guest: (not limited to):

Chief Kevin Clark
Paul Dalquilante News-Register
Mary Jane Hollinger

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on October 9, 2018, at West Valley Fire by Mayor Ila Skyberg.

I. Approval of Agenda

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

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Addition And Deletion

Mayor Ila Skyberg

Mayor Skyberg noted the additions to the agenda. They were following:

No. 7 The Recruitment for the Planning Commission Vacancy.

No. 8 The Repeal of Resolution 18.19.004 and Approval of Resolution 18.19.011 and

No. 9 The request to approve a Denial on a Hardship request.

Mayor Skyberg asked for any pulls. Council Present Baller asked to pull the minutes of September 11, 2018, for discussion as she wanted the minutes amended to show her listed as present at the meeting.

2. Public Input

Mayor Ila Skyberg

The Mayor asked for the Public Input. Mary Jane Hollinger spoke. She lives at 242 Lamson St. She thanked the Council for the award she received as "Citizen of Year." She said she was honored.

3. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for a motion to approve the consent agenda.

MOTION: Councilor Baller moved to approve the consent agenda which included Check Registers from August 1 to 31, 2018 and Financials from August 31, 2018 with the pull of the September 11, 2018 minutes for discussion. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

4. City Manager Compensation - Resolution 18-19-008

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

MOTION: Councilor McKnight moved to approve Resolution 18-9-008 approving an increase in compensation for the City Manager. Councilor Baller seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in favor.

Discussion: Mayor Skyberg asked Deputy City Recorder Debbie Bernard to comment. Debbie said that the Council at their September 11, 2018, Regular Meeting approved a modification to the City Manager contract allowing for an increase. The proposed 5 percent increase would go into effect October 1, 2018, if the Council moved to approve the resolution.

Mayor Skyberg noted there was a motion and second. She asked for those in favor and those opposed. All were in favor.

5. Funding For Emergency Water Intake Repair - Resolution 18-19-009

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

MOTION: Councilor Johnson moved to approved resolution 18-19-009 and authorize the Mayor or City Manager to sign any necessary documents to receive funds from Business Oregon. Councilor Burr seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Discussion:

Councilor Wooden said she was puzzled where it says a loan from the water fund in the Staff Report? Kenna gave a clarification that it is the State water fund, OBDD, and not the City water fund. Kenna further explained that the City water intake system has been compromised due to the shifting of the gravel bar and the cost to repair the intake system is estimated to be \$63,000.

Kenna said she worked with 7 different state agencies for permits to get into the creek. Also, the City pursued funding for the repair of the intake from the Oregon Infrastructure Finance Authority and has been offered a 50/50 Loan Grant. She explained if Council approves Resolution 18-19-009 it will give the City Manager or Mayor authorization to accept and submit the Grant.

Councilor Baller complemented the City Manager on her persistence to get the Grant. Councilor Burr asked what the monthly payments on the loan are. Kenna responded she did not have those specifics, however, said it is a 5-year loan commitment.

Councilor Wooden asked if the payments come out of our water fund. Kenna responded yes.

Councilor Burr referenced page 15 of 16. He wanted to know what was the 120 percent item referenced. Kenna responded that the work Council did to raise water rates brought us within the parameters of this agreement.

Council Burr noted that the Council is at the mercy of the Creek. As this can happen again, he said. He continued and said the Council needs to look long term. Kenna responded that the Council has looked ahead with the approval of the 2015 Water Master Plan.

Councilor Burr asked if SDC's could be used to pay for repairs. Kenna responded probably no as the repairs do not increase capacity.

Mayor Skyberg stated there was a motion and a second. She asked for a vote of all in favor and all opposed. All were in favor.

Mayor Skyberg closed the Regular Meeting and opened the Public Hearing on the proposed Supplemental Budget and Reallocation of other line items in for 2018/2019.

Mayor Skyberg read the public hearing script:

Good Evening

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed Supplemental Budget and Reallocation of other line items for FY 2018/19.

She asked for General Testimony. There were none.

Mayor Skyberg asked for questions or comments from Council. There were none.

Mayor Skyberg closed the public hearing and re-opened the regular session.

6. Resolution 18-19-010 - A Resolution of the Willamina City Council Authorizing Appropriations Amending the Fiscal Year 2018/2019 Budget and Reallocating Funds within Funds for the Fiscal Year 2018-2019

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

MOTION: Councilor Burr moved to approve Resolution 18-19-010 approving the Supplemental Budget. Councilor Wooden Second. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Discussion:

Kenna explained the Supplemental Budget and pointed to a few line items for discussion. She said we did not expect the expenditures and income from the Grant. Kenna also pointed out the improvements at Hampton Pond and closing out the \$22,000 in revenue. She added that the Workers Comp Audit created an increase.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

7. Recruitment for the Planning Commission Vacancy.

Mayor Ila Skyberg

Mayor Skyberg asked Deputy City Recorder to address the Staff Report.

Debbie explained that with the Resignation of Planning Commissioner Dennis Ulrich a vacancy has been created. In addition, there are three additional planning commission seats that will be ending their term December 31, 2018. The Staff is asking Council for direction to advertise in the local papers and reader board.

MOTION: Councilor Wooden moved 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 City of Willamina website. Councilor McKnight seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

8. No. 8 The Repeal Of Resolution 18-19-004 and approval of Resolution 18-19-011 And Mayor Ila Skyberg

Mayor Skyberg called for a motion:

MOTION: Councilor Wooden moved to approve Resolution 18-19-011. A resolution of the Willamina Council extending workers compensation coverage to volunteers. Councilor Baller seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Discussion:

Kenna explained we cover our Volunteers with Workers Compensation. Kenna noted that we add new events like the trunk or treat to the new Resolution.

Councilor Wymore asked about the light parade and 4th of July committee and if they're covered. Kenna responded no. She said the reason is that there are no employees on those committees or a Volunteer from the City.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

9. No. 9 The Request to approve a denial on a Hardship Request.

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

MOTION: Councilor McKnight moved that the hardship placement request is denied and that the City Manager, or a City representative appointed by her, be authorized to issue a denial letter and proceed with enforcement. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

Discussion:

Kenna explained Mr. Ray had been to Council with the request for hardship and not just one time. She gave the background. In 2014 the Council authorized a hardship placed for 9 months. They have been in Violation since October 9, 2015. Based on that we are recommending denial.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

10. Minutes from September 11, 2018

Mayor Ila Skyberg

Mayor Skyberg asked for a motion:

MOTION: Councilor Baller moved to approve the minutes of September 11, 2018, with the amendment of adding her to the list of those present. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

11. Mayors Report

Mayor Skyberg reported that Volunteer Recognition Events was great! The Mayor recognized Councilor Baller for her contributions.

12. Council Liaison Reports

Chamber Liaison and Councilor April Wooden reported on Bridge the Gap and said was deemed a great success. Yamhill County Sheriff's Dept. brought a great display and gave out goody bags to all the children. West Valley Fire Department also gave out goody bags. She added a report on many additional items as follows:

- The Willamina Saw Sign has not yet found a home. The proposed location is owned by ODOT.
 - The Art Tour is moving ahead.
 - The Annual Christmas Dinner will be at Coyote Joe's who plans are still up in the air.
 - The City has signed on to Travel Salem which will list us on their tourism brochure and map
 - Due to vandalism of the Galloping Goose, the doors have been locked
 - Carrie Zimbrick announced Open House at the school including spaghetti dinner, a book sale and may booths.
 - Chamber members headed up by Dr. Brooks, have been replacing burned out lights bulbs in the Christmas street decorations.
 - Bob Burr is organizing the Christmas Light Parade scheduled for the first Saturday in December.
 - The 4th of July Committee announced plans for a baked sale to raise money for fireworks
 - The DAR requested a letter from the Chamber of Commerce to advance their plans to give an award to Steve Bobb.
 - The EID meeting last Wednesday did not have a quorum so no official business conducted
 - Two hundred dollars was paid to Mike Reed for placement of the sign on his Hwy 22 property.
 - Joe and Janet have been confirmed for the March Wet Season Music Fundraiser for fireworks.
 - The Chamber will use Country Garden Nursery next year for flower baskets. Poles need to be refurbished.
 - Ginny will repaint the Triangle for next year's 4th of July.
13. Library Liaison - Councilor McKnight reported on the library. She said the library is very active. Library volunteer Carla Johnson was voted Library Champion of the year. They are looking for teen volunteers.
14. YCOM Board – Councilor Baller reported that the staff has been working on equipment that is a tracking source to follow police officers from the time a call is dispatched to arrival. The will be able to follow the police which she said is very excited. Rita further explained that the City of Newberg and Dundee is not included in this system.
15. Yamhill County Transportation Board – Councilor Johnson reported that the Board on October 2, 2018, voted to finalize a document for submission to our County Commissioners for approval. Willamina and Carlton are more consistent in supporting the Transits System. Councilor Johnson said they are working on improving Route 22 Bus to be more consistent overall. Also, the YCTB want to implement a shopper's shuttle. In addition, the short term they are looking at an addition evening shift.
16. City Manager's Report – The City Managers reported that Councilor April Wooden won second place for her tomato pie and the Harvest Festival Pie Contest.

Also, James LaBar with Regional Solutions has been pulled and now on the Governor’s Housing Committee. Kenna said he was of great help with our recent water intake crisis. The City Manager reported that 1st Street will be paved on Friday. She said we will use monies in our street funds. We did not go into our contingencies. Kenna also reported on Trunk or Treat. She said the Tina Miller Park will be decorated by Justin Riggs. Sara will hold a Pumpkin Painting at Library and there will be prizes.

Kenna concluded and said the reason for these events is to keep children away from trick or treating along Hwy 18.

- 17. Sheriff’s Report – Kenna went over the Sherriff report. She also added that she is very pleased with the work the Sherriff is doing for us.
- 18. Adjourn – Mayor Skyberg asked for motion to adjourn.

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

Agenda and Time of Next Meeting

The next meeting will be held at on at:
West Valley Fire
825 NE Main St.
Willamina, Oregon 97396

The meeting was adjourned at 7:45 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder, Debbie Bernard

Debbie Bernard

Minutes approved by Mayor Ila Skyberg

Ila Skyberg