



March - April

# City News

## City Officials Roles & Responsibilities

City officials have many responsibilities. At times it can be confusing what is the responsibility of City Council and what is the responsibility of City Administration. Below are some brief descriptions of the typical roles municipal officials have.

### City Council

Elected by citizens, City Council has the authority to pass or adopt policy such as an ordinance, comprehensive plan, or budget. Council develops policies by identifying needs and priorities, establishing goals, and implementing programs. City Council also “exercises significant control over administration” via resolutions, motions, special investigations, etc.

### **Mayor**

Also elected by citizens, the mayor is generally considered the “civic leader”. They preside over council meetings and engage in discussion. They may make recommendations to the rest of City Council regarding proposed actions, however the Mayor may only vote on policy in the event of a tie.

### **Acting on behalf of the City**

Actions taken by City Councilors or the Mayor reflect on the whole council body as well as the City. Anytime a Councilor or Public Official is acting on behalf of the City, they must do so at the direction of City Council.

### Administration

City Administration includes the City Manager, City Recorder, Directors, and other staff members. It is responsible for the day-to-day operations of the city. While Administration may be involved in the policymaking process, the ultimate decision is made by Council. Administration is responsible for implementing policies adopted by Council.

### **City Manager**

The City Manager supervises the day-to-day operations of the city and serves at the pleasure of the Council. They carry out the policy enacted by City Council.

### **City Employees**

City employees perform the day-to-day tasks to maintain operations. Most employees are responsible to their immediate supervisor and cannot take orders from an individual councilor.

### Creating Positive Change

Cities succeed when everyone works together for positive change. Those who run for office or choose employment as a public servant desire to make a difference in their community. Citizens have the ability to enact change by running for public office, electing city officials, and participating in public meetings.

It can be discouraging when change appears to happen slowly. There are local and state laws which regulate how policy change occurs and these laws must be followed by local governments.

Some change can only occur at a larger level. City Officials act as a liaison at the County, State and National level.

**Find information on public office and meetings at [willaminaoregon.gov](http://willaminaoregon.gov).**

**Or call 503-876-2242**



# RESOURCE EVENT



JOIN CHURCH @ THE PARK  
POLK COUNTY OUTREACH TEAM  
FOR FOOD AND CONNECTION  
AT WILLAMINA PUBLIC LIBRARY

**Thursday, April 17, 11a-2p**

Dedicated to Supporting Those  
Experiencing Homelessness in  
Rural Polk County

learn more at [www.church-at-the-park.org](http://www.church-at-the-park.org)

Questions: Sarah Frost, Library Director at  
[frosts@ci.willamina.or.us](mailto:frosts@ci.willamina.or.us)

## A resource event for Willamina Community Members experiencing Housing Instability:

Community members who are couch surfing, living  
in their vehicle, or maybe need to leave their living  
situation can be considered housing instable

### Services Include:

Shelter Placement Assistance,  
Peer Support & Coaching,  
Document Assistance,  
Transportation,  
Resource Connections:

addiction recovery programs, mental health  
support, healthcare services, government  
assistance (SNAP/TANF), court system navigation,  
food share, other community resource partners.

## City Council

Regular City Council Meetings are scheduled the second  
Tuesday 6:00 PM:

March 11, 2025

April 8, 2025

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.

Meetings are held hybrid:

In person at the West Valley Fire Station,  
825 NE Main Street, Willamina

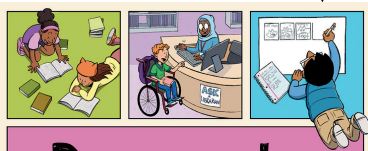
via Zoom: a link is posted to the website prior to the  
Meeting at

<https://www.willaminaoregon.gov/departments/public-meetings/>

Monday 10a-3p  
Tuesday 10a-5p  
Wednesday 1p-5p  
Thursday 10a-5p  
Friday 1p-5p  
Saturday 10a-3p



[www.willaminaoregon.gov/library](http://www.willaminaoregon.gov/library)  
FB @WillaminaOregonPublicLibrary  
IG @willaminapubliclibrary  
BS @WillaminaLibrary  
Discord @willaminapubliclibrary  
X @WillaminaPubLib  
YT @WillaminaLibrary



**Drawn to  
the Library**  
**National Library Week**  
April 6-12, 2025

Monday, April 7:

Right to Read Day

Tuesday, April 8:

National Library

Workers Day

Wednesday, April 9:

National Library

Outreach Day

Thursday, April 10:

Take Action for

Libraries Day

**2ND ANNUAL**

**FREE COMIC BOOK DAY**

**AT**

**WILLAMINA PUBLIC LIBRARY**

**Save the date!**

**MAY 3, 12-4 PM**

**MORE INFORMATION COMING SOON!**



**FREE COMICS  
YOUTH COMIC WORKSHOPS  
GUEST CARTOONIST**

contact: Sarah Frost, Library Director, [frosts@ci.willamina.or.us](mailto:frosts@ci.willamina.or.us)

Spring 2025

## CALENDAR:

Check our website regularly for meeting changes  
and important notices

**April 8, 6pm City Council Regular Meeting**  
**April 15, 6pm Library Board Meeting**  
**April 29, 6pm Planning Commission Meeting**

**Wednesdays 8am Chamber of Commerce Meetings**

**Wednesdays 4pm Civic Club Food Pantry Distribution**

**Saturdays/Sundays 1pm Willamina's Museum of History open**



**South Yamhill River Astronomy Club**

Next Meeting:

Thursday, April 10, 6:30p

Visit the library to learn about the  
Telescope Lending Program.

Sarah Frost at [frosts@ci.willamina.or.us](mailto:frosts@ci.willamina.or.us) or  
503-857-3048

**West Valley Fiber Enthusiasts**  
**4th Saturday, 12p-3p @Willamina Library**



**Show Your Love**

Sign up to become a friend  
of the Willamina Public  
Library & get a sweet tote  
bag, annual swag, & special  
invites to fundraising  
events and activities  
throughout the year!

[www.lolwillamina.org](http://www.lolwillamina.org)  
**Tax ID 93-3612754**

Fundraising Meeting:

April 12, 3:00p



SCAN HERE

**APRIL IS LOVE OUR LIBRARY MONTH!**