



**Willamina City Council  
Work Session Meeting Minutes  
Tuesday, January 30, 2024 at 6:00 p.m.**

Minutes taken by Deputy City Recorder Krystal Stevens

**Present at Meeting:**

Councilor Craig Johnson  
Councilor Karl Klym  
Councilor Barry Wilson  
Councilor Jennifer Pederson  
Council President Rita Baller  
Councilor Vickie Hernandez  
Mayor Ila Skyberg  
City Manager Bridget Meneley  
Deputy City Recorder Krystal Stevens

**Absent from Meeting:**

Public Works Director Jeff Brown excused absence

**Guests Not Limited To:**

Yamhill County Sheriff Sam Elliot  
Brennan Burbank Oregon Department of Transportation

Mayor Skyberg called the meeting to order at 6:00 p.m.

Roll Call

Flag Salute

Mayor Skyberg called a seven minute recess to be taken in order for the council to serve up dinner.

**AGENDA**

**1. Yamhill County Sheriff's Office Police Services**

City Manager Meneley explained that Polk County Sheriff's Office and the Confederated Tribes of Grand Ronde Police Department had both withdrawn their offers for contracting police services to Willamina.

Sheriff Elliot discussed the history of services beginning in 1993 that the Yamhill County Sheriff's Office (YCSO) provided to the City of Willamina. He described in detail the current services that the City of Willamina receives from the YCSO.

They serve the entire city of Willamina even though a portion of it is in Polk County. In some instances, they have to handle cases according to Polk County Sheriff's Office (PSCO) protocol. YCSO has developed great partnerships with PSCO, Polk County District Attorney's Office, and the Polk County Medical Examiner. There is a buffer zone that covers the entire City of Willamina and allows YCSO to prosecute all cases in the Yamhill County Court system. There are only a few kinds of cases that physically require prosecution in Polk County.

The number of calls they've received has gone down in number from 2022 to 2023. Part of the reason for this may be that the YCSO has had some significant progress in dealing with some of the problem properties in Willamina. They have several notable and significant search warrants that have addressed some of the notable residences that have historically been high generators of calls for the deputies in town. This number is reflected in the significant reduction in arrests at 196 in 2022 down to 103 in 2023. These services are not only provided by the two full-time contracted deputies, but also by the rest of their support team during the times they are not on duty.

There was a comparison of the top twenty types of calls for service, the highest one being traffic stops. This has been consistently highest every year. It was noted however, that although it is the highest number of service calls, the number of citations issued was comparatively very low. The deputies issue a lot of warnings. Education is a core piece of how the officers enforce the laws in Willamina.

There was discussion of whether individuals experiencing homelessness increase the number of calls. Sheriff Elliot said that the effects of homelessness tend to show up in other calls such as suspicious, welfare check, trespassing etc. They do have regular interaction with those individuals.

They have a high success rate of clearing cases that are criminal in nature with arrests in Willamina. The fact that it is a small tight-knit community that they can get to know works to their advantage when dealing with investigations. The city's security camera system has been a huge aide to them for solving some of the major cases that happen in Willamina. This is not something that every city has.

The City of Willamina currently pays for two full time deputies to be present in the city. Their shifts are divided between day and night and their schedules have been adjusted to provide coverage during what is statistically proven to be the higher call times of the days and weeks. In addition to the two full time deputies there is supervision provided to the deputies by a sergeant assigned directly to the City of Willamina. He is their direct supervisor, makes their schedules, approves their time off, approves their reports, provides guidance. YCSO made the change of assigning supervisor to each of their contracted cities.

In addition to having an officer available in the city as much as possible, the full services of the entire YCSO are utilized regularly to serve the City of Willamina at no additional direct cost. This includes detective teams such as the Special Investigations Unit and the Crime Response Team. Every DHS case goes through the Special Investigations Unit consisting of a Detective Sergeant and three other detectives to cross check its connections with any other department in the country. The bulk of this teams' work is related to child abuse and sexual abuse cases. The Crime Response team is made up of two detectives who work under the same Detective Sergeant, but focuses on drug crimes, livability, property crimes, robberies, etc. This has led to many crimes being solved or connected to other crimes in other states. It has also helped to track down wanted criminals that have committed crimes in Willamina and fled. He discussed some cases in which these services led to the apprehension of serious offenders.

There are multiple county-wide task forces and multi-agency teams that YCSO is a part of. One of them is the Domestic Violence Task Force which does coordinated enforcement to apprehend people who are wanted for domestic violence crimes. Another is the Major Crimes Response Team who is responsible for when additional resources are needed to handle a situation. This is headed by the District Attorney's office. Another is the Multi-Agency Traffic Team. Another is the Multi-Disciplinary Child Abuse Team. This team meets monthly to talk about all the cases that come from all over the county and review the cross reports and investigations and discuss how to intervene and stop abuse that is happening. These teams are involved with the Oregon Department of Human Services with investigating cases of child abuse and domestic violence.

Other groups that Willamina can utilize are the volunteer groups. These consist of the Amateur Radio Services and Community Emergency Response Team for disaster preparedness and assistance, Cadet and Posse programs for community events and education, Search and Rescue to assist with rescue of lost persons, disaster response, and community education on safety, and the Volunteer Response Unit which performs a variety of support functions. The YCSO strives to be involved in the community and participate in community events. They are there to serve the community and the City of Willamina. He encouraged open communication with himself or Sergeant Herr about the needs of Willamina.

They have partner agencies such as the Oregon State Police, CTGR Police, and Polk County Sheriff's Office. Chief McKnight has said he is very willing to be involved in the community, they already have the school resource officer up at the school that interacts with the Willamina YCSO deputies daily. Chief McKnight and Sheriff Elliot both want to foster an environment of partnership. CTGR Police is often the first on the scene for calls out in rural Yamhill County.

There was a discussion about the Deputy Dogs. Rojo is a narcotics canine stationed on rural patrol with Deputy Skaer. Valk is a tracking canine stationed out of Sheridan working with Deputy Waker.

YCSO began a progressive training program on mass casualties training, what used to be referred to as active shooter training. They did a training event in McMinnville with the McMinnville Police

Department and Fire Department. They will continue doing training courses like this during the summers, so they have free access to utilize the schools while the students are not present. This year they will be coming to the West Valley to do their training. The point of the training is to implement county-wide protocols. There was a high level of interest from a lot of their partners in participating in the training. CTGR Fire, FCI- their response team, tactical team, CTGR Police and Polk County.

## **2. ODOT Proposed Project – OR18B Curb Ramps Project**

Brennen Burbank, Resident Engineer - Consultant Projects, ODOT ADA Program- spoke about the Curb Ramps Project that Oregon Department of Transportation (ODOT) will be installing in Willamina and Sheridan. ODOT manages hundreds of miles of roads, but it is important to them that they partner with and give back to the small communities that they serve. They recognize the impact it has on a small community that they maintain a couple miles of road through the center of town. They are open to receiving feedback from communities of what they'd like to see in their communities.

City Manager Meneley explained that part of the Council worked with Jenna Burman from ODOT when the TSP was created. Jenna introduced Brennen to the Council for more information regarding ADA curbs and bump out options.

The Oregon Transportation Program has given ODOT the mission to reconstruct 26,000 curb ramps by the year 2032. They have a four-year funding cycle and they're in their second cycle. They have completed about 8,000 curb ramps so far. They still have 18,000 to reconstruct by their goal of 2032.

Emerio Design has been designing their curb ramps under contract with ODOT, and they plan to have them move forward into construction and administer the contract for construction with the construction company. Brennen's role is to ensure that good decisions are being made and that they're doing what's best from the public perspective that things are being done up to ODOT's specifications and the work being done is serving their partner communities.

Regarding the project schedule, they are about halfway through the discipline process. Typically, they start with a project design, then the design team talk with the review team and make sure they're heading in the right direction with each of the ramps, then they head into the Design Acceptance Phase and they begin looking at what right of way needs to be purchased to complete the project, and temporary easements and well as permanent easements. They are right now connecting with the communities of Sheridan and Willamina to see if there's any comments or desires.

Their goal is to bid the project by March of next year, with plans to begin construction in June or July of 2025 with 6-9 months of construction. They will select whoever has the lowest cost. They are budgeting the project to cost approximately 8 million dollars, which ODOT will be covering the cost of except for utility relocates. Reconstructing all of the existing curb ramps except for anything surrounding railroad

tracks, which will be in another project in approximately next five years.

Discussion regarding seeing a sample of what the curb ramps will look like, in regard to the log trucks needing enough space to drive through town. Brenden responded that they use truck turn around templates to take into consideration the space that will be needed for trucks to not have to drive over the ramps.

Discussion that the during the initial conversation with ODOT and in Willamina's TSP plan there was understanding that the council would be able to view examples of possible curb ramp designs and be able to choose which design they want, and be able to voice desires and concerns about their desires. Brenden said he will provide photos of different curb ramp designs for the council to consider. He stated that any feedback about the desires of the council for the designs is good.

Typically, ODOT will visit the council for a first time for an introductory meeting. He plans on returning when the project is ready to begin to get permission from the council to begin work in the city. Brenden is willing to meet with the council more if more discussion is needed.

They would like to hear back from the council within the next four to six weeks on their comments and choice of designs. There was discussion about doing the project without including large bump outs such as the ones seen in Sheridan. Brenden responded that some extension into the road can be to provide safety to the pedestrians crossing and sometimes an extension of the curb is necessary to be compliant with some grants they receive. However sometimes they can extend the ramp back into the sidewalk couple feet and purchase some right of way, to extend less out into the streets.

It was clarified that each community can make the choice if they prefer their own contracted engineers to be a part of the discussion with ODOT. ODOT does not require this to keep costs down for the cities.

The railroad crossings will not be a part of this project. ODOT is packaging all railroad crossings together into one project and will be working with the railroad to get these completed later.

There was discussion regarding drainage to avoid flooding, different sidewalk and ramp surfaces, and the crosswalk next to the grocery store. It was clarified that the crosswalk next to the grocery store is not an official designated crossing spot and so is not maintained by ODOT. ODOT allowed the city to put a crosswalk in that spot with the agreement that they would maintain it. It was expressed by the Council that a crosswalk in that spot is a necessity for the safety of the community because it is such a busy intersection and Willamina has multiple community members in wheelchairs that use that crossing. The Council requested that ODOT revisit the idea of putting in curb ramps in that location. It was agreed that ODOT staff would discuss it and this topic would be covered the next time ODOT visited City Council.

### **3. City Council Goals -**

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City Manager Meneley explained that the City Council Goals were put into the agenda to distribute the past years' goals to the Council and give the Council time to think about it and possibly bring it back to the April work session. City Manager Meneley stipulated that the purpose of the City Council Goals is to help the city prioritize tasks and projects.

The Council agreed to bring it back to the April work session.

Mayor Skyberg called for a motion to adjourn.

MOTION: Councilor Hernandez motioned to adjourn the meeting at 7:40 p.m. Councilor Klym second the motion. Motion carried with a unanimous vote.


The meeting was adjourned by Mayor Skyberg at 7:40 p.m.

### **Time and Date of Next Council Meeting**

The next City Council Regular Meeting will be held on February 13, 2024, at 6:00 p.m.  
West Valley Fire Station  
825 NE Main Street  
Willamina, OR. 97396


Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

Minutes submitted by Deputy City Recorder Krystal Stevens



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Minutes approved by Mayor Ila Skyberg



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