



**Willamina City Council
Work Session Meeting Minutes
Tuesday, April 30, 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 Vickie Hernandez
Councilor Craig Johnson
Councilor Jennifer Pederson
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens

Absent From Meeting:

Councilor Karl Klym excused absence

Guests Not Limited to:

Sheridan City Councilor Ian Houston

Mayor Skyberg called the meeting to order at 6:02 p.m.

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

Flag Salute

At 6:05 p.m. Mayor Skyberg called for a small recess to allow time to serve up dinner.

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS- None

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE - None

CORRESPONDENCE – None

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PRESENTATIONS – None

REGULAR AGENDA

1. Ethics Training with Oregon Government Ethics Commission

Lex Tingey from the Oregon Government Ethics Commission (OGEC) gave the council a presentation on ethics for elected officials and government employees. She said the three areas that OGEC has jurisdiction over are; Oregon Government Ethics Law ORS Chapter 244, Lobby Regulation Law ORS Chapter 171, and Public Meetings Law ORS Chapter 192. This training focused on Oregon Government Ethics Law ORS Chapter 244, OAR 199. The points she discussed were:

- a. Conflicts of Interest
- b. Prohibited Use of Position
- c. Private Employment of Public Officials
- d. Nepotism
- e. Gifts

The training was interactive with the council, and she allowed time for discussion and questions. She encouraged the staff and council to reach out to OGEC with any questions regarding situations involving ethics.

2. City Council Goals

City Manager Meneley explained that the City Council Goals are meant to be revisited once per year and are meant to give the council direction and focus throughout the year.

The council discussed the goals and progress from the previous year.

a. Infrastructure

- i. **Water Intake/School Line** – In progress.
- ii. **Wastewater Master Plan** – Last year the progress was $\frac{3}{4}$ of the way through, and it is currently under an extension to have it completed by December of 2024.
- iii. **Streets Projects (SCA/CIP)** – It was discussed that last year the city missed approval for the SCA/CIP grants by only .25 of a point. This will reopen in June of 2024 and the city will apply for them again. Public Works Director Brown provided Councilor Klym with the list of streets and their points ranking last year.

b. Codification of Municipal Code

- i. Most of the records are still in storage. Deputy City Recorder Stevens reported that many of the missing ordinances have been located from the storage unit and are in binders in city hall. She has been working on scanning and filing the missing ordinances that are not saved to the city's hard drive and uploading them to the city's website.

The city has pursued a meeting with a company called Nine Peaks Solutions out of Bend Oregon, that could help sort through the entire storage unit full of records. They scan and save them to the cloud. The city is in the process of getting a quote from them and deciding how much of their help they will need with the project.

There was discussion about seeking more information about their cost, how long the entire project will take to complete, and how to utilize it after.

c. Livability / Beautification

- i. The city's Code Enforcement Officer Mardette Cook is working on getting the city and problem properties cleaned up. The city is hosting an Arbor Day event on April 26th, 2024, at Garden Spot Park downtown. There will be city staff and volunteers cleaning up the park, planting trees and spreading bark dust.

City Manager Meneley said that city staff will be meeting with the Rural Development Initiative (RDI) to discuss grant opportunities and put together a downtown group of people who are interested in working together to make the downtown business district successful and to draw more businesses into downtown. The city is also pursuing working with Main Street America and their downtown revitalization program.

The Oregon Department of Transportation will be installing new improved curb ramps along NE Main Street through downtown.

There was discussion about ideas of making the businesses downtown look more cohesive and uniform. There was discussion about reaching out to the business owners for ideas. The development code for that zone includes approved paint colors and décor that business owners are required to use as guidelines.

There was discussion about the possibility of restarting the parks

committee.

d. Parks Projects

- i. **Oaken Hills Pump Track** – This project is in progress, it must be done with all funds dispersed by December 31, 2024. Hoping to have it done by October 2024. The American Ramp Company is planning on starting on it in May or June.

Volunteers will be needed to help with the installation. According to the grant that the city received, the city will need a match of \$200,000, which can be made in-kind by volunteer labor hours. This will equal 864 volunteer hours. The city also reached out to confirm a donation of \$150,000 from a private donor. The idea was discussed of reaching out to school groups for volunteers.

- ii. **Hampton Pond Bank Stabilization** – The city has been selected to receive \$1.6 million from Lucetta Elmer's office and is continuing to seek funding to accompany those funds.

The Confederated Tribes of Grand Ronde have given the city an application to apply for an additional \$100,000 because they use pond for the canoes.

The city was contacted by Oregon Emergency Management concerning any damage from the extreme weather event in January of 2024. City Manager Meneley sent a lot of information to them regarding the previous erosion of the bank and new erosion due to the storm event. They aren't sure if Yamhill County will qualify for state of emergency funding.

Discussion regarding the cost of this project at this point. To pay for design and Geotech for this project the total is now \$250,000. The project moved from urgent to emergent after the January 2024 weather event.

- iii. **Update Master Plan** – This is scheduled to implemented after the Wastewater Master Plan is updated.
- iv. **Regional Bike / Pedestrian Pathway – Steel Bridge Route** - Polk County will not allow a bridge to be installed over the waterway. The bridge part of the plan will be removed from the plan. The pedestrian path will be kept as a goal. It was discussed that the term "regional" means the path will include other communities and that term will be kept. There was

discussion about using the old railway as a place to install the path.

e. Economic Development

- i. Recruit new businesses – (Dependent on TSP adoption/ parking/ walking)** - ODOT is working on this, they recently visited to show a demonstration of what the curb ramps will look like. They have adjusted the larger curbs for less protruding curbs based on feedback from the council.

The city is working with Rural Development Initiative (RDI) and Main Street America to navigate helping community members move from a concept for a business, into a storefront in town. RDI will be working with the city to establish a plan for revitalizing downtown and Main Street America will be working directly with existing businesses.

- ii. Tourism** – Tourism depends largely on new business in town.
- iii. BLM Maintenance Shop Relocation** – The city had a meeting with the BLM and it was discussed that there is a very low probability that a relocation would ever work and if it did it would be an extremely slow process working with the federal government to make it happen. They are currently working on improving the property and have set aside \$300,000 for those improvements.

There was discussion about adding the BLM to the monthly newsletter. The idea was also discussed to ask them to update their landscaping, get a new sign that clarifies they are not a part of the city, and ask them for pictures of what the result of their current project will look like.

The goal will be changed from the term “Relocation” to “Beautification”.

f. Youth Activities

- i. Youth and Family Activities** – The city is hosting two school field trips in May. The CTE program from the Willamina High School will be fabricating some items to contribute to the City County Dinner. There was discussion about possibly having a student representative begin attending the city council meetings during the next school year.
- ii. Safety / Health / Wellness** – It was discussed that the design of the city and the new construction and upkeep of the parks is all being done with

the safety, health, and wellness of the families of the community in mind.

g. Streets – Safety

- i. The railroad crossing was fixed.
- ii. Radar signs have been purchased and installed.
- iii. City Manager Meneley requested to amend revisiting the council goals quarterly to be revisited annually.
- iv. It was discussed that the piece of property donated by Leanord Rydell with the condition that it be turned into a park should not be turned into a dog park because of its size and location. It is in proximity of a school, school traffic, and on the main route to the school. In addition, the upkeep of a dog park would fall on the city parks department.

City Manager Meneley stated that it was never agreed that the park was required to be a dog park. There was discussion regarding other types of parks it could be.

- v. It was discussed that the railroad crossing fix is not meant to be the permanent fix. It was only to fix it for the time being. ODOT will be doing a project in the next couple years to fix all the railroad crossings in their jurisdiction.
- vi. It was decided to move the stabilization of Hampton Pond bank up higher in the list of goals. It will be moved to the second spot, directly after Infrastructure.
- vii. It was discussed that Lamson Park needs to have pedestrian steps installed right at the front of the park next to the sign, to help keep pedestrians off of the road.

COUNCIL COMMENTS

Council President Baller commented that she really appreciated the Ethics training. She also said that her family has taken some grafts off four of the apple trees at the Willamina Historic Cemetery that are planned to be removed this year.

ADJOURN


MOTION: Councilor Hernandez motioned to adjourn the meeting at 8:49 p.m. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

Mayor Skyberg adjourned the meeting at 8:49 p.m.

Time and Place of Next Council Meeting

The next City Council Regular Meeting will be held on May 14, 2024 at 6:00 p.m.
West Valley Fire District
825 NE Main ST
Willamina, OR 97396

Minutes submitted by Deputy City Recorder Krystal Stevens



Minutes approved by Mayor Ila Skyberg