



**Willamina City Council
Meeting Minutes
Tuesday, March 12, 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 Barry Wilson
Councilor Karl Klym
Councilor Jennifer Pederson
Councilor Vickie Hernandez
Councilor Craig Johnson
Public Works Director Jeff Brown
City Manager Bridget Meneley
Finance Manager Scott Clark
Deputy City Recorder Krystal Stevens

Absent From Meeting:

Library Director Sarah Frost excused absence

Guests Not Limited To:

Yamhill County Sheriff's Office (YCSO) Deputy Brett Adamski
Yamhill County Commissioner Kit Johnston
Public Works Jeff Rosenberry
Newberg City Manager Will Worthy
Joel Boyce Willamina Cemetery
Brennan Burbank Oregon Department of Transportation (ODOT)
Bob Burr & Ginny Wymore Willamina Economic Improvement District (EID)
Community Member Martin Hoekstre

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:02 p.m.

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

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AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

Addition of Work Session Meeting Minutes from January 30, 2024 to the Consent Agenda.
Addition of Newberg City Manager Will Worthy under Presentations directly after Finance Director Clark's presentation.

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE -

Community Member Martin Hoekstre addressed the Council with the suggestion of installing a new street named Union Gospel Mission Street, mid-block between NE C Street and NE D Street.

CORRESPONDENCE – None

PRESENTATIONS –

1. **Finance Director Scott Clark-** reported that the finances for January are complete and look good. Revenues and expenses are complete for 60% of the year and some franchise fees are coming in.
2. **Newberg City Manager Will Worthy-** shared with the Council about ethics. He shared some experiences from his time in Newberg and examples of situations where people on a board were held liable for their conversations held and decisions made outside of public meetings. He explained the issue of personal liability. Personal liability means that councilors are personally responsible for their actions and can be personally prosecuted for actions taken that do not adhere to state public meeting laws. Potentially liable situations can and should be avoided by redirecting conversations to be had in a public meeting setting. He stipulated there is a difference between potentially liable situations and meeting with residents to hear what they have to say. It is important for councilors to be involved in the community and listen to their concerns and opinions. He referenced Oregon Statute 192.620 which is the law that governs public meetings.
3. **Museum Director Shana Reid –** Shana was absent from the meeting so Deputy City Recorder Stevens spoke in her place. The Willamina Museum is pursuing receiving a grant from Oregon Heritage of Oregon Parks and Recreation. The grant will be used to pay for the digitization of the Willamina Times newspapers from 1909-1972, and will also provide for the installation of a research station at the Museum including WiFi, a computer, and a printer and scanner. The Museum was requesting a letter of support from the Council to include with the grant application.

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4. Bob Burr & Ginny Wymore Willamina (EID)- Bob Burr offered kudos to Ginny Wymore for her amazing service in many ways to the community. He gave a history of the EID, which began in 1990 with the approval of the downtown businesses for a .25% tax of 1% of their property evaluations. It passed with 66% of the business owners voting to approve it. This was done by city Ordinance 685. It will need to be approved again in December of 2025. The focus of the EID for downtown Willamina is 5 points:

1. Administration
2. Beautification
3. Community Promotion
4. Business Recruitment
5. Parking

Examples of work supported by the EID are the “Welcome to Willamina” signs, Christmas lights, the Willamina School District’s lighted message sign, Rusty the Logger statue, the town clock, Galloping Goose, Art Tour, Fourth of July parade, and the Christmas lights parade.

They approached the Council asking them for approval of their current advisory board.

5. Brennan Burbank of ODOT – Discussed that the crossing by the IGA is not an intersection of two cross streets. The paperwork to approve a crosswalk in that location has been started in the system but it will take time to get it processed. Installation of ramps and lighting and/or media for pedestrians will be required. He spoke with Jenna Burman and this ramp can be a part of the “Safe Routes to School” program. Adding a ramp in that location will be outside of this curb ramp project.

Discussion of ramps vs. bump-outs. Ramps are concrete slopes down in the sidewalk to street level and do not protrude into the street. Bump-outs are a curb line extension into the street, which includes a ramp, and keeps vehicles away from pedestrians and shortens the distance for crossing. Bump-outs are often used in areas of pre-existing parking in order to make pedestrians more visible.

Discussion that the curb ramps would reduce some amount of street parking, due to the law of no parking within twenty feet of a pedestrian crossing. Brennan explained that with 900 ramps done so far on the project, very limited amounts of parking have been disturbed.

He explained that the ramp length is influenced by the fact that an ADA ramp is required to have a certain grade or slope. In some cases, the ramp will extend into the street, and in some cases ODOT will purchase one or two feet of right of way to push back into the existing sidewalk.

Discussion regarding whether large trucks and vehicles will have enough room. Brennan said that they use turn templates to make sure trucks and vehicles have enough room to

turn around.

The councilors expressed the desire to see what the curb ramps will look like and Brennan offered to set up a work shop including the ODOT design team to offer the council some real examples of what the project will look like.

NOTE: Two individuals appeared in the meeting at 6:44 p.m. via Zoom using the names of Carter Anderson and Bobby Plasterson. They caused interruption to the presentation by Brennan Burbank. Let it be noted that this interruption occurred outside of the allotted time set aside in the meeting for public input.

City Manager Meneley asked the individual using the name of Carter Anderson if they had any public comment pertaining to items on the agenda. That individual began speaking about topics that did not pertain to the agenda or to the City of Willamina and would not engage with City Manager Meneley. She proceeded to exclude this individual from the meeting.

City Manager Meneley then asked the individual using the name of Bobby Plasterson if they had any public comment pertaining to items on Agenda. That individual would not speak or acknowledge City Manager Meneley. She proceeded to exclude this individual from the meeting.

6. **Homeward Bound Pets Humane Society-** Mayor Skyberg referred to the letter included in the packet, requesting support from Homeward Bound Animal Shelter.
7. **Joel Boyce, Willamina Cemetery-** He has the data base done for the cemetery, done by numeral listings, each plot and space that is full. The crew has done a lot of clean up on the property, cleaning up apples, raking leaves, and trimming trees, etc. He would like to reestablish a Cemetery Committee. City Manager Meneley said it will take some time to research what is involved in a Cemetery Committee. Joel said he would like to get reestablished after Memorial Day. Confirmation that the gates will be open on Memorial Day and an outhouse will be available.

CONSENT AGENDA-

Mayor Skyberg turned the meeting over to Council President Baller who called for a motion to approve the items of the Consent Agenda.

MOTION: Councilor Johnson made a motion to approve the Meeting Minutes from the January 30, 2024 Work Session and the Meeting Minutes from the February 13, 2024 Regular Meeting. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

REGULAR AGENDA-

1. EID Discussion-

Mayor Skyberg read from the staff report.

MOTION: Councilor Hernandez moved to approve the proposed EID Advisory Committee and accept the slate of Officers, annual report, and budget as presented by the EID. Councilor Wilson seconded the motion.

No discussion. Motion carried with a unanimous vote.

2. Museum Discussion-

Mayor Skyberg read from the staff report.

MOTION: Councilor Hernandez motioned to approve providing a letter of support from the City Council to accompany the grant application. Councilor Pederson seconded the motion.

Discussion clarifying that the Mayor will turn in a letter of support that is separate from the Council's letter.

Motion carried with a unanimous vote.

3. Homeward Bound Pets Humane Society Discussion-

Mayor Skyberg referred to the letter requesting financial support from Homeward Bound Pets Humane Society and asked for input from the Council. In 2023 the Council had considered doing a fundraiser to help raise funds for Homeward Bound, but the VFW had already been booked. There was discussion about having a fundraiser this year. City Manager Meneley advised the Council that they can attend a fundraiser and volunteer, but they must be careful to avoid an unintentional quorum and may not handle any money.

Councilor Hernandez will reach out to Homeward Bound on behalf of the Council regarding the possibility of a fundraiser.

4. PGE Extension-

Mayor Skyberg read from the staff report.

MOTION: Councilor Pederson moved to adopt the ordinance in a single meeting by the

express unanimous vote of all Council members present, provided the ordinance is read first in full and then by title only allowing the City and PGE to continue negotiating towards a final agreement to present to council. Councilor Hernandez seconded the motion.

City Manager Meneley explained that in September of 2023 the City's legal team experienced transition and the legal team needs more time to review the PGE franchise agreement.

Motion carried with a unanimous vote.

City Manager Meneley read aloud Ordinance No. 24-695 in full and then by title only.

INFORMATIONAL REPORTS-

- 1. Chamber Liaison, Mayor Skyberg-** Discussed that the old Conifer Mill parking lot will no longer be available for staging the parade line ups due to Hampton Lumber needing it for their mill construction. Flower baskets provided by the EID should be in place by Mother's Day.
- 2. Yamhill County Transit Authority Board Member, Councilor Johnson-** Continuing with no fare, ridership has doubled.
- 3. Library Board Liaison, Councilor Hernandez-** Reported that the library received \$5,000 for the Oregon Humanities Grant. The Love Our Library fundraising committee has received their 501c3 status and now can receive donations on the website. The library will be closed for cleaning and reorganizing the week of March 18, 2024. The next Library Board meeting will be held March 19, 2024. Book club is held on the first Monday of every month at 4:30 p.m.

MAYOR'S REPORT- No report given.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. City Manager Meneley-

a. SEI Filing Due April 15, 2024

The Council was reminded that they are required to file their statements of economic interest as elected officials, due by April 15, 2024. There was information given about changes in the questions asked when filing. Deputy City Recorder Stevens is the contact for SEI filing, and can assist if needed.

b. Masquerade Ball

This event was included in the initial approvals by the Fire Marshall for special

events to be held at the West Valley Campus. The West Valley Campus is continuing to work closely with the County to make necessary changes and receive the correct occupancy.

c. Weekender Event

This bicycle tour event is coming July 13th-14th, 2024. Included in packet to be informational.

Addition- City Manager Meneley also offered information about the change in City Hall office staff.

- i. Christine Talley has been hired into the new position of Finance Assistant.
- ii. Michelle Long has been hired as Administrative Assistant.
- iii. Marissa Matias has been hired as Finance Manager.

d. Huddleston Pond Grant

The City has been notified by State Representative Lucetta Elmer that the City of Willamina is going to receive \$1.6 million dollars for the Huddleston Pond Levy. This money was obtained through two rounds of funding requests, the first being the Ways and Means Committee and the second request was through Lucetta Elmer bringing it to the House District 2024 Funds Request. Keller Associates Contracted Engineer Shannon Williams was able to testify on behalf of the City of Willamina in order to help receive this grant. It was noted that the Council should send a thank you note to for her help getting this grant and also to Representative Lucetta Elmer.

e. Deputy City Recorder Stevens- If I Were Mayor contest update-

One class from the Willamina School District was able to participate in this year's contest and that was Mr. Overhauser's third grade class. The posters that were submitted were brought to the council meeting and set out for presentation. Mayor Skyberg said she would follow up with the teacher and make sure the students got a prize for their participation.

2. Yamhill County Commissioner Kit Johnston- Commented that Lindsay Berschauer, Bubba David King, and David Wall are running for the seat opening on the Commission. Discussion about adding a spot on the Agenda for Commissioner Johnston.

3. Library Director- Excused absence.

4. Public Works Director Brown-

Gave an update on the water project. The raw water line will begin in mid-April, it has been too wet to do work. More of the bank at Huddleston Pond washed away during the high-water event. Hampton Lumber had an old steel waterline break on Willamina Creek Road. The hole was losing 60-100 gallons of water per minute before it was located and

fixed.

Discussion regarding the steel plate covering a hole in the road on Oaken Hills Drive. Public Works Director Brown said the contractors are waiting on the weather to have in paved.

5. Planning Report- provided in Agenda packet

6. Sheriff's Report-

YCSO Deputy Brett Adamski mentioned that the statistics presented for the month of February 2024 are slightly up from the month of February 2023.

7. Code Enforcement Report- provided in Agenda Packet

COUNCIL COMMENTS

Discussion regarding the idea of posting a copy of the City Council Agenda on the entrance to the Fire Station building as well as other postings around town.

MOTION: Councilor Hernandez motioned to adjourn the meeting at 7:48 p.m. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned by Mayor Skyberg at 8:05 p.m.

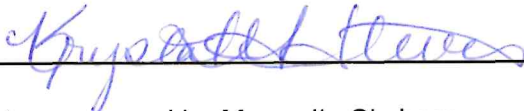
Time and Date of Next Council Meeting

The next City Council Regular Meeting will be held on April 9, 2024 at 6:00 p.m.

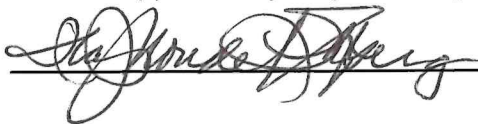
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Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <http://www.willamina.oregon.gov>

Minutes submitted by Deputy City Recorder Krystal Stevens



Minutes approved by Mayor Ila Skyberg



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