



**Willamina City Council
Meeting Minutes - Regular Meeting
Tuesday, April 9, 2024 at 6:00 p.m.**

Minutes taken by Deputy City Recorder Krystal Stevens

Present at Meeting:

Councilor Karl Klym
Councilor Barry Wilson
Councilor Craig Johnson
Councilor Jennifer Pederson
Councilor Vickie Hernandez
Mayor Ila Skyberg
City Manager Bridget Meneley
Public Works Director Jeff Brown
Deputy City Recorder Krystal Stevens

Absent From Meeting:

Council President Rita Baller excused absence (amended from original minutes 6/7/24 KS)
Library Director Sarah Frost excused absence

Guests Not Limited To:

Commissioner Kit Johnston
Community Members Greg and Debbie Poupard
Public Works Jeff Rosenberry

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-None

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE- None

CORRESPONDENCE – None

PRESENTATIONS –

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1. Finance Manager, Scott Clark- Expenses and revenues are coming in just fine. A supplemental budget to rearrange some of the expense items for the budget will be necessary but that is normal.

- a. City Manager Meneley welcomed new Finance Manager Marissa Matias.

CONSENT AGENDA –

Mayor Skyberg turned the meeting over to Councilor Hernandez to call for a motion to approve the items on the Consent Agenda.

MOTION: Councilor Hernandez motioned to accept the Meeting Minutes from the March 12, 2024 City Council Regular Meeting. Motion carried with a unanimous vote.

REGULAR AGENDA

1. Willamina Historic Cemetery and Committee-

City Manager Meneley referred to Council President Baller requesting more information about the Willamina Historic Cemetery Board and Committee. After doing research, the previously established bylaws and Ordinance 677 regarding the Cemetery Committee were found and were included in the council packet. City Manager Meneley said it will be a process to put together. She asked that the council approve the city to begin to research, recruit volunteers, and research the process of reestablishing the Cemetery Board and Committee.

Mayor Skyberg read from the staff report.

MOTION: Councilor Pederson motioned to approve city staff to research, recruit volunteers, and reestablish the Willamina Historic Cemetery Board and Committee as outlined in Willamina Historic Cemetery Committee Charter and Bylaws. Councilor Hernandez seconded the motion.

Discussion regarding the function of the Cemetery Board and Committee. City Manager Meneley specified that is what the city staff is going to research.

Discussion regarding what the Council is approving at this point. City Manager Meneley clarified that city staff will research what the committee and board did previously. Cemetery Manager Joel Boyce will be on the committee. She said once the research is complete it will be brought back to the council.

AMENDED MOTION: Councilor Wilson motioned to approve that city staff research the function and begin to recruit volunteers for the Willamina Historic Cemetery Board and

Committee. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

2. Construction Fees-

City Manager Meneley explained that in 2014 the SDC fees for construction were raised significantly from approximately \$8,000 per home to \$20,000 per home. Even though this was a significant increase in fees, this is in the mid-range of what most other cities in Yamhill County charge for SDC fees. The council at the time of this change opted to reduce the normal fee of 5% of construction costs to a fee of 2% of construction costs. That exception expired in January of 2024. The city is asking the council if they would like to leave the fee at 2%, increase it back to the usual 5% or do something different.

Discussion clarifying that the reason for the construction fee decrease, was to help some of the developers transition through the significant increase in SDC fees.

Discussion that the money from the construction fee goes back into the planning and development department.

Discussion that there was no change in the amount of development because of the change in fees. At this point contractors expect it and it is in the city's development code.

MOTION: Councilor Hernandez motioned to go back to the 5% construction fee. Councilor Wilson seconded the motion. Motion carries with a unanimous vote.

INFORMATIONAL REPORTS

1. **Chamber Liaison – Mayor Skyberg** – They've been discussing the 4th of July which will be here soon. The Sheridan Gala was very nice. Flower baskets will be coming before Mother's Day, thanks offered to Public Works Director Brown for putting together the water system and timers for them. May 16th there will be a City County Dinner held at the school and Nutrition Services Director Lynne Shore will be helping with the food for the event.
2. **Yamhill County Transit Authority Board Member – Councilor Johnson** – there is a likelihood that fares will be reinstated. A survey that was conducted showed that people wanted the fares. This will probably happen at the end of the year. There will be a work session with the county commissioners.

They will be receiving three new minivans and nine passenger buses. There are two open positions on the advisory board. There may be some suggestions coming for the council to contribute to the bus system. The suggested amount for each city is \$4,715. In the previous year the City of Willamina contributed a minimal amount. It was suggested that this is added as an agenda item for the next council meeting. Yamhill County Transit

Manager Cynthia Thompson will be attending the next meeting and sharing that information with the council.

3. **Library Board Liaison – Councilor Hernandez-** The library has received a Teen Internship Grant of \$3300 to hire a teen intern for the summer. The Love Our Library group has applied for their first federal quarterly grant. They should hear back about it by mid-April. This grant should help fund the free Comic Book Day coming up. The library was closed the week of the 18th of March for remodeling. Some authors will be visiting and an exhibit from the Museum of Natural and Cultural History will be on loan for display for the month of May. No meeting in April because of staff attending library conferences and having some time off. Love Our Library has a Dolly Parton Hoot Night Fundraiser coming up in June.

MAYORS REPORT

Mayor Skyberg offered thanks to Deputy City Recorder Stevens for her work in coordinating the If I Were Mayor project with the school. Mayor Skyberg reported that she visited the fourth-grade class of Mr. Overhauser that participated in the If I Were Mayor contest. She said the class was very attentive and participated in discussion about the things they would do if they were Mayor. They all participated in the contest but only six children received parental permission to submit their posters to the contest. The six that submitted posters received gift bags from the Mayor and the whole class received cupcakes. Mayor Skyberg said it was a wonderful experience.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. City Manager – Bridget Meneley –

- a. **SEI Filing Requirement due April 15, 2024-** All councilors are responsible for submitting their personal Statement of Economic Interest by April 15, 2024. If assistance is needed contact Deputy City Recorder Stevens.
- b. **Franchise Agreements –** City staff is currently working to finalize both the PGE and Hunter Communications franchise agreements and will bring them to the next council meeting.
- c. **Union Negotiations –** The original ask was for 7% for the first year and then 5% for the second and third year. They settled on 3.85% for all three years. Added incentivized certifications, some additional holidays, and corrected some language in the handbook that didn't match the union contract and vice versa.
- d. **Budget Preparations for FY2024/2025**
 - i. **Budget Calendar will be provided at the next work session.**

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- e. **Backflow Update** – The city wasn't able to be removed from the corrective action plan that the city has been on. Were able to test 207 backflow devices. Due to equipment malfunctions of the backflow specialist 1/3 of the backflow tests were done in 2024 and will count towards the total for 2024. The backflow device testing is the only thing keeping the city from receiving the certificate which makes it necessary to only have sanitary testing every five years. Administrative Assistant Michelle Long has extensive experience managing backflow devices and will be working diligently to get the city caught up and off the corrective action plan.
- f. **Work Session** – Scheduled for April 30, 2024. Council will receive packets and reminder phone calls the week before.
- g. **April 6, 2024 Sheridan Chamber Gala**- The Sheridan Chamber Gala was held at the West Valley Community Campus (WVCC). This was one of the few events that was agreed upon prior to the WVCC being temporarily closed for events. WVCC is currently going through a zoning reclassification. The last event to be held will be the last West Season Music Series until they are able to come into compliance with the County and the Fire Marshal. Sprinklers need to be installed throughout the building and a firewall needs to be constructed. The other end of the building will not be open for use.
- h. **April 16, 2024 Staff Training**- These meetings are quarterly and have been reinstated since they had stopped due to COVID. This training will focus on employee benefits. There will be a presentation from CIS, AFLAC and the union representative will be present. A pizza lunch will be provided for staff.
- i. **April 23, 2024 ODOT Demonstration for Curbs @ 2:30 p.m.**- Brennen Burbank from ODOT and some representatives from their contracted design team will come to do demonstrations of what the curb ramps to be installed will look like.
- j. **Volunteer Recruitment**- Looking for people to volunteer with parks, library, community clean up, and the museum. Code enforcement could use help with cleaning up properties for others who aren't able to do clean up on their own. The library always needs volunteers and the museum is looking to expand their open hours to both Saturday and Sunday.
- k. **Arbor Day Celebration and Volunteers in Garden Spot Park**- Friday April 26th, 2024. The city will have one staff person covering City Hall and the rest of staff will go to work at Garden Spot Park in town to plant trees, spread bark dust and spruce up the park.
- l. **May 16, 2024 City/County Dinner Council attendance and assistance**- Willamina is hosting this event for the month of May. All staff and city council is

encouraged to attend. State representatives, commissioners, councilors, and city staff from other cities have a dinner together and provide updates about their cities. Holding the event in Willamina will showcase the city, and there will be drawings and door prizes etc. Nutrition Services Director Lynne Shore from the Willamina School District will be helping with the dinner. The speakers are Dave Hampton of Hampton Lumber and Willamina School District Super Intendent Carrie Zimbrick.

2. Library Director – excused absence

- 3. Public Works Director-** The water project construction team is waiting for better weather to begin night work on Willamina Creek Road. In July, construction work will begin near the public works maintenance shops to install a stormwater detention pond in the southwest basin. They are waiting until July, so this work won't interfere with the Mud Drags. This work is being done as mitigation for construction impacting a wetland near the water intake site.

There is a meeting scheduled on May 2nd with the American Ramp Company for the Oaken Hills Pump Track. The tentative plan is to begin work on the next phase of the towards the end of May, it will depend on the weather. They will need volunteers to help install the new trails.

A question was asked if there are plans to install a walking trail on the land that's been cleared to install the waterline. Public Works Director Brown answered that that is not possible because that land is private property for which the city obtained a permanent easement for the waterline and a temporary easement to work on the property.

A question was asked regarding large fir trees that are hanging down into the road in Lamson Park. They have created difficulty for the school bus to have a clear line of sight. Public Works Director Brown said they can get an arborist to trim those trees.

City Manager Meneley asked about the progress on the Wastewater Master Plan. Public Works Director Brown said its almost finished and it will be presented to the council at an upcoming work session.

- 4. Planning Report (provided in Agenda packet)**
- 5. Sheriff's Report (provided in Agenda packet)**
- 6. Code Enforcement (provided in Agenda packet)**

COUNCIL COMMENTS

- 1. Commissioner Kit Johnston-** Followed up with some more information about Yamhill County Transit. McMinnville and Newberg contribute yearly a little over \$20,000 per year. The funds that are requested from Yamhill County cities show local interest and helps to

secure millions of dollars in operations money from the federal government. If approved, the reinstatement of the bus fare will be by the end of the year. There will be low-income options. There will be public meetings and time for community engagement on this topic. He offered to donate some Yamhill County sweatshirts for raffling at the City County Dinner.

Discussion of when the fareless rides began. Commissioner Johnston specified that the fareless rides began during COVID. The current conversations are the beginning of the deciding how to fund the Transit in the future.

2. **Councilor Klym** – Offered thanks to Mayor Skyberg and City Manager Meneley for visiting the class that participated in the mayor contest.
3. **City Manager Meneley** – Offered thanks to the city staff for being such a passionate group of individuals and having such love for Willamina. There aren't a lot of processes for things they are doing, and they are creating them as they work through them.

ADJOURN

MOTION: Councilor Hernandez motioned to adjourn the meeting at 6:58 p.m. Councilor Wilson seconded the motion. Motion carried with a unanimous vote.

Mayor Skyberg adjourned the meeting at 6:58 p.m.

Date and Time of Next Council Meeting

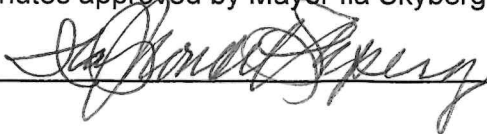
City Council Work Session April 30, 2024
West Valley Fire Station
825 NE Main Street
Willamina OR 97396

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

Minutes submitted by Deputy City Recorder Krystal Stevens



Minutes approved by Mayor Ila Skyberg



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