



**Willamina City Council
Regular Meeting
Tuesday, May 14, 2024 at 6:00 p.m.**

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

In-person attendance is allowed at the City Council meeting. The City also provides access via the Zoom platform. Zoom access information is available at the end of this Agenda.

AGENDA

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE

Public Input: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting.

CORRESPONDENCE –

1. Provoking Hope - Sponsorship email
2. Tim Wenger - Appeal to council email.

PRESENTATIONS –

1. Finance Manager, Scott Clark
Financial reports are now available in the City Council Financial Reports binder which will be present at each City Council meeting. Financial Reports will also be available via email upon request from Deputy City Recorder Krystal Stevens.
2. Yamhill County Transit, Cynthia Thompson

CONSENT AGENDA

("A listing of routine business items, which are adopted with one motion, without discussion. However, any Councilor may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then not considered after the Consent Agenda items have been voted upon.")

1. Meeting Minutes from the April 9, 2024 City Council Regular Meeting.

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2. Meeting Minutes from the April 30, 2024 City Council Work Session

REGULAR AGENDA

1. Resolution for Construction Fee Increase (5%)
2. Mid-Willamette Valley Council of Governments Contract
3. Library Board appointment
4. Recology Rate Review
5. Yamhill County Transit Contribution
6. Appointment of New Planning Commissioner

INFORMATIONAL REPORTS (Items that require no Council action)

1. Chamber Liaison – Mayor Skyberg
2. Yamhill County Transit Authority Board Member – Councilor Johnson
3. Library Board Liaison – Councilor Hernandez

MAYOR'S REPORT

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. City Manager
 - a. EPA Grant Update
 - b. ODOT Visit Update
2. Library Director
3. Public Works Director
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. Yamhill County Commissioner Kit Johnston
2. Councilor Johnson- moving Connie Crawford's bench to Garden Spot Park.

ADJOURN

Next Council Meeting

City Council Regular Meeting on June 11, 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 <https://www.willamina.oregon.gov>

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council meetings are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/87499080848?pwd=ZlVtd1VQUlZJQVcwTzNDdDAXU1BVZz09>

Meeting ID: 874 9908 0848

Passcode: 125313

Find your local number: <https://us02web.zoom.us/j/87499080848?pwd=ZlVtd1VQUlZJQVcwTzNDdDAXU1BVZz09>

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Michelle Long

From: Kenny Johnson <kennyj@provokinghope.com>
Sent: Wednesday, April 24, 2024 10:27 AM
To: Krystal Grace Stevens
Subject: Sponsorships/Team sign up Inquiry

April 24, 2024

Dear Donations Committee,

We are Provoking Hope, a nonprofit organization serving the residents of Yamhill County. As a nonprofit organization, we rely on donated and raised funds to maintain covering the expenses incurred to continue to serve those in need of our services at no charge to these individuals. Considering the heightened awareness this year of opioid addiction and the increased fentanyl in our community, getting those who are struggling with addiction into recovery and the reunification of their families is weighing heavily on our hearts. To help us with our fundraising goals, Chehalem Glenn Golf Course in Newberg is hosting Provoking Hope's 10th Annual Golf Tournament on June 10, 2024.

Founded in 2011 by Robert and Diane Reynolds, Provoking Hope serves more than 1,000 residents of Yamhill County per month to help those who have been stuck in the cycle of addiction with their path to recovery. We offer programs for men, women, and families that includes housing, education, and addiction recovery resources. We employ more than 60 people (that also walk the path of recovery) that oversee the programs that serve these individuals in their recovery journey.

We are hoping that you would be willing to be a part of this year's tournament and have a myriad of opportunities which include Hole Sponsorship, Shirt Sponsor to advertise your support, simple gift certificate or product donations, and even as an attendee! Becoming a Hole Sponsor or a Shirt Sponsor comes with extra perks including direct links to your organization on our website, our Facebook and of course local newspapers. Donations and Hole Sponsors are tax deductible.

Hole Sponsorship (\$350) _____ **Attendee Shirt Sponsor (\$225)** _____ **Gift Certificate/Product** _____

I want to play! Please send me more information! _____ or register online at www.ProvokingHope.com

Name _____

Address _____

Email _____ Phone _____

Credit Card Number _____ Expiration _____ CVV _____

Sincerely,

Kenny Johnson
[Kennyj@provokinghope.com](mailto:kennyj@provokinghope.com)
Tax Id 453155924

*Best Regards,
Kenny Johnson*

**Marketing Manager/Donations
Provoking Hope
213 NE 10th St.
McMinnville, Or
kennyj@provokinghope.com
Work Phone # 971-253-0914
Cell Phone # 971-237-8337**

You must be the change
You want to see in this world!

Tim Wenger
Keystone Builders LLC
Philomath, OR 97370

5/9/2024

Willamina City Council,

I wanted to make this appeal in person, but we are out of town during your meeting.

For the past 20+ years we have been building houses in Sheridan and over the last 4 years we are building in Willamina also. Currently we have an approved 60 lot subdivision up by the water tower. We also have a number of rental properties in Sheridan and Willamina. Other than an occasional house in Philomath, we do not build in any other towns, currently.

I would like to appeal to the city council to consider pausing the implementation of the additional 3% fee to building projects. We have experienced extraordinary inflation and interest rate increase over the last 2 years, thus causing the price of homes to escalate around Oregon and in the nation at large.

Recently, we submitted plans for a zero lot line home at 1006/1008 Highlands Loop. The permits and SDC fees were 26,925.00 per house. If the additional 3% fee were implemented this would add another approximately 6,000.00 for an approximate amount of 33,000.00 per house. These fees add an additional cost to potential buyers, who are struggling already.

The city of Willamina also has experienced inflation and has many increased financial obligations to meet. So, it is understandable that increasing fees on builders would seem like a good option to meet the ever present need. I am merely asking that you consider pausing this fee increase for now. Maybe it could be implemented at a later date, when interest rates have returned to lower levels, thus making it more attainable for folks to buy a home.

Thank you for your consideration,

Tim Wenger.

Regular Agenda



**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
Library Director Sarah Frost excuse 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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CITY COUNCIL GOALS
Work Session
April 30, 2024

1. INFRASTRUCTURE

- a. *Water Intake/School Line*
- b. *Wastewater Master Plan*
- c. *Street Projects (SCA/CIP)*

2. HAMPTON PARK BANK STABILIZATION

3. CODIFICATION OF MUNICIPAL CODE

4. LIVABILITY / BEAUTIFICATION

5. PARKS PROJECTS

- a. *Oaken Hills Pump Track*
- b. *Update Master Plan*
- c. *Regional Bike/Pedestrian Pathway – Steel Bridge Route*

6. ECONOMIC DEVELOPMENT

- a. *Recruit new business (dependent on TSP adoption / parking / walking)*
- b. *Tourism*
- c. *BLM Maintenance Shop Beautification*

7. YOUTH ACTIVITIES

- a. *Youth and Family Activities*
- b. *Safety / Health / Wellness*

8. STREETS – SAFETY

- a. *Lighting*
- b. *Bike / Pedestrian Pathways*
- c. *Crosswalks*

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**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.

Next Council Meeting

City Council Regular Meeting on May 14, 2024 at 6:00 p.m.

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>

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council meetings are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83811620977?pwd=RDVaMHBuM3JWOHV1dIVqSm5SNFRBdz09>

Meeting ID: 838 1162 0977

Passcode: 328523

Find your local number: <https://us02web.zoom.us/u/kWKBN0uBD>

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Regular Agenda

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF MAY 14, 2024**

TO: MAYOR AND CITY COUNCIL

FROM: BRIDGET MENELEY, CITY MANAGER

SUBJECT: RESOLUTION NO. 23-24-003 REINSTATING THE FULL AMOUNT OF THE CONSTRUCTION APPLICATION FEE

ISSUE

Shall the City Council adopt Resolution 23-24-2024 reinstate the full amount of the construction application fee of five percent (5%)?

RECOMMENDATION:

Adopt Resolution 23-24-2024.

SUMMARY AND BACKGROUND

The City of Willamina City Council made a motion during the April 9, 2024, City Council meeting to reinstate the five percent (5%) construction fee.

The Construction Application Fee is one of the mechanisms by which the City funds the planning services for those who build in Willamina. Without this fee planning services could be reduced to the detriment of those who wish to build in the City of Willamina.

Proposed Motion: I move the City Council adopt Resolution 23-24-2024 reinstating the five percent (5%) construction application fee.

Bridget Meneley

Bridget Meneley, City Manager

Attachment: Resolution 23-24-2024

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF MAY 14, 2024**

TO: MAYOR AND CITY COUNCIL

FROM: BRIDGET MENELEY, CITY MANAGER

SUBJECT: CONTRACT FOR LAND USE PLANNING SERVICES WITH THE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

ISSUE

Shall the City Council authorize the Interim City Manager to execute the attached Contract for Land Use Planning Services with the Mid-Willamette Valley Council of Governments on behalf of the City of Willamina?

RECOMMENDATION:

Authorize the City Manager to execute the attached Contract for Land Use Planning Services with the Mid-Willamette Valley Council of Governments on behalf of the City of Willamina.

SUMMARY AND BACKGROUND

The City of Willamina (CITY) has historically contracted with the Mid-Willamette Valley Council of Governments (COG) for its land use planning services. The City staff have been pleased with the service provided by COG in that respect. In particular, our current contract planner, Holly Byram, is an experienced, knowledgeable planner, who has provided exceptional service to the CITY. She has led the CITY'S Planning Commission through a complex Development Code update with ease and has, on many occasions, been complimented on her abilities in regard to this project by the Planning Commissioners. With the transition of City management and as the CITY continues to grow and develop it is important to keep a planner who is not only knowledgeable in regard to general land use, but in regard to the CITY's Development Code in particular.

The CITY does not have the capacity to employ its own planner, and the COG is able to provide land use planning services to the CITY at an affordable rate. Attached hereto is the proposed Contract between COG and the CITY for land use planning services. Attached to that contract is Exhibit A, which is a delineation of the member services fees for Fiscal Year 2024-2025.

Proposed Motion: I move that the City Council authorize the City Manager to sign the attached Land Use Planning Contract on behalf of the City of Willamina.

Bridget Meneley

Bridget Meneley, City Manager

Attachments: Land Use Planning Services Contract with Exhibit A



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T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

April 15, 2024

Dear COG Member,

As you know, every spring COG sends service contracts for the upcoming fiscal year. We have some important changes to share about our process and rates.

Streamlined Services Contracting Process

In the past, COG contracted with members for each type of service offered, creating multiple contracts which were identical except for the service description requiring redundant efforts for members and COG. To create efficiencies where possible, COG has streamlined our contracting process and now offers a Master Services Agreement for your consideration.

The Master Services Agreement allows the COG and members to agree to the terms for the delivery and payment of services for all services that the member may request from COG during the fiscal year. This reduces the processing time and cost for both the member and COG for contracts that are identical except for the service description.

Rate Changes

At their March meeting, the MWVCOG Board of Directors adopted Resolution 2024-01 setting rates for our services. A description of all COG services is provided in the attached Local Services Plan. The rates were informed by a cost analysis conducted by the COG finance team and presented to the Board and were set based on cost recovery principles. The new rates are attached as part of the Master Services Agreement.

Member Cost Recovery

In many cases, members are able to pass this cost on to developers or applicants who request planning services, either through direct billing or through the collection of fees. This is available for planning, legal and GIS services. We would be glad to assist you with putting such a system in place if you do not already have such a means of recovering these costs or if you would like information on a full recovery fee schedule.

Legal Services Change to Flat Rate Packages

COG is pleased to continue offering legal and hearings officer services. This year we are offering a bundled rate of 10 hours of service to members for a flat rate of \$1000. Thereafter, legal services are billed at the hourly rate of **\$200/hour**. Flat rate packages will continue to be available for special projects e.g. Charter review.

COG's Service Offerings

COG staff that are assigned to work with members are a great source of information for not only their own area of expertise but other areas of expertise that a member may need. The combined knowledge and experience of the staff at COG ensure that member needs can be met on a variety of projects and services. Please don't hesitate to speak with any of our staff about our array of services.

Please sign and return both copies of the enclosed contract by **June 30th**. If you have questions or wish to discuss this further, please feel free to contact any of our COG team.

We appreciate the opportunity to provide services to you and look forward to working with you in the coming years.

Sincerely,

A handwritten signature in black ink, appearing to be 'S. Dadson', with a long horizontal line extending to the right.

Scott Dadson, MWVCOG Executive Director

INTERGOVERNMENTAL AGREEMENT
Between
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
And
CITY OF WILLAMINA

1. PARTIES TO AGREEMENT

This Intergovernmental Agreement (Agreement) is made pursuant to the authority found in ORS 190.010, et seq., between the *Mid-Willamette Valley Council of Governments*, an Oregon Intergovernmental Agency created under ORS Chapter 190, hereafter called COG, and City of Willamina, hereafter called MEMBER. COG and Member collectively are referred to as Parties.

2. PURPOSE

The purpose of this Agreement is to establish the terms and conditions under which COG will provide services as described on the Local Service Plan to MEMBER.

3. TERM

This Agreement shall be effective for the period of time from July 1, 2024 through and until June 30, 2025 unless sooner terminated or extended as provided herein.

4. METHOD OF PAYMENT AND PAYMENT SCHEDULE

- 4.1 COG agrees to submit written invoices for services to the billing contact person identified in the signature block below.
- 4.2 COG shall submit invoices for services according to the current COG "Schedule of Fee for Services."
- 4.3 MEMBER agrees to pay for services at the rates set forth in the most current COG Schedule of Fee for Services resolution schedule including as applicable, hourly staff rates, flat rates, indirect rate (if applicable), and mileage at the IRS mileage rate for travel related to providing said services.
- 4.4 MEMBER agrees to make payment to COG within 30 days of receipt of invoices from COG.

5. ACCESS TO RECORDS

Both parties shall maintain all records relating to this Agreement in accordance with generally accepted accounting principles. In addition, both parties shall maintain any other records pertinent to this Agreement in such a manner as to clearly document both parties' performance hereunder. Parties

acknowledge and agrees that the Oregon Secretary of State's Office, the Federal Government and their duly authorized representatives shall have access to such fiscal records and all other documents that are pertinent to this Agreement for the purpose of performing audits and examinations and making copies, transcripts and excerpts. All such fiscal records and documents shall be retained by parties for a minimum of six (6) years (except as required longer by law) following final payment and termination of this Agreement, or until the conclusion of any audit, controversy, or litigation arising out of or related to this Agreement, whichever date is later.

6. COMPLIANCE WITH APPLICABLE LAWS

Each party agrees to comply with all federal, state, and local laws, codes, regulations and ordinances applicable to the provision of services under this Agreement, including, without limitation, the provisions of: (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 (Pub L No 101- 336), ORS 659.425, and all amendments of and regulations and administrative rules established pursuant to those laws; and (iv) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

7. AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Any amendments shall be in writing and signed by duly authorized representatives of both parties.

8. SUSPENSION OR TERMINATION

- 8.1 This Agreement may be extended by written agreement of the parties signed by the representatives authorized to execute this agreement.
- 8.2 This agreement may be terminated by mutual consent of the parties at any time.
- 8.3 This Agreement may also be terminated for convenience upon written notification by either party with a minimum notice of thirty (30) calendar days **delivered by mail or in person**. In the event of Agreement termination for convenience, COG shall be due payment for all work completed by the time of termination.
- 8.4 Any such termination of this agreement shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

9. INDEPENDENT CONTRACTOR

MEMBER has engaged COG as an independent contractor for the accomplishment of a particular service. Neither party, nor the officers and employees of either party shall be deemed the agents or employees of the other party for any purpose.

10. LIMITED WARRANTY

In no event shall COG be liable for indirect or consequential damages. In no event regardless of theory of recovery shall COG be liable for any damages in excess of the amounts actually paid by MEMBER to COG for services provided under this agreement.

11. CONFLICT OF INTEREST

No member, officer, or employee of MEMBER, or its designees or agents, no member of the MEMBER Council, and no other public official of MEMBER who exercises any function or responsibility with respect to this project during the public official's tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under the contract.

12. NONDISCRIMINATION

The parties agree to comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations in the performance of this agreement.

13. INSURANCE

Each party shall insure or self-insure and be independently responsible for the risk of its own liability for claims within the scope of the Oregon Tort Claims Act (ORS 30.260 to 30.300).

14. INDEMNIFICATION

Each party shall indemnify, defend, save, and hold harmless the other party and its officers, employees, and agents from and against all claims, suits, actions, liabilities, damages, losses, or expenses, arising out of the acts or omissions of the party, its officers, agents, or employees performing under this Agreement, provided that this discharge and waiver shall not apply to claims by one party against any officer, employee, or agent of the other arising from such person's malfeasance in office, willful or wanton neglect of duty, or actions outside the course and scope of the person's official duties

15. MERGER CLAUSE

The Parties concur and agree that this agreement constitutes the entire agreement between the Parties. No waiver, consent, modification or change to the terms of this agreement shall bind either party unless in writing and signed by both Parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. The Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its term and conditions.

///

16. ASSIGNMENT, DELEGATION, SUCCESSOR

Neither party shall assign, delegate, nor transfer any of its rights or obligations under this Agreement without the other party's prior written consent. A party's written consent does not relieve the other party of any obligations under this Agreement, and any assignee, transferee, or delegate is considered the agent of that party. The provisions of this Agreement shall be binding upon and shall inure to the benefit of the parties to the Agreement and their respective successors and assigns.

17. CONFLICTS

Should a conflict arise regarding billing or quality of service, the parties shall prior to bringing a claim, action, suit or proceeding in court, meet to attempt to resolve the issue within thirty (30) days of issue identification. Each party shall designate a representative authorized to negotiate a solution to the conflict. If the conflict cannot be resolved by the parties, the parties will submit the issue for mediation. Each party shall make a good faith effort to resolve the conflict through mediation. If the conflict cannot be resolved by the parties through mediation.

18. GOVERNING LAW, JURISDICTION, VENUE & ATTORNEY FEES

This Agreement shall be governed and construed in accordance with the laws of the State of Oregon, without resort to any jurisdiction's conflict of laws rules or doctrines. Any claim, action, suit, or proceeding (collectively, "the claim") between the parties that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within a Circuit Court of the State of Oregon. Provided, however, if the claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. Each party shall be responsible for the party's attorney fees, costs and disbursements at all times including appeals.

19. WAIVER

The failure of either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that or any other provision of this Agreement, or the waiver by that party of the ability to enforce that or any other provision in the event of any subsequent breach.

20. COUNTERPARTS.

This Agreement and any subsequent amendments may be executed in any number of counterparts (including by facsimile, PDF, or other electronic transmission), each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one agreement binding on all parties.

21. SEVERABILITY

If any provision of this Agreement shall be held invalid or unenforceable by any court or tribunal of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision, and the obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

22. NOTICES

Any notice required to be given to COG or MEMBER under this Agreement shall be sufficient if given, in writing, by first class mail or in person as described in the signature block below.

23. SIGNATURES

This agreement and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the Parties hereto as of the effective date set forth herein.

In witness whereof, the Parties hereto have caused this agreement to be executed on the date set forth below.

**MID-WILLAMETTE VALLEY
COUNCIL OF GOVERNMENTS**

CITY OF WILLAMINA

By: _____

Scott Dadson, Executive Director

Date: _____

Mid-Willamette Valley Council of Governments

By: _____

Printed Name & Title _____

Date: _____

Organization: _____

BILLING CONTACT FOR INVOICES

FOR COG

Amber Mathiesen

Finance Director

amathiesen@mwvcog.org

100 High Street SE Ste. 200

Salem, OR 97301

For MEMBER:

Name: _____

Title: _____

Email Address: _____

Mailing Address: _____

NOTICES

For COG:

Scott Dadson

Executive Director

sdadson@mwvcog.org

100 High Street SE

Salem, OR 97301

For MEMBER:

Name: _____

Title: _____

Email Address: _____

Mailing Address: _____



Oregon

2024-2025 Local Service Plan

ABOUT MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

The Mid-Willamette Valley Council of Governments is a voluntary association of over 40 local governments. Members include Marion, Polk, and Yamhill counties, 32 cities, 7 special districts, and the Confederated Tribes of the Grand Ronde.

MISSION

Our ongoing mission includes:

- Expanding interaction and improving dialogue among local units of government
- “Convenorship” – enhancing collective awareness of major regional issues through seminars and workshops
- Coordinating regional planning and development activities
- Providing technical assistance and local services tailored to individual needs of member governments.

GOVERNMENT

The Mid-Willamette Valley Council of Governments operates under Oregon Revised Statute 190 however; the charter has enumerated powers, so we do not have all the same powers granted to municipal corporations by State statutes. Enumerated powers limit the Board’s power to the powers expressly listed in the ORS 190 Agreement. This affects the power to issue debt, levy taxes, as well as other Board’s decisions and daily operations.

Mid-Willamette Valley Council of Governments is governed by a representational Board comprised of an appointed Chair and 19 Board members. The Board exercises policy-making and legislative authority and is responsible for COG legislation, adopting the budget, appointing committees, and hiring the Executive Director.

The Executive Director and staff are responsible for carrying out the day-to-day operations of the COG.

The COG’s fiscal year begins July 1 and ends June 30. Current information about services and projects can be found at the website www.mwvcoq.org

MEMBER SERVICES

The Council of Governments provides services to our members. At the core of MWVCOG programs are: Promoting regional collaboration, cooperation and dialogue among local units of government; Enhancing collective awareness of major regional issues, projects and activities through newsletters, meetings, seminars and workshops; Providing staff support, technical assistance and local services tailored to the individual needs of Mid-Willamette Valley Council of Government member jurisdictions.

ADMINISTRATIVE SERVICES

COG provides a variety of services to support the elected leadership and central office functions. These include facilitation, recruitments, finance and accounting, and legal services.

Facilitation

Facilitation services are available for elected leadership as well as department level efforts. Services include council goal-setting sessions, community visioning, and strategic planning.

Recruitment Services

COG staff are available to provide recruitment services for city managers and administrators including;

- Develop a recruitment timeline based on the Council's decisions regarding the placement of advertisements and the associated deadlines; the process that the Council determines is appropriate, Council availability, etc.
- Meet with Council to draft a position profile.
- Draft and place the position advertisements.
- Receive applications and send acknowledgment letters to all applicants. Screen applications.
- Respond to inquiries from candidates during the recruitment process.
- Perform background/reference checks on finalist(s) chosen by the Council.
- Work with the Council in designing the interview process and questions.
- Facilitate the interview process.
- Send out regret letters to unsuccessful candidates at appropriate times.
- Assist in negotiating an employment agreement. MEMBER is responsible for having its legal counsel prepare or review any proposed employment contract with the person being hired as MEMBER Manager.

Legal Services

COG provides experienced local government attorneys to provide legal services. Services include:

- Legal consultation and navigation services to assist with answering day-to-day questions such as conduct of a public meeting, public records, or the interpretation of a code or legal requirement.
- Review and drafting of contracts, intergovernmental agreements, and other documents and legal instruments.
- Drafting or resolutions, ordinances, and updates of municipal code sections as requested by MEMBER.
- Attendance at MEMBER meetings as requested by MEMBER and coordinated with the designated attorney.
- Attendance at meetings requiring legal representation either accompanying one or more MEMBER representatives or as the designated MEMBER legal representative.
- Training of MEMBER personnel, elected, and appointed officials on legal issues.
- Hearings Officer.
- Other legal services as requested by MEMBER, but does not include, litigation, bond counsel, personnel and labor negotiations, city prosecutor, or other specialized attorney services beyond agreed upon general legal representation.

Fiscal and Budget Administration Services

COG finance staff provide services to members for budgeting, accounting, payroll administration, financial reporting, cash management, insurance, investment oversight, fiscal records management, property management, analyses, and audit support.

TRANSPORTATION PLANNING AND GIS SERVICES

MWVCOG provides administrative services and staffing for the Metropolitan Planning Organization (MPO) responsible for transportation planning in the Salem-Keizer-Turner metropolitan planning area. Policy direction for the MPO program is provided by the Salem Keizer Area Transportation Study Policy Committee (SKATS). Participants in SKATS are: City of Salem, City of Keizer, City of Turner, Marion County, Polk County, School District 24J, Salem Area Mass Transit District, and Oregon Department of Transportation (ODOT). SKATS is responsible for the adoption and maintenance of the SKATS Metropolitan Transportation Plan (MTP), the SKATS Transportation Improvement Program (TIP), development of the regional travel demand model, and coordination and technical assistance for regional transportation studies in the SKATS boundary.

COG's Safe Routes to School program serves the Salem Keizer School district area using funding from transportation grants from ODOT the SKATS TIP, and matching funds from the Salem Keizer School District.

COG provides support and assistance to the Mid-Willamette Area Commission on Transportation (MWACT) to facilitate discussion and develop consensus on transportation issues throughout the three county-area.

GIS Services

COG's GIS (Geographic Information System) services include specialized mapping and analysis, online web map and application development, mapping support to land use planning, census data analysis, and assisting members in establishing or expanding the use of GIS in their agencies. Ongoing projects include development and maintenance of online web map applications for Yamhill County Planning and the cities of Sheridan, Dundee, and Turner, mobile data collection application development for Yamhill County Public works and the Marion Soil and Water Conservation District, attendance boundary maintenance for the Salem-Keizer School District, quarterly building permit reports for the greater Salem-Keizer area, and production and maintenance of zoning, comp plan, address, natural resources, and other maps for member cities. Specific services include:

- Web map application development/hosting
- Planning, transportation, natural resources, demographic, utility, and many other types of mapping
- Advanced geographic processes and analyses
- Online surveys
- Mobile data collection application development
- Utility CAD data conversion
- Public participation tools, such as online public comment maps
- Story Maps
- Arc HUB sites
- Custom data analysis

COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES

Community and economic development services include land use planning, grant writing and administration, housing rehabilitation program management, small business lending, and economic development planning and activities.

Land Use Planning

MWVCOG provides professional planners for land use planning services for current and long-range planning including code updates, UGB expansion, and related analysis. Planning staff:

- Analyzes and evaluates land use applications, development proposals and building permits; prepares appropriate public notices; evaluates data; interprets applicable laws, codes, and ordinances, and makes appropriate recommendations; coordinates reviews and negotiations with other City departments.
- Identifies and resolves critical issues affecting the feasibility and success of various development proposals and land use applications.
- Answers questions and provides information to the public on land use, sign, and public nuisance regulations; investigates complaints and recommends corrective action as necessary to resolve concerns regarding the City's land use code.
- Prepares staff reports for the City Council and Planning Commission, Hearings Official, and other committees and advisory boards; makes presentations as required.
- Participates in pre-application conferences with project teams.
- Confers with and advises engineers, surveyors, developers, architects, attorneys, landscape architects and the public regarding City development requirements and planning policies and standards; coordinates City's response on land use applications, zoning, and other planning related matters; negotiates and resolves related conflicts that arise.
- Serves as project manager or staff team member on complex land use applications and studies.
- Conducts plan review on residential, multifamily, and commercial plans for zoning development standards, such as building design, setbacks, bicycle and motor vehicle parking, and landscaping.
- Develops informational materials to provide information to the public regarding land use standards and procedures related to the City's land use code, plans, and other standards.
- May research and draft ordinances to amend the zoning and other land use development ordinances; may evaluate amendments to the comprehensive plan or neighborhood plans.
- May make presentations regarding general planning issues, or specialized planning policies and procedures to neighborhood groups, educational, civic, and professional organizations.

Grants Administration

MWVCOG grant administration staff monitors, identifies and notifies member governments of grant and other opportunities; writes and administers grants including environmental reviews and wage monitoring; and completes reports to comply with grant requirements. These services include helping in insuring future eligibility for state and federal grants and loans by helping members with regulatory compliance in managing projects.

Housing Rehabilitation Services

COG provides specialized assistance to members with management and administration of housing rehabilitation programs and funds. Via the HUD Community Development Block Grant (CDBG) Program, these funds provide loans or grants to low and moderate-income homeowners for home

repairs and often require extensive regulatory compliance and specialized management on the part of funded cities. Due to regulatory changes, it is advantageous for many cities to assign these CDBG funds to Valley Development Initiatives, a regional non-profit corporation, for long term management. MWVCOG provides staff services to Valley Development Initiatives (VDI) under contract.

Economic Development

MWVCOG coordinates and provides staff support to the activities of the Mid-Willamette Valley Community Development Partnership, an advisory Board chartered by the MWVCOG consisting of 29 members made up of both local government elected officials and private sector representatives. The Partnership provides policy direction for the regional economic development planning program. This program is supported by federal funds (EDA) and MWVCOG and Economic Development District dues.

With EDA assistance, MWVCOG provides economic development services such as urban renewal planning projects, mapping, infrastructure and employment land inventories, participation in regional economic development activities and meetings, and continued services as the Economic Development District to ensure eligibility for EDA funding and opportunities.

Fiduciary Funds

COG offers fiscal agent services for members. For example, COG provides fiscal agent services under an agreement with the Marion Cultural Development Corporation. Donations are received and held pending disbursement instructions from the corporation.

BUSINESS LENDING AND REVOLVING LOAN FUND SERVICES

Revolving Loan Fund Administration

COG staff provide revolving loan fund administration services for members.

Business Lending

MWVCOG operates a regional loan program to help finance business facilities. This Revolving Loan Fund (RLF) program was capitalized by grants from the U.S. Economic Development Administration (EDA), member governments and the Regional Investment Program.

MWVCOG entered into intermediary relationships with the United States Department of Agriculture (USDA), the Oregon Business Development Corporation, CCD Business Development Corporation, and Business Oregon to provide loan packaging services.

Under contract with Valley Development Initiatives, MWVCOG provides staff support and fiscal services to administer an Intermediary Relending Program from the USDA Rural Business Development Loan Program and the SBA Intermediary Lending Pilot (ILP) Program.

Valley Development Initiatives applied to the U.S. Small Business Administration to become a Community Advantage lender under the SBA 7a guaranty loan program. With this program Valley Development Initiatives can lend to eligible borrowers and receive an SBA guaranty for a portion of the loan, then selling the guaranteed portion to secondary market pools, receiving a premium on the sale, servicing income and income generated from the non-guaranteed portion of each loan. The Community Advantage program targets businesses that cannot find financing elsewhere but are creditworthy.