

**City of Willamina
City Council Minutes Regular Meeting
February 12, 2019
6:00 PM**

Location of Meeting:

West Valley Fire Station
825 NE Main St
Willamina, Oregon 97132

Present at Meeting: Mayor Ila Skyberg

Council President Rita Baller

Councilor April Wooden

Councilor Craig Johnson

Councilor Bob Burr

City Manager Kenna West

Deputy City Recorder Debbie Bernard

Public Works Director Jeff Brown

Guest: (not limited to:)

News-Register Reporter Paul Daquilante

Polk County Sheriff Mark Garton

Yamhill County Mediators Retired Executive Director Marlena Bertram

Yamhill County Mediators Executive Director Chuck Pattishall

Absent from Meeting:

Councilor Roberta Lawson

Councilor James Daley

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on February 12, 2019 at West Valley Fire Station 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. Agenda Additions, Deletion, And Corrections

Mayor Ila Skyberg

Mayor Skyberg announced the following additions to the agenda:

1. Willamina Historical Cemetery Applications

2. Willamina Budget Committee Application

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg invited Sherry Dawkins to speak who signed in under public input.

Sherry introduced a flyer for the Council and handed it to the Deputy City Recorder.

The Flyer announced the Willamina Mud Drags held on June 1, 2019 and 29, 2019. Sherry said she was present on behalf of the fundraiser for the Willamina 4th of July Fireworks Committee. She asked the Council for permission to use City property for the Mud Drags. City Manager Kenna West commented that she was under public input and no decision could be made by the City Council at that time.

5. Presentations

Mayor Ila Skyberg

Mayor Skyberg welcomed Polk County Sheriff Mark Garton. Sheriff Garton thanked the Council for allowing him to make a presentation and bring them up to date on the Polk County Sheriff's Office. Sheriff Garton reviewed the prior year's activity. Sheriff Garton also provided the City Council with updated information on the upcoming Public Safety Levy in Polk County. After completion of his presentation, Sheriff Garton requested the City's support in regard to this Levy.

MOTION: Councilor Baller moved to support the Levy. Councilor Burr seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

Mayor Skyberg requested Marlana Bertram, Interim Executive Director from Your Community Mediators of Yamhill County, to speak next. Marlana presented copies of their fiscal year 2017-18 City of Willamina statistical summary report to the Deputy City Recorder for the Council. The report reviewed the case type, number of cases, number of Willamina residents served by mediation, operational staff expense, and volunteer valuation rate. Ms. Bertram then asked for the support of \$1, 000 donation. Further, Ms. Bertram explained that she is retiring. New Director, Chuck Pattishall, introduced himself and provided a summary of his prior experience.

6. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg requested the Council President read the items on the consent agenda. Councilor Baller read the following:

- 1) Check Registers from December 1 to 31, 2018
- 2) Financials from December 31, 2018
- 3) Minutes from the January 8, 2019 City Council Meeting and
- 4) Annual Liquor License renewals

MOTION: Councilor Baller moved to approve the Consent. Councilor Johnson seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

7. City Council Vacancy

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the City Council declare the City of Willamina City Councilor office held by James Daley to be vacant and move forward with the nomination/appointment of someone else to fill the vacant office?"

MOTION: Councilor Burr moved to declare the office held by Councilor Daley as vacant. Councilor Johnson seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

Mayor Skyberg asked if there were any nominations from Council.

MOTION: Councilor Wooden moved to nominate Theresa McKnight to the vacant position. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

The Deputy City Recorder Debbie Bernard read a letter of interest in serving on the Council from Theresa.

Budget Committee Appointments

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the Mayor and City Council appoint Laurie Toney, Vern Holstad, Phillip Lybarger, Katie Vinson, and Craig Kruchok to fill the vacant seats on the City of Willamina Budget Committee?"

MOTION: Councilor Johnson moved to appoint Laurie Toney, Vern Holstad, Phillip Lybarger, Katie Vinson, and Gregg Kruchok to serve on the Budget Committee. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

8. Budget Officer Appointment

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the City Council approve the City Manager as the Budget Officer for the 2019-2020 Budget?"

MOTION: Councilor Burr moved to appoint City Manager Kenna West as Budget Officer. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

9. Willamina Historic Cemetery Committee Appointments

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the City Council appoint Joel Boyce and Charlene Brown to the Cemetery Committee?"

MOTION: Councilor Baller moved to appoint Joel Boyce and Charlene Brown to the Cemetery Committee. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

10. Business License Fees - Resolution 18-19-012

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the City Council approve Resolution No. 18-19-012 adjusting the City of Willamina annual business license fee?"

MOTION: Councilor Wooden moved to approve Resolution 18-19-012 adjusting the business license fee to \$75.00 per year. Councilor Johnson seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

11. Economic Improvement District; Approved Budget, Election of Officers, And Request for Update

Mayor Ila Skyberg

Mayor Skyberg stated "Shall the City Council approve the nominees for the Economic Improvement District (EID) Advisory Committee as presented to the Council and accept the Annual Financial Report submitted by the EID Treasurer?"

MOTION: Councilor Johnson moved to approve the nominees presented by the EID for the Advisory Board, to accept the EID annual Financial Report, and to authorize the City Manager to allocate staff time, as she deems appropriate, to research, review and respond to the EID request. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

12. Public Hearing - Public Hearing on Supplemental Budget for Fiscal Year 2018/2019

Mayor Ila Skyberg

Mayor Skyberg closed the Regular Session at 7:05 pm and opened the public hearing.

Mayor Skyberg read the public hearing script. She asked for comments from the those present. There were none. She asked for comments from the Council. There were none.

The Mayor then closed the Public Hearing and reopened the Regular Session.

Mayor Skyberg stated "Shall City Council approve Resolution 18-19-013 adopting a supplemental budget that includes three new line items, increases the adopted budget to allow receipt of grant revenues and planning fee revenues that were not anticipated in the adopted budget and expenditure of this unanticipated revenues; an increase in wastewater capital outlay, and reallocation of various other line items contained with the adopted budget?"

MOTION: Councilor Wooden move to approve Resolution 18-19-013 adopting a supplemental budget and allowing reallocations within Funds to the adopted budget. Councilor Burr seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

IV. Informational Reports

13. Mayor Report

Mayor Ila Skyberg

Mayor Skyberg asked for a count of those attending the City-County Dinner in Dundee. Kenna noted this event is a day after the COG Dinner.

Mayor Skyberg attended the Elected Officials workshop on Jan 23, 2019. She also attended the Polk County Elected Officials Breakfast on the 25th where they were still discussing the 3rd bridge in Salem. The Mayor heard today they would not be moving forward with the 3rd bridge. Also, she and the City Manager attended the Yamhill County Housing Summit. She attended a Historical Cemetery Committee yesterday, and from that, it was decided that Councilor Baller would be appointed as the Cemetery Committee Liaison for the City Council.

14. Council Liaison Reports - Cemetery Committee Liaison

Mayor Ila Skyberg

Councilor Baller reported on the January 2019 Cemetery Committee and indicated Charlene Brown is working on a visitor's pamphlet. They talked about the Polk County Cemetery Savers who gave a presentation to Council in January. Councilor Baller referred to the presentation last month and said she is excited for the Willamina Cemetery and the work that will be done. The Committee also reviewed the Cemetery Rules and Regulations and last put out an advertisement for new Cemetery Committee members.

15. Chamber Liaison (Councilor Wooden)

Mayor Ila Skyberg

Councilor Wooden reported the Chamber is working on "Goose" Security; Jeff Brown and Ginny Wymore are working on covering the windows. They are still waiting for a location on the new welcome sign to be placed out by Highway 22. Carrie Zimbrick reported updates to the Chamber on the High School. There are 870 students this year, and all class sizes are under 25.

16. YCOM Board (Councilor Baller)
 Mayor Ila Skyberg
 Councilor Baller said they did not have a quorum last month and no meeting.
17. Library Liaison (Councilor Lawson)
 Mayor Ila Skyberg
 Councilor Lawson was absent.
18. Yamhill County Transit Authority Board Member (Councilor Johnson)
 Mayor Ila Skyberg
 Councilor Johnson reported that one of the main priorities for the Transit Authority is to work with local businesses in McMinnville to make sure the riders are safe. They have been talking to the Manager of Winco to bring the bus closer to their door for the safety of the passengers. Also, the Shopper shuttle is being tested.
19. City Managers Report
 The City Manager reported that at the Elected Officials Essentials Training, Madam Mayor was asked to be on the presentation panel due to another speaker's inability to attend. Mayor Skyberg did a wonderful job!
- The City Manager reported that staff had been very busy at City Hall. Also, she has been working on a shared tour with the Grand Ronde Tribe for March 11, 2019 when the Tribe will tour the City of Willamina. There is a proposed luncheon at the Museum for a visit. Then the City of Willamina will tour Grand Ronde on March 15, 2019.
- Kenna updated the Council on new businesses coming in which are a resale store called Shyla Renovations, and of course the Dollar General.
20. Sheriff's Report
 Mayor Ila Skyberg
 City Manager Kenna West commented on the Sheriff's Report. She wanted to bring to the Council's attention the reduction in crime numbers. Larceny was down 92%, and vandalism was down 88%. She said these are impressive numbers and related the decline in numbers to the new drug dog.
- MOTION:** Councilor Wooden moved to adjourn at 8:10 PM. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson and Burr all in favor.

V. Agenda and Time of Next Meeting

The next meeting will be held on March 12, 2019 at 6:00 PM at:

West Valley Fire Station
825 NE Main St
Willamina, Oregon 97132

The meeting was adjourned at 8:10 PM by Mayor Ila Skyberg.

Minutes submitted by:
Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg
