



**Willamina City Council
Meeting Minutes
Tuesday, June 11, 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 Craig Johnson
Councilor Barry Wilson
Councilor Karl Klym (arrived at 6:30 p.m.)
Councilor Jennifer Pederson
Councilor Vickie Hernandez
Public Works Director Jeff Brown
City Manager Bridget Meneley
Finance/HR Manager Marissa Matias
Deputy City Recorder Krystal Stevens

Absent From Meeting:

Finance Manager Scott Clark excused absence
Library Director Sarah Frost excused absence

Guests Not Limited to:

Public Works Jeff Rosenberry
Yamhill County Commissioner Kit Johnston (Amended 7/10/24-KS)

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

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AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – None

CORRESPONDENCE – None

PRESENTATIONS –

1. **Finance Manager, Scott Clark** – excused absence

CONSENT AGENDA

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

MOTION: Council President Baller motioned to approve the Amended Meeting Minutes from the April 9, 2024, City Council Regular Meeting, and the Meeting Minutes from the May 14, 2024, City Council Regular Meeting. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

PUBLIC HEARINGS

1. Public Hearing on the Use of State Revenue Sharing Funds in Fiscal Year 2024-2025 Budget

Mayor Skyberg opened the public hearing at 6:04 p.m.

There were no comments from the public or the Council.

Mayor Skyberg closed the public hearing at 6:04 p.m.

2. Budget Hearing to obtain public comment on the Budget for the fiscal year beginning July 1, 2024, as approved by the Budget Committee on May 21, 2024

Mayor Skyberg opened the public hearing at 6:05 p.m.

There were no comments from the public audience and confirmation was given that the city has not received any public comment. City Manager Meneley clarified that the format is different, but the data has not changed. No comment from the Council.

Mayor Skyberg closed the public hearing at 6:07 p.m.

3. Supplemental Budget. The Budget Officer has submitted proposed revisions to the existing Fiscal Year 2024-2025 City of Willamina budget document that includes revisions to revenue and expenses in the General Fund, Water Fund, Wastewater Fund, Street Fund, Street SDC Fund, Parks SDC Fund and Stormwater SDC Fund.

Mayor Skyberg opened the public hearing at 6:07 p.m.

There were no comments from the public audience and confirmation was given that the city has not received any public testimony. No comments from the Council.

Mayor Skyberg closed the public hearing at 6:08 p.m.

City Manager Meneley made a correction to the Agenda, Public Hearing number three should have said Fiscal Year 2023-2024.

REGULAR AGENDA

- 1. Fiscal Year 2024-2025 City of Willamina Approved Budget – Resolution 24-25-007**

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

MOTION: Councilor Hernandez motioned to adopt Resolution 23-24-007, adopting the 2024-2025 Budget, making appropriations, and determining, imposing and categorizing taxes in accordance with ORS 294.456, and imposing a tax rate at \$4.2039 or \$1,000. Council President Baller seconded the motion.

City Manager Meneley read aloud Resolution 23-24-007.

Motion carried with a unanimous vote.

- 2. Fiscal Year 2024-2025 City of Willamina Election to Receive State Revenue Sharing – Resolution 23-24-009**

Mayor Skyberg read aloud from the staff report. City Manager Meneley read from the staff report. Mayor Skyberg called for a motion.

MOTION: Councilor Johnson moved to adopt Resolution 23-24-009. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read aloud Resolution 23-24-009.

3. Resolution 23-24-008, City of Willamina Resolution authorizing appropriations, amending the Fiscal Year 2023-2024 Budget and reallocating funds between and within Funds for Fiscal Year 2023-2024

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

MOTION: Councilor Hernandez motioned to adopt Resolution 23-24-008. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read aloud Resolution 23-24-008.

4. LB-1 Update – (no staff report, updated document shared for the record)

City Manager Meneley explained that the original LB-1 was posted in the News Register and the Council has been given an updated copy, and there is an updated copy available for anyone who wants to see it.

5. Agreement for Police Services with Yamhill County Sheriff's Office

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

MOTION: Councilor Hernandez motioned that the City Council authorize the Mayor and City Manager to sign the attached Agreement and any necessary amendment, for Police Services on behalf of the City of Willamina. Councilor Pederson seconded the motion.

City Manager Meneley explained that the contract is a standard contract that the city signs every year. At the time of receiving the document the Sheriff's Office was still in negotiations so the amount may come in higher than proposed in the contract. The city has allowed for that in the budget.

Motion carried with a unanimous vote.

INFORMATIONAL REPORTS

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1. **Chamber Liaison – Mayor Skyberg** – She will be stepping down from the Chamber of Commerce and proposed that someone else become the liaison. If no one volunteers, she suggested that the Council asks the Chamber for their meeting minutes to include in the council packets each month.
2. **Yamhill County Transit Authority Board Member – Councilor Johnson** – Confirmed that the bus fares are still free. Transit will be receiving more buses. One is a nine-passenger bus with seatbelts.

Councilor Kit Johnston had no update at this time.

3. **Library Board Liaison – Councilor Hernandez** – Was not able to attend the last meeting because of the Budget Committee meeting and had no update.

City Manager Meneley reported that the four(4) teen summer interns start at the library the next day.

MAYOR'S REPORT – Mayor Skyberg reported that she attended an LOC Small Cities luncheon in Sublimit and the City County Dinner went great. She offered thanks to the County Commissioners for coming. She acted as a judge at a photography contest held at Navara Gardens and a farmers market held for the elementary students at Willamina Elementary School. The students used pretend money to buy real goods from the farmers' market. She attended a Memorial Day service and on May 24th and 25th students from Sherwood visited Huddleston Pond to learn how to fish.

Mayor Skyberg announced that she will not be running for Mayor again when her term ends in December. She thanked all for the city running so smoothly.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. **City Manager** – City Manager Meneley offered thanks to the Mayor, Commissioner Johnston, city staff, and Council for participating in the City County Dinner.
 - a. **Oregon Heritage Foundation Museum Grant** – The Museum has received a grant for \$7,965 to be used for the digitization of the collection of Willamina Times newspapers.

Finance Manager Scott Clark and new Finance Manager Marissa Matias have been working hard on the Budget. After this he will be transitioning out. Events coming up for the city are National Night Out on August 6, the 4th of July

celebration, and Trunk or Treat. The city will be seeking volunteers to help with National Night Out, finishing up the Pump Track, and yard clean up with Code Enforcement Officer Mardette Cook. She will be working to help get properties cleaned up and safe for the 4th of July holiday. The city did post an ad for volunteers to help with cleaning up properties through Neighbors Helping Neighbors but has not had response.

2. Library Director – excused absence

- 3. Public Works Director –** Public Works Director Brown reported that the night work on Willamina Creek Road is complete from the intake to the top of the hill. It will continue from there to the water plant. The developer doing construction on the top of the hill near the water plant has finished their plans, and they now know where the roads will be. Because of this, the size of pipe being used will change from 8-inch to 12-inch and a change order will be necessary for making this change.

There will be stormwater work happening on the property where the Mud Drags are held, and the Mud Drags will have to move location next year. Work will begin after the end of June.

The inner ring of the Pump Track is now installed and the finish work is the next step. The center of the bowls of the pump track are built with dry wells and a main storm pipe drain is being replaced because it was full of roots. This will help with drainage. The city will hold a volunteer workday to install the trail for the skills course and some landscape work. Hoping for July 20th workday. There is a need for 865 hours of volunteer time. The basketball court was torn up because of the dump truck driving over it to get to the pump track and will need to be resurfaced.

Discussion regarding water running right across the street from the Post Office and a bubble up in the road in front of Councilor Wilson's house.

4. Sheriff's Report (provided in Agenda packet)

5. Code Enforcement (provided in Agenda packet)

COUNCIL COMMENTS

Discussion regarding the successful Center Market customer appreciation day.

Discussion about the success of the museum display on loan to the library.

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Discussion regarding the apple trees located in the Willamina Cemetery. Grafts have been taken from them, and there was a suggestion to ask Joel Boyce to wait until next year if he plans on cutting the apple trees down. This delay would be to allow the grafts to become more established before destroying the original trees. City Manager Meneley clarified that the city tries to avoid cutting down trees unless completely necessary, and she will seek more information from Joel Boyce regarding the reason for wanting to get rid of the trees and bring it back to the Council.

Discussion regarding the importance of preserving antique plants and suggestion of installing other antique plants in the cemetery. Council President Baller's rose bush that originally had grown at the Willamina Cemetery was used as an example.

Discussion about asking Joel Boyce to leave the back gate of the Willamina Cemetery open for easier access for people with limited mobility. The walk from the parking lot is significantly more difficult for them.

City Manager Meneley mentioned that three council seats will be vacant during the next election.

Discussion regarding the new coffee shop in town, how good it is, and the importance of the Council supporting their new business.

It was requested that bike lanes and parking lanes downtown be added to the next agenda.

Discussion regarding the work that ODOT has been doing in town and the stakes they have been putting up around town. City Manager Meneley will reach out to Brennan Burbank and ask him for more details about what the stakes are for. Mayor Skyberg clarified that she had spoken with some of the ODOT people when they were in town, and they said that the stakes could be removed now.

Discussion regarding the city taking actions to welcome new businesses that open in town. City Manager Meneley stated that the city put together welcome packets that were offered when the new construction was coming into town and developing them further to use in the future is something that they want to continue. That project will continue its progress as employees have time to dedicate to it. She noted that the city staff went to visit the new coffee shop on its opening day and the day after to order drinks and lunch. The Mayor also visited the shop on its opening day to welcome them to town.

Discussion regarding the bank erosion at Huddleston Pond possibly getting funding if the park

was to be used as an area of river access for Access Yamhill River. City Manager Meneley stated that Access Yamhill River is still in its beginning phases, and they don't have access to many resources yet. Discussion that perhaps a dock or ramp would need to be added for the river access and possible reinforcement of the eroding bank would be in conjunction with this. City Manager Meneley said that multiple access points in Willamina were considered by Access Yamhill River, and the pond was determined to not be a good access point for the river due to it being a riparian area among other reasons. It was suggested that Jenny at the Marine Board would be a good person to contact. It was discussed that the idea of using Hampton Park as an access point should be revisited because it would make more sense to reinforce a park that is already established rather than constructing a new area of access.

Discussion of the city's water rights and their duration. Public Works Director Brown confirmed that the city has water rights at the city's water intake site, the Huddleston Pond pump, across from the truck shop at Hampton Lumber, and up Lady Creek. The water rights have been moved a few times. The city removes less than the amount of water that they are allotted.

Mayor Skyberg offered thanks to those that worked on the city's budget.

ADJOURN

MOTION: Councilor Hernandez motioned to adjourn the meeting at 7:12 p.m. Councilor Wilson seconded the motion. Motion carried with a unanimous vote.

Mayor Skyberg adjourned the meeting at 7:12 p.m.


Date and Time of Next Council Meeting

City Council Regular Meeting on July 9, 2024 at 6:00 p.m.
West Valley Fire Station
825 NE Main ST
Willamina, OR 97396

Minutes submitted by Deputy City Recorder Stevens



Minutes approved by Mayor Ila Skyberg



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