City Of Willamina
Minutes of the Meeting of the City Council
August 13, 2019
6:00 PM
Meeting recorded

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 Theresa McKnight
Councilor Bob Burr
Councilor Craig Johnson
Councilor Roberta Lawson
City Manager Kenna West
Public Works Director Jeff Brown
Deputy City Recorder Debbie Bernard
Guest (not limited to:)
James Graham, U.S. Census Bureau Partnership Specialist, Los Angeles Region
Arthur J Schwartz
Paul Daliquante News-Register Reporter
Absent from Meeting:
Councilor April Wooden

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on August 13, 2019 at the West Valley Fire Station by Mayor Ila Skyberg. Deputy City Recorder Bernard called the roll and a quorum was present. Mayor Skyberg led in the flag salute.

Mayor Skyberg announced a special thank you to the City Manager West at her second anniversary August 15, 2019 by presenting the City Manager with a basket of fruit and a card.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with one addition to the Consent Agenda, the engagement letter for the financial auditor.

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 Skyberg
   Mayor Skyberg called on Councilor Lawson who signed in to speak. Councilor Lawson said that she received a complaint from a local citizen who said he had contacted Staff and no action taken is now contacting Council. Councilor Lawson said the citizen is very persistent. City Manager West responded she was aware of the fence issue and said that the matter is closed and if the citizen wants to continue his concern, he should contact Management.

   Mayor Skyberg called on Arthur Schwartz next with the West Valley Visioning Project. Mr. Schwartz invited the Council to the second West Valley Visioning Project Dinner. He shared he had 50 RSVPs, which was similar to the attendance at the first dinner which was held in Sheridan.

2. Presentation And Proclamation
   Mayor Ila Skyberg
   Mayor Skyberg introduced James Graham,
   U.S. Census Bureau Partnership Specialist, Los Angeles Region.

   Mr. Graham clarified that he is not from Los Angeles but lives in Depoe Bay. He said the Los Angeles Region encompasses 7 West Coast States. The Decennial Census is under the United States Constitution - 1787 Article 1, Section 2. Every ten years a census is completed. His role is to reach out to local governments to drive an accurate census. His presentation highlighted Justice and Power. The Justice identifies Fair Labor, Power is the US House of Representatives, Federal and State, and local Districts, and the Money is the $675 billion Federal and $13.5 billion Oregon dollars driven by the Census. Every citizen identified is a $3200 value to each community in federal and state dollars, said Graham.

   Mr. Graham said the Census is relevant, easy and safe. He made a point to share that the information collected by the Census is confidential and protected by the law. Mr. Graham described the 10 questions asked by the Census:

   1. Address
   2. Phone number
   3. Count of each person at that address
   4. Name
   5. Gender
   6. Age and date of birth
   7. Race
   8. Hispanic, Latino or Spanish origin
   9. Whether someone lives somewhere else and
   10. Relationship.

   The Decennial Census official start date is April 1, 2020.

Councilor Burr asked how the City gets the $3200 per person. Mr. Graham responded the money comes from federal and state programs directly to communities.

Mayor Skyberg read aloud the proclamation, which stated the City of Willamina now proclaims its support for the efforts of the 2020 Census and calls upon the community to participate

3. Agenda Deletions, Corrections and Additions
   Mayor Ila Skyberg
   Mayor Skyberg announced the addition to the Agenda, which was the Engagement Letter for the City's Financial Auditor. The Engagement Letter was added as Item No. 4 under the Consent Agenda.

4. Consent Agenda
   Mayor Ila Skyberg
   Mayor Skyberg asked Council President Baller for a motion on the Consent Agenda.

   Council President Baller read the items on the Consent Agenda, which were:
   1. Check Registers-June 1 to 30, 2019 (informational)
   2. Financials June 30, 2019 (informational)
   3. Minutes from the July 16, 2019 City Council Meeting
   4. Engagement Letter for Financial Auditor

   MOTION: Councilor Baller moved to approve the four items on the Consent Agenda. Councilor Lawson seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

5. Capital Improvement Plans for the City Of Willamina's Sewer, Stormwater, Street, and Water Systems.
   Mayor Ila Skyberg

   Mayor Skyberg stated the question, "Shall the City Council approve the attached Capital Improvement Plans for the City of Willamina's Sewer System, Stormwater System, Streets, and Water System?

   MOTION: Councilor McKnight moved that the Council approve the attached Sewer, Stormwater, Streets, and Water Capital Improvement Plans. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

   Discussion: City Manager West commented that this is the first step toward planning for the future and that it will allow the City to proceed with a review of it's SDC rates as well as plan for future improvements.

6. Amendment and Update of the City of Willamina Water Intake Relocation Project

Mayor Ila Skyberg

Mayor Skyberg stated the question "Shall the City Council authorize Mayor Skyberg to sign the attached letter regarding an update and amendment to the City of Willamina's Water Intake Relocation Project?

MOTION: Councilor Baller moved that the Council authorize Mayor Skyberg to sign the attached letter addressed to Oregon Business Development. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

Discussion: City Manager West commented on the background. She explained the City Engineer suggested including the Willamina School Campus water line project with the City's water intake project awarded CDBG Grant. The reason for the partnership is to address the school water needs and flow issues and curb expenditures — the City Engineer recommended connection to the update of the 6th street pump station. Phase I of the Grant, design and engineering, would allow the school to incorporate their design and engineering costs into the City's current project. Those funds would be considered "matching funds" for the grant award City Manager West added that when going out for phase II grant funds (the construction phase) that the two projects would become one to continue in the cost savings approach.

Councilor Burr asked what would solve the School problem. Public Works Director Brown responded the issue is partly elevation and partly the size of the water main. Public Works Director Brown explained that the City lines are made up of 10-inch lines, 8-inch lines, and 6-inch lines. The School requires a 10-inch line to be installed to supply the needed water flow.

7. Mayors Report
   Mayor Ila Skyberg
   Mayor Skyberg reported that she and Councilor McKnight attended the Small Cities Meeting in Detroit. The discussion was on the legislative amendments that passed. Mayor Skyberg spent time at the Cemetery clean-up event and extended the invitation to everyone for a future clean-up day on Tuesday, Thursday, or Saturday from 9-12.

8. Council Liaison Reports
   Mayor Ila Skyberg
   Mayor Skyberg called on Cemetery Committee Liaison Baller. Councilor Baller reported that she attended the first meeting with new members. New member, Meg Commerford, who works at Hampton Mill encouraged employees to attend the cemetery clean up. Councilor Baller has followed the clean-up on Facebook. Councilor Baller was complimentary regarding the Cemetery Committee and is looking forward to continuing on the Committee
   Chamber Liaison Wooden was absent.

   Library Liaison Lawson reported that the Library has a cosmos character and they are

working on the 1st Annual Lu'au Event at Lamson Park.

YCOM Board Liaison Baller reported she was unable to attend this month's meeting.

Yamhill County Transit Authority Board Member Johnson reported that August 5th was the remarkable rider day. They handed out badges and flashers.

9. Reports from City Officers
   Mayor Ila Skyberg
   Mayor Skyberg called on Madam City Manager. City Manager West reported that the City has been very busy with the city projects including:
   - The Cemetery workshop was a week ago, and we had a high attendance which included the Fire Department, Scout Troop members, Citystaff, and our Mayor.
   - The City is gearing up for Trunk or Treat.
   - City Manager West invited everyone to check out the work at the City Hall Parking Lot which was completed by Public Works Director Brown. The new-look includes planter boxes and benches.
   - The City flower project has received three nominations, including Sweet Pea, Star Gazer Lily, and Cone Flower.
   - The Lamson Street project starts on September 10, 2019.

   Councilor Baller announced her nomination of the Old Fashion White Daisy, also known as a Shasta Daisy.

   Councilor McKnight asked if there would be curbs and sidewalks on the Lamson Street project. City Manager West responded no.

   Councilor Johnson asked about the Public Safety Fee. City Manager West responded it would be on the next water bill.

   Adjourn
   Mayor Skyberg called for a motion to adjourn.
   MOTION: Councilor Burr moved to adjourn at 6:55 PM. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

Agenda and Time of Next Meeting

The next meeting will be held at on at:

August 13, 2019 City Council Regular Meeting Minutes

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

The meeting was adjourned at 6:55 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg