

**WILLAMINA CITY COUNCIL
WORK SESSION Meeting Minutes
Tuesday, February 14, 2023 5:00 PM**

Minutes taken by Deputy City Recorder Krystal Stevens

Location of Meeting:

West Valley Fire Station
825 NE Main Street
Willamina, Oregon

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Craig Johnson
Councilor Vickie Hernandez
Councilor Karl Klym
Councilor Jennifer Pederson
Library Director Sarah Frost
Public Works Director Jeff Brown
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens

Absent at Meeting:

Councilor Barry Wilson

Guests not limited to:

Shannon Williams Keller Associates Engineer Project Manager
Yamhill County Commissioner Kit Johnston
Yamhill County Commissioner Mary Starrett
Yamhill County Commissioner Lindsay Berschauer

Mayor Ila Skyberg called the Willamina City Council Work Session to order at 5:00PM on February 14, 2023

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AGENDA

1. Project Updates with Keller Associates

a. Shannon Williams, Engineer Project Manager

Shannon Williams explained the different projects being worked on in the City of Willamina.

1. Wastewater Facilities Planning Study (Master Plan Update)

Refer to Keller Associates insert for details on project.

2. Lift Station Capacity Improvements Project

Refer to Keller Associates insert for details on this project.

-Councilor Hernandez asked what a lift station is.

-Councilor Klym asked if this information is indicating that we are not in DEQ compliance.

-Public Works Director Jeff Brown said we are not out of DEQ compliance with our normal capacity, but during storm events, because of the number of lift stations we have, they are being required to run longer than DEQ prefers them to be run.

-City Manager Bridget Meneley said DEQ is aware of the issue and aware that we are working to rectify it. She also indicated that the Grant/Loan from Business Oregon will not be sufficient to finance the work that needs to be done, so we need to seek other funding sources.

3. Water Intake Relocation and Water System Improvements Project

Refer to Keller Associates insert for details on this project.

-City Manager Bridget Meneley made the point that it will be important to communicate with the community about the delays that will be happening for a while in Willamina due to construction.

-Question was asked, what does water intake failure look like.

-Public Works Director Jeff Brown answered that water intake failure is when the screen covering the intake pipe covers up with sediment and has to be cleared away manually.

-Shannon Williams of Keller Associates added that intake failure effects the treatment plant. Failure messes up the chemicals being added to clean the water, the ability to backwash and the amount of electricity that is needed to process the water.

4. Oaken Hills Park/Pump Track

Refer to Keller Associates insert for details on this project.

Public Works Director Jeff Brown did the presentation on this project, he is the driving force behind this project coming to fruition. He explained what

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a pump track is and that the bathroom facilities are being installed. Jeff elaborated on the grant we received from Oregon State Parks, donations from Kiwanas, Hampton Lumber, David Hampton, and others in the community to make this project possible.

5. Transportation System Plan

Refer to Keller Associates insert for details on this project.

Shannon said this plan will be implemented as funding allows. In order to apply for funding the City has to have a document in place with a plan. This document is changeable, it can be adjusted as it is implemented, and the City Council can have a say in how it is adjusted. It is important that we keep it updated.

6. City Engineering

Refer to Keller Associates insert for details on this project.

Shannon described the kind of services the engineering team at Keller provides for the City of Willamina. She explained the Corvallis team is a part of a much larger team in Idaho, and if they need more expertise they have access to a larger team to get extra help on projects and issues.

Public Works Director Jeff Brown said it would be good to get a tour of City public works projects going once a week for City Council members to see progress on the projects.

Willamina City Council Work Session adjourned by Mayor Ila Skyberg at 6:00PM

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