

**City of Willamina**  
**Minutes of the Once A Month Meeting of the City Council**  
**January 8, 2019**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire Station  
825 NE Main St.  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Council President Rita Baller

Councilor Roberta Lawson

Councilor April Wooden

Councilor Craig Johnson

Councilor Bob Burr

Councilor James Daley

City Manager Kenna West

Deputy City Recorder Debbie Bernard

Public Works Director Jeff Brown

Guest (not limited to:)

News-Register Reporter Paul Daquilante

The Bulletin Board Reporter Herb Swett

West Valley Fire Chief Fred Hertzell

Polk County Cemetery Savers Lloyd Collins

Confederated Tribes of Grand Ronde Planning Department Director Rick George

Cascadia Consulting Partnership Community Development Contractor Rich Foster

Tribal Council Member Michael Langley

Tribal Council Member Kathleen George

Ginny Wymore

Arthur Schwartz

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on January 8, 2019 at West Valley Fire Station by Mayor Ila Skyberg. The Deputy City Recorder called the roll call, and a quorum was present. The flag salute was recited.

**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. Presentations

Mayor Ila Skyberg

Mayor Skyberg welcomed the Confederated Tribes of Grand Ronde Tribal Council Members.

Tribal Council Member Michael Langley discussed the communities of the West Valley. Member Langley commented that all communities are interconnected from cross-employment to joint governmental projects.

Tribal Council Member Kathleen George continued on the topic of interconnectedness and where the communities' future are intertwined. Council Member George thanked the Willamina City Council for allowing them to present the visioning that affects both communities and extended an invitation for them to visit Grand Ronde.

Member George also highlighted our communities' shared goals of housing and education and the next steps in the CTGR visioning project.

CTGR Planning and Development Director, Rick George, shared that the Tribe had begun the process of bringing up-to-date their Community Plan. It is a two-part process of 1) creating more formal boundaries for Grand Ronde, and 2) formalizing the original 60 acres, reservation boundary. The Tribe has contracted with Cascadia Partnership, a Community Development Planning service to assist in the project.

Polk County Cemetery Savers

Mayor Ila Skyberg

Mayor Skyberg introduced Lloyd Collins with Polk County Cemetery Savers. Mr. Collins presented a video of a number of cemeteries before and after the Polk County Cemetery Savers. The PCCS is a small group of volunteers who work on cemeteries and have selected Willamina Historic Cemetery as the next project.

Mr. Collins provided Council with a list of items and areas for which the City will be responsible, including: 1) a group of 8 to 10 dedicated volunteers, 2) two to three yards of crushed rock, and 3) a portable toilet for the duration of work which will be about 10 to 12 weeks. Mr. Collins said they hope to begin work July 27, 2019.

City Manager Kenna West commented that the work proposed by the Polk County Cemetery Savers is at no cost to the City of Willamina, other than the cost associated with those items provided by the City.

Mayor Skyberg commented that the City is most thankful to the Polk County Cemetery Savers for their presentation and for their interest in our cemetery.

3. West Valley Visioning Project

Mayor Ila Skyberg

Mayor Skyberg introduced Arthur Schwartz to speak on behalf of the West Valley Visioning Committee. Mr. Schwartz explained they are a group of volunteers who have

been meeting for about a year and are in the early stages of planning. They are working to create a vision for the next 10 to 20 years for the community. They have created a questionnaire for community member input and hope for at least 1,000 completed surveys. After that, they will create focus groups and have town hall meetings to finalize the concept. Mr. Schwartz brought surveys and asked everyone present to complete one.

Tribal Council Member Michael Langley commented that you don't have to live in Willamina; if you are involved in the Community, or work here, or in any way connected, you can also fill out the questionnaire.

Ginny Wymore, who is also on West Valley Visioning Committee asked everyone to "dream big."

#### 4. Consent Agenda

Mayor Ila Skyberg

Council President Baller moved to approve the Consent Agenda. Councilor Wooden seconded. The Mayor requested Council President Baller to read the items on the consent agenda. Councilor Baller read the following:

1. Check Registers – November 1 to 30, 2018 (information only)
2. Financials November 30, 2018
3. Minutes from the December 11, 2018 City Council Meeting

**MOTION:** Councilor Baller moved to approve the Consent Agenda that included three items. Councilor Wooden seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

#### 5. Election of Council President

Mayor Ila Skyberg

Mayor Skyberg commented that the issue before Council is whether the City Council should elect a Council President. Mayor Skyberg asked for a motion

**MOTION:** Councilor Johnson moved to elect a Council President. Councilor Wooden seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

The Mayor then called for nominations. Councilor Wooden nominated Councilor Baller. Councilor Johnson nominated Councilor Burr. Councilor Daley nominated Councilor Lawson.

Mayor Skyberg asked for a vote. Councilor Lawson received two votes, Councilor Burr received one vote, and Councilor Baller received three votes.

Mayor Skyberg then announced Councilor Baller with the most votes as the new Council President.

#### 6. Renewal of Permit For Short -Term Occupancy of A Recreational Vehicle

Mayor Ila Skyberg  
Mayor Skyberg asked for a motion.

**MOTION:** Councilor Baller moved to approve the renewal of a permit for short-term occupancy of a recreational vehicle located at 330 Jackson Street and authorization for the City Manager to administratively renew said permit should such a request be submitted in the future. Councilor Daley seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

Discussion:

Councilor Baller commented that she would like to take the burden off of this gentlemen and so he can focus on getting well.

7. Regional Emergency Management Planning Grant Application Letter of Support

Mayor Ila Skyberg  
Mayor Skyberg called for a motion.

**MOTION:** Councilor Johnson moved to approve the letter of support and authorize Mayor Skyberg to sign that letter on behalf of the City of Willamina. Councilor Wooden seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

Discussion:

Councilor Baller commented that this is an excellent example of partnering with the Tribe.

Councilor Johnson also commented that he was impressed.

8. Ordinance No. 667 - Creation Of The Cemetery Committee

Mayor Ila Skyberg  
Mayor Skyberg called for a motion.

**MOTION:** Councilor Wooden moved to approve Ordinance No. 677 and accept the attached By-Laws for the Willamina Historic Cemetery Committee. Councilor Johnson seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

Mayor Skyberg asked for a reading of Ordinance No. 677. Deputy City Recorder Debbie Bernard read Ordinance No. 677 in its entirety.

Deputy City Recorder, Debbie Bernard asked for a motion for the second reading by title only.

**MOTION:** Councilor Burr moved to approve Ordinance No. 677 and have the second reading of Ordinance No. 677 read by title only. Councilor Baller seconded the motion.

Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

9. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported that she attended an appreciation gathering for the outgoing Yamhill County Commissioner Primozich. Also, Mayor Skyberg commented that she would attend the upcoming Yamhill County Chapter of the Daughters of the American Revolution meeting where Steve Bobb, Sr. will receive an award.

10. Chamber Liaison (Councilor Wooden)

Mayor Ila Skyberg

Councilor Wooden reported that the Chamber does not meet in December. She commented that the EID (Economic Improvement District) passed their annual budget. Also, Rolly Heuser reported that 600 people attended the Christmas Dinner at Coyote Joes.

11. Mayor Skyberg announced that the Library Liaison position is vacant and asked the new councilors if they were interested. Councilor Lawson indicated she was interested and accepted the appointment. Councilor Lawson reported that Barbara Hofenbredl would be talking to Milan Miller to ask if he would pay half for new carpet at the library and Barbara will pay the other half.

12. Yamhill County Transit Board Member

Councilor Johnson reported that the Board is doing well. He commented that Yamhill County Commissioner Kulla would be joining the Board replacing the outgoing Commissioner Promizich.

13. YCOM Liaison Councilor Baller reported that there was no meeting in December.

14. City Manager Kenna West reported that the Willamina Library staff, city management, community members, Library Board, and others are meeting on January 15, 2019 from 9:00 to 10:30 to begin Strategic Planning.

The City Manager asked everyone present to consider volunteering for the City of Willamina Budget Committee.

The City Manager commented on the progress of the SDC (System Development Charge) review and the newly created CIP (Capital Improvements Plan) which are necessary to establish the correct SDC fees. She passed out a list of streets capital improvements which showed a priority plan. The Street CIP list totaled \$2,000,000 in recommended projects.

**MOTION:** Councilor Wooden moved to adjourn at 7:10 PM. Councilor Burr seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

**IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on February 12, 2019 at:  
West Valley Fire Station  
825 NE Main St  
Willamina, Oregon 97396

The meeting was adjourned at 7:10 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder Debbie Bernard

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Minutes approved by Mayor Ila Skyberg

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