



**Willamina City Council
Meeting Minutes
Tuesday, May 14, 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
Councilor Jennifer Pederson
City Manager Bridget Meneley
Public Works Director Jeff Brown
Library Director Sarah Frost
Finance Manager Scott Clark
Finance/HR Manager Marissa Matias

Absent From Meeting:

Councilor Vickie Hernandez excused absence
Deputy City Recorder Krystal Stevens excused absence

Guests Not Limited to:

Community Member Jennifer Eckels
Community Member Kristine Neese
Community Members Greg and Debbie Poupard
Ernie Martin Recology Western Oregon
Cynthia Thompson Yamhill County Transit
Public Works Jeff Rosenberry
Library Board Chair Tyler Crook
Yamhill County Commissioner Kit Johnston

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00 p.m.

City Manager Meneley took the roll and a quorum was present.

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Flag Salute

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS- City Manager Meneley added Ernie Martin from Recology Western Oregon on as item three under Presentations.

CORRESPONDENCE –

1. **Provoking Hope - Sponsorship email-** City Manager Meneley explained that providing a sponsorship has not been included in the previous or current budget. If the Council would like the city to include this in the city budget, they can decide that.
2. **Tim Wenger - Appeal to council email.** City Manager Meneley explained the SDC rate increase and the construction rate increase that the Council approved during the April City Council meeting. Tim Wenger submitted a letter to the Council requesting that they wait to increase the construction rate back to 5% until interest rates have decreased. It was discussed that the Council would be provided with more information regarding this possibility in a future staff report.

PRESENTATIONS –

1. **Finance Manager, Scott Clark** - All revenues and expenses are coming in as scheduled. A Supplemental Budget will be presented to the Council in June for approval. The Supplemental Budget will be mainly due to construction for the water project.
2. **Yamhill County Transit, Cynthia Thompson** - Gave a thorough presentation about Yamhill County Transit. Grand Ronde pays for Yamhill County Transit to come out to Grand Ronde from Willamina. The ridership between Sheridan and Grand Ronde accounts for 30% of their total ridership.

The Transit spans Yamhill County which is 750 square miles. They have local routes, commuter routes, and demand response services which are rides by appointment. They have 30 vehicles, spanning from vans to large buses. All of their buses have wheelchair capability and most have bike racks.

Discussed the different routes and how they connect to routes offered by other services. The route to Sheridan and Willamina is Route 22. When compared, total ridership on Route 22 in June of 2022 increased by 28% in June of 2023.

The Transit has been fareless since a year after COVID began. A survey was sent to the leadership and councils of the municipalities in the county regarding remaining fareless. 75% of the responses wanted to reinstate fares. The plan is to revisit the idea of fares, how payments are taken, and simplify the collections system. They want to encourage youth ridership, commuters, and meet the needs of low-income population.

Currently work is being done on the bus stops. Yamhill County Transit has 26 shelters, 175 bus stops, and serves 18 municipalities. There is a Yamhill County Transit mobile app that can give real-time updates on when the buses can be expected to arrive. New signs are being designed to be hung at all of the bus stops. They have been collaborating with ODOT on getting the permitting to hang them on ODOT roads. City Manager Meneley clarified that the ODOT road running through downtown Willamina also falls under the Business District Overlay which has sign restrictions of its own as well. Cynthia clarified that they will reach out to the city for guidance on proper signage.

She discussed their most recent budget and explained that each year they ask the municipalities that they serve for a contribution. The amount increases by 5% each year and this year the amount that is being asked is \$4,714. The Yamhill County Transit is primarily funded by State and Federal grant funding. About 10% is paid for by local contribution and fares.

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE- This section was skipped before Correspondence and Presentations. Mayor Skyberg asked the audience if anyone present was interested in offering public input.

1. Community Member Jennifer Eckels approached the council with the suggestion of installing a water splashpad. She offered the information that they usually cost in the range of between \$100,000 and \$500,000. She asked the council for permission to begin researching grant funding and pricing with installing a splashpad in Willamina.
2. Community Member Greg Poupard shared that in his experience working as a fire fighter in the City of Mont Clare, the cost of maintaining the splash pad was very expensive for the city. The cost of building the splash pad was paid for by a third party, but the cost of maintaining it fell on the city and it was a financial burden.

City Manager Meneley iterated that development such as this would go through the entire planning process with the Planning Commission and at that time there will be notices published and a time for public comment as well.

PRESENTATIONS CONTINUED-

3. **Ernie Martin, Operations Manager Recology Western Oregon** - Recology is an employee-owned company and the largest waste and recycling company in the nation. Discussed the Recology workers that work in Willamina. They serve 800 customers in Willamina. Recology was hit with a cyber attack in October of 2023 and it has set them back recovering from it. In February of 2024 they were able to regain most of their system and would like to revisit the topic of curbside lawn debris and a possibility of adding a recycling depot in Willamina, if the Council is still interested. Their McMinnville call center is now fully staffed and call wait times have been decreasing.

They are using all R99 renewable diesel for their collection operations. Their commitment to R99 is voluntary, it is much cleaner in terms of emission and particulate matter. Discussed volunteer and donation programs they participate in. In 2023 they participated in the City Wide clean up event in Willamina and would like to do it again in 2024.

Recology is proposing a 5.75% rate increase for their collections program in their franchise agreement. The increase is due to the increase in costs for them and supply chain issues. It is necessary in order to maintain the operating margin expressed in the franchise agreement and retain their employees.

With the rate adjustment a 32-gallon weekly garbage customer with every other week recycling will receive a \$1.04 per month rate increase bringing the rate up from \$18 to \$19.04, and a 90-gallon weekly garbage customer with every other week recycling will receive a \$1.73 per month rate increase bringing the rate up from \$30.01 to \$31.74. The 90-gallon size dumpster is the most common customer in Willamina.

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: Councilor Wilson motioned to approve the Meeting Minutes from the April 9, 2024 City Council Regular Meeting and the Meeting Minutes from the April 30, 2024 City Council Work Session. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

REGULAR AGENDA

1. Resolution for Construction Fee Increase (5%)

Mayor Skyberg read aloud from the staff report.

City Manager Meneley offered a change in the usual routine to allow discussion prior to a motion being made, in observance of the letter of correspondence received from Tim Wenger regarding this rate increase.

There was discussion regarding the letter presented by Tim Wenger, and the acknowledgment of the financial impact of the cost of rates increasing. There was discussion regarding, while being sympathetic to the hardship put on the construction in the city, raising the rate to 5% is in the best interest of the city and is something that needs to be done.

MOTION: Council President Baller motioned to approve the City Council adopt Resolution 23-24-2024 reinstating the five percent (5%) construction application fee.

Councilor Klym seconded the motion. Motion carried with a unanimous vote.

Let it be noted here that a correction has been made to Resolution 23-24-2024, it has been renumbered to Resolution 23-24-006.

City Manager Meneley read aloud Resolution 23-24-2024 (23-24-006)

2. Mid-Willamette Valley Council of Governments (MWVCOG) Contract

Mayor Skyberg read aloud from the staff report.

MOTION: Council President Baller motioned to authorize the City Manager to sign the attached MWVCOG Land Use Planning Contract on behalf of the City of Willamina. Councilor Pederson seconded the motion.

City Manager Meneley stated that the contract is the traditional contract that the city signs yearly with the MWVCOG. It was discussed that the city's current contracted planner Holly Byram will continue, and she has done the most positive and professional job the city has ever had seen from a planner.

3. Library Board appointment

Mayor Skyberg read aloud from the staff report.

Library Director Frost asked Mayor Skyberg to appoint Crystal Darr as their newest member of the Library Board.

Mayor Skyberg appointed the applicant Crystal Darr to the Willamina Public Library Board to fill a partial term ending September 1, 2025.

MOTION: Councilor Wilson motioned that the Council approve Mayor Skyberg's appointment to the Willamina Public Library Board. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

4. Recology Rate Review

Mayor Skyberg read aloud from the staff report.

MOTION: Councilor Johnson motioned that the City Council adopt Resolution 23-24-005. Council President Baller seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read aloud Resolution 23-24-005.

5. Yamhill County Transit Contribution

City Manager Meneley explained that a councilor requested that a discussion regarding a contribution to Yamhill County Transit be added to the agenda. It was discussed that the city had not accounted for this contribution in the budget.

6. Appointment of New Planning Commissioner

Mayor Skyberg read aloud from the staff report.

MOTION: Councilor Wilson motioned that the City Council appoint Jace Maroney to fulfill the remainder of Jason Foose's City of Willamina Planning Commission Position which expires on December 31, 2024. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

INFORMATIONAL REPORTS

1. **Chamber Liaison – Mayor Skyberg** – The Chamber met to discuss their new budget.
2. **Yamhill County Transit Authority Board Member – Councilor Johnson** – Getting more buses, have nine passenger buses. They have dial-a-ride available in some locations. Reminded the Council to try taking a bus ride.
3. **Library Board Liaison – Councilor Hernandez** – Excused absence.

MAYOR'S REPORT – Mayor Skyberg reported that she and City Manager Meneley met with the Fire Marshal at the West Valley Community Campus as the bleachers were being inspected, and they went with him to an inspection at the library. She also attended a visit from Senator Merkley with people from other cities at McMinnville High School. Attended a League of Oregon Cities (LOC) Small Cities Meeting with City Manager Meneley in Sublimity.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. **City Manager** – City Manager Meneley reiterated that the Small Cities Meeting is a meeting sponsored by the LOC and is held quarterly at different cities. At the meeting someone spoke about infrastructure funding, and the fact that there is a lot of it out there. But attaining it as a small city, and meeting the match requirement as well as the grant tracking and reporting, is something that most small cities are not able to sustain. This is something that the LOC is lobbying with legislation to see changed. She noted that all of the advocating that the mayor and other councilors do as they visit different communities and events helps spread that message of the needs of small cities.

There was discussion regarding the funds for replacing the sewer lift station. The amount has increased based on the findings of the Facility Planning Study. When the

sewer lift stations are replaced, the pressure mains on those lines will be over capacity, so as a part of the replacement of the sewer lift stations, the pressure mains will need to be replaced as well. This fact, along with the rising cost of materials has raised the total cost of this project well over what was originally forecasted.

- a. **EPA Grant Update** – Funds that were earmarked two years ago are at a point that, once the city submits some reimbursement funds through their partnering agencies, the \$2 million will go directly into the city's budget.
 - b. **ODOT Visit Update** – Mayor Skyberg, Public Works Director Brown, city staff and some city councilors met with ODOT reps to give a demonstration of what the new curb ramps will look like. Based on feedback from the City Council, the ODOT team revisited the original design for the bump outs and revised them to be less obtrusive out into the street. They also opted to not install landscaping in the corners of the curb ramps so the city will not have the responsibility to maintain them.
 - c. The City County Dinner is to be held on Thursday May 16th and the city staff has been helping to prepare for that.
 - d. Finance/HR Manager Marissa Matias is working with Finance Manager Scott Clark and associate Kathy to put together the Fiscal Year 2024-2025 City of Willamina Budget Document. The Budget Committee meetings are scheduled for Tuesday May 21, 2024 and Thursday May 23, 2024. If the second meeting is not needed it will be cancelled.
2. **Library Director** – Library Director Frost reported that the library recently had a visit from the Fire Marshal. Interest has been raised due to the high amount of attendance the library has seen at their events and continues to grow. Research indicated that the library had not received the correct certificate of occupancy since the city had received temporary occupancy in 2008 to move it into the current building. This is now being remedied by working with the Fire Marshal and the County Building Official. They have given the library notice ahead of time to get this in order. This is in alignment with the standards that are being held with all businesses and buildings in town.

The library held its first ever Free Comic Book Day and it was a huge success. Library Board Chair Tyler Crook was very instrumental in putting it all together, and the Love Our Library Fundraising group was able to secure grant funds through First Federal to cover the cost of the event. Two different comic book authors were on-site for people to meet. Over 100 people total attended throughout the day and two workshops were held.

The Museum of Natural and Cultural History Native Innovation Museum Exhibit is on loan to the Library from May 1 through May 28. It is an interactive museum exhibit that teaches about different native American tribes from all around Oregon.

The library has received grant money both from the Willamina School District summer school program as well as _____ to fund hiring four summer student interns. They will learn about librarianship as well as connective learning projects as part of the internship. They will engage in a community project of their choosing and create a program or activity for the community.

City Manager Meneley iterated that the city will also be hiring a student intern funded by the Willamina School District to work with Public Works Director Brown. Also, at the City County Dinner the CTE program students will be presenting their self-built food truck for the guests to see, have a table with their creations, donate items to the raffle, and partnering in bussing tables at the event.

3. Public Works Director

Water project is back in full swing after a couple slower months. They have been working nights on Willamina Creek Road and they're about to wrap that up. The line will be in to the top of the hill and will then go up across the new development area.

Oaken Hills Park Pump Track company will be in the week of the 20th or 27th to start building the inner portion of the track, a 4 – 6 week process. After that will set up a Saturday volunteer day to install the outer ring part of the pump track.

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

COUNCIL COMMENTS

It was discussed that the flowers downtown are beautiful. It was discussed that possibly some pictures of the landscaping in front of the BLM property could be sent to them. City Manager Meneley reminded the Council that the BLM has dedicated funds to improving their property and the project is supposed to be complete sometime in June. The Council may want to wait until the project is finished to approach them.

1. Yamhill County Commissioner Kit Johnston

There was discussion regarding the placement of the Yamhill County Transit bus stops and signs. Commissioner Johnston reiterated communication with Cynthia Thompson with questions or concerns. They are flexible on where the stops are installed and want it to work for each city.

City Manager Meneley reiterated that the city has standards in the business overlay district as well as codes regarding signage. The normal process of approval will be required for these signs as well.

Commissioner Johnston reported that the Board of Commissioners was able to tour the new and old Hampton Mill and it was very interesting.

2. Councilor Johnson- moving Connie Crawford's bench to Garden Spot Park.

Connie Crawford was very influential in the community and there was a bench created in her honor. It is currently kept at the West Valley Community Campus. He suggests that the bench be moved to Garden Spot Park in her memory where it will be seen more easily. There is a small memorial area in that park as well.

There was discussion regarding the fact that it was a private party and presenting it in a city park may set a precedent for being obligated to honor other private parties in the future.

There was discussion regarding the PGE utility poles that go through downtown, regarding the installation of the new ODOT curb ramps. City Manager Meneley clarified that the curb ramps will be installed around them.

ADJOURN

MOTION: Councilor Wilson motioned to adjourn the meeting at 7:52 p.m. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

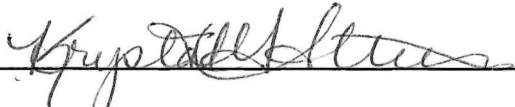
Mayor Skyberg adjourned the meeting at 7:52 p.m.

Time and Date of Next Council Meeting

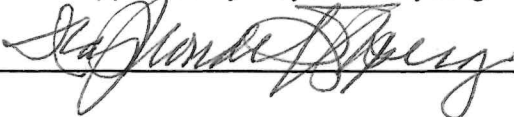
City Council Regular Meeting on June 11, 2024 at 6:00 p.m.
West Valley Fire Station
825 NE Main St
Willamina, OR 97396

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>

Minutes submitted by Deputy City Recorder Krystal Stevens



Minutes approved by Mayor Ila Skyberg



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