

**Willamina City Council  
Regular Meeting Minutes  
Tuesday, February 13, 2024 at 6:00 p.m.**

Minutes taken by Deputy City Recorder Krystal Stevens

**Location of Meeting:**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Council President Rita Baller  
Councilor Karl Klym  
Councilor Barry Wilson  
Councilor Craig Johnson  
Councilor Vickie Hernandez  
Councilor Jennifer Pederson  
City Manager Bridget Meneley  
Public Works Director Jeff Brown  
Library Director Sarah Frost  
Deputy City Recorder Krystal Stevens

**Absent from Meeting:** None

**Guest Not Limited To:**

Yamhill County Commissioner Kit Johnston  
Community Members Greg and Debbie Poupard

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00 p.m.

Deputy City Recorder Stevens took the roll, and a quorum was present.

Flag Salute

**AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS** – Yamhill County Transit Board Liaison, Councilor Johnson, did actually have a report to share, and the date of the year of his report was corrected from 2023 to 2024.

**PUBLIC INPUT – BUSINESS FOR THE AUDIENCE-** None

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**CORRESPONDENCE – None**

**PRESENTATIONS -**

**1. Finance Manager Scott Clark-** The December financial reports were presented. All revenues and expenses are coming in as expected. There will be a supplemental budget submitted towards the end of the year which is normal because as is typical things change through the year and accounts not expected to be of use were used and others were created. Overall, it looks good.

**CONSENT AGENDA**

Mayor Skyberg acknowledged that Council President Baller has served on City Council as either councilor or mayor for thirty years. Council President Baller called for a motion to accept the Consent Agenda.

**MOTION:** Councilor Hernandez motioned to approve the Meeting Minutes from January 9, 2024, City Councilor Regular Meeting. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

**REGULAR AGENDA**

**1. Resolution 23-24-002 – Hobbs Park**

Mayor Skyberg read aloud from the provided staff report and called for a motion.

**MOTION:** Council President Baller made a motion to authorize the City of Willamina to develop a park on the property identified in Exhibit A and that park be named Hobbs Park. Councilor Pederson seconded the motion.

City Manager Meneley explained that there are small strips of land which are strips of land which a grantor reserves in title for themselves when transferring larger interests in land. They are intended to activate development processes when they are dealt with at a later time. There are 10 in total along the property for developing the new waterline.

OR-AK was the first property owner to respond to the city about donating their property. They offered to donate two spite strips and a parcel of land which they requested be made into a park named Hobbs Park. The parcel of land is located at the corner of Oaken Hills Drive and Fourth Place. There has been discussion about making it into a dog park.

Although they were the first to offer it has been a long process getting the donation complete making them the last of the donations to finish. The city is hoping it will be

complete soon. The owner of OR-AK has requested a resolution regarding the name of the park. The name Hobbs is the name of the original owner of the company OR-AK who developed the neighborhood of Oaken Hills.

Motion carried with a unanimous vote.

City Manager Meneley read aloud Resolution No. 23-24-002 and the lot description.

## **2. City Manager Evaluation Compensation**

Mayor Skyberg read aloud from the provided staff report. She said that this should have been done at the last meeting. She has done research, and the recommendation was to follow the union raise which was estimated to be at 2.5%.

There was discussion regarding the amount of raise. There will also be a raise given in July in accordance with the annual cost of living raise. The city is currently in negotiations with the union regarding the annual raises to be given.

**MOTION:** Councilor Hernandez motioned to approve an increase in the current City Manager's yearly salary by 2.5%. Council President Baller seconded the motion. Motion carried with a unanimous vote.

## **INFORMATIONAL REPORTS (Items that require no Council action)**

### **1. Chamber Liaison – Mayor Skyberg**

Mayor Skyberg did not attend the Chamber of Commerce meeting and referred to City Manager Meneley who did attend.

City Manager Meneley discussed the list of public events sponsored by the Economic Improvement District. There was also conversation about the Fourth of July events and the status of the West Valley Campus. The Campus is in the process of working with the county and moving into compliance to update their occupancy.

### **2. Yamhill County Transit Authority (YCTA) Board Member – Councilor Johnson-**

The Board is looking for new members to join, with four vacancies. They have new buses coming. They need bus stop signs at the request of the riders to clearly mark where bus stops are. There are also "wave" stops in McMinnville, where riders can wave a bus down to get on in certain locations.

They have moved the bus maintenance shop and storage parking into the facility across from the Heritage Museum outside of McMinnville.

### **3. Library Board Liaison – Councilor Hernandez**

She attended the last meeting via Zoom and referred to the library report provided in the packet by Library Director Frost for more information. She promoted the book club held at the library on the first Monday each month from 4:30-5:30 p.m.

## **MAYOR'S REPORT**

Mayor Skyberg referred to Yamhill County Commissioner Johnston. Commissioner Johnston said that the YCTA Board has sent out surveys to city elected officials regarding charging fares or staying fareless. He stipulated that when the STIF federal funds run out then the county will be responsible for funding the transit.

Mayor Skyberg said she attended a library fundraising committee meeting, a gathering for Lucetta Elmer holding a campaign fundraiser, and EPA, OHA and Business Oregon tour of the water intake project and a fundraiser "For the Love of Chocolate" at the Willamina Museum.

## **INFORMATIONAL REPORTS FROM CITY OFFICERS**

### **1. City Manager**

The Environmental Protection Agency (EPA), Oregon Health Authority (OHA), and Business Oregon and visited for a tour of the water project in side-by-sides. They are all funders for the project. The Mid-Willamette Valley Council of Governments (MWVCOG) also had three people present. There were visitors from Washington DC, Seattle, Portland, Bend. There were about 15 people. The project is huge and is talked about at universities by our engineers, the EPA offices and senators' office.

The Mayor, two councilors, and City Manager Meneley will be attending the City County Dinner in Amity.

She discussed the barley straw treatment of the Pond. After calculating the amount of water in the pond and the number of bales of barley that would be needed, the number of bales of barley straw would be 32 bales, which are about \$98 per bale. Supplies to hold the barley in place would also need to be purchased. She discussed the idea of barley pellets in lieu of straw. No decisions have been made.

She discussed the water rate increase coming on the February bill. Resolution 17-18-11 was passed that documents that every year the water rate will go up by 5%. This will bring the base rate up from \$131.11 to \$136.92. The Council does have the option to review this and change it if desired. She reminded the Council that this increase helps support our water and sewer infrastructure. It was discussed that in years past when there was not a water rate increase, it has made it hard to get grants. This information is

available on the website and at the city hall.

The MWVCOG is having dinner at Spirit Mountain Casino and all of the Council is invited.

The Bureau of Land Management will begin renovations and upkeep to the downtown Willamina Maintenance Shops.

Brennen Burbank from Oregon Department of Transportation will join the next council meeting with examples of curb ramps for the Council to review.

## **2. Library Director**

Library has been very busy. Friends of the Library (Love Our Library) 501c3 was reestablished. She offered kudos to the people who worked hard to get this for them. They are sponsoring the first Wet Season Music Series dinner to benefit the Love Our Library group on February 17, 2024, at 6:00 p.m.

The library will be receiving an Oregon Humanities grant for \$5,000. They will use this to fund four cultural engagement programs this summer-

1. Chinook language immersion partnering with the Confederated Tribes of Grand Ronde (CTGR).
2. Basket weaving partnering with CTGR.
3. Latin-X program with Bridging Communities.
4. Strong Women leading in a community through public service.

Working with 6 Portland State University Students on an equitable food accessibility and sustainability grant project meeting biweekly.

The Library Astronomy club has been asked to be a part of the annual Carlton Observatory Science Fest on March 16<sup>th</sup>, 2024, at Evergreen Space Museum.

Discussion about the YCAP Point In Time count that was held in Willamina, which is meant to get a count of how many people in the community are experiencing homelessness. There was a street team and staff at the library for that event.

## **3. Public Works Director**

During the big freeze the public works crew put more sand on the streets than they ever have. When things thawed, the city went through three times as much water than usual because of broken pipes. The water usage used up the supply of water that the city had stored, and they were able to utilize the newly constructed water intake to keep up with the demand. In the next two-three weeks the night construction will begin on Willamina Creek Road by the mill.

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Next phase of the pump track will begin mid-May when weather starts getting better and park starts drying out. The Inner track concrete will be poured in June.

City Manager Meneley informed the Council that city staff, engineers, and the K&E construction staff are having biweekly meetings to keep up to date on construction progress.

#### **4. Planning Report (provided in Agenda packet)**

City Manager Meneley pointed out that there are three planning meetings happening in the next month. One is a pre-app for the Maben property, one is a pre-app for a property in Pioneer Heights and one is a Planning Commission hearing regarding the change of occupancy for Swan Hall. There is also an application in for adding electrical for a coffee shop wanting to open.

#### **5. Sheriff's Report (provided in Agenda packet)**

Sergeant Herr shared that the 2023 statistics are almost identical to the 2024 statistics.

#### **6. Code Enforcement (provided in Agenda packet)**

### **COUNCIL COMMENTS**

### **ADJOURN**

**MOTION:** Council President Baller motioned to adjourn at 7:02 p.m. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.


The meeting was adjourned by Mayor Skyberg at 7:02 p.m.

**Time and Date of Next Council Meeting**

City Council Regular Meeting on March 12, 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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