

**City Of Willamina**  
**Minutes of the Monthly Meeting of the City Council**  
**September 29, 2016**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Councilor Rita Baller  
Councilor Theresa McKnight  
Councilor Robert Burr  
Councilor Heather Stritzke  
Councilor Katie Vinson  
City Manager Robert Sivick  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
News Register Reporter Paul Daquilante  
Guest In The Audience  
Craig Johnson  
Doug Colton  
Shirley Fitzgerald  
Michiel Fitzgerald

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on September 29, 2016 at West Valley Fire by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

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The minutes of the previous meeting were reviewed and unanimously approved.

### III. Consideration of Open Issues

#### Public Input

Mayor Ila Skyberg

Mayor Skyberg asked Craig Johnson to speak and state his name and address as he signed in for public comment. Craig stated his address at 482 NE B. St, Willamina, OR.

Craig said he had several concerns.

He commented on the painting of the Library and asked if it was a grant that paid to paint the library. Craig wanted to know where the Municipal Court would be held if we move our Council meetings to West Valley Fire.

He asked if City Council was meeting at West Valley Fire permanently.

The Mayor asked Debbie to respond. The City Recorder responded that she had a request in to West Valley Fire and had not heard back on whether the City could use it indefinitely.

Heather then asked Council members if they should ask the City Manager to further look into it. The Council head nodded yes.

Mayor Skyberg asked Doug Colton to go next and speak on Public Input.

Doug stated his address of 475 Pioneer, Willamina. Doug said he also had a list of items he wanted to ask about. He brought up the water rates and said he pays \$92.00 every month just like everyone else and asked why the senior discount was not looked into. Doug questioned the report that was in the News letter last month comparing the City of Willamina utility rates to other Cities and said it was inaccurate as those other cities have an allowable amount of water. Doug said there should be a retraction or further explanation.

In addition, he added that Owners of Vacant houses should pay for water and sewer and that the City was losing revenue.

Last Doug thanked the Mayor on the Traffic Study on Pioneer.

Correspondence from Marilyn Coates.

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Mayor Ila Skyberg

Mayor Skyberg past around a thank you note around the room from Marilyn Coates thanking Council for the going away gift.

Mayor Skyberg also noted that she received a thank you email from Ross Schultz for his parting gift. Mayor Skyberg then stated that for the record she purchased the gifts.

Ford Foundation Grant

Mayor Ila Skyberg

Mayor Skyberg commented that the City had been awarded a grant from the Ford Foundation and asked the City Recorder if it should be accepted by Council. Debbie responded and said the grant award was accepted by the City Manager and would be added to the Council Agenda in October to report on the details.

#### 1. Repainting of The Library

Mayor Ila Skyberg

Heather stated that it would be ridiculous to repaint the library. She added that if they felt so strongly about it why that didn't it come up prior to painting the library. She suggested the repainting of the doors to a different shade of red. Heather then said the reality is the color on the building will eventually fade out.

Repainting of The Library continued

Councilor Burr commented that he does not like to comment on color but could live with it. City Manager Bob Sivick offered details on the grant to the council and said the money used to the paint the library came from a \$5000 grant; \$3800 was already used and we have \$1200 left for an awning and signage. He said if we use the remaining dollars plus general fund dollars and repaint it twice, the city could be in violation of the grant. Bob said he is not sure if the grantor would like that and the city could receive a request to return the money.

The City Manager said he felt the Cities reputation could be damaged and be perceived that the city is not using grant monies wisely by the repainting. He

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said again whether we use grant monies or general fund dollars his fear is that the city's reputation for getting new grants is somewhat damaged. Bob added that he understands that the dark green is preferred over a light green color but it could be perceived as wasteful. He also clarified the balance grant monies could be used for the exterior awning and signage.

Bob Sivick went on and said if we paint it again and don't like the color then would there be a desire to even paint it again because the color of green was not correct. Mayor Skyberg then said she was very disappointed in the color. Mayor Skyberg said she wrote the grant and she wanted it pointed out that she was very disappointed with the color after all the talk on color as it was extensive. She said it took her 3 times to rewrite the grant and just pouty.

Councilor Baller said she wanted to there to be a motion as to the decision on the library. Katie said she felt the window had closed regarding repainting of the library as the rains are coming. Katie added that having an awning would take away from the color. City Manager Bob Sivick advised that there should be an affirmative motion otherwise it dies tonight.

**MOTION:** Councilor Vinson motion to paint the library doors a different color. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

Bob Burr offered discussions if there were any repainting in the spring that it be donated dollars. Rita asked how soon we could get the awning and signage done. Debbie responded that we received a bid from Salem Tent and awning that was fabric. Jeff then said that a fabric awning would tear away during a snow event and he would recommend not putting up a fabric awning. Doug Colton from the audience suggested placing two posts and securing the footing of the awning. Doug also suggested an artistic writing on the wall of the building. Katie offered information regarding signage and said she knew a person that does artwork and could repair the signage. Bob Burr asked that staff come back with a bid for a metal awning; Bob Burr

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wanted to note that Salem Tent and Awning does not do metal awning. Heather asked the Mayor if she had something to say about the repaint color of the doors. Ila responded no and that it could be discussed later.

2. Roof Repairs at Dept. Store

Jeff Brown

Jeff reported that he Chris Scholten and his crew would start scheduling his crew next week on the repairs of the new roof. His plan is to work the cricket and getting it pitched differently. Jeff also reported new damage which was a vertical crack that goes from top to bottom; he left a message for Chris Scholten to see the damage; also that you could see through to the adjacent building separated about 1 inch. He asked council for their thoughts and if it were concerning or not concerning. No responses.

3. Mayor Skyberg moved to the topic of moving the City Council regular meetings to West Valley Fire and adding moving the City Manager in to the Chambers. . Debbie reported that she had asked the West Valley staff and had not heard back on a decision. She added that West Valley Fire monthly meeting is the same night as the cities meeting. Craig Johnson from the audience asked if there would be a charge for use of the room. Doug Colton asked if there were a speaker system in the room. City Manager Bob Sivick advised Council they could take action to direct staff to follow through with investigating a permit solution on move to West Valley Fire; he added that the code states the second council meetings will be held the second Thursday of the month and added that there would have to be a resolution to change the meeting date or place. Ila responded that the reason to move the West Valley is so that the City Manager could move down stairs in the chambers. The City Manager responded to that as said he would not recommend that they look at moving him into the Chambers as the reason to move council meetings. He recommended that the Council consider those topics separately. Kathie asked if there was a possibility to move the Accountant to Bob's office upstairs. Bob responded that his personal feelings are that he does not want to move the accountant. Heather asked Bob if he felt it would be more valuable to be downs stairs. Bob responded

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that he does not feel that it is more or less valuable and the only thing he would comment on was the hvac system.

4. Mayor Skyberg then moved to the subject of purchasing iPads. Debbie said that it would change the communications for the Council and it was so much cheaper than printing an agenda. She also advised that as we move into more information and activities the iPad would be an asset. Debbie also asked Bob Sivick if the City could pay for internet for the Councilors that did not have internet service at home. The City Manager responded that it is probably not illegal but would advise against it because of the possible risk of public perception. Heather said that she felt the iPads are very expensive and at this time it may not sound advisable. Debbie responded that the cost of paper is so high that we pay for an iPad over and over. Bob Burr asked the council if there were anyone did not have internet. Rita responded that she did not but she knows other cities are going to that and she said there must be a reasonable way for that service to be offered that could service us. Katie offered that the High School has iPad that are left over by students that may be a possibility for us to purchase. The City Manager added that the Council would not enjoy the cost benefits unless all the Council supports it. Jeff added that a few years back the Mayor was recalled for using a cell phone for person business. Rita then said there are laws on the book if you use your personal computer for City business you're at risk for getting in trouble and having your computer tied up. She gave an example of a Councilor in McMinnville so she supported having on for City business would be hand. Heather then said we should direct staff to contact the schools to see if they have iPad's available; Rita said research on other cities and how they are using iPad would be interest. City Manager Bob Sivick added that the City he came from councilors were assigned laptops and were not approved internet access. He added that internet access has become like a normal utility.

**MOTION:** Councilor Stritzke motion to adjourn. Councilor Vinson seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

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## V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on October 20, 2016 at:  
West Valley Fire  
825 NE Main St  
Willamina, Oregon 97132

The agenda for the next meeting is as follows:  
Bids for an Awning over the doors at the library.  
Follow-up of iPad.

The meeting was adjourned at 7:00 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard

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Minutes approved by: Mayor Ila, Skyberg

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**City Of Willamina**  
**Minutes of the Second Thursday of the Month Meeting of the City Council**  
**August 11, 2016**  
**6:00 PM (corrections [9/15/16](#))**

**Location of Meeting:**

City of Willamina City Hall  
411 NE "C" Streets,  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Council President Rita Baller  
Councilor Burr  
Councilor Vinson  
Councilor Stritzke  
Councilor McKnight  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Paul Daquilante, Staff Writer, News Register  
Doug Colton citizen  
Craig Johnson citizen

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on August 11, 2016 at City of Willamina City Hall by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved with the following additions.

1. Added a copy ~~copies~~ of revised minutes for review and approval.
2. Added a copy of email from Joel Boyce [Adamsonfuneral@gmail.com](mailto:Adamsonfuneral@gmail.com) 503-866-2709
3. Added handouts on Planning Commission Membership.
4. Added Resolution 16-17-003.
5. Asked Council to approve changing the September 8<sup>th</sup> Regular City Council meeting to September 15<sup>th</sup> to be held at West Valley Fire.
6. Reminder to City Council of the City County Dinner August 18, 2016.
7. Letter from Oregon State Audit Division.

**MOTION:**

Councilor Burr motion to approve the additions to the Agenda. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.



**MOTION:**

Councilor Burr motion to approve the minutes of the previous meeting additions to the Agenda. June 9, June 30, July 14, July 21, 2016. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

### III. Consideration of Open Issues

1. Consent Agenda  
Mayor Skyberg

**MOTION:**

Councilor Vinson motion to approve the consent agenda. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

1. Correspondence  
Mayor Skyberg

Letter from Phil Hopkins – Mayor Skyberg read the letter into the recorder which was very complimentary to the City for completing their commitment to get the City's Financial records reviewed update by a third party auditor as the City had been forgiven the 2012 thru 2015 audits.

The City Recorder reported on the correspondence from Joel Boyce-Boyce from Adamson Funeral Home. Joel sent an email to address the Council and alert them that there would be an interment in the Willamina Cemetery August 13, 2016 for Mr. Clyde Gamel who passed away. In his email Joel stated he would proceed with great caution to make sure there were no other remains. Councilor Baller asked that a report in writing be made on ~~that on~~ the findings and results for the city's records. Approval was given by consensus.

### IV. Consideration of New Business

1. Delegated Authority – Resolution 16.17-002  
Mayor Ila Skyberg

**MOTION:**

Councilor Vinson motion to approve Resolution 16.17-002. Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

2. Ordinance 663 – Trailer Ordinance was not approved and will return for Council review at a later date.
3. Regarding the museum, Jeff asked the Council if they would approve the upgrade of hardy blank to the exterior of the museum and the research work necessary. He said Dr. Brooks was applying for a match grant that would pay for the project. Debbie asked if there was were a committee working on the project. Jeff responded no just Dr. Brooks. Mayor asked for motion, however, it was approved by consensus.

4. Jeff announced that the City was awarded an ODF grant. He said that ODF will replace the screens and cover the major cost of the work. He said it is a 60/40 grant. The grant comes to a total of \$11,800. The City's portion is \$4,761 and of that money some can be in kind. In the end it will cost the city \$800. Jeff said he had not read thru the agreement and that it would save the city money on overtime.
5. Mayor Skyberg said she wanted to thank Jeff and public works publicly. She said he has missed several meetings, but wanted to thank him for all they do.
6. Doug Colton asked the Mayor for more lighting on Pioneer. He also asked for a second bus stop at Lamson at the bottom across from the Skyberg's house. He said it is very much needed. The City Recorder said she would follow up and asked the Commissioners for help. He said the location is a good wide stop.
7. The request for Oak and Pioneer—a stop sign at Oak and Pioneer was carried forward. Stop Sign and Traffic Study was carried forward.
8. Motion to Adjourn  
Mayor Ila Skyberg  
**MOTION:**  
Councilor Stritzke motion to adjourn. Councilor Vinson seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

## V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on September 15, 2016 at:  
West Valley Fire  
825 NE Main St  
Willamina, OR 97137

The meeting was adjourned at 7:10 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard \_\_\_\_\_.

Minutes approved by: Mayor Ila Skyberg \_\_\_\_\_.

**City Of Willamina**  
**Minutes of the 2nd Thursday of the Month Meeting of the City Council**  
**June 9, 2016**  
**6:00 PM**

**Location of Meeting:**

411 NE "C" St  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Rita Baller  
Councilor Katie Vinson (late)  
Councilor Bob Burr  
Councilor Heather Stritzke  
Councilor Theresa McKnight

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on June 9, 2016 at 411 NE "C" St by Mayor Ila Skyberg. Roll Call was taken by the City Recorder and quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

**III. Consideration of Open Issues**

1. Public Input

Mayor Skyberg

The Mayor called for Public Input. First on the list was Kevin Most who lives at 370 NW 6th St, Willamina.

Kevin addressed the Council and asked to create an ordinance on open burning; he experienced an open fire on the property above the water tower owned by Harold Miller.

He said there was a no "watch fire" which is a regulation. There was no preparation of the ground or clearing around the fire and no fire protection to put out the fire if it got out of hand which it did. Kevin stated the fire turned into a field fire. He called 911. He said the fire came within 50ft of his property. The fire department confirmed to him that the burn was left over from building materials.

He then talked to the City Code Enforcement. He said the city code enforcement officer has authority to put out fire by city code. On May 30<sup>th</sup> he talked to the fire department and they said they did not have the authority to go on private property but the code enforcement does have the authority. He asked the Council to give the Fire Department further authority. Ross said he looked into it and that in fact Code Enforcement does have some rights to advise a residence to put out a fire. Ross shared he had talked to the Fire Department and in the end the Fire Department does have the authority to go into property where there is a fire to and protect life and property.

The Mayor stated that she is handing it over to Ross for any further attention.

2. Consent Agenda

Mayor Ila Skyberg

**MOTION:** Councilor Baller motion to approve the consent Agenda and Check Register and Monthly Report. Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

3. Presentation From Rich Winkel CPA

Mayor Ila Skyberg

Mayor Skyberg introduced Kathy Taylor of Kathy Taylor Consulting and Rich Winkel, CPA who would give a presentation on his review of the City Financials. Mr. Winkel's report was an independent accountant's report on applying agreed-upon procedures. His work was required to meet one of the commitments the City made to the Secretary of State, per their request.

Rich began by giving a brief history and said he is a CPA and a Licensed Municipal Auditor in addition to being on his own for the last 10 years. He gave a background on how the city arrived at engaging his services then went into detail of his enclosed report.

Rich concluded that his work was compared to the AICP Standards. He then turned to the balance sheet reports which are the back-up for the Cities 2015/16 beginning balances.

The Mayor asked if Council had any questions.

The Mayor thanked Rich and asked him if he was going to be our auditor; he responded yes. The City Recorder added that she would follow-up the meeting with the Secretary of State and report back.

Bob Burr stated that he heard the City 2015/16 audit would be done by October 2016. Ross responded that yes it should done by October as the City is not that complicated. Kathy Taylor also responded yes as we are current.

4. Public Hearing #1

Mayor Ila Skyberg

Mayor Skyberg opened the public hearing and read this script:  
Public Hearing on Proposed uses of State Revenue Sharing Funds in FY 2016/17 Budget

- Good Evening □ □  
This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed uses of State Revenue Sharing funds in the FY 2016/17 Budget which begins on July 1, 2016. These funds are proposed to be used to assist with the cost of Street Lighting. The estimated amount to be received is \$18,000.  
General Testimony - □ The Mayor stated now is the time for any comments from any persons in the audience regarding the proposed uses of these funds.

Ross rephrased what the open hearing expresses is “Do you want money from the State?”

Bill Felton voiced that if the City has money to pay for street lights, the City should pay it instead of imposing a new fee.

The Mayor asked for question or comments from Council □ - Now is the time for any questions or comments from Council regarding the proposed uses of these funds.

Mayor Skyberg closed the Public Hearing.

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Later in the agenda, council will adopt a resolution regarding state revenue sharing funds.

## 5. Public Hearing #2

Mayor Skyberg

Public Hearing Script on Proposed Water & Sewer Rate Increases

- Good Evening □  
this is the time and place scheduled for a public hearing for the purpose of obtaining public comment on proposed water and sewer rate increases. Water rates are proposed to increase by 10% and sewer rates decrease by 3%, effective with the June 16-July 15, 2016 billing cycle.  
The Mayor asked for testimony from proponents and said now is the time for any persons in support of the proposed increases to speak.  
There were no comments in support.  
Bill Felton started to speak and asked the Council what is 10% of 2.39 he said it is fewer than .24 cents. Bill said he was bothered by the rate increases; he said it is a 12% increase. He added that social security calculates on percentages. He stated that he is being charged for the meter year after the year and it is a tax. He went on to say the \$2.50 is called a fee and is a tax and that really won't go away. He said use the proper calculations. Bill had in his possession a particular sheet that had an error. Ross took his calculator out and found the total was correct. Ross said it was good to have another set of eyes. Bill continued to comment that the city uses fees which is really a tax.

Bill said “fees are open-ended.”

The Mayor asked for testimony from opponents and said now is the time for any persons in opposition of the proposed increases to speak.

The Mayor asked for general testimony and said now is the time for any general comments from any persons in the audience regarding the proposed increases.

Bill Felton from the audience added another comment and suggested that we use the money from the fee to pay off debt.

The Mayor closed the public hearing.

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A Resolution to consider adoption of the increases is included later in the agenda.

6. Public Hearing #3

Mayor Skyberg

Public Hearing on Proposed 0.50% Rate Increase for Recology Western Oregon Effective July 1, 2016. Mayor Skyberg read the script below.

- Good Evening □ □

This is the time and place scheduled for a public hearing for the purpose of obtaining citizen input and comment on a proposed 0.50% increase in solid waste collection fees for Recology Western Oregon which will become effective July 1, 2016.

- Ross made a point of order and noted that it would be more appropriate for the the speaker from Recology to speak during the resolution.

Testimony from proponents- Now is the time for any persons in support of the proposed increase to speak. There were none

Testimony from opponents - Now is the time for any persons in opposition of the proposed increase to speak. There were none.

General Testimony - Now is the time for any general comments from any persons in the audience regarding the proposed increase.

The Mayor closed the public hearing.

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A resolution to approve the proposed increase will be adopted later in the meeting.

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7. Public Hearing #4

Mayor Skyberg

Public Hearing Script

Proposed Utility Fee

- Good Evening ☐☐

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on proposed \$2.50 Utility Fee to each utility customer. Effective with the June 16-July 15, 2016 billing cycle.

Testimony from proponents - Now is the time for any persons in support of the proposed increases to speak. There were none.

Testimony from opponents - Now is the time for any persons in opposition of the proposed increases to speak. Bill Felton spoke earlier in the meeting against the fee which he called a tax.

General Testimony- Now is the time for any general comments from any persons in the audience regarding the proposed increases. There were none.

The Mayor closed the public hearing

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A resolution to consider adoption of the increases is included later in the agenda.

8. Approval of Resolution #15-16-012

Mayor Ila Skyberg

Mayor asked for motion to approved Resolution #15-16-012 to declare State Revenue Sharing Funds.

**MOTION:** Councilor Burr motion to approve Resolution #15-16-012. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Stritzke, Burr and Vinson voting aye. All in favor.

9. Resolution #15-16-013

**MOTION:** Councilor Baller motion to approve Resolution #15-16-013 to set appropriations and set the tax and stated be it resolved that the City Council of the City of Willamina hereby imposes the taxes provided for the adopted budget at the rate of 4.2039 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorize for tax year 2016-17 upon the assessed value of all taxable property. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

10. Resolution #15-16-017

Mayor Skyberg decided to excuse herself; The Council President Rita Baller took over the meeting.

**MOTION:** Councilor Burr motion to approve Resolution #15-16-017 Annual Certification for State Shared Revenue 2016-17. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

11. Resolution #15-16-014 to increase Water Rates and Decrease Sewer Rates.

**MOTION:** Councilor Stritzke motion to approve Resolution #15-16-014 increase water rates and decreasing sewer rates. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

12. Resolution #15-16-015 Recology Western Oregon Waste Rate Increase

- a. David Dartmouth Representative from Recology Western Oregon was present to discuss the rate adjustment. He explained their financial statement was submitted for review to the City in April showing revenue and expenses. He talked about the CPI table and rate table of rate changes. David talked about debris boxes that compress the garbage. Katie asked about a collection box for glass; she said she has one and lets her friends use it. David responded and said that the City could host a collection box. He added that different cities have approached it. Ross asked David to return next year with a presentation on a glass program.

**MOTION:** Councilor Stritzke motion to approve Resolution #15-16-015 to approve Recology Western Oregon Waste Rate increase. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

13. Resolution #15-16-016 Annual Workers' Compensation Volunteer Coverage 2016-17.

**MOTION:** Councilor Stritzke motion to approve Resolution #15-16-016 Annual Workers' Compensation Volunteer Coverage 2016-17. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

14. Ordinance for Utility Fee #660

City Recorder Debbie Bernard read Ordinance for Utility Fee #660 in entirety. The second reading of Ordinance for Utility Fee #660 was read by title only.

**MOTION:** Councilor Burr motion to read the second reading by title only Ordinance for Utility Fee #660.

Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

**MOTION:** Councilor Vinson motion to adopt Ordinance for Utility Fee #660.

Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

Councilor Burr was not familiar and asked about the fee and how it would show on billing statements; he asked if it will be shown on the water bill even though it is not a water billing. Ross explained the \$18,000 we usually get from revenue sharing will go back into the general fund which had paid for street lights. The utility fee will pay for street lights; in addition .50 cents of the \$2.50 fee will go into a reserve fund to pay for



utility repair that does not have another source. Bob asked if there would be something on the water bill that would explain that specifically. Ross responded yes. Councilor Stritzke requested if the explanation could stay on the water bill for several bill cycles. Bill Felton stated that the fee or portion should go to pay debt.

15. Approval of CCRLS 2016-17 Contract

**MOTION:** Councilor Stritzke motion to approve the CCRLS 2016-17 Contract. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

16. Approval of MWVCG 2016-18 Contract

**MOTION:** Councilor Stritzke motion to approve the MWVCG 2016-18 Contract. Councilor Burr seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

17. Approval of Concrete Walkway at Huddleston Pond PO at \$6460.

**MOTION:** Councilor Burr motion to approve the PO for sidewalk repair at the cost of \$6460 at the Huddleston Pond. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

Business carried forward. No Reports.

City Recorder took the count for the City County Dinner.

Ross passed out a description for the Library Job in draft form. He asked the Council to review.

**MOTION:** Councilor Baller motion to adjourn. Councilor Vinson seconded. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

### **Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on June 30, 2016 at:  
City Of Willamina  
411 NE "C"  
Willamina, Oregon 97132

The agenda for the next meeting is as follows:

Meeting of the City Council  
June 9, 2016

Volunteer Program  
Supplemental Budget

The meeting was adjourned at 7:40 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard\_\_\_\_\_.

Minutes approved by: Mayor, Ila Skyberg \_\_\_\_\_.

**City of Willamina**  
**Minutes of the Special Meeting of the Willamina City Council**  
**June 30, 2016**  
**6:00 PM**

**Location of Meeting:**

Willamina City Hall Chambers  
411 NE "C" St  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Rita Baller  
Councilor Burr  
Councilor Vinson  
Councilor McKnight  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Paul Daliquante News Register

**Absent from Meeting:** Councilor Stritzke Was Absent

The regular meeting of the Willamina City Council of City of Willamina was called to order at 6:00 PM on June 30, 2016 at Willamina City Hall Chambers by Mayor Ila Skyberg. The Roll Call was taken by the City Recorder, Debbie Bernard and quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

None.

**III. Consideration of Open Issues**

1. Public Input  
Mayor Skyberg  
Comments

Jackie Haworth stated her name and address 402 NE C St. Jackie said "It breaks my heart that you replaced 2 people with 2 people. I am aggravated that I have the little respect left for the City of Willamina and the way they treat people. We need jobs yet we give away the jobs we have. I have minutes here that quote Ross saying that he had been asking for

numbers and finally got the numbers. We should have enough money to operate the city of this size; it looks like there is enough money to operate the city at the current level. So what happened.”

## 2. Supplemental Budget

Kathy Taylor

Kathy began by stating there was a narrative to her presentation.

*She said “We adopted this budget last spring. At that time we did not have numbers to reflect good fund balances. When it comes to items found on a supplemental budget there should be changes that require a supplemental, but in this one they are so minimal and minor it would not have been required to have a supplemental. The City followed the budget they had and executed the budget responsibly.”*

*“You do need to know what the changes were; revenues were revised slightly. Most significantly were the street lights. That was our biggest item. Other than that we budgeted to pay off the water bond. It was a timing issue for doing it now” she said.*

*Kathy asked Debbie if that had been completed; Debbie responded, “She is making it happen. “Kathy explained we did cut back on a few items, one was capital outlay for painting City Hall and Museum; reduced administrative wages; and did not purchase I compass software.*

*“In the prior years the City never had overhead allocation or public works allocations. So at the end of the day you never know how much money you spent and where you spent it, so that was created,” she said.*

*“The City still has the legacy of bringing forward the appropriate beginning balances and that has an impact on the budget. So item #4 we did implement Caselle and created a new chart of accounts. We eliminated the Cemetery fund and put it into the general fund as a department. We moved or eliminated the EID and Downtown Loan fund and move that into the General Fund as a department. We moved grants to their own department in the General Fund,” she said.*

*“The big item was we had to go back and reclassify and adjust what we thought was the beginning fund balance to what it actually was. What I can tell you is the most important item was \$366, 000 beginning fund balance actually was \$854,000 significantly more than we guessed. We assumed we sprinkle it equitably. However, that was not the case after we did the analysis. We discovered \$500,000 belongs to the Debt Fund which is good. That set you up good to refinance” she said.*

*“We went back and did an overhead allocation for the prior years and made sure the funds carried their weight in the past. So we discovered the need for an inter fund loan of \$150,000. What that tells us is water rates were too low and are still too low and over time, that \$150,000 needs to be repaid. Everything is owed to the Debt fund,” she said.*

*“It could be when the cash is relieved; there could be money that belongs to water. Now we need a fresh look at water and plan for the next 5 years,” she said.*

*“In respect to the overall situation, I was pleased the numbers looked as good as they could be,” said Kathy.*

*“The one thing I want to tell you is that the ending fund balance for General Fund will be \$110,000; however the General Fund will not generate revenue until December due to JASON. Typically, what we want to see in the fund balance is enough to pay expenses for 5 months that would be about \$350,000 which should be your target,” she said.*

*We have \$110,000 in the General Fund, so that means that other funds will be spending money on expenses for the General Fund. You should target to bring in more revenue than you plan to spend. Eventually you have enough revenue to be in a solid general fund. It brings tears to her my eyes, she said.*

*Mayor Skyberg asked for questions.*

*Bob Burr asked Kathy about the Downtown Loan fund. He said, “So everyone wants to know that money is kept separate.” Kathy responded, “part of the General Fund balance is the \$25,000 for the DTL. The cash is all merged into one account. The whole account has \$110,000. If you spent it on DTL you will only have one month of reserve for expenses. The money is there; you do have to make choices. The General fund has spent more money than it brought in for the past years so you probably should wait until property taxes are brought in.”*

*Bob rephrased, “so water has been able to pay their bills taking it from other funds?” Kathy responded “yes. You’re actually spending SDC cash and general fund cash where the money really is.”*

*Katie noted that there was whole lot of monies spent to get here, which many people don't realize.*

*Kathy said “The way government works is the vast majority is spent on people; so when conserving your expenses, you have to look at the people. So how you probably got into this is you spent more on the library than you should have so now you have done a correction. The library was the single most expensive department the City has. You cannot cut out office staff like the Accountant, the City Manager, and Recorder to govern. You have to have a core group. If you had a Police department, that would have to go; but you do not have one. That is the truth of the situation.”*

*Mayor Skyberg thanked Kathy for her hard work.*

The Mayor asked Debbie whether the budget document is going to the County tomorrow. Debbie responded, "We are taking it there soon." Mayor Skyberg asked about the meeting with State of Oregon and Debbie responded she has a call into Phil Hopkins.

3. Supplemental Budget 2015 2016

Mayor Skyberg

Debbie responded to the Mayor. Debbie asked Mayor to revert back to the Supplemental Budget and do a motion to approve the Supplement.

**MOTION:**

Councilor Burr motion to approve the supplemental 2015-16 Supplemental Budget. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

4. City Manager Candidates

Mayor Skyberg

Mayor Skyberg asked Debbie to speak to the City Manager Candidates topic.

"We are going to ask 2 candidates to return for a Meet and Greet" Debbie responded.

Katie questioned the date. Debbie stated she talked to Ross and he asked that we move up the meet and greet so we do not lose the Candidates and requested the Meet and Greet to be scheduled on July 14th and July 15th."

Debbie said, "We are having a Town Hall on the 14th which is a Regular City Council Meeting. Currently on the Agenda is the Town Hall where the community is invited. What do think if we invited the Candidates?"

Katie's commented that she would not be able to attend because of the Wild Wood Fest. Debbie went over times and said "we could start the meeting early and then the next day hold the Candidates over to have a discussion."

Mayor Skyberg said "As you know we had 5 then one canceled; it went from 4 to the 2. We had interviews on Skype. We have 2 that come with high credentials." Debbie asked Council if it was ok to go forward everyone responded, yes.

5. Approve Ordinance #661 – An Ordinance of the City of Willamina imposing a three percent tax on the sale of Marijuana items by a Marijuana retailer and Referring Ordinance #661 to the voters.

Mayor Skyberg

Debbie said she would read it in its entirety then request a motion to read it by title only. The City Recorder read the Ordinance.

**MOTION:** Councilor McKnight motion to read the Ordinance #661 imposing a 3% tax by title only. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

City Recorder read the Ordinance by Title Only.

**MOTION:** Councilor Vinson motion to adopt Ordinance No. 661. Councilor Baller seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

6. Resolution #15.16-019 Setting 3% Tax  
Debbie Bernard

Debbie gave the background that the City had already passed a 10% tax however it is now dead due to new HB that passed and the 3% maximum tax.

**MOTION:** Councilor Vinson motion to pass Resolution 15.16-019 a resolution setting 3% tax on Recreational Marijuana. Councilor Baller seconded. Motion passed unanimously with Councilors, Baller, McKnight, Burr and Vinson voting aye. All in Favor. Councilor Stritzke was absent.

7. Library Facade  
Katie Vinson

Katie shared that Ila and she had walked over to the library and got a good idea of how to spend the grant money. She received ideas to build an awning; however, that would exceed the \$5000 amount. She added that she has someone who said they would purchase the paint and another person that would do the work of painting the library; then there would be money to do a nice umbrella type awning over the doors. Mayor Skyberg said “there may be an additional \$5000 out there as a donation to do something more substantial.”

Dan Goff was in the audience and said “please do not paint it blue.” Katie said as soon as a color is decided on she will contact the people to purchase the paint. Mayor Skyberg concluded “then run it by the Library Board.”

#### **IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on July 14, 2016 at:  
City of Willamina  
411 NE "C" St  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

**Willamina City Council**  
**June 30, 2016**  
**6:00 PM**

Combined City Council and Yamhill County Board of Commissioners Town Hall

The meeting was adjourned at 7:50 PM by Mayor Ila Skyberg.

Minutes submitted by:

City Recorder, Debbie Bernard\_\_\_\_\_.

Minutes approved by: Mayor Ila Skyberg\_\_\_\_\_.



**Combined City of Willamina City Council & County Commissioners  
Town Hall Meeting  
Minutes of the 2nd Thursday Meeting of the City Council  
July 14, 2016  
6:00 PM**

**Location of Meeting:**

City of Willamina  
411 NE "C" St  
Willamina, Oregon 97396

**Present at Meeting:** Present:

Governing Body  
Mayor Ila Skyberg  
Councilor Heather Stritzke  
Councilor Katie Vinson-absent  
Councilor Rita Baller  
Councilor Theresa McKnight  
Yamhill County Board Of Commissioners, Mary Starrett  
Yamhill County Administrator, Laura Tsaohd

**Staff:**

City Manager, Ross Schultz  
City Recorder, Debbie Bernard  
Sergeant Todd Whitlow  
Deputy Druery  
Code Enforcement, Sara Frost

**Others Present:**

City Manager Candidates  
Bob Sivick  
Kenneth Knight

**Citizens Present:**

Shirley Fitzgerald  
Craig Johnson  
Tracy Smith  
Jackie Haworth  
Doug Colton  
Dan Goff  
KLYC 1260 AM - Radio for Yamhill County

The Regular Meeting of the City of Willamina Combined City Council and Yamhill County Board of Commissioners Town Hall meeting of July 14, 2016 was called to order at 6:00pm by Mayor Ila Skyberg.

A Roll was not taken by recommendation of the City Manager Ross Schultz.

**Meeting of the City Council  
July 14, 2016  
6:00 PM**

## **I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

## **II. Review of Previous Minutes**

None.

## **III. Consideration of Open Issues**

### **1. Public Input**

Tracy Smith

Tracy stated her name and address and was present to ask questions regarding placing her trailer on property which she would like to live in. Ross responded and said that was a planning question and asked Tracy to return to the City Hall and work with Debbie to get answers to her questions regarding planning and development.

### **2. Variance Case #2016-01**

Ross Schultz

City Manager Ross Schultz gave the Council an update that the City had a request for a Variance; however, the city received a request for a withdrawal and no action would be required by the Council.

### **3. Craig Johnson**

Library Party

Craig said he had concerns about the library staff; he was made aware that the library staff was let go on Monday prior to the Thursday June 30<sup>th</sup> their last day and the day for a party. He felt that was a dishonest to the community. He also asked about the position of librarian. Ross responded as far as the dismissal of the librarians early he felt that it was a nice thing to give them a week off and not make the work to the end. He added if he had been aware of a party he would have done something different but was not told. Craig said he was offended as he wanted to say his farewells.

Ross said it was done with good intentions and he was sorry Craig felt offended. Mayor Skyberg also said she was present when staff was let go early and they were never told they could not have a party. Ross addressed Craig's second concern and added that the City received over 15 applications for .5 library position. He said the process will be that Debbie and he would narrow the selection down to 6 and he would ask for members of the library board and council to sit on the interview committee.

Tracy Smith spoke next under public input and stated her address as 28800 Salmon River Hwy. She came with a question for the Council to ask permission to live on her Cherry St property while she improves it. The Mayor responded and said "I think that is something you have to visit City Hall". Ross added that is part of the pre app and Debbie should be able to help you tomorrow.

Doug Colton spoke under public input.  
He lives on Pioneer Dr., Willamina.

Doug asked the Council "Did anyone do anything about the stop sign"? Ross responded "it has been given to staff and staff is reviewing it and will be recommending a traffic study". Doug said "wasn't there a little girl hit by a car on pioneer"? The Mayor sympathized with Doug concern but was not aware of that incident.

**MOTION:** Councilor Baller motion to close the Council meeting. Councilor McKnight seconded. Motion carried with Councilors Baller, Stritzke, McKnight and Burr voting aye. Councilor Vinson was absent.

#### IV. Consideration of New Business

1. Combine City Council & County Commissioners Town Hall Meeting  
Mayor Ila Skyberg  
Mayor Skyberg introduced Mary Starrett from the Yamhill County Board of Commissioners and Laura Tsahold Yamhill County Administrator and noted that the Town Hall had begun and explained to the audience who had signed in to speak or anyone who would speak to keep it to 3 minutes.

Starrett stated this is our "Bus Tour" as this is the 8<sup>th</sup> City they had visited. Starrett said she felt it was important to go to each community and talk about what is important to them specifically.

Starrett gave the example from a citizen who watched a women standing in the pouring rain to board a bus with a child and was asked if there was anything the county could do to help by providing a shelter. Mary said she made a few phone calls and was able to solve that issue working with other county departments.

She offered another example of the City of Carlton who had an issue of garbage trucks going thru town leaving behind debris on the road. The County was able to address the issue and deal with the problem specifically for the City of Carlton.

Starrett said "So, if there is anything that is a big concern here in Willamina now is the time to bring it to the local governments' attention".

She added that Commissioner Primozich was working with BLM and was unable to be present and sends his regrets. She then said “the County Administrator oversees the county’s departments and department heads in addition to working with other jurisdictions.

Starrett said “We are here to tell you what the County is doing and listen to Willamina and their issues”.

The City Code Enforcement spoke first and had a list of challenges she read from to ask the County Commissioners. She asked the County Commissioners the following:

1. What is your role in leading the Cities represented in the county, especially small communities such as ourselves, in identifying opportunities and in improving overall livability? Sara said she sees problems working in Code Enforcement and is also a resident. Her items of concern:
  - Lack of Growth (development, industry specific jobs that are relevant to our area)
  - Poverty & Homelessness
  - Large number of Rentals vs homeowners (leads to tenant / landlord disputes) (renter’s vested interest in the property and in the community)
  - Vacant / Zombie houses (squatters / dilapidated / public health risk / properties held up in ongoing foreclosure processes / and specifically the YC owned home)
  - Affordable Living (rise in RV Dwellers / need to address our development code (Accessory Dwellings))
2. What resources and tools are available to work together as a County as cities will be impacted by the growth of their neighboring Cities and the way those communities choose to handle and manage these same Challenges.

Commissioner Starrett responded by saying that there should not be anyone else here with questions as Sara list hit on all of them.

Starrett said she would start with Economic Development. She said that “Today the County Commissioners approved \$165,000 economic development grants to small businesses.” She added that the money comes from the State Video Lottery dollars.

Starrett said “when the county discusses economic development , it is said how do we float all boats.”

Starrett said “The County would love to see a game changer out here in Willamina and Sheridan a business that would flourish like the timber industry when they were allowed to flourish.”

Starrett said “the weakest community is indicative of how the rest of us will do”.

Starrett asked “What is out here?” “What can you offer?” “Are there Enterprise zones?”

“The County is always trying to promote businesses out to Willamina and Sheridan partnering with Sedcor,” she said.

Mary spent some time discussing the programs in health and human services and criminal justice departments that are especially notable, including the mental health and drug addiction.

“The County recently funded \$150,000 to be used toward improving capacity of homeless shelter,” she said.

“The County is dealing with the homeless issue by increasing capacity services. The homeless in the county is between 1100 to 1200; providing housing keeps them in the community for support of their loved ones” she said

Jackie Haworth from the audience asked why the county programs are abused and said “there are people who would not work if they could.” “They go from one program to the next.” “Surely there is a way to get rid of the users.”

Mary responded and said “People who become familiar with the system and entitlements will always take advantage of the system and feel they are entitled.” “How you weed that out, I don’t know. How do you ask someone about their character and integrity,” she said.

“Church on the Hill helps inmates to transition out into the community,” she said.

“The shortage of housing and the affordability issue is addressed by providing opportunity and jobs,” she said.

Starrett suggested that the Land Use laws that are outdated need to be updated. Land Use laws that were passed from 1974 need updating.

Starrett said the Commissioners are looking at the Vacant Housing issue that is shared by all communities in the state. She said “it is a process of proper notifications and not a fast process.”

Starrett addressed RV Dwellers and said “how do you take code enforcement on people living in RV’s more than 30 days in addition the other issues of homelessness, and drug addiction is one issue at a time,” she said.

Starrett spoke to the County and employees who work to provide services. She said that county government comprised of dedicated and hardworking employees who are very much invested in their work long term.

Starrett asked Sargent Whitlow to speak to the new Narcon program which treats heroin overdose. Todd said “It is a drug that is administered to an over dose victim of heroin. Every deputy is equipped with the antidote and is trained to use it. The biggest problem with the treatment is after you save the victim is getting them to recovery for further help.”

Mayor Skyberg asked the Commissioners about section 8 and the standards that she witnesses. She said they should be higher. Mary said that is not a County program but the State.

The County Administrator added “that it is really a private entity that is governed by their own board and not the County.”

Starrett is a strong supporter of keeping families together whenever possible. She shared that there is a program called Safe Families where parents who are in danger of having their children taken away can choose to relinquish them voluntarily and temporarily to another family, without losing custody. The program is sponsored by the Lutheran Church.

Mayor Skyberg thanked County Commissioner Starrett and the County Administered.

Mayor Skyberg concluded the Town Hall meeting.

**MOTION:** Councilor Baller moved to close the Town Hall meeting. Councilor Stritzke seconded the motion. Motion carried with Councilors Baller, Stritzke, Burr and McKnight voting aye. Councilor Vinson was absent.

Ross asked the Mayor to call to order the City Council meeting back to order. He wanted to do some business that had to do with the library. Ross said you are back in session.

Ross stated the City has 15 candidates for the Library position and he would like to ask the head of the Library Board and Councilors to help on the interview committee. He asked the Mayor to appoint 2 councilors. The Mayor asked Councilor Stritzke and Councilor Burr.

The Mayor closed the City Council meeting.

**MOTION:** Councilor Baller moved to close the council meeting. Councilor Stritzke seconded the motion. Motion carried with Councilors Baller, Stritzke, Burr and McKnight voting aye. Councilor Vinson was absent.

The Mayor moved to open the meet and greet and introduced the Candidates. Ross asked the candidates to introduce themselves and take a few minutes to talk about themselves.

Ken Knight from Marlin Texas spoke first and gave a bio of his work history and places he lived until landing in Marlin Texas. He now very much would like the last part of his career to be in Oregon and hopes of landing the City Manager position.

Bob Sivick from Nebraska spoke next. Bob started by quoting a philosopher and said “you get the government you deserve”. He said his involvement in government is he is a lawyer by profession. His first government position was in 1990 and listed a long list of positions in his background. He said good government insists on good stewards of tax dollars.

Ross asked the Candidates to tell a funny story. Since Sivick had the floor he asked him to go first.

Bob Sivick “The Coroner”

He shared the story that he worked for Howard County in Nebraska as the County Attorney who also was designated as the County Coroner. He added that the job led him to New York for training and he also was a part of creating legislation. Any way one night he was called out to perform a death investigate and the funniest thing that happened was that it was a bachelor farmer who died and no one knew new it until the mail man said something. He said he called the county Sheriff and he responded that he couldn’t come out because he had a few drinks and Bob responded “that’s ok you are going to need it. In that situation you have to find the dark humor.”

Ken Knight “Bear in the Dumpster”

Kenneth said it was his first city manager job was in a town of 920 people. The town had a transfer station for their waste; everyone would bring their garbage in bags and every couple of weeks a company would come and haul the garbage off.

Well he got a call first thing in the morning that there was a bear in the dumpster. He called his wild life person who got a latter and looked into the dumpster and the animal ran off.

The next day the wildlife person called back and said there were a sow and 2 cubs in the dumpster. He called his wildlife person again who asked Ken what do you want me to do about shoot it! Ken said he knew he had to do something. He said there are 2 ways to get things done in government start from the bottom until you get someone to do something or start at the top down to get something down.

So he called the governor's office to get something done and by the end of the day he had an electric fence around the dumpsters. That night he called his graduate professor from where he got his master's degree and told him that "you made me take 2 semesters of organizational theory for my master's degree, but never taught me how to get a bear out of a dumpster."

Last Ross said "Well I guess we now can enjoy a break and the treats the Mayor provided nothing formal." The Meet and Greet ended at 8:30 pm.

### **V. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on August 11, 2016 at:  
City of Willamina City Hall  
411 NE "C" St  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Trailer Ordinance

Minutes submitted by:  
City Recorder, Debbie Bernard\_\_\_\_\_.

Minutes approved by:  
Mayor, Ila Skyberg\_\_\_\_\_.



**City of Willamina**  
**Minutes of the 3rd Thursday Meeting of the City Council Special Meeting**  
**July 21, 2016**  
**6:00 PM**

**Location of Meeting:**

City of Willamina City Hall  
 411 NE "C" St  
 Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
 Councilor Rita Baller  
 Councilor Theresa McKnight  
 Councilor Heather Stritzke  
 Councilor Bob Burr  
 Councilor Katie Vinson  
 City Manager Ross Schultz  
 City Recorder Debbie Bernard  
 Code Enforcement Sara Frost

**Others Present:**

Tracy Smith Citizen

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on July 21, 2016 at City of Willamina City Hall by Mayor Ila Skyberg. A roll call was taken by the City Recorder Debbie Bernard and a quorum was present.

### **I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved with the addition of the presentation by Volunteer Coordinator Sara Frost under public input.

### **II. Review of Previous Minutes**

None.

### **III. Consideration of Open Issues**

1. Public Input  
 Mayor Ila Skyberg  
 Tracy Smith

Tracy stated her address as 28800 Salmon River Hwy at Wandering Spirit RV Park. She said she was present to ask the Council permission to live in her trailer on her property on Cherry for a period of time to improve and maintain the property with the plan to build within one year. The Cherry Street property is vacant. Councilor McKnight asked if it

was temporary. Councilor Baller asked what was the address. Tracy responded that there is no number address at this time. Ross stated to the Mayor that currently the code does not disallow it, however, there is an ordinance on the agenda tonight that would change the policy therefore he recommended differing it to the next meeting pending staff review. Mayor Skyberg rephrased so we should differ this to the next meeting. Ross responded yes.

2. Volunteer Program  
Mayor Skyberg  
Sara Frost Volunteer Coordinator

Sara was present to give the council an update on the Volunteer Program. She explained that she used the CIS Volunteer Model program and other research of other volunteer programs to formulate a volunteer policy. She added that she brought on 4 volunteers and she trained the volunteers who are now onboard. She added she had other volunteers in the works however, was waiting for the new librarian to be hired. In addition, Sara would be reaching out to the local colleges and schools networking the volunteer program.

Councilor Baller asked if there is a lot of patrons walking in since the start of the new volunteer program. Sara responded yes there had been a lot of walk-ins as she has been handing out many applications to solicit the program. Katie asked if there were a potential to add more hours with the added volunteers.

Ross responded to Katie's question and explained when the city added the Volunteer Coordinator due the budgeting changes, CCRLS then communicated that they require a paid staff member present at all times the library is open.

Ross further added that perhaps in the future when trust has been built with CCRLS there could be a program that would allow volunteers to be at the library without a paid staff present; however, it is a "wait and see". Sara concluded and shared that she is looking forward to networking with other libraries and getting more involved as the Volunteer Coordinator.

#### **IV. Consideration of New Business**

1. Consent Agenda

**MOTION:** Councilor Stritzke motion to approve the consent agenda. Councilor Baller seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

2. Correspondence  
City County Dinner  
Mayor Ila Skyberg

Mayor Skyberg brought to everyone's attention the invitation to the next City County Dinner to be held in Dundee. The City Recorder asked who would attend. Councilors McKnight, Baller, Mayor Skyberg and Councilor Vinson said they would like to attend. Councilor Burr will be getting back to the City Recorder with his rsvp.

Mayor Skyberg also shared that County Commissioner Mary Starret sent a thank you note to everyone for their hospitality at the Town Hall Meeting on July 14, 2016.

3. Council to approve the following:

- a. Resolution 16.17-001 Utility Fee \$2.50

Mayor Ila Skyberg

**MOTION:** Councilor Vinson motion to approve Resolution 16.17-001. Councilor Burr seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

- b. Ordinance 662 – An Ordinance of the City of Willamina Repealing Ordinance 612 and amending Willamina Municipal Code 34.03

City Manager Ross Schultz gave background on the ordinance. Ross explained that when he started he stated he would be approving expenditures up to \$5,000. In addition, he would also be bringing back a resolution giving him delegated authority by resolution. After research with the city attorney, it was discovered that we needed to repeal ordinance 612 and amend the code. Ross added this has to do with the contracting.

**MOTION:** Councilor McKnight motion to approve Resolution Ordinance 662. Councilor Stritzke seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

- c. Ordinance 663 – Trailer Ordinance Declared as an emergency.

Ross gave a background on the Trailer ordinance and said that he recommends to Council to look at this as a draft and bring it back in August. Heather questioned a few sentences that she felt were redundant.

She also noted that she felt it was a problem to state that the City Recorder approves permits what if Debbie were to get sick. Ross recommended to change it to City Manager.

4. Painting of The Library

City Manager Ross Schultz

Ross said he was taking back the painting of the Library and planned to get a RFQ rate for quote. He said he wants to get the library painted as soon as possible and not miss the summer opportunity. He asked the City Recorder to move forward and get 3 RFQ as soon as possible.

## 5. PGE Post

Mayor Ila Skyberg

Mayor Skyberg asked staff to look into contacting PGE regarding the pole in front of the library because it leans as if it were going to fall. Ross requested that Debbie take care of contacting PGE.

Mayor Skyberg asked if we had repaired the old department roof. Ross responded that was a Jeff thing and would ask Debbie to follow-up. Mayor Skyberg added that we carry insurance on the building and keeping the building up is a requirement of the insurance coverage.

## 6. The City Wide Garage Sale

Councilor Vinson

Katie asked if it were possible in the Thrift store could set out more items than normal on in front of the store during the City Wide Sale. Sara noted that from a code enforcement perspective it is important that there is clearance for pedestrian traffic.

Ross responded and asked the City Recorder if the City had a mobile vendor ordinance. Debbie responded no. He recommended good taste.

## 7. Old Shop Property Use

Councilor Bob Burr

Councilor Burr asked if the Old City Shops could be used as a n RV Storage which would be organized by the Chamber of Commerce; he said the Chamber rents the property for \$300 a year at this time. He added that the plan was to have trailer storage rental where they would collect rents.

Several questions came up for example who would manage the operation and who would pay for insurance as RV storage could not be covered under the cities insurance policy. Ross added that he would have to check on zoning and whether or not it is an allowed use. The Mayor thoughts were that the Council needed to explore all the possibilities for the property.

Ross recommended adding the subject of the Old City Shops use and the repair of the Old Department store roof to business carried forward on the next agenda for follow up and further discussions.

## 8. Visit to the Secretary of State Office.

Mayor Skyberg added that there was a visit to the Secretary of State's office and asked the Debbie Bernard, City Recorder to give the update.

Debbie shared that the meeting included Mayor Skyberg, Kathy Taylor CFO to go, Marilyn Coates the cities accountant, Phil Hopkins from the Secretary of State, Mary Wenger Deputy Secretary of State and herself. The meeting was a follow-up to exactly a year prior meeting where the City had proposed a plan of action in response to the State

regarding delinquent audits; the plan was to implement new integrated financial software and produce financials, in addition to the hire of a 3rd party auditor to do a financial report called a Review and return up execution. The City completed all that was promised. The meeting resulted in a discussion that the Secretary of State's office was satisfied and would give the City a letter to confirm their approval.

9. Adjourn

Mayor Skyberg

**MOTION:** Councilor Stritzke motion to adjourn Councilor Baller seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

### V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on August 11, 2016 at:

City of Willamina

411 NE "C" Street

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Return the Trailer Ordinance for the first reading.

Disposition of Public Works

Old Dept. Store Roof

The meeting was adjourned at 7:30 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard \_\_\_\_\_

Minutes approved by: Mayor Ila Skyberg \_\_\_\_\_

**CITY OF WILLAMINA**  
**Minutes of the 2nd Thursday Meeting of the City Council**  
**January 14, 2016**  
**7:00 PM corrected**

**Location of Meeting:**

City Hall  
411 "C" Street  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Council President Rita Baller  
Councilor Heather Stritzke  
Councilor Theresa McKnight  
Councilor **Katie Vinson**

**Absent from Meeting:** Councilor Gary Hill

Other attendees: City Recorder, Debbie Bernard, Public Works Superintendent Jeff Brown, Kathy Taylor of Kathy Taylor Consulting, Ross Schultz, Planning Commissioner Dennis Ulrich, Robert Rippee Keller Associate, News Register Reporter Paul Daquilante, Sergeant Todd Whitlow, Doug Colton, Tony Watkins, Ginger Watkins, Monte & Cindy Freeman, Angela Burk, Ron Phipps and Linda Eyster.

The regular meeting of the City Council of the City of Willamina was called to order at 7:00 PM on January 14, 2016 at City Hall by Mayor Ila Skyberg. The Flag Salute was led by Mayor Skyberg. The City Recorder Debbie Bernard called the roll call and stated a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

Mayor Skyberg  
City Council Meeting Minutes of December 10, 2015  
Councilor Baller requested a correction to page 10 when she was talking about the old and new YCOM director; she said Yamhill Communications Agency Director Janis Cameron is retired and will be succeeded by Pattie Sauers. She also questioned the minutes on the overages for the Sidewalk Project and the details of the end of that discussion and plans for a special meeting.

Debbie responded we anticipated to schedule a meeting if it was needed; instead we had a conference call the next morning with ODOT. Debbie said ODOT stepped up and

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covered the overages. Rita stated it was not real clear as to whether or not we would or would not have a meeting. Heather responded it reads as she remembers it happening.

**MOTION:** Councilor Stritzke made motion to approve the minutes of the December 10, 2015 City Council Regular Meeting. Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Mayor Skyberg  
Meeting Minutes December 22, 2015  
Special City Council Meeting Minutes

**MOTION:** Council Baller made a motion to approve the minutes as written. Councilor Vinson Seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Mayor Skyberg  
January 5, 2016 Finance Committee Minutes

Councilor Baller addressed Page 3 number 6 it should be Kiwanis not Chamber. It was not anything that a decision needed to be made, she said. Also Rita wondered whether it was Kiwanis Chamber or the City who takes care of the dogging bags. Jeff responded it is the City who purchases them. Rita stated that at several meetings it was noted that it was well maintained. Jeff said he would share that information with Parks.

**MOTION:** Councilor Baller made a motion to accept the finance meeting minutes as amended. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Councilor Baller then asked for an update on the water pump at the intake. Debbie responded that Jeff had ordered the pump and had responded to the City Recorder that is was an emergency. Jeff responded the one pump is being repaired now and will be returned tomorrow. He said the intake has been cleaned out; it was worse that the last time due to sediment building up. He said the city has 2 pumps at the intake. With one they can run the water plant but if they have to make water quick they need 2 pumps. He continued and said he has more in his report for later.

### III. Consideration of Open Issues

#### 1. Public Input – Communication from Doug Colton

Mayor Skyberg presented a change and introduced Kathy Taylor to speak first.

Kathy Taylor our CFO to Go

Kathy stated she wanted to update the Council on projects she had been working on:

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- a) Kathy Taylor said she met with Rich Winkel who was contracted to do a review of the Cities Financials. Kathy said in conversation with the Secretary of State's office we agreed that we were going to create the balance sheet items as of June 30, 2015. She shared those details with Rich Winkel at their meeting. Kathy showed him the methodology she used to create the beginning balances. He agreed it was a reasonable approach. She said since the Secretary of State agreed to the City creating the balance sheet items as of June 30, 2015 to have good beginning balances going forward, Rich Winkel was supportive. He then made a change to his contract which was resubmitted. Rita asked so was the reason for the change because he looked at the information that he was provided and it was not enough. Kathy responded no it may have been how she had explained to Rich what was agreed upon with the Secretary of State. She said a review is actually more details and we do not have a full set of financial statements. So the next level is called an agreed upon procedures (we will come up with beginning balances as of June 30, 2015 in order to do a clean audit). Rita added so I guess if the Secretary of State is good with it.
- b) Kathy talked about the Migration to Caselle. She said it is going very well at this point. She said it is a horrendous effort. It is more difficult since we did not have a good starting point. It is very remarkable we are where we are to date. She said Debbie and Marilyn have been doing a great job and that the City is four months into the migration and now it is a matter of fine tuning.
- c) Kathy then added that we now have data that can produce budget to actual detail information. Kathy shared that Jeff, Debbie, Marilyn and Ross had spent time reviewing the budget today using reports from the new system. Kathy ended by saying that by March 2016 we will have progress and present to Council a revised budget which will help run the business

Mayor Skyberg then introduces another change to the Agenda and introduced Sargent Whitlow. The Council Chambers had a lot of chatter as there had been a large drug bust in Willamina. Sergeant Whitlow stood with pleasant surprise. He responded and said so you want to know what happen in Willamina this morning. He said they did 3 search warrants here in town. The McMinnville tactical team came in; in addition the State brought in 4 swat teams. They made 5 arrests and recovered stolen property. The Sargent also reviewed the monthly Sheriff's statistics report.

Next:

Mayor Skyberg with the gavel stated to audience that we would continue with Public Input and asked each person to state their name and address. She also noted each person would be given 3 minutes to address their concern.

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First to sign in:

Tony Watkins  
991 SW Barber, Willamina

He addressed council regarding pot holes on Barber St. He said Jeff came down and dragged the road yesterday but it only last a week. The reason is the trucks and cars that use Barber. Tony said he has had 2 flat tires; he attributed that to the road and wear and tear.

Second to speak:

Monte & Cindy Freeman  
411 NE Oaken Hills Dr.

Proposed Changes to Oaken Hills and no parking

Cindy said they are both disabled. Taking the vehicles away off Oaken Hills to park on Main Street would cause them great difficulty; the vehicles would also be vandalized. Monte said he did not see the problem as the cars on Oaken Hills are delayed but a few minutes during special events and after school. He said the change would create a race track.

Doug Colton  
475 SW Pioneer  
Utility Billing Rates

Mayor Skyberg read Doug Colton letter to the Council. The letter stated that he would continue to pay .86 cents per 100 cubic feet for his water until the City of Willamina has Hampton Lumber pay the rate that the citizens pay. He went on to say that there is no other city that allows a company outside the city limits to get a discounted rate. He asked the Council to make a decision. Mayor Skyberg responded to Doug that the City has now hired a City Manager to address difficult issues. Councilor Baller responded to Mr. Colton that he should pay his bill as billed until the issues are resolved.

Mayor Skyberg then said she would like to introduce Mr. Shultz as the new City Manager.

Angela Burks  
358 SW Spruce St

She wanted to speak on Girl Scouts. She said they would soon be crocheting hats and donating them to the community. She added that she would like to get the cadets involved in the community by perhaps attending a meeting.

Ron Phipps  
417 Oaken Hills  
Turn Lane

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Ron began by stating he also wanted to address the turn lane. He said he spoke to many of the school bus drivers and they said it will not work for them. Ron said he surveyed the area of the turn lane and in his opinion it will not work. Also he said that it looked way over engineered to him. He also felt the wait time for traffic was minimal. Ron questioned the tapered rate.

Robert Rippee  
Keller and Associates  
Turn Lane

Robert responded to Ron Phipps on the taper rate and the regulations that require those engineering specifics and the reason for no parking. Response: This is a good point. The striping design has taken this into consideration and uses a formula to develop the 15:1 taper rate. This taper rate should allow a vehicle to make lane transitions safely at the design speed but not at faster travel speeds.

Mayor called to order the meeting and asked for Linda Eyster to speak next as she was next on the sign-in sheet.

Linda Eyster  
651 E Main St

Linda said she is at the turn section of Oaken Hills. She said her concerns affected both the turning in and out of Oaken Hills. There are safety issues. She then said she understood there was a traffic study done by Jeff Brown and Keller Associates and wanted to ask what type of experience they have. Robert Rippee responded 7 years. Robert continued that he did a turn analysis. Linda asked is there any talk of a caution light? Has ODOT been contacted? She is also concerned about the crosswalks. She said kids do not always use the crosswalks and the younger students. The other thing that came to her attention is that she became aware that the school offered to give funds to this project, however, she believes education is primary and so if there are just going to be giving out money she is not support the schools for money.

Mayor Skyberg thanked everyone for their comments.

#### Old Business

- EID Ordinance Second Reading of Ordinance 659

Mayor Skyberg asked for the Reading of the Ordinance of the Economic Improvement District. She asked for a motion.

**MOTION:** Councilor Baller made the motion to adopt Ordinance 659 and to be read by title only. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

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Mayor Skyberg asked for a Councilor to read ordinance 659 by title. Councilor Stritzke read "Ordinance 659 "An ordinance continuing an economic improvement district which makes assessments, authorizing the collection of said assessments each year for a period of five years beginning January 1, 2016 to December 31, 2020 and assessing the cost thereof against the identified and benefited real property."

**MOTION:** Councilor Stritzke made the motion for the continuation of the economic improvement district second reading of ordinance 659 to read by Title only. Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

○ Report from Keller on Left Turn Lane

Mayor Skyberg asked for Robert Rippee to speak. Robert wanted to respond the questions on the sidewalk. He commented that the citizens had valid concerns. He said the turn lane would definitely increase the operation of concern. Heather noted that it there are no houses on one side is it possible to allow parking on one side. Robert responded yes if the street was widened by 3 feet it would then allow parking on one side. Theresa said she did not understand why it would be allowed one side and not the other. Robert said you could actually have parking along the houses side. Jeff responded currently it is not wide enough without broadening the street. Rita said that she would like to hear back from the City Manager after he reviews what was said tonight. Ila added she felt that we still need to address whether the school really needs the turn lane. Ross asked what the timeline on this project. Jeff responded it would be spring time before deciding on a the start of the project.

○ City Manager Contract

Mayor Skyberg asked Debbie to speak to the City Manager contract. Debbie responded and stated that the City met Ross who is seated next to her in December and we have offered him the position as City Administrator. Ross then visited the City in January and met with staff the Mayor and herself and has reflected and asked to be approved as a hire of the City Manager. Debbie then said we are asking Council to approve the contract and Ross Schultz as City Manager. Rita asked Debbie if the attorney approved contract. She responded, yes he drew up the contract.

Ross asked to make one modification to the contract; he wanted to make an amendment to read not less than 14 days instead of 30 days for the separation clause of the contract agreement.

**MOTION:** Councilor Stritzke motion to approve the contract between the City of Willamina and Ross Shultz for the services of City Manager including the amendment of section 5 of the contract of not less than 14 days' notice of separation. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

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#### IV. Consideration of New Business

##### 1. New Business Mutual Aid and Assistance Agreement Related To Water And Wastewater

Ross Shultz wanted to speak to the Mutual Aid Agreement and stated to that the Mutual Aid and Assistance Agreement was really a house cleaning item. He then retracted and said that he was mistaken and that a motion was needed. He said basically what happens you sign this agreement and that allows the public works superintendent to acquire equipment via a network in the case of an emergency without having to come back to council for approval. Jeff added we also have a similar agreement with ODOT.

**MOTION:** Councilor Stritzke made a motion to approve the cities participation in the Oregon Water/Wastewater Agency Response Network. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

##### 2. New Business Delegated Authority - Resolution #15.16-007 - Ross Schultz

Ross Schultz spoke to the subject and stated he wanted to pull that from the agenda and that we are not prepared to go forward with the Resolution. There is more ground work needed, for example the current procurement rules are not up to date.

##### 3. Liquor License Renewal 2016 – for Council information only.

Ross stated the OLCC has changed their processes and the way it impacts the city; basically OLCC has all the power to approve. Debbie added there is no resolution required. She advised the council that they only have to respond if they do not want anyone on the list approved. Todd added that is what he understands is that all complaints go to OLCC and they handle them.

#### Mayor's Report

Report on meetings Mayor attended throughout the month of December  
The Mayor noted she attended one meeting in December on the 15th, which was organized by Jeff Brown to discuss Emergency Management. The location of the meeting was the Fire Department. The Next meeting is at 6:00 in January on the 19<sup>th</sup>. Jeff added they decided at the first meeting to designate the fire department as an EOC operation center for our area. Their next meeting will be to discuss what type of structures is needed to designate to house people.

##### 1. Council Liaison Reports

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- a. Chamber Liaison (Ila Skyberg absent at that meeting)

## 2. Library Board

- a. Heather Stritzke

Heather said she is reporting third hand that Melissa reported to the library board that she was told she cannot apply for grants. Heather further explained that Melissa gets advertisement for grants regularly. So communications on grants have been going to recycling. Also, the Library submitted bids for new computers which were at a very reasonable cost; that information was given to Debbie. Heather also reported issues with drinking in Library. Rita asked about Volunteers. Debbie responded she is working on background checks and she has a recent application for Donna.

## 3. YCOM Board

- a. Councilor Baller

Rita reported that their meeting is next week and that the new director is in place. She said their previous director is staying on board; they have amazing staff and not all the dispatch positions have been filled and will have more after their next week meeting.

## 4. Council Committee Reports

- a. Commissioner Ulrich – absent

## 5. Reports From City Officers

- a. Debbie shared that Mayor Skyberg met with Myrtle Barber who is the president of the senior center and discussed taking over doing the books since she is unable to continue the job. Debbie added that Myrtle offered gifting the city the senior center building. Ross responded that if we were to take over the building it could cost up to \$50,000 to maintain. Theresa asked Debbie if the organization folded. Debbie said no not as of today. Debbie then said the Council needs to decide if they want to accept the property. Ross responded and said a revenue source needs to be identified before accepting the organization and property.
- b. City Recorder – Debbie announced the new office space prepared for the City Manager Ross Shultz and invited Council to have a visit upstairs to see the improvements made.

## 6. Code Enforcement

- a. The Mayor asked Debbie to address the status of Code Enforcement. She said there is an ad in the News Register with a deadline of January 29, 2015.

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7. Public Works

- a. Monthly Report (verbal Report)
- b. Jeff reported that last month he reported issue of making water because of the flooding. One of intake pumps is being rebuilt. Jeff said he has been working with Sue Lamb the Oregon emergency management and FEMA to receive possible reimbursements for repair of the equipment and overtime. In addition received information on grants. Jeff stated this is the first year that the union staff get Martin Luther King Day off and asked if it applies to non-union staff. Ross responded and said in his experience it is common when the union staff gets a day off it generally applies to the other non-union staff.

**V. Agenda and Time of Next Meeting**

The next meeting will be held at 7:00 PM on February 11, 2016 at:  
 City of Willamina City Hall  
 411 "C" Street  
 Willamina, Oregon 97396

The meeting was adjourned at 8:10 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard

 2-29-16

Minutes approved by: Mayor Ila Skyberg



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**City Of Willamina**  
**Minutes of the 2nd Thursday of the Month Meeting of the City of Willamina**  
**City Council**  
**February 29, 2016**  
**7:00pm PM**

**Location of Meeting:**

City Of Willamina  
411 "C" Street  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
City Council President Rita Baller  
Councilor Allan Bramall  
Councilor Katie Vinson  
Councilor Heather Stritzke  
City Manager Ross Schultz  
City Recorder Debbie Bernard  
Code Enforcement Sara Frost  
Other Present:  
Paul Dalquilante News Register  
Monty and Cynthia Freeman

**Absent from Meeting:** Councilor Theresa McKnight

The regular meeting of the City of Willamina City Council was called to order at 7:00pm on February 29, 2016 at City Of Willamina by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

**III. Consideration of Open Issues**

1. Call To Order

Mayor Ila Skyberg

Mayor Skyberg called the City of Willamina City Council Meeting which was rescheduled from February 11, 2016 to order at 7:00pm. Debbie Bernard, City Recorder called the roll call and announced a quorum was present. The Mayor led in the Flag

Salute. Mayor Skyberg noted that there was a revised agenda. The Mayor addressed the Freemans who were in the audience and were signed in on the sign in sheet as a visitor. She asked the Freemans for their comments they said they came to the meeting to hear what happens with Oaken Hills which would be discussed later.

2. Consent Agenda

Mayor Skyberg

Mr. Shultz responded and explained the consent agenda was a new agenda item and explained that one motion would take care of both the minutes and the check registers. The Mayor asked for a motion.

**MOTION**: Councilor Vinson made the motion to approve the minutes of January 14, 2016 and Check Register of January 1-31, 2016. Councilor Bramall seconded the motion. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

3. City Fact Sheet

Mayor Skyberg

Mr. Schultz spoke to this subject and responded to the Mayor that the City Fact Sheet was added to the agenda for information only and there was no discussion necessary. The Mayor moved to the next agenda item.

4. Oaken Hills Turn Lane

Mayor Skyberg

City Manager Schultz responded to this agenda item and stated that the Staff does not is recommend to Council to not move forward and table the item. Ross explained that Staff does not find a reason do the striping or moving forward as the City does not have a valid traffic study; He said the City has spent \$2500 for the Engineering expenses so far and still does not have a valid traffic study. Katie asked if the School knew about that. Ross responded that they would be notified.

**MOTION**: Councilor Baller made the motion to table the issue and possibly look at it in the future for any possible changes to Oaken Hills Drive as per the direction of staff; in addition to contacting the High School. Councilor Stritzke seconded the Motion. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

Councilor Baller continued and stated that it is certainly a good idea to contact all the folks involved such as the residence.

5. Approval of Water System SCADA System Upgrade - Resolution R15-16-008

Mayor Skyberg

Mr. Schultz responded to this agenda item. He explained that the city's water system has several locations that need to be monitored to provide water to the citizens. currently these stations are connected via a wired system that is leased. He explained that SCADA was a hard wire connection and the attached proposal that would replace the current



system would be a purchase of the radio system which would take 1 year and 3 months' worth of payback. He said it was reasonable thing to do and other cities do that; it was not new technologies. Staff recommendation is to accept the resolution as written. Katie asked are both the chart attached representing what it costing the city. Ross responded yes.

**MOTION:** Councilor Stritzke motion to approve Resolution R15-16-008 as written approving Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

6. Approve Re-appointments To The Budget Committee

City Manager Ross Schulz

Mr. Schultz said that before Council are 3 applications for the budget committee and per the Charter that Mayor can appoint and the Council can approve.

Mayor asked for a motion

**MOTION:** Councilor Stritzke motion to approve the re-appointment of Vern Holstand, Greg Kruchock and Craig Johnson to the budget committee. Councilor Bramall seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

Ross asked the City Recorder to notify the Candidates they were official.

7. BEH CONTRACT

City Manager Ross Schultz

Ross noted that the contract rates had not changed from prior 2013 approval.

**MOTION:** Councilor Bramall motion to approve resolution 15.16-009 to renew personal services agreement with Beery Elsner & Hammond, LLP. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

8. Declare City Council Vacancy

Mayor Ila Skyberg

**MOTION:** Councilor Baller motion to accept the resignation of Gary Hill and approve Resolution 15.16.010 declaring a City Council Vacancy. Council Bramall seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

9. Appointment of Robert Burr to City Council

Mayor Ila Skyberg

**MOTION:** Councilor Vinson motion to approve Robert Burr's application for City Council. Council Vinson Seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

The City Recorder will notify Mr. Burr.

#### IV. Consideration of New Business

##### 1. Reports From City Officers

City Manager Ross Schultz

Ross introduced changing the day of which Council meets from the 2nd Thursday of the month to different day. Ross shared with Council that the Council is not held to the second Thursday of the month. Councilor Stritzke added she can do Wednesdays or Thursdays only. Council Baller stated she would be ok with a change for 6 months. Ross then asked the City Recorder to move this item for further discussion to the next meeting.

The Council asked about the Senior Center and the Old Department store. Ross asked that the City Recorder bring a resolution to accept the entity to the next City Council meeting; also the City Recorder responded that the City did receive the structural engineers report on the Old Department Store and would add that report for review to the March 10, 2016 agenda.

#### V. Agenda and Time of Next Meeting

The next meeting will be held at 7:00 PM on March 10, 2016 at:

City of Willamina City Hall

411 "C" Street

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Changing the Day the City Council meets each month.

City Mangers Weekly Report


Old Department Store Structural Engineering Report

Senior Center - Resolution to Accept the Senior Center as an Entity

Councilor Vinson Request for gravel to laid in the road that run next to Center market

The meeting was adjourned at 8:10 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard

 3-10-16

Minutes approved by: Mayor Ila Skyberg

 3-10-16

**City Of Willamina**  
**Minutes of the 2nd Thursday of Each Month Meeting of the City Council**  
**March 10, 2016**  
**7:00 PM**

**Location of Meeting:**

City Of Willamina  
411 NE "C" Street  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg  
Councilor Allan Bramall – arrived late 7:20  
Councilor Rita Baller  
Councilor Bob Burr  
Councilor Theresa McKnight  
Councilor Heather Stritzke - absent  
City Manager Ross Schultz  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
News Register Reporter, Paul Daquilante

Prior to the call to order of the meeting, the City Recorder Debbie Bernard gave the Oath of Office to Bob Burr. Councilor Burr took his seat.

The regular meeting of the City Council of City of Willamina was called to order at 7:00 PM on March 10, 2016 at City Of Willamina by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved with additions.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved with amendments.

1. Additions to the Agenda  
Mayor Ila Skyberg  
Mayor Skyberg presented two new items to the agenda #9 Senior Center, and #13 Code Enforcement
2. Changes to Motions  
Mayor Ila Skyberg  
Mayor Skyberg introduced a correction to the motioning process. She said the correct procedure is to ask for a motion then a second on that motion and then ask for discussion.

## 3. Consent Agenda

Mayor Skyberg

Mayor Skyberg asked for a one motion on the consent agenda and the check registers. Councilor McKnight seconded the motion. The Mayor asked for discussion. Councilor Baller stated she wanted to make a correction to page 4. She said "she would like to go back to it in 6 months so not to confuse the public". Next correction to #4 "does not recommend". Last correction #7 BEW should be BEH for Beery Elsner and Hammond. The Mayor asked a motion on floor with amendments.

**MOTION:** Councilor Baller motion to approve the consent agenda. Councilor McKnight seconded the motion. Motion carried with unanimously, with Councilors Baller, Bramall, Burr, McKnight and Vinson voting aye. Councilor Stritzke was absent.

### III. Consideration of Open Issues

## 4. Approve Budget Officer Ross Schultz

Mayor Skyberg

Mayor asked for a motion.

**MOTION:** Councilor Vinson motion to approve Ross Schultz as 2016-2017 budget officer. Councilor McKnight seconded the motion. Motion carried with unanimously, with Councilors Baller, Bramall, Burr, McKnight and Vinson voting aye. Councilor Stritzke was absent.

## 5. Innovate Oregon

City Manager Ross Schultz

Ross stated that the anticipated discussion about fiber optics was really about a work-a-thon and that the School District who was also present at the meeting would be taking the lead on the project for the work-a-thon. Ross shared with the Council that the cities participation was applying for a grant (copy of the application was enclosed). Ross added that when grant monies come in, the city would give those funds to the High School.

## 6. Discussion Old Department Store

City Manager Ross Schultz

Ross addressed the discussion by asking the Council what direction they want staff to go with this project.

Katie stated that it would be nice to use the Old Department Store structure for the purpose of the Library and a City Hall.

Ross said it would take \$500,000 dollars to finish the building off. Katie responded that it may be worth \$150,000 to retro fit the building.

Bob referenced and asked about the Mishler money; was the money used for the department store. Ila responded and said it was used to pay off the debt.

The Mayor asked Council how they feel about moving ahead with a new Library.

Ross suggested a work session on the Library, a work session that would have the library board, the museum, the Engineer and members of the community with Council to work

though the planning. Ila asked Ross if he would have time to look into grants. Ross responded he would try. The Council members agreed to a work session to be held on April 12, 2016 at 5:30pm. They also agreed to move the April 14th regular City Council meeting to Tuesday April 12, 2016 because Ross had other commitments. Ross suggested that the work session would be directed at the uses for the Old Department store vs. moving the library.

7. Audits

Ross Schultz

Ross addressed the topic and summarized a letter from Kathy Taylor regarding the Audits. He shared that Council would not see an audit until December 2016 for 2015/2016 fiscal year and that there would not be any interaction with the Secretary of State. He said at this point Rich Winkel is the next step (Mr. Winkel is working on a Procedure Report of the City Financials). Ross gave kudos to Debbie and Marilyn for getting the software installed. Our books are really close, he said. Rich Winkel will be at the City sometime in April and will advise the Council on the 15/16 beginning balances and that will be how we will close the year. Kathy and Rich Winkel will have data by month end. Ila said she was under the assumption Rich was doing 2014/2015. Ross responded and said the focus year is 15/16.

8. Library Facade

Ross Schultz

Ross stated once again these are things to keep track of. We have \$5000 out there to spend.

Ila stated that it was suggested by Katie to paint the building. Ross responded that Metro sells paint that is guaranteed to be consistent.

Ross added maybe we could propose a budget for the \$5000 to paint the building.

He then asked who should be the sitting authority for guidelines. Rita responded it seems we have always asked the library board. Ross said that he will run it by the Library board then bring it back to Council.

9. Senior Center

Ross Schultz

Ross began the discussion by saying that the Senior Center is called the Willamina Civic Club which is a domestic Nonprofit Corporation. He said he talked to our attorney regarding a resolution and he prefers that the council not vote on anything tonight. Ross also said the best way to make this transition would be through a merger. He noted that Section 65 of the Oregon Revised Statutes (ORS) allows for this, but, a plan for their entity and ours would need to be developed and approved by both boards. He said basically a plan would need to be developed and reviewed by our attorney.

Ross asked Council for direction and guidance. Katie asked if the Civic Club maintained their nonprofit status. Debbie responded yes. Katie asked Ross if he sees it as a city organization. Ross responded that it should go to a subcommittee and then come back with a proposal. Ross said that a title search was needed which would cost around \$500; after that he would talk to the attorney regarding drawing up merger papers. Bob asked if

it is a fiscal liability, can it be sold. Ross responded and said there are so much processes involved. It was decided by the council to hand it over to Ross to go forward and take care of bills for now without council going further at this time.

Ila asked if we needed a motion. Ross said no it just sits there.

Rita stated that she would like to see it go to a subcommittee.

Ila asked Debbie if the City has assumed paying the bills. Debbie responded yes.

Katie stated that she did not see that anyone who wants to see the entity continue and if they did they would be there as members.

Bob posed the question can the City take it over and sell the property. Ross responded that it is not that simple. For example he said if it is a nonprofit then everyone needs to bid on it. The City does not want to be in an adverse condemnation; we may be able to do an intergovernmental agreement and pay the bills until the money runs out to square it away from any adverse claims. He said sorry it is not cut and dry. Mayor Skyberg said I guess we will hand it over to Mr. Shultz.

#### 10. Change Of Time And Day of Regular City Council Meetings

Ross Schultz

Ross explained that this item was from last council meeting and asked if it was worth a discussion? Katie asked if had to do with his schedule. Ross responded that 6:00pm works best for him.

It was decided to change the meeting time of our regular City Council meetings to 6:00pm on Thursday and publish the change in the newspaper.

**MOTION:** Councilor Vinson motion to approve the change for the next City Council meeting to April 12, 2016 and motion to approve moving future regular City Council meetings to 6:00pm. Councilor McKnight seconded the motion. Motion carried with unanimously, with Councilors Baller, Bramall, Burr, McKnight and Vinson voting aye. Councilor Stritzke was absent.

Project Worksheet - There is were no highlights. Rita asked if we needed to contact ODOT to paint the sidewalk crossing at the Galloping Goose. Ross said it is a capital project. Jeff said he knew that there would be signage needed.

Library Board - Mayor Skyberg asked about contacting the library board for a bid on replacing the carpet at the Library.

#### CODE ENFORCEMENT

Ross referenced the addition to the packet. He addressed the Code Enforcement

Campaign for the next several months. He said the plan is to abate abandoned vehicles in and out of the right of way and to work on the City's problem residents living in RVs.

Starting March 28<sup>th</sup> code enforcement will be chalking tires of all Vehicles City wide that are abandoned in the right of way according to WMC section 91. Next 24 hours post a notice on the vehicle; then 96 hours later schedule for a tow.

Starting May 1<sup>st</sup> code enforcement will address abandoned vehicles and other nuisances on private property.

Then in 2016 address the RVs that are being used as permanent living quarters in the City.

Meeting was adjourned.

**MOTION:** Councilor Vinson motion to adjourn. Councilor Burr seconded. Motion carried unanimously, with Councilors Baller, Bramall, Burr, McKnight and Vinson voting aye. Councilor Stritzke was absent.

**Agenda and Time of Next Meeting**

The next meeting will be held at on at:  
City of Willamina  
411 NE "C" St  
Willamina, OR 97396  
On April 12, 2016 at 7:00pm

The meeting was adjourned at 8:10PM by Mayor Ila Skyberg.

Minutes submitted by:

City Recorder:  date: 4-13-2016

Minutes approved by:

Mayor:  date: 4-13-2016

**CITY OF WILLAMINA CITY COUNCIL MEETING MINUTES of the meeting  
April 12, 2016 @ 6:00pm**

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6:00PM  
CALL TO ORDER  
ROLL CALL

Page | 1

**Location of Meeting:**

City of Willamina  
411 NE "C" Street  
Willamina, Oregon 97396

**Present:**

Governing Body

Councilor Allan Bramall	absent
Mayor Skyberg	present
Councilor Bob Burr	present
Councilor Heather Stritzke	present
Councilor Katie Vinson	present
Councilor Rita Baller	present
Councilor Theresa McKnight	present

**Others Present:**

City Manager, Ross Schultz	present
City Recorder, Debbie Bernard	present
Public Works Director, Jeff Brown	present
<u>Paul Daquilante</u> , News Register	present
April Wooden	present
Marlena Bertram, Executive Director of your community mediators	present
Ron Gibson	present
Harold Lyon	present

The regular meeting of the City of Willamina City Council was called to order at 6:00PM on April 12, 2016 at the City of Willamina by Mayor Ila Skyberg there were no additions or corrections.

**I. Flag Salute**

The Pledge of Allegiance was recited.

**Public Input**

Public Input and Business from the Audience.



5P  
The may read to the visitors that presentation not scheduled on the Agenda are limited to three (3) minutes Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment to the item of the Regular Agenda will need to sign in on the Sign in Form.

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The Mayor called Ron Gibson to speak. He stated his address in 9155 Lapter Ln. in Amity Oregon. He said the reason he was present was that his sister-in law Karen Tamblyn purchased the property and the end of Cedar Alley between Ash St. and the County Line and desires a small home on the property. The home would be 580 square feet. Theresa asked is that what you call a tiny house. Ron responded no; it is not on wheels. Katie asked if the building would be finished off. Ron responded yes. Ron said he built one in Beaverton. The City Manager noted that this is time for public comment and not the application process. Ron Gibson came to Council to ask where we are with the issue of his request to place a home at 452 Cedar Alley. A letter was attached to the Council Packet addressed to the City Manager from Ron Gibson. Ross stated that first off we need to address the water issue which he has not a clue what went on there; he also was referring to the letter addressed to Ross Schultz City Manager. Bob asked Mr. Gibson if he was present regarding the letter. He responded yes. Ross stated that he really can't comment at this point until the City Attorney ways in on it. Ron asked the council if they had a copy of the letter. Their response was yes. Ross directed Ron Gibson to come into City Hall and apply for a building permit.

April Wooden stated her address 472 NE Main St. She is a member of the Yamhill County Coalition and would like to have their annual meeting on April 27, 2016 at the museum and has a request to Council to serve wine. April received permission with a head nod from the council.

Next to speak was Marlena Bertram, 621 SE Brummel McMinnville Oregon. She visits each spring to ask the City to donate funding and give them an annual update. Marlena explained what professional mediation is and the people they serve. She thanked the Council for support in the 2016-17 Budget. Ross noted \$1000 was included in this year's budget and they will have the opportunity to review and or approve.

Next Harold Lyon spoke. He asked permission to put up some Duck Nesting boxes for ducks that nest in boxes in trees. He asked to put up 3 boxes. He also noted there is a screech owl that nests in boxes like the one he held up as an example. Ross stated it works for staff.

#### I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

#### II. Review of Previous Minutes

**MOTION:** Councilor Baller motion to approve the consent agenda. Councilor Stritzke seconded the motion. Motion carried unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

The minutes of the previous meeting were reviewed and unanimously approved.

### III. Consideration of Open Issues.

Letter from Doug Colton. Ross stated he sent Doug Colton a letter that his water will be shut off if he short pays. Ross advised the council that there really is nothing we can do.

Katie asked at this point how long it would be before he is shut off. Debbie responded customers have a threshold of \$25.00 to go over before they are shut off.

Next on regular agenda. Police Service Contract

Mayor Skyberg asked for a motion to approve. Ross responded that the police service contract is increasing a nominal amount and they have been doing a good job and recommend Councils approval. Debbie read a letter from Todd Whitlow. He wanted to share with the Council that deputy Trombla was hurt and fractured his vertebra and will be out of several weeks. The Mayor asked Debbie to send some get well wishes from the City.

**MOTION:** Councilor Stritzke motion to approve 2016-17 Yamhill County Police Services Contract. Councilor Vinson seconded. Motion carried with unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

Mayor Skyberg addressed the Emergency Management resolution enclosed in the packet and asked Staff to prepare that. Ross added that Debbie had prepared resolution.

**MOTION:** Councilor Vinson motion to adopt Resolution 12.16.011 in the matter of Emergency Management. Councilor Burr seconded the motion. Motion carried unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

Next Updated Budget Calendar. Ross addressed the dates on the Calendar. He noted April 20, 2016 there will be a meeting to talk about what the budget will look like. May 26 there will be a special council meeting that will be publicly noticed for the approved document. That will be a public hearing. Ross said he believes there will be comments regarding an increase in water rates as the water fund is under water and staff has been looking at ways to improve that deficit. There has to be a quorum for that approved hearing. June 9<sup>th</sup> is the Regular meeting when we adopt the budget and set the appropriations. Ross noted that Kathy Taylor had been meeting with Debbie and Jeff on a regular basis.

Next on the agenda was new carpet for the Library. Ross responded that he had planned to do a recommendation of new carpet but will do that at a later date. Ross noted that there are two bids attached and we would recommend the low bid. Ross moved that he would like to talk about street repair and potholes. He said Jeff prepared an estimate of \$18,000 bill to do all of that and believes the money is available in the street fund. He said he is not asking for authorization tonight but may be calling councilors individually. Page | 4

Ross said Jeff came up with a bid for the roofing of the old department store of \$13,000 for repairs. Ross asked about the library façade. Debbie responded that Dan Goff offered Debbie an update today, that he talked to Jeff and they want to pursue siding then paint. Heather confirmed that Dan did stop and talk to her and feels that paint would be dressing up something that would not be an improvement. She added that the Library board feels that a better improvement like siding is what they desire. Ross said just the material for the siding is \$4,500. Ross recommended he felt the city would be in better shape to spend the grant of \$5,000. He stated let's get that monies spent.

Mayor Skyberg introduced the Events Calendar. Rita asked Debbie about the City County Dinner. Debbie responded it is May 21, 2016. Debbie asked Councilor Burr if he would be attending he said yes add two.

Mayor Skyberg moved to the Senior Center and asked questions about the second page number nine. She asked if it is really a clean title. Debbie responded that she would follow up with the attorney on this subject and would get back to Council.

Ross moved to discuss attachments from Code Enforcement. Heather responded that she has received positive comments from citizens.

Mayor asked for reports from Council. Rita stated YCOM is working on the Budget.

Mayor Skyberg addressed the library minutes. Funds that were donated in memoriam for Frank Morgan in the amount \$850 for the purchase of a chair have been unaccounted. This happened around 2001. The Mayor asked if there were \$850 somewhere that we could spend on a chair. Ross said he thinks that the family is owed the consideration. He asked if there were anything else. Heather added background. She said that in the past Melissa used to have a checking account out for the library. That account was moved over to Finance and she never had an account of where that money went. Rita added 15 or 17 years have passed. Ross said that monies probably would have to come out of the general fund.

**Motion: Mayor Skyberg made motion to adjourn at 8:00pm. Councilor Vinson seconded the motion. Motion carried with unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.**

The meeting was adjourned at 8:00pm by Mayor Skyberg.

Next meeting Thursday May 12, 2016 at 6:00pm.

Minutes submitted by: City Recorder Debbie Bernard \_\_\_\_\_

Minutes approved by: Mayor Ila Skyberg  \_\_\_\_\_



# CITY OF WILLAMINA BUDGET COMMITTEE MEETING MINUTES OF May 11, 2016

## Location of Meeting:

City of Willamina  
411 NE "C" Street  
Willamina, Oregon 97396

## I. Flag Salute

The Pledge of Allegiance was recited.

Present:			
Governing Body		Budget Committee Members	
		Greg Kruchock	absent
Mayor Skyberg	present	Vern Holstad	present
Councilor Bob Burr	present	April Wooden	present
Councilor Heather Stritzke	present	Craig Johnson	present
Councilor Katie Vinson	present	Jackie Haworth	present
Councilor Rita Baller	present	Laurie Toney	present
Councilor Theresa McKnight	present	Robert Hollinger	present
Others Present: Budget Officer Ross Schultz			
City Recorder, Debbie Bernard			
Accountant, Marilyn Coates			
Public Works Director, Jeff Brown			

The regular meeting of the City of Willamina Budget Committee 2016-2017 was called to order at 6:00PM on May 11, 2016 at the City of Willamina by Chair Laurie Toney. The Chair led in the flag salute.

## I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

2016 2017 Budget

## II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved with changes.

## III. Consideration of Open Issues

### 1. Approval of Minutes

#### June 17, 2015 Minutes

#### Chair Laurie Toney

Councilor Heather Stritzke motion to approve the June 17, 2015 minutes. Motion seconded by Committee member Bob Hollinger.

Discussion:

Committee Member April Wooden asked that her comments on the museum be corrected. The date the museum was built, the type of stove it had, and days the museum were open; in addition to the spelling of lead paint. All of which were in a hand out she read from and therefore asked that the hand out be attached to the minutes for clarification.

Committee member Robert Hollinger withdrew his second.

Councilor Stritzke again moved to approve June 17, 2015, June 29, 2015 and May 5, 2016 minutes. Craig Johnson asked for correction to May 5, 2016 minutes that April Wooden nominated Laurie Toney. Ross then asked that one set of minutes be approved at a time.

Ross noted there was a motion on the table without a second and said it died.

**MOTION:** Councilor Heather Stritzke moved to approve the June 17, 2015 minutes with amendments as noted. Chair Toney seconded the motion. Motion carried unanimously, with Councilors Stritzke, Vinson, Burr, McKnight, and Baller voting aye. Committee members Wooden, Johnson, Haworth, Toney, and Hollinger voting aye. Committee member Kruchock was absent. All in favor

### JUNE 29, 2015 MINUTES

#### Chair Laurie Toney

**MOTION:** Councilor Heather Stritzke moved to approve the June 29, 2015 minutes. Councilor Vinson seconded the motion. Motion carried unanimously, with Councilors Stritzke, Vinson, Burr, McKnight, and Baller voting aye. Committee members Wooden, Johnson, Haworth, Toney, and Hollinger voting aye, Committee member Kruchock was absent. All in favor

**May 5, 2016 Minutes**  
**Chair Laurie Toney**

Councilor Heather Stritzke motion to approve the June 29, 2015 minutes with amendments as noted. Chair Toney seconded the motion.

Discussion: Mayor Skyberg requested a correction to page 7 mid way thru it says Mrs. Schultz should be Mr. Schultz, on page 8 should state Water Flow to the School. Committee Member Johnson had a comment that Jackie made comments during the meeting and he did not see any of her comments recorded in the minutes. City Recorder referred him to page 7 the middle of the page; the City Recorder also clarified the minutes are not verbatim. Ross noted there is a recording available should anyone request.

**MOTION:** Councilor Heather Stritzke moved to approve the May 5, 2016 minutes with amendments as noted. Committee member April Wooden seconded the motion. Motion carried unanimously, with Councilors Stritzke, Vinson, Burr, McKnight, and Baller voting aye. Committee members Wooden, Johnson, Haworth, Toney, and Hollinger voting aye, Committee member Kruchock was absent. All in favor

**IV. Consideration of New Business**

**2. Budget Deliberations**

**Budget Officer Ross Schultz**

Ross started the discussion and directed everyone to the agenda. He noted that the changes made by the budget committee are tracked specifically and referred to the removal of the Council Stipend. He then brought it to the committee's attention a sample motion at the bottom of the agenda; he asked if and when there is a motion to try to use the wording he set in the example.



Councilor Bob Burr questioned the decimal point noted in the motion of \$4.2039 and asked if that is correct. Ross responded and said it is a millage rate. The City Recorder stated it was correct. Ross noted it is based on assessed value. Ross suggested that when the motion is stated to say "as reflected in the 2016 2017 budget."

April shared the background on the Library. She said she has family history of the library and read aloud.

April said the library was founded by her Grandmother in 1930. Her Grandmother gathered her friends in town and they called themselves a board and brought books from their home bookcases. They shared space at the location that is now the Senior Center with two other businessmen. The members of the board were also the volunteers who kept the library open. April said her Grandmother remained on the board until 1938 when she became pregnant with her last child. April's Mother also volunteered as a school girl. When she was child her Mother was on the board. At that point in time they were paid \$1 for their day at the library. That money was brought in from fines on overdue books. They had a policy of buying new books and then placing the book on a rental shelf. The books were rented for .10 cents a week. In 1971 Charlene started story time.

April served two allowed terms on the Board and recommended Melissa to be hired in 1989 for 25 hours a week. She said that the first paid librarian was in 1974. So, the library ran for 44 years with volunteers. In 1971 is when the CCRLS began. In 1974 the CCRLS drop box was added to the library.

She summarized and said she knows how the library began and knows what it has become and said that recovery is mandatory for the City and hopefully there will come a time the library will have fulltime paid staff again. Next she moved to approve the 2016-17 Budget as amended:

**MOTION:** Committee Member Wooden moved to approve the 2016-17 Budget. Councilor Baller seconded the motion. Chair Toney asked for all in favor.

Ross interrupted and said we have a motion and second that are still on the floor and you may open for discussion.

Councilor Stritzke explained she had information that she wanted to share before any votes were taken.

Chair Toney then said we have a motion and second and asked for a discussion. She said "go ahead Heather".

Councilor Stritzke said she talked to John Goodyear from CCRLS and said the City may lose CCRLS money if the changes to the Library do not meet CCRLS standards. She said in her conversation with John Goodyear he would not say the City would or would not meet CCRLS standards. The reason is our proposal is not firm enough.

She proposed that we budget money for .4 staff at the library and get a proposal together to keep CCRLS happy and keep it at a non-specified person. Councilor Stritzke said we need to make sure there is money set aside for a person at the library and not a specific person. It had been presented as the current Code Enforcement Officer.

Heather went on to explain her conversation with John Goodyear and said John would not say the changes would be acceptable and we would be walking very close to the line. She was asked if she brought his response in writing to the meeting. She did not have his email to share with the committee.

Ross then restated what he heard Heather to say. He said we would put in the budget .4 FTE of a position in the library or (general fund) and if we were we to decide to keep the code enforcement officer in that position that we can. Ross also added that the .4 position would be subject to union conversations.

Chair Toney said to satisfy union it cannot be opened up because it is the same position the current librarians are doing. Heather responded we do not know for sure that we would meet the CCRLS requirements by setting aside .4 staff position; it will be a position that deals with volunteers.

Ross again restated for clarification. We are going thru the cut of both library positions and adding the .4 position which will be defined.

Councilor Vinson then said she hoped that we could go further to define the position so it could be expanded to be a ½ time position that could oversee the library. Katie said then the position would open. Heather responded that she feels the .5 would be reasonable.

Ross said that means the contingency of \$143,000 would then be reduced by 10,000 due to benefits. Heather noted that benefits would be prorated for the FTE position.

Katie said if we do the .5 we would acknowledge the citizens' concerns. She said that Code Enforcement is very busy and she felt her workload may be affected.

Committee Member Jackie Haworth said she wanted to know who the City of Willamina is if it is not the citizens. She said we are fixated on the library. The library is something that benefits the whole community. The library is not just 2 women but those 2 women have given everything they have. She doesn't know the code enforcement officer but we seem fixated on the library. Citizens have given ideas to save money. Why aren't we looking at what they say? Why are we not looking at cutting people in the front office? She added that she told Debbie that the Newsletter she is putting in the bills is very good as it is getting to everyone. She added that there are people at the library that need a job as much as the people in the office. She feels that we need to look deeper for other cuts. She suggested cutting street lights. She also suggested closing one day a week. She asked why people are informed they are being laid off. She said things are out of order.

Craig Johnson read from a report he prepared.

He said that people go to libraries that do not have a home computer for their personal use and business. Those who do not drive use the library. He said when he goes to the library in McMinnville the computers are full. He said cutting our current staff and having our Code Enforcement run the library is not in the interest of those who use the library. He said her job is enforcing the code of the City. He said our code enforcement officer is hired to go out and look for other situations and may assist our officers to find someone. He said that the Code Enforcement Officer needs to be out there for example for neighborhood watch. He said he feels we need to look at way to maintain our current staff and keep

the current services going. He asked if other cities have a City Recorder and a City Manager; why do we need both?

Councilor Baller responded that she agrees that we have a lot to consider. After the many years that we did not have solid numbers; now we do. She said we finally have a plan and she is so proud of the fact that we have someone like Mr. Shultz who has 35 years' experience who has proposed a solid plan and she supports it.

April asked if we hired another person at .5 can we afford the cost of the benefits. Ross responded that we are combining an existing .6 FTE who is already receiving a prorated share of benefits and hiring a .4 FTE that would not be eligible for benefits. If we hire at .5 that would include benefits and that would reduce the contingency from \$143,000 to \$137,000.

Chair is asked if we are ready to make a motion.

to move to amend the motion on the floor and it would require a second and a vote; and then you would drop back out and vote on the amended resolution.

**MOTION:** Councilor Bob Burr move to amend the .4 FTE and open it up as new position. New position has to be qualified for .4 FTE and would include returning Sara to .6. April Wooden seconded.

Katie wanted a clarification on the \$12,000 increase and how it was calculated and asked if that amount reflected Sara moving over to the Library. Ross responded he would propose a rate of \$15.00 an hour for the new .5 FTE.

Ross asked for point a order. He said there is a motion on the table and you have given your discussion.

You have to cancel your motion or amend the motion that amends the motion. Then with that Ross asked what you have to say.

Ross said you could say "I call the question". The City Recorder asked for the motion restated.

Ross restated that we would reduce code compliance to .6 and create a new volunteer library type position to be included in the budget at .4fte at \$14.00 an hour.

Ross asked for a count and the count was 6 out of 12, which is basically tied which means the motion failed.

Ross next said "Now the amendment to the motion did not make it. So you can move to amend again."

**Motion:** Councilor Stritzke moved to amend the original motion and second amendment to reduce the code enforcement to .6 position and create a new position at .5 that includes benefits and at a rate of \$13.50 and not more than \$15.00. Vern seconded the motion. Chair asked for discussion; hearing none; Chair then called the question.

Governing Body		Budget Committee Members	
		Greg Kruchock	absent
Mayor Skyberg	nay	Vern Holstad	aye
Councilor Bob Burr	aye	April Wooden	nay
<b>Councilor Heather Stritzke</b>	<b>aye</b>	Craig Johnson	aye
Councilor Katie Vinson	aye	Jackie Haworth	aye
Councilor Rita Baller	nay	Laurie Toney	nay
<b>Councilor Theresa McKnight</b>	<b>nay</b>	Abstained-Robert Hollinger	abstained

The City Recorder stated 5 nay and 6 ayes. Ross restated the motion carried. This is the second amendment. (The first one is to removal of the council stipend).

Now you have the budget with the amendment as amended. This will be our second amendment to put add .5 FTE and put code back to .6.

The Chair asked for discussion.

Ross stated there is a motion on the floor. Bob asked what the motion on the floor is. Ross rephrased it is a motion to approve the 2016-17 budget with a rate of 4.2039 per thousand of assessed value as amended.

The Chair asked for further discussion and called the question.

Ross said you already have a motion on the floor to approve the budget as proposed then it went thru an amendment so it needs to be restated. April moved to approve the 201617 budget as amended. Katie seconded. Motion Carried.

**Motion:** April Wooden moved to approve 2016-17 Budget as amended with a rate of 4.2039 per thousand assessed value. Councilor Vinson seconded the motion. Chair asked for discussion; hearing none; motion passed.

Meeting was adjourned at 8:15.

#### **V. Agenda and Time of Next Meeting**

The next meeting will be held at on at:

City Of Willamina  
411 NE "C" Street  
Willamina, Oregon 97396

Minutes submitted by: City Recorder, Debbie Bernard

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Minutes approved by: Chair Laurie Toney

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**City Of Willamina Regular Meeting October 11, 2016  
Minutes of the Second Thursday of the Month Meeting of the City  
Council  
October 11, 2016  
6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Councilor Rita Baller  
Councilor Theresa McKnight - Absent  
Councilor Robert Burr  
Councilor Heather Stritzke  
Councilor Katie Vinson  
City Manager Robert Sivick  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Librarian Sara Frost  
News Register Reporter Paul Daquilante  
Guests in the audience:  
Michelle Nolen  
Shirley Fitzgerald  
Doug Colton

**Absent from Meeting:** Councilor Theresa McKnight

The regular meeting of the City Council of City of Willamina Regular Meeting October 11, 2016 was called to order at 6:00 PM on October 11, 2016 at West Valley Fire by Mayor Ila Skyberg. City Recorder Debbie Bernard took role and a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved with a few changes.

**III. Consideration of Open Issues**

**Additions to the Agenda**

Mayor Ila Skyberg

Mayor Skyberg announces the additions to the agenda.

Keller and Associates report on All-Way Stop Warrant and Speed Study; SW Pioneer Avenue & SW Oak Street; Willamina, Oregon

Letter from Katie Vinson regarding the Old Bank Building

Craig Quimby Bid for the awning at the Library

**MOTION:**

Councilor Burr motion to add the additions to the agenda. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

Mayor Skyberg asked Peter Olsen to address the addition of the All-Way Stop Sign to the agenda. Peter summarized and stated the stop sign is not warranted as the report shows. He explained that Keller Associates completed a one day collection of traffic data. Per the data there were 300 trips per that day; to warrant a sign there would need to be 300 trips an hour.

Peter addressed speeding in the report. He said according to industry standards a stop sign is not warranted. The recorded speed in the report was within the speed limit. Peter said to slow speeding it is sometimes recommended to skinny up a road. Peter said he visited Pioneer before the meeting and went the speed limit of 25 and felt like he was speeding.

In summary Peter advised the City Council if they were to decide to add a stop sign, they should consult their attorney. He asked for questions. Doug Colton from the audience asked if Keller went up to Pioneer Heights. Peter responded yes. Doug asked Peter if he noticed the stop sign up on Pioneer Heights and one up near Fir and one at the bottom of Hill Drive. Doug said he lives on the other end of Pioneer and he does not want to get run over on Pioneer. Peter responded what the study shows now is a stop sign is not warranted. Doug asked Peter if he came up from Oak Street and tested to see if he can see up or down the hill. Doug said it is ridiculous. Doug continued and said what about the people walking and the potential of getting run over. Peter responded again that the data shows it is not warranted; you can collect more data for a longer period of time but it comes at more cost.

Mayor Skyberg called the 3 minute limit. Bob Burr asked is a speed bump recommended. Peter responded people are not speeding.

Heather stated she is very familiar with Pioneer Street and walks there daily; she said there are no sidewalks and the speed limit of 25 is too high and maybe should be 15.

Katie asked if we could get grant monies to improve the street. Peter responded if it is considered a safe route to school, the city could consider a grant.



Peter addressed hedges and landscaping and said vision is a code issue and a stop sign is not going to help that problem.

Mayor Skyberg asked if we could take a look at signage.

City Manager Bob Sivick stated that unless someone wants to make a motion to add a sign there no action is necessary; if you want to direct staff to look at signage for children playing you can do that.

Jeff responded to the Mayor's question and said that he could put a slow sign for children playing as that is needed.

Bob<sup>5</sup> asked the Mayor to direct staff to look into signage. The Mayor asked Jeff to consider signage.

Next the Mayor moved to the letter regarding the Old Bank Building addressed to Katie Vinson.

The City Recorder Debbie Bernard explained that she wrote the letter to Katie in response to Katie's visit to the City asking whether a grease catch would be required for the New Coffee Shop in the Old Bank Building that has been renovated. At that visit Katie said that she would not be cooking at the Coffee Shop but bringing cooked food from the Wildwood to the Coffee Shop. Katie had spoken to the Yamhill County Building Inspector Gary Biggs who advised Katie to check with the City.

Katie said going thru the process for the past ten years, she had many permits for the building thru the County. The county building official had a discussion of an overhead ventilation system and the costs involved were too much, she said. Katie said that drainage is a logistical challenge and a grease trap plays into that. She said she is not going to be a full service restaurant. Her question is that she already has a business license for the location and there is already a water meter there; so, she is already ready to go. She added as far as change of use does that mean every time someone changes use it trigger fees. She said she just does not understand.

Rita asked Peter if no cooking is involved why a grease trap is involved. Peter responded and said there is still the same waste involved.

Heather asked for further clarification on the System Development Charge and why it was triggered.

Peter said it is basically the change of use. When you change of use it has an impact on the infrastructure. A change from a café to a restaurant style use has a bigger impact to the infrastructure. He added you're only paying the difference of the impact.

Bob Sivick added that it would not apply to a private residence. What triggered this is it went from a Bank to a Restaurant type restaurant.

Bob Burr said he would like to see us be pro-business and asked if there was any other way to look at it to not trigger SDC fees (system development charges).

Peter responded and said a revision to the code would be required. A revision for a fairer way to assess SDC fees (system development charges) would need to be considered. The City Council asked staff to consider possible changes to the code.

City Manager, Bob Sivick stated for full disclosure, Katie is his landlord. He explained what the city staff is doing, is applying the code as it is written. Making an exception to the law is not the way to proceed as it creates challenges for the city; he advised the Council they can consider the following as options:

- Charge the fees for the increase on the infrastructure to the water bills.
- Finance the SDC (system development charge) over 5 to 10 years.
- Waive fees, but it would require a change to the code; he stated caution because as a hog slaughter business could potentially come into the city and use a lot of water and have the same request.
- Add a provision in the code that the Council can waive the fees and state the reasons and delineate those reasons.

The Mayor asked for a motion to waive the fee or postpone for further discussion.

There was no motion.

Councilor Baller asked the City Manager if Council can direct staff to look into it and make no decision until then; Bob responded yes and by making no decision the status quo stays in place. Staff will return with information on the legal ramifications as soon as possible or the next meeting.

#### **Consent Agenda:**

Mayor Ila Skyberg

Approval of Minutes - September 15, 2016

Approval of Minutes - September 29, 2016

Check Registers - September 1 to 31st, 2016 (information only)

Financials September 2016

Councilor Stritzke referred to page 9 second motion on that page of the minutes of September 15, 2016 and noted that she did not vote aye to repaint the library.

Councilor Baller wanted a comment added to the Minutes of the Meeting of September 29<sup>th</sup> 2016. Rita said it was talked about by discussion not a motion that the painting of

library would return at a later date and wanted it to be stated in the minutes.

**MOTION:**

Councilor Stritzke motion to accept the consent agenda. Councilor Vinson seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

**Correspondence - City of Willamina Applications for City Office**

Mayor Skyberg

Mayor Skyberg asked the City Recorder to address the topic.

Debbie gave a background on the Planning Commission need for a 7 member commission and said at the present time Dennis Ulrich who was appointed in at the September 15, 2016 meeting left the need for 6 additional members. She then gave an overview of the applicants in the packet. She explained that the Mayor had advised her that James Brown would like to be reappointed, however, James had not turned in an application. Bob Sivick referenced the code section 31.40 titled Method to fill Vacancies which states the Council shall determine the method to be used for recruiting and filling vacancies on the Commission, therefore an application is not required.

Debbie summarized that 4 applicants live within the city limits and 3 live outside the city limits. The four applicants inside the city are Dennis Ulrich, James Brown, Shirley Fitzgerald and Sheryl Hansen; that makes for a quorum of the applicants residing inside the city. The other 3 applicants are Michelle Nolen, Susan Richman, and Patrick Howard.

Mayor Skyberg stated it was with pleasure along with the Council consent that she appoints James Brown, Shirley Fitzgerald, Sheryl Christi Hansen, Michelle Nolen, Susan Richman, and Patrick Howard Keith.

**MOTION:**

Councilor Burr motion to accept the appointments to the Planning Commission. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

**IV. Consideration of New Business**

Staff Report on other Cities use of iPads

Mayor Skyberg asked Debbie to respond on the Staff report.

Debbie said she put a request out on the OAMR Oregon Association of Municipal Recorders for information on who uses electronic devices. Debbie noted that the response was very positive and almost universal that most cities use electronic devices.

Rita asked whether or not staff had researched what other cities do regarding the city paying for Wi-Fi. The City Manager responded and said that paying for the hardware is one thing but internet service has become a regular utility paid by the individual. Bob S. cautioned Council and said if the citizens paid for Wi-Fi there is the possibility that personal emails could come into question.

Katie asked Debbie if Carrie Zimbrick responded on how many iPads she would be able to acquire. Debbie said she asked for 7 iPads, however, had not heard back from Carrie as of yet.

Next item was the discussion on bids for installing an awning over the doors at the library. Debbie passed out copies of bids. The bid from Craig Quimby did not include a picture. Heather asked if the bids from Lowes included installation; Debbie responded no. Mayor Skyberg asked staff to return with a drawing on Craig's bid. David Morey offered details as he had spoken with Craig and said it would be pressure treated lumber with corrugated roofing; Craig would make a cut in the building to install the flashing to make sure it is water proof, said David.

Katie said she likes the idea of going with a local person as it may be possible to give input on the pitch of the awning.

The City Manager said if there are going to be several variables such as the pitch he recommends the Mayor appoint a committee as we do not know what we want at this point. Mayor Skyberg appointed Bob Burr and Katie Vinson.

#### The Old Department Store

Mayor Skyberg asked for a discussion on business carried forward.

Jeff responded that the wall he had previously mentioned is cracked and that it is structural. Also, Jeff and Chris Scholten do not know what is causing it. It could be settlement; however, it was not going to be a cheap fix. Jeff had not prepared any numbers for the repair, however, added it would be no less than \$3000.00. In addition, as far as the roof repair, Jeff had not heard back from Chris Scholten on a time frame of when the repair work would begin. There were general comments that Chris was hunting.

City Manager Bob Sivick commented that he has been looking into the Old Department Store Building and not being someone from here he was aware that the old department store closed in 1991 and the building was used in the interim and it appears that we are putting more and more money into it. He had anticipated coming back to council for the request to go out for RFP which is in the best interest of the tax payers and see what the market is going to provide; also see what we are going to do with the building.

Katie asked the Mayor if the grant money was dog-eared for that specific use.

Heather added that it would be best if the money went back into the pot and let them redistribute it at a later date because basically we are throwing it away. Heather asked

Council if there were any specifics as to what the city was allowed to do with the building.

Rita was aware of verbal agreement with the Mishlers that the amount of money they had given to pay off the loan would revert back to the library if the building was ever sold.

Mayor Skyberg said that using the grant money for repair is to show maintenance of the building.

Rita shared that she really thinks we should repair the roof. If you walk in and the water is flowing as a buyer, they could be deterred. Also she would like staff to look into the crack that could affect the neighboring building as long as we are owners. Jeff said they are two separate buildings.

Bob S. said he is not advocating not maintaining the building. However, the long term plan is to see what we can do with the building as it is a liability.

Next: Business from the Council.

Councilor Stritzke

Heather reported that Councilor Burr, Mayor Skyberg <sup>and</sup> attended the last library board meeting: the meeting centered on rolls and responsibilities. Bob shared that he had an appointment to meet with Sara regarding staffing.

Librarian, Sara Frost shared that she met with CCRLS for her second directors meeting. She would like to create an overall strategic plan now that she is familiar with CCRLS standards and policies.

Mayor Skyberg asked for Public Works report.

Jeff reported that he had been working on the siding of the museum. He added that Public Works repaired a couple of small leaks.

Heather brought up the leak at the library and asked if that would be looked at soon before the rains come. Jeff responded that he would look into it.

David Morey reported that in the last 28 days he had received 9 code complaints one is an ongoing issue. No citation or warnings were given. He said he has experienced volunteer compliance. He did clarify that the city received 3 complaints on the same issue regarding wild geese biting citizens. He talked to Fish and Wildlife and they said the city can do what they want with the geese. David said he moved 2 of the geese down to the sewer ponds. If they become an issue, he plans to locate them to his parent's farm.

Councilor Burr commented that he would like more consistency with the scheduling of City Council Meetings. Bob S. responded that he has been working with West Valley Fire to work out a permanent location and time for the city's regular meetings.

**MOTION:**

Councilor Vison motion to adjourn. Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

**V. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00pm on November 10, 2016:  
West Valley Fire Station  
825 NE Main St  
Willamina, Oregon 97396

The meeting was adjourned at 7:30 PM.

Minutes submitted by: City Recorder,  
Debbie Bernard \_\_\_\_\_.

Minutes approved by:  
Mayor Ila Skyberg \_\_\_\_\_.

**City of Willamina**  
**Minutes of the Monthly Meeting of the City Council**  
**November 17, 2016**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
 825 NE Main St  
 Willamina, Oregon 97132

**Present at Meeting:** Mayor Ila Skyberg

Councilor Heather Stritzke  
 Councilor Bob Burr  
 Councilor Rita Baller  
 Councilor Theresa McKnight  
 City Manager Bob Sivick  
 City Recorder Debbie Bernard  
 Code Enforcement David Morey  
 Public Works Superintendent Jeff Brown  
 Librarian Sarah Frost  
 Doug Colton  
 Craig Johnson  
 Toni And Ginger Watkins  
 Toni Twine Senior At Willamina High School  
 Sage Baller  
 April Wooden

**Absent from Meeting:**

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on November 17, 2016 at West Valley Fire by Mayor Ila Skyberg. A roll call was taken by the City Recorder Debbie Bernard quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

**III. Consideration of Open Issues**

1. Public Input  
 Sage Baller@gmail.com  
 Presentation on Willamina Coin

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411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

[willaminaoregon.gov](http://willaminaoregon.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 Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

Sage stated that the Willamina Coin is a project of the West Valley Kiwanis Club which they have been working on for the past 8 months. He explained that he was coming to Council to ask for their approval.

Sage presented a large selection of samples to the Council. He described details of what was planned for the Willamina Coin. He said one would be made of copper to sell for \$15.00 and one made of silver that would sell for \$35.00. He added that the Willamina Coin would have art work and at the top (the date 1903 with the Kiwanis symbol on the sides), and on the back a picture of the town looking out from Coyote Joes which would show the clock, the trolley, the bridge and a log truck with the bull dog symbol in front. Kiwanis plans on selling it year round as a fund raiser, he said. Councilor Baller complemented Sage on his good work and Mayor Skyberg thanked Sage for all his Volunteer work in the community.

**MOTION:**

Councilor Stritzke motion to support Sage Baller and the Kiwanis Coin Project. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

2. April Wooden  
Museum  
Printer

April was present to address the Museum's printer needs. She shared the history of the museum from the early 1900's to present. She noted that she brokered a deal with the Rebecca Lodge to take over the building. The building is now owned by the City. She talked about the metal roof and the oil stove. April referenced Grants; she said they have not been able to apply for new grants due to delinquent audits. April noted the museum was run by volunteers and that there are no salaries paid or benefits given. She said the City does pay for all utilities and printer plus office supplies. April explained that the printer machine they have now is very much needed and a lesser machine would not be adequate. April also had presented a handful of books Charlene has printed on the printer that they sell at the museum. She noted that she presented the same presentation at the Budget Committee. April said that Bob Brown went to the City to order a printer cartridge and was turned down and told the printer may go and that is the reason for her presentation. She said she would like some investigating done in order for the Museum to keep that machine.

Mayor Skyberg asked Staff to respond. City Manager Bob Sivick responded and said that it is a management issue and he was hired to take care of the management and that is how it will be addressed not here at Council. He added that he was in contact with the museum's representative Gary Brooks and believed he was addressing the copier concerns thru Gary. Bob S. stated that he had not heard from April Wooden about her concerns until tonight. He said that this meeting is a meeting of the governing body and not a meeting of management and that is all he had to say on the subject.

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3. Toni Twine Senior @ Willamina High School

Toni Twine - Address 991 SW Barber, Willamina, OR 97396

The Willamina High School Senior presented what she wanted to do for her senior project which would require the support of the City Council.

Toni said the project was focused on community beautification and many towns gain population because the town is visually appealing. When people donate their time to help better their community, it helps the town tremendously, she said. If everyone would donate a little of their time for their community, it would help set a standard for our town. She went on to say she is offering up her time to help pick up trash and add a little visual appeal to the town. In addition, Toni would like to donate a picnic table to one of the parks in Willamina which she will build from scratch and paint a forest scene to represent the town. The picnic table would be completed in early March. Toni then asked the Council if she could place the picnic table at Garden Park Spot. The Council with a head nod approved and congratulated her efforts.

4. Consent Agenda

Mayor Ila Skyberg

**MOTION:**

Councilor Stritzke motion to accept the consent agenda. Councilor Burr seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

5. Trailer Ordinance

Mayor Ila Skyberg

Trailer Ordinance #663 An Ordinance adding Chapter 96, To Title IX General Regulations on Recreational vehicle parking, placement and usage.

The City Manager Bob Sivick summarized the Trailer Ordinance #663 and pointed out the hardship clause. He added that what the City is trying to do by Ordinance #663 is to get away from using trailers as permanent residences.

Ordinance #663 was read by the City Recorder Debbie Bernard in its entirety and then again by Title only.

**MOTION:**

Councilor Baller motion to accept the second reading of the Trailer Ordinance #663 by Title only. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

**MOTION:**

Councilor McKnight motion to accept Ordinance 663. Councilor Burr seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

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## 6. Staff Report SDC's

City Manager Bob Sivick

Bob Burr took the lead and presented an argument against charging SDC's.

Councilor Burr started out by referencing a report last month from the City Engineer. He had several handouts that went to the Mayor and Council which were not added as additions to agenda but supported his point of view on charging SDC fees. He pointed out sections of each handout and said that his review supported not charging Katie Vinson SDC's on the Bank Building as there is no new use; he specifically noted the code referenced if the building had burned down and been rebuilt which it had not. He said it is black and white in the ordinance. Bob concluded by then asking that the matter be sent back to Staff to correct and that he would support staff sending it back to the City attorney for more clarification. He also added that he would like Public Works to look into it. Councilor Baller encouraged a revision of SDC's as the last update showed 1994. Councilor Vinson said that she has tried to bring back the Old Department store to the level that it benefits the whole town. Councilor Burr asked the City Manager to comment. Bob Sivick responded that this is a policy decision and his role is to manage and to offer advice. He said the Governing body has the authority to accept or reject his advice. The City Manager said his role is to carry out the Council's decision and that is what he will do. Councilor Burr ended by saying that if you look deep into it you would find that other businesses were not charged for SDC's. There was a motion on the table to seek the opinion of the City Attorney.

Doug Colton asks the Mayor to speak. The Mayor allowed Doug to speak. Doug said he has come to the City several times to ask for consideration of the senior discount and that was not given the consideration that the SDC's issue was given.

**MOTION:**

Councilor Burr motion to accept further review by the City Attorney. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

## 7. Ordinance #644 Change In Location Of The Regular City Council Meetings And Other Committee Meetings

City Recorder Debbie Bernard

The City Recorder Debbie Bernard read Ordinance #644 An Ordinance of the City of Willamina Amending Willamina Municipal Code Section 30.01 in its entirety and then again by title only.

**MOTION:**

Councilor Baller motion to accept the second reading of Ordinance #644 by title only. Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

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**MOTION:**

Councilor Stritzke motion to approve Ordinance #644. Councilor Vinson seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

**MOTION:**

Councilor Stritzke motion to accept Resolution 16-17-003 A Resolution Establishing the City Council Meeting Location. Councilor Vinson seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

8. Request for Expression Of Interest (REOI) Draft On The Old Department Store And Public Works Building

City Manager Bob Sivick

Bob explained the attached notices of Request for Expression of Interest on the Old Department Store and Old City Shop. Bob said that he had not received any interest from anyone regarding what to do with the buildings and one way to see if there is any interest is to do a REOI. Bob s. asked Council for a decision on what they want to do with the property and for direction to move forward.

**MOTION:**

Councilor Stritzke motion to direct staff to move forward with (REOI) Request for the Expression Interest for the Old Department store and Old City Shop. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

**MOTION:**

Councilor Baller motion to accept Resolution 16-17-004 approving Bob Sivick City Manager to replace City Recorder Debbie Bernard on the Yamhill County Housing Board. Councilor Burr seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

9. Library Awning

Katie Vinson

Drawing of Awning from Craig Quimby was passed out as an addition to the packet. Katie presented a drawing plat map by a contractor that could be considered.

10. Senior Center

Bob Sivick

The City Manager, Bob Sivick shared that the City did hear back from an interested party regarding the Civic Center building if it were sold. Bob also heard from Councilor Vinson that there are plans for the Civic Center to return as an organization. If that is the case then the property would continue to be a part of the civic club.

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## 11. Business Carried Forward

iPads

Councilor Vinson

The City Recorder reported that she did hear back from Carrie Zimbrick at the High School and that they did not have any iPads that they would salvage. Mayor Skyberg noted that there are still people that cannot afford internet and also there are folks that have difficulty accessing the internet. Councilor Stritzke responded and said that the City Manager was very clear that it is not recommended to pay for Councilors internet services as it would be a bad perception by the public. Councilor Baller clarified that she is on another committee that supplies an iPad and she accesses the internet at the library. Councilor McKnight noted it would not be a problem for her to use the internet at the library.

The City Manager again said it is a policy decision if Council wants to pay councilors internet and also a Council's decision as to whether they want to purchase a new iPad or a refurbished iPad.

### **MOTION:**

Councilor Stritzke motion to accept the purchase of refurbished Apple iPads for the use of Council meetings. Councilor Burr seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

## 12. Reports From Council

Mayor Skyberg

Councilor Baller

Councilor Baller shared that she had attended a 911 meeting last week and heard that in the future there is equipment that would be replaced which is out of warranty and they would go out to finance it. Rita said that they have done a great job to anticipate the need to replace the old equipment. She said she had an opportunity to visit the command center and was able to see dedicated people in their jobs.

## 13. Reports From City Officers

Mayor Ila Skyberg

The Mayor called on Public Works

Jeff reported back to Council on Children Playing signs. He said there is now a sign at Oak and Pioneer and one entering Pioneer Heights at Cedar Lane and one coming down the Hill from Fir Street. The signs say "Slow Children" and "Children Playing".

Library Report

Sarah Frost

Sarah reported that she has a new report that CCRLS will be providing to her that shows the same period from last year. Her numbers were up 106%. Sarah added she had an impressive 134 Volunteer hours and concluded that she is always listening to her patrons and volunteers.

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Code Enforcement

David Morey

David reported that things had slowed down and that he continues to get voluntary code compliance.

**MOTION:**

Councilor Stritzke motion to adjourn. Councilor Burr seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight, and Vinson voting aye. All in Favor.

**IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on December 13, 2016 at:

West Valley Fire Station

825 NE Main St

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 7:45 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard

\_\_\_\_\_.

Minutes approved by: Mayor Ila Skyberg

\_\_\_\_\_.

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**City of Willamina  
Minutes of the Monthly Meeting of the City Council  
December 13, 2016  
6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Councilor Rita Baller  
Councilor Theresa McKnight  
Councilor Bob Burr  
Councilor Heather Stritzke  
Councilor Katie Vinson  
City Manager Bob Sivick  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Code Enforcement David Morey  
Librarian Sarah Frost  
News Register Paul Daquilante  
Craig Johnson  
Marlena Bertram Yamhill County Mediators  
Dennis Ulrich

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on December 13, 2016 at West Valley Fire by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and unanimously approved.

**III. Consideration of Open Issues**

1. Additions to The Agenda

Mayor Ila Skyberg

Mayor Skyberg stated the additions to the agenda which were a Memo regarding November 8, 2016 Elections Certified results. Also, a Memo and revised Resolution #16-17-005 regarding bank account signers. Last addition #16-17-007 Resolution in the Matter of Establishing and Implementing a Policy Delineating Rights and Remedies to Employees who disclose information to person or authorities.

Mayor Skyberg asked for a motion to accept the additions to the Agenda.

**MOTION:** Councilor Stritzke motion to accept the consent agenda. Councilor Vinson seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

2. Consent Agenda

Mayor Ila Skyberg

Councilor Vinson wanted noted that she came in late arriving after Sage Baller Coin presentation and therefore did not vote to in the motion.

**MOTION:** Councilor Stritzke motion to accept the consent agenda with the noted corrections by Councilor Vinson. Councilor Burr seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

Rita asked the copier. City Manager Bob Sivick responded and said that the copier at the museum will stay and it is paid for in full.

3. Regular Agenda

Mayor Ila Skyberg

In regards to Resolution on the matter of adjusting funds in fund for the Fiscal Year 2016-17 the City Recorder explained that the 2016-17 budget did not include the salary for the City Manager. Bob Sivick added that his predecessor Ross Schultz was paid under contract services and was not a salary employee and that is the reason for utilizing contingency funds. The City Recorder gave further details on the transfer of funds which included monies for planning and development to cover the increase cost associated with the many new cases coming on board for review; in addition to capital outlay for a vehicle and grant monies that had not been claimed as revenue in this budget. In addition, the contingency fund transfers to cover the .2 FTE salary of the library volunteer coordinator.

**MOTION:** Councilor Baller motion to accept Resolution 16-17006. Councilor McKnight seconded. Motion passed unanimously with Councilors Baller, Burr, Stritzke, McKnight and Vinson voting aye. All in Favor.

In regards to Resolution to change Authorized check signers. City Manager Bob Sivick was added as a signer and Councilor Vinson was taken off.

**MOTION:** Councilor Burr motion to accept Resolution 16-17-005. Councilor Baller seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

In regards to Resolution to amend the City of Willamina Personnel Policy Handbook to provide legal protections to City employees who act as whistleblowers.

**MOTION:** Councilor Baller motion to accept Resolution 16-17-007. Councilor

Vison seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.

4. Staff Report Regarding SDC's System Development Charges  
Mayor Ila Skyberg

Councilor Burr asked Mayor Skyberg if he could do a presentation and had handout for the council. Councilor Burr also asked Councilor Vinson to step away from the dais or perhaps even stand outside of the room because the discussion to start is about the new coffee shop which she owns and operates. Councilor Burr gave a background to his presentation and commented that he spoke with the City Attorney Paul Elsner regarding the property located at 110 NE Main St which caused SDC (system development charges) to be assessed. Councilor Burr then went over Ordinance No. 567. Bob added that Paul Elsner talked to Peter Olsen who stated that the increase in use is a factor of 10. Last Councilor Burr noted that Council endorsed EDU's back in 1994. He also said that EDU's are the bases on what a single family uses. Bob explained what an EDU is worth?

He then asked are we not using EDU's anymore. He gave an example of his Pharmacy that went to a Fabric Shop; he then questioned if that was a negative EDU. He added that the Fabric shop went out and now Quick Checks who have 8 employees; Bob asked should there be a new charge of increase in use for that change.

Bob stated that the City should use EDU's.

**MOTION:** Councilor Burr motion to basically say we should be using this EDU's charge chart in the change of use and that the City exempt SDC charges of any business that does not increase from the previous use. There was no second. Motion died.

City Manager Bob Sivick advised Council that they could not make a motion as the public has not had a chance to consider the issue and it should go onto the agenda for the next meeting before any motions are made.

Council asked staff to invite the City Engineer and City Attorney be present at the next meeting.

5. Yamhill County Certified Results  
Mayor Ila Skyberg

The City Recorder referred to the official certified results in the Council packet and noted that new comer Craig Johnson would join the Council incumbents Bob Burr and Rita Baller. She also added that she had received an application for interest in a Council seat from Barbara Leavens who ran in the general elections. The City Recorder asked council for direction. Council requested that the recorder advertise for interest in the open seat.

**MOTION:** Councilor Stritzke motion to accept the Yamhill County Certified results. Councilor McKnight seconded. Motion passed unanimously with Councilors Baller Burr Stritzke, McKnight and Vinson voting aye. All in Favor.



6. OLCC Application Odd Fellow Pizza Company  
 Mayor Ila Skyberg  
 A liquor license application for the Odd Fellow Pizza Company at 282 NE Main St was presented for Council to review and acknowledge. No motion was required. A consensus by head nod of the Council was in support of the application submitted by the owner Karen Harding.
  
7. Your Community Mediators of Yamhill County  
 Mayor Ila Skyberg  
 Mayor Skyberg introduced Marlana Bertram, Executive Director with Your Community Mediators of Yamhill County. Marlana expressed her appreciation for the relationship with the City of Willamina and appreciation for partnering. She shared that the Mediators of Yamhill County is ran with one full time staffer and 30 volunteers who go thru in-depth training on conflict resolution. She went onto say that she was visiting to give Council an update and acknowledge her appreciation.  
 Marlana referenced the handout in the packet and said in the 2015-16 fiscal year 2 % of YCM's caseload served Willamina residents. A total of 10 Willamina residents were served. Marlana added that in the next year the plan is to develop a School Truancy Mediation Program and a plan for a videotape Family Meeting Workshop to air on u-tube to help family members learn how to better communicate with each other skillfully.
  
8. Business Carried Forward  
 Mayor Ila Skyberg  
 Councilor Vinson did not have an update on the Library Awnings.  
 The City Recorder did not have an update on the refurbished iPad but said she is continuing to work on it.  
 Councilor Vinson did give an update on the Senior Center; she had met with members of the Senior Center recently; Katie added that there is interest to revive the club and have a Women's Group.
  
9. Business from The Council  
 Mayor Ila Skyberg  
 Mayor Skyberg asked about the Planning Commissioners training with the Cog and if was set. She added that the Councilor would like to the training also.
  
10. Reports from City Officers  
 Mayor Ila Skyberg  
 Bob Sivick presented the Public Works Waste Water Staff with a certificate of appreciation from the National Weather Servicrs for providing reporting updates. Bob also reported on the interest of the old department store and old city shop. He said that he had received one interested party and would have further updates after the deadline for (REOI) request for expression of interest.

#### **IV. Agenda and Time of Next Meeting**

The next regular City Council meeting will be held at 6:00 PM on January 10, 2017 at:  
 West Valley Fire Station  
 825 NE Main St

Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
Town Hall Meeting  
Economic Development

The meeting was adjourned at 7:30 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie  
Bernard\_\_\_\_\_.

Minutes approved by: Mayor Ila  
Skyberg\_\_\_\_\_.

**City Of Willamina**  
**Minutes of the Second Thursday of The Month Meeting of the City Council**  
**Regular Meeting**  
**September 15, 2016**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire Station 8  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Councilor Rita Baller  
Councilor Theresa McKnight  
Councilor Robert Burr  
Councilor Heather Stritzke  
Councilor Katie Vinson  
City Manager Robert Sivick  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
News Register Reporter Paul Daquilante  
Guest In The Audience  
Craig Johnson  
Doug Colton  
Chris and Maria Scholten  
Jim Jacks Council of Governments  
Lisa Bronson Willamina City Planner  
Dennis Ulrich

The regular meeting of the City Council Regular Meeting of City of Willamina was called to order at 6:00 PM on September 15, 2016 at West Valley Fire Station 8 by Mayor Ila Skyberg. The pledge of allegiance was led by the Mayor. The City Recorder took roll call and a quorum was present.

**I. Approval of Agenda**

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The agenda for the meeting was distributed and unanimously approved.

## II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved.

Mayor Skyberg took time to announce special thanks Ross Schultz former City Manager in the audience and presented him with a thank you gift from the Mayor and Council. Ross accepted graciously and responded by thanking the City and Staff and said good luck to the new city manager. The Mayor then welcomed Bob Sivick the cities new City manager.

## III. Consideration of Open Issues

### 1. Consent Agenda

Mayor Skyberg

**MOTION:** Councilor Baller motion to approve the Consent Agenda (Minutes of August 11, 2016 and the Check Registers of August 1-31, 2016 and a Budget to Actual). Councilor McKnight seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor

## IV. Consideration of New Business

### 1. Correspondence

City Of Willamina Application for City Office

The Council was presented an application for City Office from Dave Buswell to the Library Board. Mayor Skyberg appointed Dave Buswell to the Library Board. By head nod and clapping the Council approved.

Mayor Skyberg then introduced Jim Jacks who explained to the Council he had been assigned the City of Willamina planner interim after Marjorie Mattson leaving and wanted to introduce the Cities permanent planner Lisa Brosnan.

### 2. Public Hearing

Chris and Maria Scholten

Variance 2016-02

Mayor Skyberg opened the Public Hearing and read the Land use Planning Public Hearing Procedures.

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MAYOR: Good evening, my name is Ila Skyberg. I am the Mayor for the City of Willamina and I will be presiding over the meeting. The public hearing is now open. This is the time and place set for the public hearing in the matter of Variance 2016-02 requesting a major variance to waive the requirements for a garage and driveway paving for the placement of a manufactured home on an individual lot in the R-2 zone. Oregon land use law requires several items to be read into the record at the beginning of each public hearing. The city planner will read the material; your patience is appreciated as the statements are read.

PLANNER: The applicable criteria upon which this case will be decided are found in the Development Code, Section 3.104.04 [ORS 197.763(5) (a)] The specific criteria are summarized in the staff report and will be reviewed during this hearing. [[[Note: the ORS requiring the particular statement is in brackets for each statement.]]]

Testimony, arguments and evidence must be directed toward the criteria or other criteria in the plan or land use regulation which you believe to apply to the decision. [197.763 (5) (b)]

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals based on that issue. [197.763 (5) ©]

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision makers to respond to the issue precludes an action for damages in the circuit court. [197.796 (3) (b)]

The hearing will proceed with the staff report followed by the applicant and those in support of the application. All those who are opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. The commission or staff may question the applicant and those who testified. The applicant will be given an opportunity to rebut the testimony or evidence.

If you have any documents, maps or letters that you wish to have considered by this body, they must be formally placed in the record of this proceeding. To do that, either before or after you speak, please leave the material with the Recorder, who will make sure your evidence is identified and placed in the record.

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Prior to the conclusion of the hearing, any participant may request an opportunity to present additional evidence or testimony regarding the application. [197.763 (6) (a)] If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for submission of written evidence or testimony. If the record is kept open, it will be for a minimum of seven days, with a short rebuttal period thereafter afforded to the applicant.

MAYOR: Questions for the audience: Are there objections to the notice that was sent in this case?

None

Are there objections to the jurisdiction of the Commission to hear and decide this case?

None

Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council?

Councilor Stritzke declared bias and said her husband works for Chris Scholten. Councilor Baller stated she visited the premises that are in consideration of the Variance. Councilor McKnight and Mayor Skyberg stated they also visited the site.

The staff report was then presented by Lisa Brosnan Council of Governments City Planner and read in detail.

Lisa stated the variance is for the waiver of a garage requirement and waiver of the requirements of driveway paving. The subject property is landlocked. Lisa added that notices were sent out to adjacent the property owners. Also, the request for comments was sent out for agency review. There was comment made by City Engineer Peter Olson and made a part of the report.

Lisa referred the Council to the Staff report and pointed out the section of the Development Code that makes the request a major variance to Code Section 2.102.05K (R-2 Development Standards) and Code Section 2.303.02.G (Manufactured Homes on Individual Lots) to waive the garage requirement and a major variance to Code Section 2.203.08.A (Parking and Loading Area Development Requirements) for the placement of a manufactured home on an individual lot in the R-2 Zone. Willamina Development Code Section 3.104.04 Variance criteria.

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Lisa went over the findings in the report and the criteria a, b, c, and d in the report. The last criteria was the minimum requirements written in the report. Lisa stated Staff recommends approval to allow waiver and approval of a major variance subject to conditions of approve as stated in the staff report..

Chris Scholten handed a group of pictures to the council on the property. Chris referred to topical map and the pictures.

Councilor Baller asked Chris what he is going to do about drainage issue that would affect the house in front of his property.

Chris responded that he planned tap into the storm drain; he said he does not want to do paving because of water run.

Rita said the City should figure out the drainage that would affect neighboring properties. The other comment is historically we have also required at least the minimum of a carport. Out of fairness she thinks a carport should be required. Rita said as a standard the city has required a carport and gave examples of one on 3<sup>rd</sup> and B and one on Yamhill St. Rita said as a standard we have always at least required a carport.

Bob Burr asked Chris if a carport is possible. Chris responded yes.

Lisa asked if there were any more comments for or opposed. There were none.

Mayor Skyberg then closed the Public Hearing.

Jim Jacks clarified if you close the hearing the council could then deliberate amongst them the pros and cons and the staff report. The opportunity to add information is over. He continued that there will be notice of the decision and an appeal period. Then the decision would be final.

City Manager, Bob Sivick adds that we would need a motion for the amendment of the carport.

**MOTION:** Councilor Baller motion to accept the Variance per the recommendations of the staff report of no garage with the amendment to minimum of one carport. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor

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**MOTION:** Councilor Baller motion to approve the variance as amended. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor

**MOTION:** Councilor Baller motion to reconsider her motion. Councilor Burr seconded. Motion died.

The City Manager stated the Council's decision stands.

Chris asked who will provide direction for the sub direction sidewalk vs the elevation. Lisa responded that she will check with the City Engineer.

Mayor Skyberg then referred back to public input and the sign in form. The City Recorder responded that no one signed in to speak, however, there could be people that came in late.

Tony Watkins stood to speak and stated his address at 991 Barber. Tony referred to a tree that he has complained about several times to the City and said it needs to be cut down. The City recorder responded that the City had just hired a Code Enforcer and he would follow-up that complaint.

Tobi Pratt then stated her address at 188 NW 3<sup>rd</sup> and praised the City of the new code enforcement hire, David Morey.

Mayor Skyberg moved to declare 6 Planning Commission open seats.

Mayor Skyberg also re-appointed Dennis Ulrich to the Planning Commission.

**MOTION:** Councilor Burr motion to approve Dennis Ulrich to the Planning Commission Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor

The Mayor then moved to the subject of the Old Department Store. She asked the City Recorder to address the issue. Debbie responded that the report in the packet was created by Barbara Hoffenbrel Realty. Barb did a market analysis on the Old Department Store and arrived at a value of \$240,000. Debbie went over the comps in the report. Debbie added that Barb also completed a market analysis on the Old City Public Works Shop and went over the comps on that analysis and value of \$135,000.

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Mayor Skyberg asked Jeff to report on the Roof of the Old Department Store proposal. Jeff reported he talked to Chris Scholten provided a written estimate. Other companies he contacted to did not provide a response. He said Chris Scholten Construction could do repairs up to \$5000. Jeff said it won't totally repair the roof but would stop major leaks.

**MOTION:** Councilor Baller motion to accept the proposal by Chris Scholten for \$5000. Councilor Burr seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

Mayor Skyberg then moved to the topic of the Library Façade. She referenced the color of the library. Mayor Skyberg said she was surprised by the green that was chosen on the building. She presented samples and pictures from a library board meeting where the color of paint was selected. The color does not match, said the Mayor. She said how we came across Christmas green is a surprise to her. She said she does not want that green to be their legacy; she wants the building repainted. Mayor Skyberg said the paint could be donated. She added that the work completed was excellent the problem is just the color.

Councilor Stritzke said she doesn't think the color is that bad.

City Manager Bob Sivick said if you were going to take any action, Council can direct staff to look into an action to see if the building could be repainted.

**MOTION:** Councilor Baller motion to direct staff to look into the repainting of the library. Councilor McKnight seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

The City Manager reported that he tried to view the property but could not get there. He added that he also wanted to get a hold of Myrtle to get institutional knowledge and background so that they could report to the Council. He wanted to clarify of individuals that had option to purchase were alive or passed away.

Mayor Skyberg asked for a report on the stop sign on Pioneer. Debbie reported that the City Engineer Peter Olsen came back with a cost of \$1200 to do the traffic study.

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**MOTION:** Councilor Stritzke motion to approve the traffic study on Pioneer to go forward. Councilor Baller seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

**MOTION:** Councilor Vinson motion to adjourn. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

## **V. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on October 11, 2016 at:  
West Valley Fire Station 8  
825 NE Main St  
Willamina, Oregon 97396

The meeting was adjourned at 7:30 PM.

Minutes submitted by: City Recorder Debbie Bernard

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Minutes approved by: Mayor Ila Skyberg

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***An Equal Opportunity Employer***

*411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121*

***[willaminaoregon.gov](http://willaminaoregon.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 Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.*