

City Of Willamina
Minutes of the Once A Month Meeting of the City Council Special Meeting
May 4, 2017
6:00 PM (recorded meeting)

Location of Meeting:

West Valley Fire
 825 NE Main St
 Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
 Councilor Craig Johnson
 Councilor Heather Stritzke
 Councilor Rita Baller
 Councilor Theresa McKnight

Absent from Meeting:

Councilor Bob Burr
 Councilor April Wooden
 Guest Present:
 Mary Jane Hollinger
 Shirley Fitzgerald
 Kathy Tate
 Martin Atteberry
 Paul Daquilante New Register

The regular meeting of the City Council Special Meeting of City of Willamina was called to order at 6:00 PM on May 4, 2017 at West Valley Fire by Mayor Ila Skyberg. The City Recorder Debbie Bernard call for roll call and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

There were no minutes of the previous meeting were reviewed.

III. Consideration of Open Issues

1. Public Input

Mayor Ila Skyberg

Mary Jane Hollinger at address 242 SE Lamson St, Willamina. Mary Jane was present to ask the Councilor for permission to go door to door and ask for 2 bits. She called it the "Two Bit Campaign". Donations would go to the 4th of July Committee.

Shirley Fitzgerald at 531 SE Washington St, Willamina, addressed the Council regarding her concerns for uniform expenditures that appeared on the March Check Register. She also questioned the Check to Poseyland Florist, and a check to a Nursery. She wanted the detail of those expenditures.

2. Regular Agenda - City Manager Recruitment
 Mayor Ila Skyberg

Mayor Skyberg introduced Nancy Boyer, acting Director of Council of Governments. Nancy explained to the Council that she returned from retirement to her position pending the new hire of the next acting Director of COG and hopes that there would be a smooth transition for that person to continue the Job Search for the City of Willamina City Manager.

Nancy presented the profile and job announcement which the Council went over paragraph by paragraph.

Nancy presented the City Manager Recruitment Draft Schedule which detailed the process of steps, estimated time and targeted completion.

Steps	Estimated Time	Targeted Completion
1. Develop position profile		Council Meeting May 4 th , Approved May 4 th
2. Prepare advertisement and determine placement		Approved May 4 th , Placed May 5 th
3. Closing Date	Position should be advertised for at least four weeks/acknowledgement letters will be sent	Monday, June 5 th
4. Screen applicants	One week after closing	June 12 th
5. Council to select candidates for backgrounds or interview		Tuesday, June 13 th (regular Council meeting)
6. Conduct backgrounds and reference checks (if conducted before interviews)	Approx. 3 to 4 th weeks	July 11 th Contacting Reference check degree
7. Finalize candidates for interview	Interviews	Tuesday, July 11 th (regular Council meeting)
8. Candidate Interviews End of July		End of July

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Councilor Baller asked how many places would the job is advertised.

Nancy responded with a list:

League of Oregon Cities (LOC) Website
 Association of Washington Cities Website
 Engaging Local Government Leaders (ELGL) Website (no charge)
 City of Willamina Website
 MWVCOG Website
 Local Newspaper
 ICMA (International City Managers Association) Website/Newsletter (\$450) member rate - 60 days/renewable at no cost)

Nancy suggested that the job experience should be at least 5 years of Local Professional Government Experience and a Bachelor's Degree.

Councilor Johnson proposed that we go with someone that has an internship.

Nancy responded that could happen with Education and Experience of a Master Degree and one year experience. Someone that has worked as an assistant.

Councilor Stritzke asked if we should place an expectation that the City Manager live in the City limits.

Nancy cautioned about that requirement; it has a lot of pros and cons. Nancy questioned whether or not it was legal.

Shirley Fitzgerald asked if the new employee can earn their employee benefits. Nancy responded that was not an option as employee benefits are set for all employees.

Nancy recommended a salary of \$70,000 to \$80,000.

Councilor Heather is unconformable with compromising.

Councilor Johnson would want to honor the candidate for their experience and have the salary reflect that.

Nancy responded that "small cities are sometimes training grounds."

Shirley spoke again. She wants a city Manager that wants to be here. Shirley added that she wants someone who is young and energetic.

Nancy responded to the comments that we are going to look at the requirements.

Kathy Tate spoke from the audience and said that she hires a lot of people and wanted to share that "The wider the salary range the more people will come" "if you cast a wide net you will catch more people.

Kathy suggested \$70,000 to \$80,000.

Nancy concluded and asked the Council to ask the audience if they have any additional comments. Also, asked the Council for a motion to approve the job profile and the recruitment.

Corey Farmer from 435 SW Hill Dr, Willamina addressed the Council. She said that she couldn't be happier that the dollar amount was agreed and she looks forward to the process and hopes that the citizens get to be involved and included. She said "we have a pretty awesome city."

MOTION: Councilor Stritzke move to adopt the City Manager job profile. Councilor Johnson seconded the motion. Motion carried unanimously with Councilors Baller, McKnight, ~~Wooden, Burr~~, Stritzke, and Johnson. Councilors Wooden and Burr were absent. All in favor.

MOTION: Councilor Stritzke moved to adopt the City Manager Recruitment schedule. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Baller, McKnight, ~~Wooden, Burr~~, Stritzke, and Johnson. Councilors Wooden and Burr were absent. All in favor.

3. Adjourn

Mayor Ila Skyberg

MOTION: Councilor Baller motion to adjourn. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Baller, McKnight, ~~Wooden, Burr~~, Stritzke, and Johnson. Councilors Wooden and Burr were absent. All in favor.

Agenda and Time of Next Meeting

The next meeting will be held at on at:

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

Minutes submitted by:

City Recorder, Debbie Bernard _____.

Minutes approved by:

Mayor Ila Skyberg _____.

City Of Willamina
Minutes of the Monthly Meeting of the City of Willamina City Council
February 14, 2017
6:00pm PM

Location of Meeting:

825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Councilor Craig Johnson

Councilor Heather Stritzke
Councilor Bob Burr
Mayor Ila Skyberg
Councilor Rita Baller
Councilor Theresa McKnight
April Wooden
City Manager Bob Sivick
City Recorder Debbie Bernard
City Auditor Rich Winkel
City CFO To Go Kathy Taylor
Public Works Director Jeff Brown
Library Director Sara Frost
Code Enforcement David Morey
Guests: (not Limited To)
Robert Agee
Thomas Bland
Kathleen Bland
Jan D Reibach
Geneva Wymore
Daniel P. Senay
Mr. Deloe
Angela Skyberg
Marcy McDowett

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on February 14, 2017 at 825 NE Main St by Mayor Ila Skyberg. A roll call was taken by the City Recorder Debbie Bernard and a quorum was present. A allegiance to the flag followed.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

Minutes from the February 14, 2017 Regular City Council Meeting and Public Hearing on Annexation

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

MOTION: Councilor Baller moved to accept the minutes of December 27, 2016 and January 10, 2017. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

III. Consideration of Open Issues

1. Inauguration of City Councilor Designate April Wooden.

City Manager Bob Sivick explained that there was a concern regarding the voting in of April Wooden at the City Council meeting in February for the vacant city council seat and would like a voice vote of Council at this meeting to satisfy any concerns.

MOTION: Councilor Burr moved to accept April Wooden designate to the vacant council position. Councilor McKnight seconded. Motion carried with Councilors Baller, McKnight, Burr, voting aye. Councilors Stritzke and Johnson voting nays. All in favor.

The City Recorder read the swearing in script and swore in the new Councilor April Wooden who immediately took her seat.

2. Mayor Skyberg introduced item two on the Agenda which was the Receipt of the 2016 Audit Report from the City of Willamina Auditor Rich Winkel.

Rich Winkle began his presentation with thanking the Council for letting him work with the City of Willamina. Rich shared a background on the process of auditing the City financial records. He said the auditor comes in and test transactions to see if they are properly posted and stated. He said he does not test every transaction but does what is called sampling for testing. He also audited internal controls.

Rich continued to say that as we all know, 2007 was the last year the City had a clean audit. Rich said that it was a lot of work and most of the work was done by Kathy, Debbie, and him to get the job done. Rich explained he reviewed procedures to make sure that there was separation of duties all a part of the audit process. He sad he was happy to report that the City is getting a clean audit and that the financial statements in the report are correct and accurate.

He continued as said that part of internal controls is being able to understand all the financial statements. Rich said an organization needs to have people who understand all that so having Kathy Taylor who understands the financials gives Council that expertise to understand the Audit. The other part of internal controls is the governance side. Rich added that there is information in the report to remind the Council that the end result is still their responsibility. He

explained that the Council hired him to test the audit transactions and produce the audit report; however, it does not relieve the Council of their responsibilities.

He said that the Council is a part of the internal controls. He indicated that the Council needs to provide oversight by understanding the financial reports. An organization needs to have the responsibility to understand financial statements and that is why it is critical to have Kathy here to understand and be a part of the City's internal controls. Rich said that Kathy can oversee those specific internal controls by coming out every month or every quarter to give the Council and staff the expertise to understand the transactions and keep the accounting in order.

He concluded by asking for questions from the Council. Mayor Skyberg responded and said the report was a wonderful report and well presented. She then thanked Rich for all his good work. Councilors stated they were also so thankful for all his hard work and gave him applause.

Kathy Taylor then spoke and said the amount of progress that was made in the last 18 months had been nothing but phenomenal. She went on to say that those on the Frontline would not have expected that we would be this far. She said it took a lot of intense work a little bit of luck and investment of time and money; in addition to a new financial system which was not inexpensive and took a lot of energy and time to implement. And with all that we have been able to produce reasonable numbers and before she left the city hall she was able to tie out every single number to the general ledger, she reported.

Mayor Skyberg asked Debbie Bernard to speak. Debbie said, "A lot of people were waiting and looking towards us to see if we would ever get the train back on the track and so I would say the train is back on the track". "We now have integrated software that will assist in going into the next year's preparation of the budget; in addition, we have Kathy Taylor who will assist with the budget and the audit." "So we are back doing the government's work and keeping track of the numbers and producing financials for the community."

City Manager Bob Sivick commented he did not have anything to do with it and all the credit goes to Mrs., Bernard, Kathy Taylor and Rich Winkel. He appreciated their efforts.

Mayor Skyberg then presented thank you gifts to Rich Winkle, Kathy Taylor and Debbie Bernard.

3. Next item on the Regular Agenda

Consideration of retaining Ross Schultz to assist Mayor and City Council in evaluating the work performance of the City Manager.

Mayor Skyberg introduced the subject and explained that basically it's a contract for a third party to come in and assist with the 6-month review on the City Manager performance. She added that Ross Schultz would be contracted to assist the Council with the review process which would include staff and the community involvement.

MOTION: Councilor Baller moved to accept the contract presented by Ross Schultz to assist in the evaluation of the City Manager. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Before Kathy Taylor departure of the meeting, Mayor Skyberg asked the City Manager Bob Sivick if he could have a contract created to contract Kathy Taylor to come in on a quarterly basis and review the financials, Bob responded, yes,

4. Consideration of the Funding Request from Your Community Mediators

Mayor Skyberg introduced Yamhill County Mediators and asked if Marlena Beckstrom was present. Marlena was not present however, had addressed the Council on the Mediators in January 2017. Mayor Skyberg stated that annually the Council approves a contribution to the mediators to support the work they offer the City. Councilor Baller said the mediators were a benefit to the community.

MOTION: Councilor Baller moved to fund \$1000 to the Community Mediators. Councilor Wooden seconded the motion. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

5. Consideration of the funding request from Homeward Bound Pets

Mayor Skyberg introduced Homeward Bound Spay and Neutering Marcy McDowell

Marcy McDowell from Homeward Bound thanked the Council for their support in the past and said she was present to re-up her request for funding. She said that they plan on opening a new a center for spay and neutering of cats and dogs and that last year they fixed over 800 cats. Of those neutered 42 cats were from the City of Willamina.

She said in the past they have been unable to transport dogs because of their size. To date they have a building that was purchased by a donor in McMinnville. Marcy said they working with a local contractor to do the remodeling and the cost of the project is \$195,000 to do a total renovation. She added that there will be a veterinarian on site four vaccines and neutering. Also, they will offer special financial assistance for low income and disabled and homeless. Marcy concluded and said that we cannot adopt our way out of the number of cats and dogs that are being born. She thanked the Council for their support and continuing support.

MOTION: Councilor McKnight move to approve \$250 donation for Homeward Bound. Councilor Baller seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

6. Consideration of Ordinance #666 to Amend the Willamina City Code with Regard to System Development Charges for the Change of Use of Existing Structures.

Mayor Skyberg move to the next item on the agenda which was the consideration for the approval of an ordinance to change the code regarding system development charges SDC's.

Councilor Baller addressed the topic of SDC's and said that she would like this item on the agenda to be put on hold or continued until the City Attorney Paul Elsner can return and share with the Council specifics of changing the code.

Councilor Baller said that she had called the City attorney and discussed the changing of the code regarding SDC's fees and several other items.

Per Rita, she and Paul Elsner talked about several things and she felt instead of her translating to Council the discussion she would like Paul to return and talk to Council.

MOTION: Councilor Baller moved for a continuance of the change to SDC's and the return of the City Attorney Paul Elsner to address Council. Councilor Wooden seconded. Motion carried with Councilors Baller, McKnight, Wooden, Stritzke, and Johnson voting Aye. Councilor Burr voted nay. All in favor.

7. Next the Appointment of the Budget Officer. 2017-18 Fiscal Year Willamina City Budget
The City Recorder recommended to Council they appoint the City Manager as Budget Officer.

MOTION: Councilor Stritzke moved to appoint Bob Sivick, City Manager as the 2017-18 Budget Officer. Councilor McKnight seconded. Motion carried with Councilors Baller, McKnight, Wooden, Stritzke, Burr and Johnson voting Aye. All in favor.

8. Consideration of Liquor License Renewals

The City Recorder addressed the Council and explained the renewal information in the packet was for their review and no motion or approval was necessary. The state of Oregon changed their process in the last few years by sending out the renewal information and asking in no action is taken they renewals will automatically process.

Public Hearing

1. Public Hearing on Annexation/Zone Change/Comprehensive Plan Map Amendment 2016-01 as Recommended by the Willamina City Planning Commission
2. Consideration of Ordinance #667. An Ordinance annexing to the City of Willamina the territory described in Exhibit "A" and amending the Willamina Zone Map to apply the R-2 Zone and amending the Comprehensive Plan Map to apply the MDR Designation to the annexed property.

Mayor Skyberg opened the Public Hearing and read the following:

LAND USE PLANNING PUBLIC HEARING PROCEDURES

MAYOR: Good evening, my name is Mayor 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 Annexation, Zone Change and

Minutes from the February 14, 2017 Regular City Council Meeting and Public Hearing on Annexation

Comprehensive Plan Map Amendment 2016-01, requesting the annexation of approximately 17.12 acres into the city limits with a zone change and corresponding comprehensive plan map amendment. 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 3.111.02 and Section 3.102.03, as well as the Oregon Statewide Planning Goals and Guidelines. [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)(c)]

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 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.

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

MAYOR: Questions for the Councilors: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council?

MAYOR: We are now ready for the staff report.

The City Planner Lisa Brosnan read in its entirety the staff report:

STAFF REPORT

ANNEXATION/ZONE CHANGE/COMPREHENSIVE PLAN MAP AMENDMENT 2016-01 City Council Hearing - February 14, 2017

I. BACKGROUND

Report Date: February 8, 2017
 Applicant: Edwin Sharer
 Owner: Steve Draper
 Location: Polk County Assessor's Map and Tax Lot:
 06712000/1100 (See Exhibit A)
 Property Address: No situs address.
 Property Size: Approximately 17.12 acres
 Current Use: Vacant
 Comprehensive Plan: Low Density Residential (LDR)
 Zoning: County Zone: Suburban Residential (SR)
 Request: Annexation of approximately 17.12 acres within the Urban Growth
 Boundary with a corresponding zone change and comprehensive
 plan map amendment.

Exhibit A: Vicinity Map
 Exhibit B: Existing and Proposed Zoning
 Exhibit C: Applicant's Materials - Annexation
 Exhibit D: Applicant's Materials - Zone Change
 Exhibit E: Engineer's Comments

II. REQUEST/BACKGROUND

Annexation of approximately 17.12 acres within the Urban Growth Boundary (UGBJ) with a corresponding zone change and comprehensive plan map amendment. The site is currently zoned Suburban Residential (SR) in Polk County. The proposed zoning is Two-Family Residential (R-2). The Comprehensive Plan Map designation for this site is currently Low Density Residential (LDR). The proposed Comprehensive Plan Map designation is Moderate Density Residential (MDR).

According to the City of Willamina, Development Code, Section 3.111, the boundary of the City may be extended by the annexation of territory not then within the City and which territory is within the City's Urban Growth Boundary and contiguous to the City or separated from it by a stream or right-of-way only.

This proposal was considered by the Planning Commission at a public hearing on February 7, 2017. The Planning Commission voted unanimously to recommend to the City Council adoption of the staff report and approval of an Annexation, Zone Change, and Comprehensive Plan Map

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Amendment, subject to the conditions of approval set forth in the staff report, as modified to reflect the changes made by the Planning Commission. The condition of approval deleted by the Planning Commission was E: "Hill Street shall be improved to collector standards as a condition of approval for subdivision." The issue of access to any potential subdivision on the subject site and the conditions and feasibility of the surrounding streets to serve a potential subdivision will be addressed at the time of subdivision and will be considered in relation to the results of a traffic impact analysis and input from the public.

The City Council shall hear testimony and shall approve or deny the proposal. The City Council's decision shall, in a written form, state the rationale used in justifying the decision, and that the decision is in conformance with the City's comprehensive plan. For all annexations the decision shall state how the proposal relates to the criteria listed below:

III. CRITERIA - STATEWIDE PLANNING GOALS

Findings:

Goal 1: *Citizen Involvement*. The public will be given the opportunity to voice their concerns at the public hearings before the Planning Commission and the City Council and will be notified of decisions made on the application. Staff finds this criterion is met.

Goal 2: *Land Use Planning*. Establishes a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. The review of this application is being conducted according to the procedures set forth in the Willamina Development Code, Section 3: Procedure for Type III Review, Section 3.111: Annexations and Section 3.102: Zone Change. The application is being considered for conformance with the standards set forth in Section 2.102: Two-Family Residential Zone, as well as for its adherence to the broader goals of the Comprehensive Plan. Staff finds this criterion is met.

Goals 3: *Agricultural Lands*. This goal is not applicable. The subject property is not agricultural land and is located inside the urban growth boundary.

Goal 4: *Forest Lands*. This goal is not applicable. The subject property is not forest land and is located inside the urban growth boundary.

Goal 5: *Natural Resources, Scenic and Historic Areas, and Open Areas*. This goal aims to protect natural resources and conserve scenic and historic areas and open spaces. The subject property contains an intermittent stream. A proposed condition of approval is the review and approval by the Oregon Department of State Lands prior to any on-site development.

Goal 6: *Air, Water and Land Resources*. This goal endeavors to maintain and improve the quality of the air, water and land resources of the State. The subject property contains an intermittent stream. A proposed condition of approval is the review and approval by the Oregon Department of State Lands prior to any on-site development.

Goal 7: *Areas Subject to Natural Disasters and Hazards*. This goal is not applicable. The subject property is not within the flood zone.

Goal 8: *Recreation Needs*. This goal is not applicable. This proposed change does not impact recreational lands within the City.

Goal 9: *Economy of the State*. This goal is not applicable. The proposed change is from a residential zone in the County to a residential zone in the City.

Goal 10: *Housing*. The current proposal adds to the amount of land available for residential development and adheres to Housing Element goals of the Comprehensive Plan: *To take steps to ensure that Willamina residents are provided with safe and sanitary housing and to encourage the development of a range of housing types and cost levels to adequately meet the needs of its citizens*. A 2012 report by the Population Research Center of Portland State University found that by 2035, Willamina will have a population of 3,261 people, a 26% change from the actual 2011 population. Households are projected to increase to 845, and it is anticipated that 924 housing units will exist in Willamina by 2035. Thus, between 2011 and 2035, the potential housing demand may be anywhere from 136 to 192 units. Staff finds this criterion is met.

Goal 11: *Public Facilities and Services*. Goal 11 requires *a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development*. The City's public works director has provided comment assuring that the approval of the zone change will not have an adverse impact upon the provision of public facilities and services. Further review of potential impacts to transportation, storm drainage and water systems will be performed in the event the property is developed or partitioned in the future. Staff finds this criterion is met.

Goal 12: *Transportation*. The site abuts five city streets. Any needed improvements to streets used for access to the site will be reviewed at the time of subdivision and development. Staff finds this criterion is met.

Goal 13: *Energy Conservation*. The comprehensive plan of the City of Willamina encourages energy efficient development. The property is already within the city's urban growth boundary and adjacent to the city limits. Staff finds this criterion is met.

Goal 14: *Urbanization*. Goal 14 provides for *an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities*. This site is located within the city's urban growth boundary and is adjacent to the city limits. Residential development of this site will provide for the orderly expansion of the city and the accommodation of projected population growth. Staff finds this criterion is met.

Goals 15-19. These goals apply to specific geographic locations, none of which are impacted here. Staff finds these goals do not apply.

IV. CRITERIA – WILLAMINA DEVELOPMENT CODE - ANNEXATION

For all annexations the decision shall state how the proposal will:

1. Affect the community's air resources

Applicant Response: "It is proposed that along with this annexation request, the property will be zoned R-2 Residential. R-2 Residential development is the least densely developed residential zone available to this property. This allows more square footage per unit/lot (lowest density) than other residential zones. Residential zones don't emit higher amounts of dust, smoke, particulate, odors, etc., as compared to industrial or manufacturing. Due to the city's close proximity to the coastal foothills, the topographical terrain, abundance of prevailing winds and surrounding forest use this development will have minimal impact on the city's air resources.

Findings: The proposed annexation and zone change with subsequent development adhering to standards for R-2 zoning is not expected to have a negative effect on the community's air resources. Criterion 1 is met.

2. Promote an orderly, timely and economical transition of rural and agricultural lands into urbanized lands

Applicant Response: "This property has been within the city's urban growth boundary for roughly 20 years. As nearby development has occurred provisions have been implemented for availability for utility and city services to be provided in this area. Except for adequate water pressure, all city services are adequate, and available at this property. Currently, there are four existing improved city streets fronting this property, with water lines, city sewer, power, natural gas, and sidewalks. Storm sewer will utilize the seasonal creek as it the same for Pioneer Heights Subdivision."

Findings: The subject property is within the city's urban growth boundary. It's north and east sides are contiguous with the boundary for the City of Willamina. The current County zoning of this site is Suburban Residential and the proposed R-2 zoning is compatible with surrounding properties in the City of Willamina. Criterion 2 is met.

3. Relate to areas with natural hazards

Applicant Response: "Two types of natural hazard come to mind concerning this property; The seasonal creek and drainage area associated with it, and the sloped terrain. As to the seasonal creek, the applicant is providing a proposed tentative lot layout/plan. Open space has been designated the entire length of the creek area except for two street crossings with culverts. No other development will disturb the creek.

The terrain on this subject property is very similar to that of Pioneer Heights. There are no adversely steep slopes and as such will be quite manageable. All proposed street development

can be accomplished within city code requirements. Any development work will require City and State Department of Environmental Quality permits. Those concerns can be met with proper steps to protect against erosion and for public safety."

Findings: There is an identified creek on the subject property as well as areas of sloped terrain. The applicant proposes to designate open space areas around the creek, except for two street crossings over the creek with culverts. The designation of open space areas to protect the creek and a more detailed analysis of steep slopes will be a factor in the consideration of a subdivision proposal for this site. Criterion 3 is met.

4. Affect the fish and wildlife in the proposed annexation

Applicant Response: "There are obviously different types of wildlife habitat currently in use on the subject property. Only minimal area of the seasonal creek will be disturbed for two street crossings. The applicant's proposed tentative lot layout shows proposed open space the entire length of the undisturbed creek area, except for the street crossing areas. Also, there are no fences that are proposed which would restrict movement of the different types of critters that might possible move through this area. With the only disturbance to the seasonal creek area being the street crossings, downstream water quality should remain good and be adequately protected."

Findings: At the time of subdivision review, consideration will be given to the wildlife habitat on the subject property and conditions may be imposed to protect these areas in order to minimize any negative effects on wildlife due to development. Criterion 4 is met.

5. Utilize energy resources and conserve energy use

Applicant Response: "This property is located close to existing urban development. Existing city streets will be extended providing the closest possible access to destinations residents might wish to reach. Traffic will not be routed away from the direction of travel they wish to go, with wasted travel time and mileage. This property has a significant amount of south and southeasterly slope. This type of slope lends itself to utilizing solar benefits at the time of construction, benefiting the occupants of the dwellings. The applicant will be seeking R-2 zoning, which should allow for somewhat larger lots and better suited for utilizing solar benefits. Newly constructed streets will be of sufficient width to accommodate bicycles and sidewalks for pedestrian traffic."

Findings: The location of the subject site, bordering the city limits on two sides and adjacent to existing urban development, lends itself to the conservation of energy resources. Criterion 5 is met.

6. Protect open spaces and scenic views and areas

Applicant Response: "The proposed use here is for residential development, with R-2 zoning. R-2 zoning is the least densely development zone, available to this property, which usually equates to larger lots allowing flexibility in landscaping and siting the dwelling and more easily achieving spacious views for the inhabitants. Pioneer Heights is a living example of view potential from these sloped hillsides. The creek area will be mindfully protected and the open space adjacent to it will be preserved for everyone to enjoy."

Findings: At the time of subdivision review, consideration will be given to the open spaces and scenic views on the subject property. Conditions may be imposed to protect these areas in order to minimize any negative effects due to development. Criterion 6 is met.

7. Provides for transportation needs in a safe, orderly and economic manner

Applicant Response: “Constructive planning by the city regarding past development makes this an appropriate annexation to the city. As stated prior in this narrative and again here, the transportation needs of this development property are a natural fit to the existing city transportation network and the City’s Transportation Planning Plan. Access to this property is provided by 4 city streets, which have been constructed to the edge of this property, needing only to be extended through the property at the time of development. Pioneer drive, Pine Street, Conestoga Street, and Bales Avenue are all improved, with sidewalks. Power, water, sewer, and communication utilities are available at the end of each existing street.

Hill Street must be extended to the west, extending through any new development. A major portion of Hill street, currently lacks current upgrades: curbs, sidewalks, etc. The City’s Transportation Plan calls for Hill Street to be improved as development occurs along the street. As the subject property is developed, Hill Street will be extended within the property to Collector Street specifications regarding width.

Findings: The subject property is adequately served by existing transportation infrastructure with the potential for access by four streets: Pioneer Drive, Pine street, Conestoga Street, and Bales Avenue. The Transportation System Plan calls for Hill Street to be improved as future development occurs. The requirement that Hill Street be extended through the property according to collector street standards may be a condition of approval at the time of subdivision. Criterion 7 is met.

8. Provide for an orderly and efficient arrangement of public services

Applicant Response: “All city services are currently located within, and available to the Pioneer Heights Subdivision. Five city streets currently abut and can serve this property. All five currently have city services and can be used to provide some services if needed. The four streets in Pioneer Heights Subdivision (Pioneer Drive, Pine street, Conestoga Street, and Bales Avenue) are improved with all city services and are stubbed to the property, and merely need extending onto the subject property.

As development has occurred adjacent to the subject property, it became apparent that if additional development were to occur, additional water capacity and water pressure would need to be made available. Pioneer Heights has only minimal pressure in the higher elevations. At the intersection of Hill and Bales and extending westward, a new water line and booster pump would need to be constructed to supplement this new development. It is anticipated that the addition of these two features (larger water line and booster pump) extending along the newly constructed portion of Hill Street will be connected to some portion of the existing Pioneer Heights Subdivision so that the current water situation will be improved and supplemented. The expense of these water service improvements will be borne by the applicant when the property is developed.”

Findings: Utility services are available to the subject property. City facilities for water, sewage, and electricity are stubbed to the property at Pioneer Drive, Pine Street, Conestoga Street and

Bales Avenue. It has been noted that additional water capacity and water pressure may be needed at the time of subdivision and may be required as a condition of approval for subdivision. A plan for storm drainage and erosion control will be required before the subdivision application will be approved. Future flows to the creek as the result of development will need to be less than or equal to current flows and detention facilities will likely be required. Verification of the downstream sanitary conveyance system capacity will need to be submitted before a subdivision application will be approved. Criterion 8 is met.

9. Provide for the recreational needs of the citizens

Applicant Response: "The city requires fees to be paid at the time of development for parks and recreation. All new streets will have sidewalks for walker, hikers, and runners. Street will be of sufficient width for bicycles."

Findings: As part of the review for subdivision and development, conditions may be imposed to provide for recreational features, including sidewalks. Criterion 9 is met.

10. Affect identified historical sites and structures and provide for the preservation of such sites and structures

Applicant Response: "The subject property is a bare land parcel. The applicant is not aware of any identified historical sites or structures associated with the subject property. Most certainly there are none associated with this property that would be impacted or destroyed."

Findings: Not applicable.

11. Improve and enhance the economy of the City

Applicant Response: "Upon completion of this annexation, zone change and subdivision approval process, the city of Willamina and its citizens will have the opportunity to enjoy new homes in a nice setting. Not everyone wants a new home, just as not everyone wants to live in an older home, but new homes bring opportunity and more choices for families. Property taxes on new houses bring tax dollars that help to improve infrastructure, schools and support other services, and are proportionally higher than most older existing homes due to Measure 50.

Findings: The annexation of the subject property and subsequent development of the site will add to the City's tax base and will enhance the economy by providing additional housing choice for residents. Criterion 11 is met.

12. Provide quality, safe housing through a variety of housing types and price ranges

Applicant Response: "Development of this property in R-2 zoning is the goal of this endeavor. This property is sloped hillside and will lend itself to larger rather than smaller lot sizes. It is not always possible to provide multiple types of housing in a single property development. The proposed R-2 Designation will allow many different types of dwelling units, including: single family dwelling including single family manufactured homes, single family attached dwelling unit/townhouse, duplex dwellings, triplex housing, residential care homes and day care facilities."

Findings: The annexation of this site and subsequent residential development will add to the city's housing stock, providing additional housing choice for residents. Criterion 12 is met.

V. CRITERIA – WILLAMINA DEVELOPMENT CODE - ZONE CHANGE

According to the Willamina Development Code, Section 3.102, zone change proposals shall be approved if the applicant provides evidence substantiating the criteria listed below.

A. The proposed zone is appropriate for the Comprehensive Plan land use designation of the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification

Applicant Response: “This property is included within the City’s Urban Growth Boundary and is currently zoned Suburban Residential as noted on the Comprehensive Plan Map. This request is for R-2 Zoning which is the least densely developed Residential District available to this property.

Findings: The subject property is within the City’s urban growth boundary and is contiguous with the existing city limits on its north and east sides. The proposal includes a zone change from County Suburban Residential to Two-Family Residential (R-2) and a corresponding Comprehensive Plan Map change from Low Density Residential to Moderate Density Residential, which is compatible with the surrounding zoning of R-3 to the north and R-2/R-1 zoning to the east. Criterion A is met.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity

Applicant Response: “Each individual zoning designation in the City of Willamina, has minimum dwelling densities which are required to be met by the developer. The designated plans are filed with and approved by the State of Oregon. As noted in Item (A), above, the requested zone R-2, has the least densely developed minimum units per acre.

This requested zoning designation comes after careful consideration of several factors. The property is sloped hillside, and larger lots are more favorable than higher density with smaller lots.

This property lies adjacent to Pioneer Heights Subdivision, and sharing the same type of terrain. The adjacent subdivision, (Pioneer Heights) s an example of what the finished development will comprise. Planned city services are anticipated to be capable of serving this type of development on this property. As part of that city planning it has been anticipated that development of this property will include water lines, within the development, that will increase both water capacity and water pressure fort this property and supplement portions of Pioneer Heights and some surrounding properties in the city.”

Findings: The proposed zoning for this site will require a minimum density of 5 units per acre and a maximum density of 7 units per acre. A level of development between the minimum and maximum density can be accommodated on the site. Criterion B is met.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance

Applicant Response: “The City of Willamina has an established development code, which can and will be met as this development moves forward. Items such as street width, slope, and

access availability, all can be met. Access to public utilities is available and ready to be extended from Pioneer Heights Subdivision, which is very similar to what will occur on this property.”

Findings: Development standards for the R-2 zone are outlined in Section 2.102 of the Willamina Development Code. Residential development within the minimum and maximum densities required can be provided in compliance within the development standards required. Criterion C is met.

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property

Applicant Response: “As discussed earlier in this submittal all city services are provided and available at the north and northeast boundaries of the subject property. These include:

- Street access: There are 5 existing streets serving the subject property: Pioneer Drive, Pine Street, Conestoga Street, Bales avenue, and Hill street. Hill Street is not as well improved as the other four mentioned streets. Willamina’s Transportation Planning Plan calls for Hill Street to be improved as future development occurs.
- City Water: Water is available and stubbed to the subject property at the end of each existing street terminating at the boundary of the subject property. New development will include extending Hill Street though the subject property and provide new water line and booster pump, for more capacity and additional pressure for this development and portions of Pioneer Heights and some additional existing properties.
- City Sewer: Sanitary sewer lines are available at ends of all five streets where they front onto this subject property.
- Storm Sewer: Storm sewer will utilize the seasonal creek area within the development.
- Public utilities: Electric, telephone, natural gas: All are available at the end of the 5 service streets already mentioned.

Findings: Adequate public facilities are available to the site as it is adjacent to existing urban development. Additional water pressure will be needed at the time of development and will be conditioned at the time of subdivision. Criterion D is met.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met

Applicant Response: “The purpose statement for R-2 zoning is as follows: ‘The purpose of the R-2 District is to provide areas for the development of a mixture of single-family, duplex, and triplex housing opportunities at densities between 4.0 and 4.7 units per acres. The R-2 District is consistent with the Moderate Density Comprehensive Plan designation.’

The Applicant believes this purpose statement is in error. Section 2.102.05 (C) of the City’s Development Code states that “when R-2 land is subdivided, the minimum density shall be five (5) units per acre and the maximum density shall be seven (7) units per acre.

The Applicant’s proposed use of 5 units per acre is within the minimum and maximum density. Additionally, allowing a mix of single-family, duplex, and triplex units allows for different types of lifestyles and ultimately brings appeal and opportunities to a diverse base of potential occupants.”

Findings: The applicant is correct in that the purpose statement for the R-2 zone is in conflict with the Development Standards of Section 2.102.05. In this case, the Development Standards supersede the purpose statement. The correct minimum density requirement is 5 units per acre

and the correct maximum density requirement is 7 units per acre. This density will allow for the intent of the purpose statement to provide for the development of a mixture of single-family, duplex and triplex housing opportunities. Criterion E is met.

VI. CONCLUSIONS AND RECOMMENDED CONDITIONS OF APPROVAL

The above findings show the criteria are met. Staff recommends approval of Annexation, Zone Change to R-2 zone, and Comprehensive Plan Map Amendment to Moderate Density Residential, subject to the following conditions of approval:

- A. Compliance with Section 3.107: Subdivisions and Planned Unit Developments must be met at the time of subdivision.
- B. Upgrades to the existing Hill Street pump station and a possible increase to the size of the mainline along Hill Street will be conditioned at the time of subdivision. Both the necessary improvements to the booster pump station and the mainline shall be modeled by the City Engineer with the system-wide model consistent with the new demands and fire flows. The applicant shall be responsible for the cost of that modeling. A check valve on SW Pioneer Drive water line to supplement fire flows to Pioneer Heights will be conditioned at the time of subdivision.
- C. A plan for storm drainage and erosion control will be required before a subdivision application is approved. Future flows to the seasonal creek as the result of development shall be less than or equal to current flows. Detention facilities will likely be required.
- D. The downstream sanitary conveyance system capacity will need to be verified before subdivision application will be approved. If existing lines cannot handle increased flows, upgrades should be made to trunk lines at the developer's expense. This may include upgrades to the south pump station.
- E. All public and private utilities shall be extended into new development at the developer's expense as part of the conditions of approval for subdivision.
- F. In order to protect the intermittent stream located on site, review and approval by the Oregon Department of State Lands is required prior to any on-site development.

VII. CITY COUNCIL ACTION

The City Council may take one of the following actions:

- A. Make a motion to adopt the staff report and approve the Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report.
- B. Make a motion to adopt the staff report and approve the Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report, as modified to reflect the changes made by the City Council.
Note: The Councilor making the motion needs to state the reasons for the modifications and any revised conditions of approval.
- C. Make a motion to continue the public hearing to a date and time certain and state the additional information that is needed to allow for a future decision.
- D. Make a motion to deny the requested Annexation, Zone Change, and Comprehensive Plan Map Amendment.

Note: The Councilor making the motion needs to state the reasons for the recommendation of denial.

Comments from the Audience:

City of Willamina Planner, Lisa Brosnan read into the recorder the required script to be read in the start of a public hearing. The script is required by statute and was read in its entirety.

Mayor Skyberg asked for questions from the audience and asked if there were any objections regarding the notice of public hearing.

An audience member spoke out and said she didn't believe that anyone even received a notice about this meeting. From that point forward there was a long discussion that followed as to whether or not there was proper notice of the public hearing:

The City Manager Bob Sivick responded to that statement and asked the women to address the Council at the lectern.

Katherine Senay 940 SW Hill Drive - Katherine said that she did not receive a notice.

Lisa Brosnan, the City of Willamina Planner responded, and said she had a copy of the notice in hand and noted that notices were mailed on January 10, 2017.

Mayor Skyberg asked if there was any objection to the jurisdiction in this case.

Response: none

Lisa Brosnan then stated she had a list of names that were sent a notice. She read aloud all 92 names. She said that the notice was posted in the news register twice and people were sent a notice within a radius of 500 feet.

Next member of audience spoke:

Jan Reibach, 1030 SW Hill Dr. -

He said he was at the last meeting and all the people present gave their names and were promised a notice. Jan said that there was a motion and a second that it be put into the record. That motion came from the audience. Jan said that there was a motion to see the pertinent information on the 2012 PSU report was accurate.

Mayor Skyberg said that the motion was made from the audience and had nothing to do with the case itself. The City Manager Bob Sivick then said the City follows Oregon statute in regard to notice and then asked Lisa Brosnan to speak to the notice.

Bob S. said motions made from the audience have no relevance. It is the Governing bodies that are to make motions. Jan Reibach responded to that and said we are the residence and we should have some say that on things that relate to our lives.

Bob S. responded and said you also elect people to the Oregon Legislature and they make laws and we follow those laws. Bob also added that the city is not obligated to mail all citizens within the city a notice only those who live within the radius of 500 ft. in this case. If your name is not on the list that Lisa will read that is why you did not get a notice. The city did not violate any laws Bob stated.

Mayor Skyberg asked the Council if there are any declarations of bias conflict or conflict of interest. Councilor Baller stated that she did not have any bias but she did attend the planning commission meeting back when pioneer heights was approved when she had her old job as Mayor. Council and Baller also stated that Mr. Draper's granddaughter is her neighbor and again having said she has no bias that's all she had to say.

Mayor's Skyberg asked the question of the staff is as to whether they should hear comment first or hear the staff report. Planner, Lisa Brosnan responded and said that the staff report would come first.

City Manager Bob Sivick spoke and said that the question on the floor is that there is concern about proper notice and Bob explained to the Council that statute dictates proper notice at 500 feet radius and therefore there is statute that dictates how the notice is sent he then asked Lisa Brosnan to read the list of names that were notified about this public hearing.

Lisa Brosnan then read over 90 names of citizens that were sent the notice of public hearing regarding this meeting on February 14 for a public hearing on the annexation.

Jan Reibach back again spoke and said he had names of 100 people who do not want the annexation to go forward without infrastructure in place to carry the load. The City Recorder interrupted Jan Reibach. The City Recorder asked that he submit the names for the record and he came over and handed them to the city recorder to be put into the record. Jan Reibach said many people were very upset about this annexation. He kept talking and said the street is only 14 feet wide and there are children that live there.

Mayor Skyberg asks if there was any no objection to the jurisdiction that was stated in the notice. Mayor Skyberg also asked Council if there were any bias or conflict of interest in this case.

Bob Sivick noted that as part of the record we have an affidavit of record when notices are sent. Council and Baller said that she felt Council should make a motion to continue this meeting for 20 or 25 days that way proper notice can be sent out to those who feel they did not get a notice. Mayor asked for a second.

Members from the audience started to speak and said they are here tonight, and the meeting should continue!

Councilor Wooden asked if we could do a certified letter for the newly scheduled meeting. Bob said that would be at a substantial expense. Bob said the requirement is that we mail the notice.

Then there was discussion as to whether the date should be set now. The City Recorder and Lisa Brosnan said the 21 day notice would take us out past March 7, 2017.

Councilor Burr suggested that if everyone here tonight other than two people who objected to the mailing could they waive their objection then we could proceed. Bob Sivick said if they want to waive their objection then we can proceed.

Catherine Senay at 940 SW Hill Dr. said she would like to view the letter that she was to have received. She then waved her objection to the notice.

Mr. Jan Reibach came to the podium and said he waved his objection to the notice.

Lisa Brosnan then passed out the letter. The letter stated a reference to the February 14 meeting. Lisa Brosnan explains that the Public Hearing notice for the February 7, 2017 meeting included the notice for the February 14, 2017 meeting.

People in the audience said at the last meeting on February 7 they were told that they would get a notice. Mayor Skyberg said there was a motion on the floor.

Since both had withdrawn their objection Bob Sivick said that the motion is Germaine and the meeting can go forward.

Catherine Bland at 780 Hill Dr. said there must have been just confusion. She recalled that they were told at the last meeting. they would be told that it would be on the agenda and receive notification of the meeting.

Bob S. then responded that in regard to agendas they are not specifically sent out to each individual they are posted in public areas and on the website.

Councilor Baller asked Planner Brosnan to read the heading aloud on the notice that went out.

Lisa Brosnan the city planner asked for the notice that she had passed out to the audience and read the notice announcement.

Next Lisa read the entire staff report.

Lisa went on to explain that some of the things that are considered before a recommendation is made there are 5 Potential St. accesses to the site.

City water is available to the site. Lisa said that we find that city sewer lines are available on all five streets. We find that storm water and that all public utilities are all available at the end of the five Streets mentioned in the report. So the staff finds that this criterion meets adequate facilities and therefore is available to the site to support the development.

Lisa also said that there is request for a zone change. Staff found that the applicants requested R2 zoning is appropriate. So all of the of the above findings meet the criteria and they are met. Lisa stated that staff is recommending approval of the annexation and zone change to our R2 zone subject to conditions of approval found in the staff report.

In addition, the necessary improvements to the booster pump must be met. The applicant will be responsible for the cost of all that. Another condition for approval is that erosion control is met prior to subdivision development.

Lisa said at the subdivision application level, Council can require additional conditions to be met. Lisa stated that the Council shall approve the application if the criteria are met. And the criteria have been met.

Next to be heard was from the public of those who are in support. There were none.

Next to be heard were the people that were opposed.

First signed in to speak under public comment was Robert Agee 945 SW Hill Dr. He commented that he is for approving the annexation providing that there is something done with the infrastructure. He wants a provision in the approval that provides for the city or whoever will widen hill drive before it used for additional traffic. He added that Hill Drive is a good path right now but it really is not a street. He's lived there 20 years. He continued so it seems that it is within the ability of the City Council to put a stipulation into the approval that that no development occurs until the street is widened or another route is created to that subdivision. He said he can't even imagine big trucks going down Hill Drive and what street will end up looking like.

Bob Sivick responded to that and said for everyone here tonight the meeting is about the approval of an annexation not a subdivision or a plan for development the only thing we're talking about tonight is whether or not to bring the property into the city boundaries.

Next Thomas Bland spoke who lives at 780 SW Hill Dr. He had an objection about the annexation. He said that the staff report states that there will be an adequate street to access the property. He said there's not enough water pressure for him to shower at this time and he can't imagine that there would be enough water pressure needed for a new subdivision. He has a complaint about the accuracy of the staff report. He asked if it is a legal document

Bob Sivick responded that it is a public document.

Mr. Thompson said the staff report is wrong because there's no Hill Street in Willamina and that it is called Hill Drive. He said we do not have the infrastructure to support that property coming into the city.

Jenny Wymore spoke she lives on Pioneer Street. She said she has property on Hill Drive also. She noticed when Pioneer Heights went in everyone had concerns about the road on Pioneer that it was going to be widened and sidewalks would have to be put in. They didn't. They finally got it paved; and it is very narrow. She is worried that there are a lot of concerns about the Hill Drive and said that everything from the telephone pole to the road belongs to the city.

Audience member spoke as to Jenny Wymore statement. He said that Hill drive would be a collector street a minimum of 36 feet across. Currently it's 14 feet wide. So it would go into people's property and he wanted to make that point.

Next Daniel Seney at 940 Hill Dr. spoke. He supports growth and is for the annexation. However everything the planning commission has offered is not correct. He made an objection of the growth study done by PSU; he said the report was from 2012 and there had been a layoffs from the casino since then and there's going to be a new layoffs from the new casino opening; so the study for this year needs to be looked at as that one was incorrect, he said.

Next to speak was Jan Reibach who lives at 1040 Hill Dr. He appreciates everybody's time and respects everybody's opinion. He did feel like he did not get the recognition from the planning board. He said it's the cart before the horse. We do not know where the access will be. We do not know for sure if there's enough water or not. A new pump may help but we're not sure. The street is 14 feet wide and the planning commission heard that and it went off on death ears as that was a big concern. There were obviously flawed plans. At very least he wants the results of tonight to be that we hold off. He said that he supports growth but he hopes that we do not approve the R2 zoning. He felt that the people rule what and had a list of 100 signatures that he gave to the city recorder to put into the record. The petition said yes or no do you want the annexation into the city and over 100 people said no.

Bob Sivick asked Mayor Skyberg to ask for people who were neutral on the subject and then to close the public hearing.

Lloyd DeLoe who lives at 835 Hill Drive spoke next. He said that he said his neighbors have spoken tonight about how Hill Drive is a mess. He asked Council to go up to Hill Drive and see its condition. He understands that it's just an annexation that is the subject tonight, but stated that we have to look forward. The proper planning was not done in other communities like Salem and Portland, he said. So there is no reason to annex anything into the city unless we have a proper street. That annexation cannot be developed because of the infrastructure problems that exist now.

Mr. Deloe said "let's think about our infrastructure before we bring more land into the city."

Next Angela Skyberg spoke who lives at 680 SW Oak St. Angela said she is looking into the future. She said that she looks at housing values that are lower than our neighbors in Dallas. She is also concerned about property values for single-family homes and how more traffic could bring in crime into the area. She was also concerned about the property being zoned R2 which will allow duplexes.

Mayor Skyberg then close the public hearing

Council Baller had questions regarding page 160 in the staff report. She wanted clarification on what the report was talking about regarding storm and sewer. Public Works Director, Jeff Brown responded and said the report was talking about storm water. He said the sewer would be sanitary sewer.

Councilor Stritzke asked how the existing pumps would be able to handle the increase pressure and how would we increase the capacity. Jeff Brown responded and said that's where the City Engineer would come in. A 6 to 10" water pipe would go up Hill Drive. He said a 10 inch would provide the capacity. Heather questions as to how those conditions would be met. Lisa Bronson responded that would be at the expense of the developer.

Councilor Baller said after being here for quite a while she had a couple of things that she would like to have talked about prior to voting on the annexation. She knows we have a water tank up on Hill Drive. It has a specific capacity. She would like to hear from the City Engineer about the soils and whether or not the soil is adequate to handle the additional weight that would come with the development. She said that if we are going to add more she would like the engineer to comment on the steepness of Hill Drive and how that will be affected. Rita said that she remembers to have been told that there may be another access off of Hill Drive. She's

concerned about one way in and one way out. She would also like to hear from the school how this is going to affect the school.

She said it may go back to the planning commission and stay there at that level until all these issues are heard and addressed. She said it's not just to come into the city; it's to come on in and develop. She said that she agrees that she has been in places where the planning hasn't been that great. She said that she cannot vote on it personally until those things she stated are addressed. Mayor Skyberg asked Rita if she's asking for a continuance. Rita said yes she is asking for a continuance until those things can be addressed.

Bob Burr then stated that Hill drive seems to be the bugaboo for all this concern. He's concerned as to who is going to pay for all this improvement on Hill Drive; Lisa Brosnan said at the time of subdivision we would require the developer to have all these things in place and require the developer to pay for it. She said the developer takes the risk when they decide to take this on. They consider whether or not it's feasible financially for development. Now all of these requirements are at the sub division stage, Lisa said. In addition we would require is a traffic impact analysis. We would then have recommendations that access is reasonable and sensible. We can make conditions at that time that this is all at the developer's expense. Lisa said that we cannot make a decision to require that at this time but we can at the time it's at the planning commission.

Bob S. stated that the city holds all the cards as to whether or not we have future development. The City can require all these conditions like infrastructure and landscaping at the time of subdivision. The developer can either do those conditions of approval or walk away and there would be no development, he said.

There was a question from the audience as where with the developer get the land to widen the street. Bob said the City could use its powers domain intimate domain and take that property into the City and pay for the land or the developer would pay for that land.

Bob Sivick asked for a 5 minute recess and discussed the case with the Planner Lisa Bronson.

Bob Sivick returned and said that he is clear that the Council has to approve the annexation as long as the applicant meets the criteria which he has. One of the criteria is low density development. As part of this the annexation requires that you change the zone. On the Comp plan it shows this area low density. He said if you make the requirement that the density should be R1 then the Council can reject the application. The application then can go back to Planning Commission, said Bob.

PUBLIC HEARING

A properly noticed public hearing was duly held on this application before the Willamina City Council on February 14, 2017.

After the hearing was closed, the City Council deliberated on the issues and unanimously voted to deny the requested Annexation, Zone Change and Comprehensive Plan Map Amendment, citing a failure to make the finding related to Criteria D: "Adequate public facilities, services, and

transportation networks are in place or are planned to be provided concurrently with the development of the property."

MOTION: Councilor Baller moved to reject the annexation as R-2 under the conditions of low density required in the Comp Plan. Councilor Wooded seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

MOTION: Councilor Baller moved to go forward with the SDC fee study and research if there is a better way as a lump sum or piece meal and use SDC funds for a study. Councilor McKnight seconded. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Bob Sivick responded that we can do the study but it will not be a fast turnaround. Rita did say that we can use SDC fees for this one thing and it needs to be done. Bob Burr said he wanted to explain his no vote; he is concerned about holding up the coffee shop from moving forward and so his concern was making the customer wait to get an answer.

Regarding business carried forward and the Old Department and Old City Shops, Bob said that the administration is getting appraisals on each property and will bring back that information which will assist the council to decide as to what to do with each property.

Mayor Skyberg asked about Library Awnings. The City Recorder responded that Katie Vinson has that task.

Regarding, playground Equipment, Bob Sivick said that Carrie Zimbrick is working on grants and may acquire playground equipment.

Jeff Brown reported that he has been very busy during this time of year and enclosed pictures of the water intake which shows the bank sloughy away and pictures show the sand plugging up the intake.

Bob asked if Council could get a tour of the Public Works facility.

Sara reported on the Library. Sara reported that she did a presentation to Kiwanis and shared the library services with them. She also shared that our circulation numbers continue to go up. The big event this summer is the eclipse. She said she registered in a National data base regarding the eclipse. In May the library will be converting to an RFID system. Next month she will be submitting an application for a program called NASA at my library. She said to think stem and stem activities. She asked Council to submit a letter of support. She added that only 75 libraries will be selected.

Councilor Baller would like that in a form of a motion for that support; no motion stated.

David Morey Code Enforcement reported over 40 complaints. No written citations but lots of verbal warnings were given. David said he helped an elderly lady get out of her house; the

house was unsafe to live in. He talked to human services and they responded by putting her up in a hotel. He received an email from the State Office thanking him and deputy Trombla.

No one rsvp's for the City County Dinner.

MOTION: Councilor Stritzke moved to adjourn. Councilor Baller seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor

Agenda and Time of Next Meeting

The next meeting will be held at on at:

West Valley Fire

825 NE Main St

Willamina, OR 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 8:45 PM by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard, City Recorder _____.

Minutes approved by: Mayor Ila Skyberg _____.

City of Willamina
Minutes of the Second Tuesday Of the Month Meeting of the City Council
April 11, 2017
6:00 PM (meeting is recorded)

Location of Meeting:

West Valley Fire
825 Northeast Main Street
Willamina, Oregon 97396

Present at Meeting: Mayor Skyberg

Council President Rita Baller
Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Bob Burr
Councilor Rita Baller
Councilor Theresa McKnight
Councilor April Wooden
City Manager Bob Sivick
City Recorder Debbie Bernard
City Accountant Scott Clark
Public Works Director Jeff Brown
Code Enforcement Dave Morey
Librarian Sara Frost
Paul Daquilante, News Register
Guest :(not Limited To)
Michelle Nolen
Debra Nolen
Mary Jane Hollinger
Samantha Morey
Kathleen Seagrove

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on April 11, 2017 at West Valley Fire by Mayor Ila Skyberg. City Recorder Debbie Bernard call the roll call 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 Ila Skyberg introduced the item and asked those present to state their name for the record.

Kathleen Seagrove,
320 NE 1st St. Apt 201
Willamina, OR 97396

Kathy said she is glad to see police at night come around the apartment. She said we also have problems with people that are destitute. She want to help them and suggest that Council consider finding a shelter for them.

Sherry Dawkins
49520 SE Hebo Rd
Grand Ronde

Sherry was present on behalf of the 4th of July Committee. She was here to ask permission from the Council do the Mud Drags on June 24, 2017 which is a fund raiser.

MOTION: Councilor Baller moved to allow the 4th of July Committee to have the Mud Drags on June 24, 2017. Councilor Burr **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

MOTION: Councilor Baller moved to allow Jack Scott and Clyde Dawkins to serve as security. Councilor Burr **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

Sherry added that they would also like to do a swap meet in the same area that would also be a fund raiser for the 4th of July. The event will be held on July 21, 2017 and July 22, 2017.

MOTION: Council Baller moved to allow the 4th of July committee to do a swap meet in ton July 21 and 22nd that would also be a fund raiser. Councilor Burr **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

MOTION: Councilor Johnson moved to approve the consent agenda. Councilor McKnight **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

The City manager addressed the Council regarding the SDC resolution to change the rates for inflation. He explained that using the change of construction cost which commonly used. He said the recommendation from the administration is to approve the resolution.

MOTION: Councilor Stritzke moved to accept resolution 16-17-009 to adjust system development charge fees by the rate of inflation. Councilor McKnight **seconded**. Motion

carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

2. Consideration of New Budget Committee Members

Mayor Ila Skyberg

Mayor Skyberg asked the City Recorder to address the item on the agenda. City Recorder Bernard explained that the City received 4 applications for the 3 open positions on the budget committee. Bernard further explained that by Charter the Mayor has rights to appoint committee members. Bernard also said that consideration would first go to the applicants that live in the city; she said that there has been a very high interest in people wanting to volunteer this year; she said it was very admirable and wanted to thank those that applied.

Barbara Leavens addressed the Council first and said she loves to volunteer and get her hands dirty.

Samantha Morey addressed the Council and said she has a bachelor's degree. She added that she has a background in doing budgets at the fire department.

Debra Nolen addressed the Council and said she lives outside of Willamina. She presently works at the tribe. She is also the an auxiliary bookkeeper and has 25 years of accounting and would like to be a part of the community/

Mary Jane Hollinger address the council and said she has lived in Willamina for 11 years. She has done all kinds of Volunteer stuff. She is on the fire works committee.

Mayor Skyberg again thanked the applicants for applying. She added that this year has been extra special with the interest of those who want to volunteer; the Mayor then stated that she appreciated everyone for applying. She noted that there is one person outside the city limits. She then said she would like to appoint, Samantha, Barbara and Maryjane as they had more qualifications.

3. Budget Calendar

Mayor Skyberg

The City Recorder explained that staff is committed to getting the Budget Document completed on April 27, 2017. The Budget committee will have the budget for the Meeting on May 11, 2017. A subsequent meeting will be held on May 16, 2017. May 18 is the City County Dinner. Another notice. The Budget will be adopted at the Regular City Council meeting on June 13,2017.

4. Business from the Council

Mayor Skyberg

Rita said she appreciate all the work Scott is doing and directly thanked him. Scott responded thank you.

Mayor SKyberg asked for a report on seeking the next City Manager. Bob S. responded that he had spoken to Nancy at Council of Governments; however, he had received an application form an interested party and forwarded on. Mayor Skyberg brought to the attention the Ethics Commission filing which is required by all electors and has a deadline of April 15, 2017.

5. City Wide Clean UP

Mayor Skyberg requested the City Wide Clean notice to be added to the bills. Mayor Skyberg asked since staff is working on the budget if we added money in the budget for siding at the City Hall. Bob responded to the Mayor question and asked Jeff if there were left over siding from the museum. Jeff said that he did have left over siding that could be used for City Hall and had would propose additional cost for siding in the next budget.

6. Report from City Officers

Mayor Skyberg

Bob let everyone know that he is leaving late May 2017 and his last day would be the 19th for anyone that has not heard.

Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on May 9, 2017 at:
West Valley Fire
825 NE Main St
Willamna, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 6:45 PM by Mayor Ila Skyberg.

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 Special Meeting
April 25, 2017
6:00 PM (meeting is tape recorded)

Location of Meeting:

West Valley Fire
825 NE Main St.
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor Johnson
Councilor Stritzke
Councilor Burr
Councilor Baller
Councilor Theresa McKnight
Councilor April Wooden
City Manager Bob Sivick
City Recorder Debbie Bernard
Accountant Scott Clark
Paul Daquilante Reporter News Register
Guest: (not Limited To)
Shirley Fitzgerald
Nellie Jackson
Karl Klym
Doug Colton

The regular meeting of the City Council Special Meeting of City of Willamina was called to order at 6:00 PM on April 25, 2017 at West Valley Fire 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.

II. Review of Previous Minutes

There were no minutes of the previous meeting to approve.

III. Consideration of Open Issues

1. Correspondence - 2 Letter Were Introduced To By The Mayor Skyberg
Mayor Ila Skyberg
Mayor Skyberg read aloud a correspondence addressed to Mayor Ila Skyberg & City Council President Rita Baller from the Regional Solution Office, Governor Kate Brown, signed by James La Bar.

The letter outlined the last 6 months of their office working with the City of Willamina community vision and downtown redevelopment workshops. The letter stated concerns about the achieved progress and future efforts of the leadership and asked for a future meeting.

Mayor Skyberg asked the Council for a consensus of support. Councilor Stritzke responded that she thinks that the progress should continue. She pointed out the specific meeting at the High School and the young people's involvement.

Councilor Baller responded that she is in support of all that is been going on and thinks that the City Manager should bring the Council up to date in a work session. She said that she has not received any documents of the last two meetings. She said the committee knows but none of them know what is going on. She said she has made it abundantly clear she does not have internet and she cannot get online. She said she is sitting here wanting to be supportive but knows nothing because she is not a committee member although she is a Council member.

City Manager Bob Sivick responded to that and said he had contacted all the Council members and asked them to participate. Not one responded. Bob said he recruited Council Stritzke. Bob added that the Council may have missed the implication of the letter from the State of Oregon. Bob explained that the state invested a lot of resources into the City of Willamina at his request. In addition, with him leaving, he said they have concerns about the continuance of the projects started in the last few months. They want to make sure the electors of the City will follow thru before they continue to invest additional resources in the City of Willamina. One of the things that they were concerned with was recommendation number one from the study that the City should deafeest in vacant property; the City had an offer but decided to go to a different method and advertise. Bob concluded that the meeting with the State will be whether or not they can trust the city to do what was recommended.

Rita responded that she did understand what the letter stated and that the offer made for the property was not enough and that is why they did not accept the offer.

Bob then said the State has the resources; Willamina does not.

Rita again wanted a work session. Bob said the more important meeting is the meeting with the State of Oregon.

Mayor Skyberg again asked for consensus and said she would contact James Labar to discuss scheduling a meeting. Councilor Stritzke asked to be present at the phone call to the state.

Next, Mayor Skyberg introduced a letter from Yamhill County Transit asking for \$3000 in support. Councilor Baller asked the City Recorder if we support the Transit before. Debbie responded that we did not offer support in the last budget year and asked Council if they want to offer support she could consider adding in the request to the worksheet on

the budget as staff is in progress of working on the budget document. Councilor Johnson expressed support of the Transit Bus as many people in town ride the bus. He said he is working on a community connection program.

Sergeant Whitlow shared that the letter was received by all the small cities including Sheridan, and Lafayette. Councilor Stritzke said she did not remember them ever asking for support and she has been here in the last 4 budget cycles. Mayor Skyberg said she would like the request sent to the Budget Committee and consider it then.

Mayor Skyberg asked Bob Sivick for an update of the list of that was given to him when he was hired on the City needs which were created by Ross Schultz so that the Council can give it to the next City Manager.

Councilor Baller then added that she wanted to ask the City Manager for a list of performance evaluations before he leaves and maybe he could include that data with the list requested by Mayor Skyberg. She wants his perspective as if he were to stay longer.

2. Public Input

Mayor Ila Skyberg

Shirley Fitzgerald stated her address of 531 NE 4th St. Shirley made reference to page 4 in the Council packet. She said that it's disingenuous of the city to say to the residents that they are only going to pay additional \$8.13 a month. She said that is only if you use 100 cubic feet but if you are like most you will pay more.

Nellie Jackson stated her address of 565 SW Barber and said she has lived here since 1993. She said she loves the town and not the water bill. She continued to say she is on a fixed income and that people are going to have to move away.

Karl Klym spoke next in opposition and said that the water rates are out of control. Karl appealed to the council to have a better system in place to higher staff. He said that when the city hired the City Manager it was a stepping stone; he said for the citizens it was stepped on. He said "Let's think about who we are hiring!"

Doug Colton stated is address at 475 SW Pioneer. He said that 3 years ago he brought to Council a petition with 60 signatures of those who want their senior discount back. He suggested to Council to consider having an allowable of 300 units of water with the base. He added that Willamina is the only City that charges less to an out of Town Company in the whole state pays less than the people who live in town. He was making reference to Willamina Lumbers commodity rate.

3. Public Hearing On Water Rates

Mayor Skyberg Opened the Public Hearing

Mayor Skyberg read the script to open the hearing.

The purpose of the hearing is to obtain citizen comments on a proposed 20% increase in water rates and an increase of 3% in sewer rates which would become effective with the

June 16-July 15, 2017, billing cycle.

The proposal would increase the base rate for water for a residential customer by \$5.26 and increase the commodity rate by .63 per 100 cubic feet per month and increase the sewer by \$1.73 per month. The utility fee increase of .50 will apply to each residential customer. The total amount of these changes would be \$8.13.

Mayor Skyberg asked for Testimony from proponents. She said now is the time for any persons in support of the proposed increases to speak.

Next Testimony from opponents - Now is the time for any person in opposition of the proposed increases to speak.

Shirley Fitzgerald again stood and said she still lives at 541 NE Adams St. Willamina. She said that the water is not going \$8.13; it is going up hire and she wants people to know that. She said if you never flush your toilet or never turn on that tap, then yes your bill increase will be \$8.13; but the minute you turn on that tap it will be a lot more. She asked for an explanation and said it was not fair for the Council to sit there and not let people understand the increase. Mayor Skyberg asked staff to explain.

Bob Sivick added that what the citizen is saying is that the base rate of \$26.00 which has to be there to pay for the infrastructure which comprise of pipes and a treatment center in addition to the people that work there which are fixed cost covered by the base rate, do not include usage over 100 cubic feet. Bob further explained that if you go beyond 100 cubic feet then you would pay a rate on usage. Bob gave the background that there was a shift in the way the city water billing went from a heavy base rate with allowable to a usage.

Mayor Skyberg asked for a sample calculation of a bill.

Karl Klym responded and said that we could address his bill which runs \$94 to \$98 dollars a month and they are never there. He then appealed to Council to wait until the next City Manager gets here to figure this out.

City Recorder Debbie Bernard then asked those present to go to page 4 in the packet. She reviewed the details and explained how customers' bills would change. She went over the numbers on the increase which did not include consumption. She further explained that the water rate study proposed that people were averaging 500 cubic ft. a month and that cost would be around \$15.00 additional to the \$97.00 proposed. Karl then understood by stating "so everyone bills will be over a \$100 month". Debbie responded, yes. Scott Clark added that it will be a \$20 bill added to the \$100 per month. Debbie then stated Karl bill would be approximately \$112.00 per month which was the number everyone was trying to get to.

Carol then asked Mayor Skyberg if she watered her lawn. The Mayor responded she does not pay for water as she takes it from the river.

Shirley asked the Council to consider the cost of living for seniors.

Doug Colton addressed page 9 of the packet. He said that citizen's commodity rate is going to \$3.79 but Willamina Lumber rate is going to \$1.14. Bob Burr pointed out Willamina Lumber's base rate is over \$2000.00. Doug responded the average rate in Warrenton is over \$10,000 a month. Mayor Skyberg said Willamina Lumber has redone their intake and they do not use city water. Doug said there are hundreds of Trucks that go thru town and we put up with a lot of what they do.

The City Recorder asked the Mayor to ask if there are no other general comments then the Mayor can close the hearing.

A newcomer to the City then stood and said she moved to Willamina from Tigard about a year ago. She said if that Lumber Company wants to move out over a couple of grand then "Good By". She said it is about the people who want to live here.

Shirley wanted to make another comment and said the notice was short. Good amount of people are not here tonight; she said that she received several comments on Facebook. Another citizen said people are not present because they are up at the High School. Shirley added that she did not believe there is enough notice given. Shirley asked the Council to postpone and put out another notice; she feels the public needs to know.

City Manager Bob Sivick addresses that comment. He said the fact that people did not show up is not a reason to postpone. There has to be a point that a citizen decides that it is their responsibility to show up.

Mayor Skyberg closed the public hearing.

Mayor Skyberg then stated at this time. Council can make a decision to approve the proposed increase, make changes to the proposed increase (if for a higher rate you must set another public hearing date. If lower, no additional hearing is required), or do nothing and the rates will remain the same.

The City Manager asked to begin his PowerPoint presentation at this point before the item of Resolutions on the agenda.

4. Presentation By Bob Sivick Water Rates
Mayor Ila Skyberg

Bob began his presentation and stated:

WILLAMINA HAS TWO UTILITIES:

WATER

WASTEWATER (or Sewer)

Municipal Utility financial activity is carried out in and through Enterprise Funds

WATER - Fund 30
 WASTEWATER - Fund 40

Utility Enterprise Funds are separate from the City's General Fund which as its name implies, funds general municipal operations

Revenue for Utility Enterprise Funds is supposed to be solely derived from fees charged for utility service

Utility Enterprise Fund revenue is to be solely used for day to day operations of the utility along with maintenance and long term upgrades of utility infrastructure

In recent years Fund 30 (Water) has run a deficit which necessitated subsidization from the General Fund

This is not only a bad business practice but prohibited by Oregon local budgeting law

There is no excuse for Utility Enterprise Funds to run deficits as municipal utilities enjoy a monopoly in providing necessary services

The practice in setting rates is to determine what is needed for day to day operations and long term maintenance and upgrades and then determining what rate will provide sufficient revenue for those expenses

Willamina has failed to do this

In 2015 the City paid \$100K to Engineering Firm Keller Associates for a Water Master Plan

Part of that plan recommended annual water rate increases

Recommended rate increases only addressed operating expenses and not capital improvements

2015 Recommended Increase - 9% (Actual City Increase 5%)
 2016 Recommended Increase 16% (Actual City Increase 7%)

Smaller than recommended increases has exacerbated the problem and resulted in the Water Enterprise Fund growing deficit

This in turn requires even larger increases to correct problem

5. Consideration Of Resolution Number 16-17-010 Increasing Rates For The Use And Sales Of Water & Increasing Sewer Rates
 Mayor Ila Skyberg

MOTION: Councilor Baller **moved** approve RESOLUTION NUMBER 16-17-010, Increasing Rates for the Use and Sales of Water & Increasing Sewer Rates. Councilor Burr **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

6. Consideration Of Resolution Number 16.17-011, Increasing Utility Fee
Mayor Skyberg

MOTION: Councilor Baller **moved** to approve RESOLUTION NUMBER 16.17-011 Utility Fee. Councilor Stritzke **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on May 4, 2017 at:
West Valley Fire
825 NE Main St
Willamina, Oregon 97396

The agenda for the next meeting is as follows:
Cog to present to Council a discussion on the City Manager Position

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

Minutes submitted by: City Recorder Debbie Bernard

Minutes approved by: Mayor Ila Skyberg

City of Willamina
Minutes of the Meeting of the City of Willamina City
Council
May 9, 2017
6:00 PM (recorded meeting)

Location of Meeting:

West Valley Fire
825 West Valley Highway
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Heather Stritzke
Councilor Craig Johnson
Councilor Bob Burr
Councilor Rita Baller
Councilor Theresa McKnight
Councilor April Wooden
City Manager Bob Sivick
City Recorder Debbie Bernard
Others present (not limited to):
Edwin Sharer
Steve Draper
John Replinger
Andrew Stamp Attorney at Law
Cheryl Aughenbaugh
Jay Aughenbaugh
Bethany Escalera

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on May 9, 2017 at West Valley Fire by Mayor Ila Skyberg. The Flag Salute was recited and the City Recorder Debbie Bernard called roll call 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.

III. Consideration of Open Issues

1. Agenda Additions And Corrections
Mayor Ila Skyberg

The Mayor announced the additions to the agenda which were a transportation impact analysis from Clemow Associates LLC, and a Memo to Mayor Skyberg and Willamina City Council Members submitted for the record by Ed Sharer in reference to Planning Docket Number 2017-01.

MOTION: Councilor Baller moved to accept the additions to the agenda. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

2. Public Input Mayor Ila Skyberg

Bethany Escalera lives 940 SW Barber Avenue, Willamina address the City Council. She said that she did not see the notice for the meeting. She moved to Willamina because it is a small town she. She was present to talk about the Water increase. She said her bill has gone from \$86 to over \$200.00 in the last 6 months. Bethany said it is not affordable. She is the mother of three children.

Jay Aughenbaugh lives at 686 Pioneer Dr. He spoke about the water rate increase. He wants Council to look into an alternative to what is happening with the increase. He asked the Council to listen to citizens and said "we are not all crazy".

Cheryl Aughenbaugh lives at 686 Pioneer Dr. She said she recently lost her job and is on a fixed income. She said she heard from a good source that there used to be money to pay for things and the Council does not know where it went. She asked the Council why it is on the citizens. She said people are going to have to move. She asked Council to sit and meet and talk about it. She asked if it could be put on an agenda to talk.

Bob Sivick responded to Cheryl and said that there was a public meeting a few weeks ago. Also, there were several people at the meeting that voiced their opinion. He said having another meeting to revisit the issue is not necessary at this time. He added that the matter has been approved by the Council and the only thing that can be done would be for the Council to reverse the decision. Bob said he would not recommend that to the Council.

3. Consent Agenda Mayor Ila Skyberg

MOTION: Councilor Stritzke moved to accept the consent agenda that included April 17, 2017 Minutes, Check Registers for April 25, 2017 and financials for April 2017. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Mayor Skyberg made reference to the April 17, 2017 minutes and brought to everyone attention that the notes stated that Council Stritzke asked to be present on a phone call to Mr. Labar. Heather responded that she did ask to be present for a phone call or a meeting which ever ended up happening.

Mayor Skyberg said she had contacted Mr. Labar but had not heard back from him.

Councilor Baller wanted it stated that she was not necessary wanting a work session and understands Bob time is limited, however, was asking for an update on what she was asking for.

Councilor Burr added a comment to address the water bills. He said he knows there is help for electric bills and was wondering if there was help with water bills. Cheryl Aughenbaugh said there is nothing for water.

4. Regular Agenda Public Hearing - The Public Hearing On Annexation/Zone Comprehensive Plan Map Amendment 2017-01 As Recommended By Willamina City Planning Commission
Mayor Ila Skyberg
The Public Hearing on Annexation/Zone Comprehensive Plan Map Amendment 2017-01 as Recommended by Willamina City Planning Commission

Mayor Skyberg opened the Public Hearing and read the following:

LAND USE PLANNING PUBLIC HEARING PROCEDURES

MAYOR: Good evening, my name is Mayor 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 Annexation, Zone Change and Comprehensive Plan Map Amendment 2017-01, requesting the annexation of approximately 17.12 acres into the city limits with a zone change and corresponding comprehensive plan map amendment. 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 3.111.02 and Section 3.102.03, as well as the Oregon Statewide Planning Goals and Guidelines. [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)(c)]

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 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.

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

There were no questions from the audience.

MAYOR: Questions for the Councilors: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council?

1. Mayor Ila Skyberg stated that she herself declares ex-parte. She visited with a Mayor from Jim Fairchild. The Mayor stated she has a copy of the discussions for anyone who may be interested.
2. Councilor Rita Baller said she has known Mr. Drapper for some time. They had not seen each other until the first planning meeting possibly 10 years ago or longer. During his time logging, he was asked to come in for informal meetings. He was found to follow the rules and was a good neighbor and easy to work with. She corrected a previous statement about living next to his granddaughter as it was actually his great granddaughter. She enjoys the company of his granddaughter and great granddaughter and they speak several times a week. They have spoken about concerns with the water and roads. She stated she went to city hall to discuss the property. While at city hall she viewed a map and spoke with Debbie about the concerns. She stated she received a letter from the city manager stating Mr. Drapper had an opportunity to speak to the Grand Round water. They apparently stated they would provide water service if needed. Later she stated she talked to her neighbor Lew Younger regarding the city manager and "immanent domain". She then commented on her visit with Jim Fairchild regarding the Planning Commission making decisions. City Manager Bob Sivick responded to Counselor Rita Baller about the letter. The letter was not intended to force the counsel to annex anything but if houses are built he would prefer they be built in the city limits. If not, the city would not receive the additional tax revenue. She further stated she did some reading and found concerns with the Transportation plan. Specifically places in Willamina that only have one access point, therefore placing them at risk.

3. April Wooden discussed the case with the head of the Planning Commission and discovered that R-1 has been turned down.
4. Attorney Andrew Stamp asked Counselor Rita Baller to clarify if she asked Lew Younger to create the document she mentioned. Her response was that she did not.

MAYOR: We are now ready for the staff report.

The City Planner Lisa Brosnan read the Staff report in its entirety. She then opened the floor to the applicant.

1. Andrew Stamp 4248 Galewood Street, Lake Oswego, OR 97035 a land use Attorney from Lake Oswego announced he is present to represent Steve Draper the applicant. He is also accompanied by John Replinger 1582 Feters Loop, Eugene, OR a traffic engineer with Clemow and Associates and Edwin Sharer a land use consultant. Andrew Stamp commented he was in agreement with the Staff Report and its analysis.
2. Edwin Sharer of 16500 SE Lafayette HWY, OR said he is a local developer and is not a Portland developer. He is really looking for a plan that works. He owns property on Pioneer Drive. He stated that he gets to see all the traffic on both Pioneer and Bales. He states some stop and some don't. He is aware that some of the streets are not in great shape such as Hill. He comments that Mr. Draper has owned the property since 1978 and is at an age to let the property go and move on. He stated two problems with that property are slope and a seasonal creek. He says if he can get two crossings in there with culverts it will cause the least disturbance. He referred to the Concept maps and if there was consideration in regards to R1 and R2 zoning. He also suggested the possibility of a PUD. Mayor Ila Skyberg asked if R2 would be possible. Edwin Sharer responded yes, with ease, because of the lots come with a narrower width. She then asked what the max number of units for R1 and R2. Edwin Sharer responded with a max of 102 for R1 and 119 for R2. Councilor Rita Baller asked whether or not Edwin would protect the creek from storm water. Edwin responded saying a water retention plan would be in place. Councilor Rita Baller then asked if you could put in winding streets in your subdivision she truly believes it makes a community. She then asked about the wetlands and how will they be protected. Edwin Sharer stated he would respect the law around wetlands to avoid mitigation. Again, R2 would give them more flexibility. Councilor Rita Baller then asked if there is a setback for wetlands in state law, like 31 feet. Edwin Sharer said he is not aware of any. Mayor Ila Skyberg stated she would like to hear different comments. She hopes that there was a comment from the school district. City Manager Bob Sivick stated the school Superintendent was present and offered no comments. Mayor Ila Skyberg then asked if Mr. Drapper sells his land as R2 can a person come in and go for the max. City Planner Lisa Brosnan commented that R1 allows between 4 and 6 units per acre and R2 allows between 5 and 7 units acre. He said a DEQ permit is also required when moving large amounts of dirt. City Planner Lisa Brosnan commented that in the "Conditions of Approval" letter E that the State Land and Development must approve prior to any onsite developments. Edwin Sharer then asked to move on to the topic of taxation. He commented about the letter to Lew Younger. He said the letter was very inappropriate. Next, he went through and

- found nine properties, some familiar, to discuss. One of the properties was owned by Mayor Ila Skyberg. Her property is tax assessed at close to real market value. That's good because that is the tax revenue. One possible reason the Mayor's property is assessed at real market value is the remodeling. Under Oregon's Measure 50, once your property is on the tax roll it can only go up 3% per year unless there's a bonding issue. Edwin commented that building new houses is a great way to increase tax revenue.
3. John Replenger a traffic engineer from Clemow and Associates is commenting and stated he is working for the applicant. He commented that he supported the staff report. He is here to discuss the action being taken for annexing, zoning and comprehensive plan amendment. He commented that by state law he was obligated to assess the impact of the proposed zone change and the worst case condition. He stated that there have been comments that the current zoning on the property is county zoning 1 unit per acre totaling 17. After looking at the R1 with a potential increase of 112 and R2 of 119, the conclusion was adding the addition does not alter the functions of the street being served, specifically Hill and Pioneer. It would also not lend to the deterioration of the standards specified in the transportation system code. This conclusion is backed up in the Staff Report. He stated there is no reason to not approve.

- Councilor Rita Baller commented she was told that the slopes were too steep and could not be used. She asked if there are plans to do grading into the slopes for access. If so, do you see that as a problem? John Replenger replied that these are issues that the sight civil engineer will have to wrestle with. The engineer will have to abide by code and good engineering practices. Councilor Bob Burr asked who would pay for the improvements on Hill Drive. Attorney Andrew Stamp responded saying typically this is handled with SDC credits. Also, the developer will be responsible for costs within their development. Costs outside the development are usually covered by some sort of credit or give and take. We won't really know until the developer actually starts to develop. Councilor Rita Baller asked if more water storage is needed is that a cost to the city. Attorney Andrew Stamp responded stating most water improvements are Capital projects. Typically a SDC is set up to help repay that cost. If it's a small facility just for that development, the developer would be responsible. It's not uncommon to see water SDC charges around \$4000 as well as Sewer around \$4000. Storm water is usually around \$1000. It's not uncommon now to see SDC charges around \$30000 for a building permit.
4. Attorney Andrew Stamp stated that a lot of what he has been doing as of late has been with rezoning properties. Taking traditional single family properties to zones that allow a broader range of housing choices. He commented that because of the topography issues R2 makes the most sense. He also commented that a homeowners association in smaller communities can make a big difference. He commented that he agreed with Edwin Sharer on the letter from Lew Younger and that it was plagiarized from the internet and contains false information. He then commented on taxes and that you get "more bang for your buck" with new houses. Attorney Andrew Stamp then commented that they would accept a R1 "Condition of Approval" if there were concerns of sales to a third party. This could limit the R1 standards until such a time a PUD is established. There really are no limits to the conditions imposed as long as there are not unconstitutional.
 5. Mayor Ila Skyberg asked if there are any questions. There were none.
 6. Attorney Andrew Stamp concludes the application.

7. City Planner Lisa Brosnan asked if there were any comments from the audience. Anyone in favor, oppose or neutral. There were no comments from the audience.
8. City Recorder Debbie Bernard asked Mayor Ila Skyberg to close the hearing.
9. Mayor Ila Skyberg closed the hearing.

MOTION: Councilor Stritzke moved to adopt the staff report and approve the Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report with the addition of one condition of approval; "Density on the site shall be limited to the maximum allowed under the R-1 standard (6 units per acre), resulting in a maximum of 102 units on the approximately 17 acre site until a Planned Unit Development (PUD) is proposed and approved by the City of Willamina. At this time the density shall be raised to the R-2 standard in effect at the time of PUD application." Councilor Baller seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

5. Consideration of Ordinance #667. An Ordinance Annexing To The City Of Willamina The Territory Described In Exhibit "A" And Amending The Willamina Zoning Map To Apply The R-2 Zone And Amending The Comprehensive Plan Map To Apply The MDR Designating To The Annexed Property.
Mayor Ila Skyberg

MOTION: Councilor Stritzke moved to approve Ordinance #667 to Annexation/Zone Change/Comprehensive Plan Map Amendment 2017-01 as recommended by the Willamina City Planning Commission. Councilor Baller seconded. Motion carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

6. Consideration Of Resolution 16-17-012 -Yamhill County Transit Advisory Committee - Craig Johnson
Mayor Ila Skyberg

MOTION: Councilor Baller moved to approve Resolution 16-17-012 appointing Craig Johnson to the Yamhill County Transit Advisory Committee. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

7. Consideration Of Resolution 16-17-015 – A resolution supporting the City of Willamina ongoing participation as a Member of the Yamhill County Affordable Housing Corp (YCAHC) – Heather Stritzke.

MOTION: Councilor McKnight moved to approve Resolution 16-17-015 appointing Heather Stritzke to the Yamhill County Affordable Housing Corp (YCAHC) Councilor Baller. Motion tied with Councilors Burr, Stritzke, Johnson, for aye. Councilors Baller, Wooden, McKnight voting nay. Mayor Skyberg broke the tie voting aye.

7. Consideration Of Resolution 16-17-013 - In The Matter Of Fees To Be Charged For Land Use Applications Coming Before The City Of Willamina

Mayor Ila Skyberg

MOTION: Councilor Stritzke moved to approve Resolution 16-17-013 in the matter of fees to be charged for Land Use Application. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

8. Consideration of Resolution 16-17-014 – Designating an Elected Official to assume the duties of City Manager until such time an interim or permanent City Manager is in place. Mayor Skyberg announced she had contacted Ross Shultz to be the interim city manager and he agreed. She asked for a motion.

MOTION: Councilor Stritzke moved to approve Ross Schultz as interim City Manager. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

9. Adjourn
Mayor Ila Skyberg

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on June 13, 2017 at:
West Valley Fire
825 West Valley Highway
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 8:45 pm by Mayor Ila Skyberg.

Minutes submitted by: City Of Willamina City Recorder_____.

Minutes approved by: Mayor Ila Skyberg_____.

City Of Willamina
Minutes of The Monthly Meeting of the City Council
August 15, 2017
6:00 PM

Location of Meeting:

West Valley Fire District
825 Northeast Main Street
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor April Wooden
Interim City Manager Ross Schultz
City Manager Kenna West
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Library Manager Sara Frost
Shirley Fitzgerald Planning Director

Others Present:

Herb Sweet the Bulletin Report
Samantha Morey Budget Committee
Kevin Clark Fire Chief West Valley Fire
Doug Colton Citizen

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on August 15, 2017 at West Valley Fire District by Mayor Ila Skyberg. City Recorder, Debbie Bernard called the roll call. Mayor Skyberg led in the flag salute.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

There were no minutes of the previous meeting reviewed or approved.

III. Consideration of Open Issues

1. Agenda Additions And Corrections

Mayor Ila Skyberg

The Mayor announced the additions to the agenda which were the report from Sarah Frost on the eclipse, the Kiwanis Duck Race and the City Recorder Report from the Sheriff.

2. Library Manager Sarah Frost gave Council an update on the Solar Eclipse. She stated that there are maps being made that will be available for everyone. There is also a flyer that is available with valuable information regarding the eclipse and how to prepare. She also stated she has received 1200 "ISO" safe viewing glasses that are available for free. Currently she has about 400 left.
3. City Manager Ross Schultz stated that he recommends City Hall be closed on August 21st. All were in agreeance.
4. No Public Input
5. Consent Agenda
Mayor Ila Skyberg
 1. Check Registers of June 1 to 30, 2017
 2. Financials June 2017
6. City Manager Ross Schultz asked the Mayor her thoughts on having a work session for the 2017 Financials.

MOTION: Councilor Wooden moved to accept the Consent Agenda. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

7. Mayor Skyberg presented a thank you correspondence. The thank you was from Homeward Bound Pets for the \$250.00 donation.
8. Regular Agenda
Mayor Ila Skyberg
 1. Consideration of the City Manager Contract Agreement
 2. Consideration of the Library Board vacancies
 3. Annual Update Report on Planning and Development Cases

MOTION: Councilor Burr motioned to accept the City Manager Contract Agreement. Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

9. Ross Schultz thanked Council and the Mayor for the time he has been here. He thinks Willamina has a great upside. He also welcomed Kenna West as the new City Manager.

MOTION: Councilor Stritzke motioned to declare two vacancies for the Library Board. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

10. Councilor Baller asked for an update on if everything was approved or did people change their minds.

11. City Recorder Debbie Bernard responded with an update to the staff report regarding the Annual Planning and Development Report. She started with the Draper Annexation that went through twice and was approved. She explained the many lot line adjustment properties increased tax lots by 2000 square feet. They are now a standard 7000 square foot lot. There was a partition for Ed Sharer. A site review was just completed for the property out by Hampton for a storage unit. Also approved was a variance for a deck with a request for a 0 lot line which was approved for a 5 foot setback.

12. Business Carried Forward:

1. Ross Schultz stated that the Railroad has been notified of the sale of the Old Department Store building. The 30 day notification has passed and it is now ok to issue a RFP. This will be a closed sealed bid process.

2. Councilor Wooden stated that the fire department has on file the option of Right of first Refusal.

3. Fire Chief Kevin Clark stated that when Bob Sivick was the City Manager they were looking for the best use for the property. As the Fire Department would like the property they are currently not in the financial position to purchase it.

13. Mayors Report:

1. Mayor Skyberg stated she attended a meeting at the Sheridan Federal Corrections facility. There is an opportunity to have some of the inmates come to town and work cleaning up the city. She asked for feedback from council. Public Works Director Jeff Brown shared his concerns on transportation and supervision. Mayor Skyberg stated she would follow up on this and let everyone know.

2. Mayor Skyberg also attended a meeting at West Valley Campus. There she met Joel Reese of the State Rural Development who is looking to give money to those in need.

14. YCOM Board

1. Councilor Rita Baller stated that there has not been a meeting for a couple months due to different issues. Therefore there would have been no quorum.

15. Yamhill County Housing Authority

1. Councilor Stritzke corrected her title as a Board member not a liaison.
2. Councilor Stritzke stated that she went to her first board meeting. There may be some possible complaint issues the city might have. The issue is the way the budgets are run. The voucher budgets for things like section 8 housing are January to January. The fiscal budget is July 1st to June 30. The Federal Budget is October to September 30. Because of this they have to project vouchers that will be issued. Unfortunately, there were some unexpected cuts in the budget. This means they will have to revoke some vouchers.

16. Yamhill County Transit Authority

1. Councilor Johnson stated he was not able to attend the last meeting because he had surgery.
2. Councilor Johnson talked about new buses for route 22.
3. Councilor Johnson stated that a prize is being offered for people to take a survey online. The purpose is to gather information on how to improve the transit system.

17. Reports From City Officers

City Recorder Report

1. City Recorder Debbie Bernard stated that there will be coverage from 8 to 6 on the day of the eclipse. Initially there was to be no coverage. Debbie expressed concerns for the need of police presence and the issue was resolved.
2. City Recorder Debbie Bernard stated that in September the League of Oregon Cities is having their 92nd Annual Conference. Currently Mayor Skyberg and Councilor Johnson are signed up.

Sheriff's Report

1. Information was provided in the packet.

Public Works Report

1. Public Works Director Jeff Brown provided clarification on his concern with inmates coming to Willamina. He has no issues with receiving the help just concerned about transportation and supervision.
2. Public Works Director Jeff Brown provided more details on the Fish and Wildlife Grant for \$20,000.
3. Public Works Director Jeff Brown commented on his efforts at city hall. There have been three windows replaced and new siding on part of City Hall.

4. Public Works Director Jeff Brown stated that a water line got broke on F Street and it took about three hours to fix.

Librarian Report

1. Library Manager Sarah Frost reminded everyone that we have a new Library Assistant Krystal Stephens. She currently works Sundays and Tuesdays.
2. Library Manager Sarah Frost commented on the ongoing RFID inventory project.
3. Library Manager Sarah Frost commented on the 2018 Ready to Read Project.

18. Adjourn

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on September 12, 2017 at:
West Valley Fire District
825 Northeast Main Street
Willamina, Oregon 97396

The agenda for the next meeting is as follows:
none

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

Minutes submitted by:

City Recorder, Debbie Bernard. Debbie Bernard Date 9-15-17

Minutes approved by:

Mayor Ila Skyberg: Ila Skyberg Date: 9-15-2017

City Of Willamina
Minutes of the Monthly Meeting of the City of Willamina City Council
September 12, 2017
6:00 PM

Location of Meeting:

West Valley Fire
825 Northeast Main Street
Willamina, Oregon 97396

Present at Meeting: Present At The Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Craig Johnson
Councilor Bob Burr
Councilor Rita Baller
Councilor Theresa Mcknight
Councilor April Wooden
City Manager Kenna West
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Code Enforcement Dave Morey
Librarian Sara Frost

Guest:

Mary Jane Hollinger
Nick Marrant
Martin Attebery
Paul Daliqainte, News Register

Absent from Meeting: Councilor Heather Stritzke

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on September 12, 2017 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

September 12, 2017

1. 2018 Special City Allotment Grant Application

MOTION: Councilor Wooden moved to approve Resolution 17-18-002 the 2018 Special City Allotment Grant Application. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent and Councilor Baller abstained.

2. Revision of the City of Willamina Personnel Policy to include a donated leave Policy at Section IV. Subsection

MOTION: Councilor Johnson moved to approve Resolution 17-18-003 Revision of the City of Willamina Personnel Policy to include a donated leave policy at section IV, Subsection 2G. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Wooden asked if the donation is by choice. The City Manager responded, yes.

3. Oregon Department of Fish and Wildlife Huddleston Pond Angling and Recreation Improvement Grant

City Manager Kenna West explained that the grant was a reimbursement grant. It is almost \$30,000. The City Manager said that the Jeff Brown, Public Works director did a great job on the grant. Mayor Skyberg recognized Jeff for his work on the grant.

By general consensus the Council approved the Oregon department of fish and wildlife Huddleston pond angling and recreation improvement grant Public Input

Mayor Ila Skyberg

Mary Jane Hollinger – Stop Sign

Mary Jane said she lives at 242 SE Lamson. She said there is a stop sign at Lamson that is not payed attention to. She said, “It needs to be prevalent somehow” “there is cats and kids in the neighborhood and old ladies that do not want to get killed.” She beseched the Council to write a line to stop on the pavement.

The City Manager responded that she would check with the Master Plan regarding Lamson.

3. Consent Agenda

Mayor Ila Skyberg

1. Check Registers July 1 to 31, 2017 (information only)
2. Financials July 2017
3. Minutes from June, 13, 2017 and August 15, 2017 City Council Meeting

MOTION: Councilor Burr moved to approve the Consent Agenda Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Burr asked how the City faired at the end of the fiscal 16-17 regarding the budget. Kenna West responded by stating that some line items went over budget and that staff would be meeting with the Cities CPA this week.

4. Regular Agenda
Mayor Ila Skyberg

4. Consideration of drinking fountain in Garden Spot and Hampton Park (Dr. Gary Brooks, Kenna West, Jeff Brown)

MOTION: Councilor Burr moved to approve the Garden Spot and Hampton Park. Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

5. Consideration of the installation of storage container and cover at public works facility and use of currently unused city owned storage container (Gary Brooks)

MOTION: Councilor Baller moved to accept the installation of storage container and cover at public work and give the blessing to allow Jeff to help. Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

6. Consideration for a Rental Agreement between the City of Willamina and Bahadur Singh

MOTION: Councilor Burr moved to approve the Rental Agreement between the City of Willamina and Bahadur Singh. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Public Hearing on SDR 17-01
Mayor Skyberg Opened the Public Hearing

The City Planner read a load the LAND USE PLANNING PUBLIC HEARING PROCEDURES:

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 Annexation, Zone Change and Comprehensive Plan Map Amendment 2016-01, requesting the annexation of approximately 17.12 acres into the city limits with a zone change and corresponding comprehensive plan map amendment. 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 3.111.02 and Section 3.102.03, as well as the Oregon Statewide Planning Goals and Guidelines. [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)(c)]

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 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.

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

MAYOR: Questions for the Councilors: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council?

MAYOR: We are now ready for the staff report.

7. Consideration of the Appeal - Appeal - Site Plan Review (SDR 17-01). Nicholas Patrick Marrant

September 12, 2017

Planner Lisa Bronson read the staff report in its entirety.

Nick Marrant spoke in favor. Nick stated his address 7535 Sawtel Rd, Sheridan, Oregon 97372. Nick responded and explained that the extension for the surfacing would give him time to work with his investors. Also, holding off on the surfacing would allow him to get the processing and wholesale portion of the business started.

Councilor Burr then had a question for Marty as he heard as of to-date that Storage Units were going in on that property and said he was a bit confused and could he explain.

Marty responded. Marty Attebery stated 902 NW Main, Willamina. He explained that Nick applied for a site review back in June for a retail, nursery, and processing which was approved with conditions. Nick and he have not come to terms with money crossing his hand said Marty.

In a separate case Gary Brooks and he in August were approved by the planning commission on the second tax lot to start a storage business. He further explained that the storage units would go on the second tax lot. He added that he has permits from the County for 2 culverts on the second tax lot.

Councilor Burr asked if the property was going to lend itself to both business operations.

Marty responded no. If Nick comes thru with money he will help him in any way he can. Marty said he is doing an "if and maybe". If not, he plans to go forward with the Storage Unit business. Marty said his primary modification is to raise funds.

Councilor Baller asked if you do storage are you using the same driveway. Marty responded that there would be two driveways.

Councilor wooden asked if he and Nick reached an agreement would nick use both lots. Marty responded. Nick would use both lots.

Bob said he likes letter D and would like to wait to see if the property is sold.

Lisa Bronson noted that if you were to continue it would have to be to date and time certain.

Councilor Baller noted that the Council required Chris Scholten to pave his property and wonder if Nick could contact him to piggyback his paving project.

Councilor Wooden asked Lisa if Nick would have to return to Council. Lisa responded. No as he would have to apply for a certificate of occupancy.

Mayor Skyberg asked for a motion.

MOTION: Councilor Wooden moved to approve the Appeal under letter “C”. Motion to amend the Planning Commission’s decision imposing Conditions of Approval eight (8) and nine (9) and allow for an extension of time (until prior to the opening of the retail business) to complete the required paving and storm drainage improvements, as requested by the Applicant in this Appeal. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Councilor Baller asked if there was a time limit. Lisa Bronson said there is no time limit other than it is tied to the opening of the retail which gives the applicant flexibility to getting his business going.

8. Consideration to Appoint Special Committee to update the Willamina Development

MOTION: Councilor Wooden moved to approve allowing the City Manager to appoint a special committee to update the Willamina Development Code. Councilor Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

9. Council to consider 3 applications for the vacant seats on the Library Board

MOTION: Councilor Baller moved to support the Mayor appointments. Councilor Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

Mayor Skyberg said it is her duty to appoint. She said that she spoke with Sara in the afternoon and Sara responded that everyone that applied was wonderful. Mayor Skyberg then appointed Susan Vanderhoof to Vacancy seat #3, Sheryl Hansen to Vacancy seat #4 and Barbara Leavens to assist the Mayor with fund raising for the library.

10. Council to consider new check signers with US Bank

MOTION: Councilor Wooden moved to approve resolution 17-18-001 for Council to establish new check signers at US bank in the Matter of Authorizing access to information and authority transfers between accounts and to direct deposits for Payroll at the US Bank; Modifying Signature Authority, & Access to Safe Deposit Box. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight and Wooden. All in favor. Councilor Stritzke was absent.

5. Business Carried Forward

Mayor Ila Skyberg

11. The Old Department Store and Old City Shops

The City Recorder Debbie Bernard gave an update on the Old Department stores. She said the City received one sealed bid to date and anticipated several others to come thru closing to the deadline on September 25, 2017.

Councilor Burr completed the City on the Planning Permit form. He said it looked simplified for the City. Debbie responded that each month going forward she would provide new information on planning and development. Next month there would be a question and answer flyer.

Mayors Reports

Mayor thank everyone that made August 21, 2017 eventful. Mayor Skyberg acknowledged and thanked West Valley Fire, Law Enforcement, the Chamber of Commerce, Public Works Superintendent Jeff Brown, Sara Frost Library Manager and Shirley Fitzgerald for all their help and work during the eclipse.

Mayor Skyberg handed out a flyer on the Diaper Drive awareness need. She explained the Diaper drive is going on and it is supported by the Civic Center which is open 10 to 12 and acknowledge support for the drive.

6. Council Liaison Report

Mayor Ila Skyberg

12. Chamber Liaison (Mayor Skyberg)

Mayor Skyberg asked Councilor Wooden to update the Council as she also has attended the Chamber. Councilor Wooden reported on the Eclipse August 21, 2017. April said it went very well and talked about the many visitors to Willamina for the event. There was a banner for visitors from outside the area to sign. She added that the Chamber is also working on the drinking fountains that were just approved.

13. YCOM Board (Councilor Baller)

Councilor Baller said there next meeting is this Thursday. She would have more to say later.

14. Yamhill County Housing Authority Board Member (Councilor Stritzke)

No report. Councilor Stritzke was absent.

15. Yamhill County Transit Authority Board Member (Councilor Johnson)

Councilor Johnson reported that the Board is doing well. The Board is working towards a 20 year plan.

REPORTS FROM/CITY OFFICERS

16. City Recorder Report

Debbie responded. She again spoke to the Planning and Development Flyer. She added that she has been working on destruction of documents. She said we are destroying 70 boxes. The process is in the form of a request by the City Manager, and reviewed by the City Recorder and then signed offed at destruction. She explained the documents were very old. She was keeping documents she found from the elections of 1926. She also noted that she would be keeping all HR documents that are required to keep for 75 years. Most of the boxes were utility billing registers and receipts; in addition to general ledgers that were 20 years old. She concluded that there is a process in place.

17. Sheriff's Report

Sargent Whitlow reported that Derek Trombla is assigned to Willamina with a new schedule. His new schedule will allow him to attend City Council meetings. He said Bridge the Gap is this weekend and West Valley Fire will attend with displays, Oregon State Police and Yamhill County Deputies and the Chamber would be giving away two new bikes. He asked everyone to spread the word.

18. Report from Public Works

Jeff said that he would be blocking off the parking lot for bridge the gap similar to what he did last year. He would also set out a port-a-potty for the event. Jeff said he is replacing the screens at the intake; new screens should help with blocking up in the winter time. Jeff reported that the City received the Grant for the Fish Pond. He said he received a price from the cities engineer for the cost to put in the screen strainer at the intake for \$39,000. Kenna added that there is a line item so we can move forward.

19. Librarian Report attached

Sara reported on her summer reading statistics. She was specifically impressed with her young readers. She reported that she had a total of 500 people attend different programs. August was impressive with the many visitors of 1000 people who walked thru the door. Also, the big priority with Volunteers is the cleanup report on the massive inventory; along with working on the state statistical report. She also reported that she received a called yesterday from Oregon Community Foundation from their donor council she has been nominated to receive a \$600 grant. She received the application for that and noted that there is people advocating the library. She also has invited a theater company from Portland to do a play for the community.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on October 3, 2017 at:
West Valley Fire
825 Northeast Main Street
Willamina, Oregon 97396

The agenda for the next meeting is as follows:
Online Northwest Update

The meeting was adjourned at 6:00 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard



Minutes approved by: Mayor Ila Skyberg



City of Willamina Special & Executive Session
Minutes of the Monthly Meeting
September 27, 2017
6:00 PM

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Bob Burr
Councilor Heather Stritzke
Councilor April Wooden
Councilor Theresa McKnight
Councilor Craig Johnson
City Manager Kenna West
City Recorder Debbie Bernard
Guest:
Herbert Swett News Bulletin

The regular meeting of the City of Willamina City Council Special & Executive Session was called to order at 6:00 PM on September 27, 2017 at West Valley Fire by Mayor Ila Skyberg. The flag salute was led by Mayor Skyberg. City Recorder Debbie Bernard took the roll call and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

There were no minutes of the previous meeting presented.

III. Consideration of Open Issues

1. Open Into Special City Council Session

Mayor Ila Skyberg

Mayor Skyberg opened the Special City Council Session then closed the session.

Mayor Skyberg opened the Executive Session pursuant to ORS 192.660(2e). Mayor Skyberg read the script to open the executive session:

SCRIPT FOR OPENING EXECUTIVE SESSION

AT THIS TIME, PURSUANT TO ORS 192.660(2),e) To conduct deliberations with person designated by the governing body to negotiate real property transaction.

ONLY CITY COUNCIL MEMBERS, CITY RECORDER, PUBLIC WORKS DIRECTOR, AND REPRESENTATIVES OF THE MEDIA MAY ATTEND THE SESSION. ALL OTHERS ARE ASKED TO LEAVE THE COUNCIL CHAMBERS AT THIS TIME.

REPRESENTATIVES OF THE MEDIA ARE REMINDED THAT THEY MAY NOT DISCLOSE ANY INFORMATION DISCUSSED OR PRESENTED DURING THE EXECUTIVE SESSION

Mayor Skyberg closed the executive session.

2. Return To Special City Council Session
Mayor Ila Skyberg
Mayor Skyberg returned to Special City Council Session.

MOTION: Council Wooden moved to award the RFP to #3 Brian O’Neil Construction. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Stritzke and Wooden. All in favor.

MOTION: Councilor Baller motioned to have staff continue to with CBRE Dollar General to find another location. Councilor Johnson seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Stritzke and Wooden. All in favor.

MOTION: Councilor Stritzke moved to adjourn. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Stritzke and Wooden. All in favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on October 10, 2017 at:
City Of Willamina City Council
825 NE Main St.
Willamina, Oregon 97396

The agenda for the next meeting is as follows:
Notice of Award Public Hearing

The meeting was adjourned at 6:00 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard Debbie Bernard

Minutes approved by: Mayor Ila Skyberg Ila Skyberg

City Of Willamina
Minutes of the Monthly Meeting of the City of Willamina City Council
October 10, 2017
6:00 PM

Location of Meeting:

West Valley Fire
824 NE Main ST
Willamina, Oregon 97132

Present at Meeting:

Mayor Skyberg
Councilor Stritzke
Councilor Johnson
Councilor Burr
Councilor Baller (5 minutes late)
Councilor McKnight
Councilor Wooden
City Manager Kenna West
City Recorder Debbie Bernard
Library Manager Sara Frost
Guest:
Chief Kenneth Clark
John McCleery,
Darlene Brown
Ginny Wymore (absent)

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on October 10, 2017 at West Valley Fire by Mayor Ila Skyberg. The roll call was taken by Debbie Bernard, City Recorder and a quorum was present. The Flag Salute was led 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 And Corrections

Mayor Ila Skyberg

Mayor Skyberg introduced the additions and corrections.

1. The Willamina Coastal Hills Art Tour for November 10 & 11th Flyer

2. 2017-2019 Department of Land Conservation and development Technical Assistance Grant Application
3. The Emergency Management Committee of Willamina Meeting on October 19, 2017 - Town Hall Announcement
4. Support of the award to Brian O'Neil Construction on the sale of the old city shops.

MOTION: Councilor Johnson moved to accept the additions and corrections. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

2. Mayors Presentation - John McCleery, Darlene Brown, Joyce Zimbrick
Mayor Ila Skyberg
Mayor Skyberg talked about John McCleery professionalism and easy manner and how much he would be missed. John started his retirement this month. Mayor Skyberg took a picture with John and gave him thanks from City Council and the community for his 15 years tenure as Post Master. John was honored with the Certificate of Appreciation.

Next, Mayor Skyberg presented Darlene Brown and Joyce Zimbrick (absent) with special thanks for the service to the Library Board. Mayor Skyberg referred back to when Darlene was a school teacher and her son was in her class. She said both were volunteers extraordinaire! Both were presented with a certificate of appreciation.

The Mayor then recessed the meeting to continue honors of the citizens; the recess included cake and coffee.

3. Consent Agenda
Mayor Skyberg
MOTION: Councilor Stritzke motion to accept the Consent Agenda which included Check registers August 1, to August 31, 2017 and financials; also the minutes from June 19, 2017, September 12, 2017 and September 27, 2017 Council meetings. Councilor Craig Johnson seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.
4. Correspondence
Mayor Ila Skyberg
Mayor Skyberg reported she received a Thank You card from Mary Jane Hollinger thanking the Council for their quick response on the painting of the stop sign area at Lamson and Washington.
5. Regular Agenda - Consideration for approval of Resolution 17-18-004 authorizing the establishment of The Health Reimbursement/Voluntary Employee's Beneficiary Association Plan.

Mayor Ila Skyberg turned it over to the City Manager Kenna West.

Kenna explained that during the labor negotiations with our union one of the terms that came about was a health reimbursement association plan. Kenna said it is a pro forma type of request for a resolution as the Council already agreed to the bargaining agreement.

MOTION: Councilor Stritzke moved to approve Resolution 17-18-004 authorizing the establishment of the Health Reimbursement/Voluntary Employees 'Beneficiary Association Plan. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

6. Creation of A New Position Of Billing & Office Specialist III And Allocation To The Class Delineated As Office Coordinator.

Mayor Ila Skyberg asked the City Manager to address the creation of the new position.

Kenna explained that the new position is needed as new technologies and more technical processes required by software has created the need for staff to spend more time on those tasks. She added that the absence of the position has clearly presented the need to fill it.

MOTION: Councilor McKnight moved to approve to create a new position of Billing & Office Specialist III. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Councilor Burr asked if the city would have to open up the position for job applications.

Kenna responded the process for the job announcement will be that it is posted internally first. If a there is applicant that meets those qualifications they may be hired. If there is not qualified applicant internally the job will then be posted outside. It would be a two-step process.

7. Upgrade And Renovation Of The Exterior Front (C Street) Of The City Of Willamina City Library Through Donation Of Material And Labor From The Willamina Civic Club.

Mayor Ila Skyberg asked the Library Manager to address the topic.

Sara explained that the Civic Club presented to the Library Board a plan of renovation for the front area of the library. She then described the drawing which was included in the council packet. She further explained that drawing showing planters along the front creating a courtyard effect. The work would be done by

the Hampton Mill Wrights and Willamina High school students. Sara said there would be no cost to the Library.

MOTION: Councilor Stritzke moved to approve the upgrade and renovation of the exterior of front (C Street) of the City of Willamina City Library through donation of material and labor from the Willamina Civic Club. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor. Councilor Wooden asked if the front of the Library would become the main entrance of the library. Sara responded that the entrance is really not wheel chair friendly at this point. She added that some people do use it as a main entrance. April, asked about the drawing and if there would be an arbor and an awning. Sara responded that there may be an arbor that would go between the two planters.

Kenna asked the Mayor if she could adjust procedure for the topic of the DLCD Grant Application for Technical Assistance. She explained that she had been working with COG to complete the application.

MOTION: Councilor Wooden moved to approve Resolution 17-18-005 allowing the City Manager to apply for a State of Oregon Department of Land Conservation and Development Technical assistance grant. . Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

8. Library Membership Change Mayor Ila Skyberg

The City Manager explained that there would be a slight adjustment to process. She explained to pass ordinance no.669 there would a discussion then move to approve ordinance no. 669 then a vote; it would then be read in its entirety and then read the title only.

Sara spoke to the topic and said that at the last Library Board meeting it was discussed to expand the library board members from 5 to 7. She further explained that the need would be to have 5 up to 7 board members at a one time.

MOTION: Councilor Wooden moved to approve to approve ordinance no. 669 revision the City of Willamina Code of ordinances chapter 31, 31.03 (B) to allow up to seven members on the Library Board. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Councilor Wooden reflected on why there ever was just 5 board members. She said it may have been that there were 5 present at the time the Ordinance.

9. Ordinance #669

Mayor Ila Skyberg

MOTION: Councilor Wooden moved to accept the reading of Ordinance 669. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Ordinance 669 was read in its entirety then by title only. The vote was taken.

Mayors Report – Chamber Liaison

Mayor Skyberg presented a CIS Golden Seal Safety Award for the City staff safety performance and handed it to the City Recorder to display in the office of public works and city hall. The safety award was awarded to the City of Willamina at the League of Oregon Cities Annual Conference.

Councilor Wooden reported that the Chamber had purchased a trailer which would be placed at the City Shops property and arrive on the 18th.

City Manager, Kenna West reported that on October 19th there is an Emergency management preparedness meeting. Kenna asked the chair Chief Ken Clark to give an update. He reported that the focus is really on personal responsibility which continues to encourage people to be prepared. He said it is inevitable that there will be an emergency. The responsibility is on the citizens to be ready. He said it will take a few years for it to become a part of one's thinking for preparedness. The meeting is on October 19th at 6:00pm at West Valley Fire.

Kenna reported that the League of Oregon Cities magazine came out with an article seeking committee members. Kenna added that the City is a member of the league and that small cities on committees gives us a voice. She said there are several areas of need that include community development, energy conservation, and government debt; in addition to HR which is collective bargaining, public right of way and transportation. She encouraged the Council to participate. Kenna added that she would be sending in her application of interest.

Mayor Skyberg closed the council meeting.

10. Motion to support the award of the RFP to Brian O'Neil Construction.

Mayor Ila Skyberg opened the Public Hearing on the award of the RFP to Brian O'Neil Construction and read the public hearing script.

MOTION: Councilor Wooden moved to approve the award of the sale of the Old Public Works building as approved the September 27, 2017 Special City Council Meeting. Councilor Baller seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

11. Adjourn

Mayor Ila Skyberg

MOTION: Councilor Burr moved to adjourn at 7:50pm. Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Agenda and Time of Next Meeting

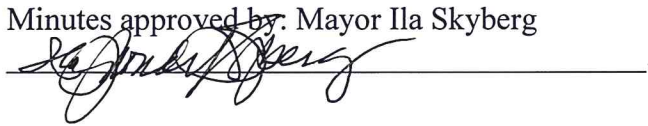
The next meeting will be held at on at:
West Valley Fire
824 NE Main St.
Willamina, Oregon, 97396

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

Minutes submitted by: Debbie Bernard City Recorder


_____.

Minutes approved by: Mayor Ila Skyberg


_____.

City Of Willamina
Minutes of the Once A Month Meeting of the City of Willamina City Council
November 14, 2017
6:00 PM (revised)

Location of Meeting:

West Valley Fire
825 NE Main ST
Willamina, Oregon 97132

Present at Meeting:

Mayor Ila Skyberg
Councilor Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor Heather Stritzke
Councilor Craig Johnson
City Manager, City Recorder Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Guest: (not limited to:)
Planning Commissioner Shirley Fitzgerald
Paul Daliquante News Register

Absent from Meeting:

Councilor April Wooden

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on November 14, 2017 at West Valley Fire by Mayor Ila Skyberg. The Deputy City Recorder Debbie Bernard called the roll call and a quorum was present. The Flag Salute was led 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. Public Input

Mayor Ila Skyberg

Shirley Fitzgerald stated her address as 531 SE Washington St. Shirley posed the question to the Council that the general public was taking notice of the homeless population increasing through the news and asked if they were going to do something to address the

issue. She said that she was aware of at least three homeless camps at her end of town. She was wondering if the City was going to gather a group of people to look at the homeless issue. Kenna said it is a noticeable trend and Willamina like other cities have the issue of funding. Kenna continued to say that we are doing what we can by trying to take action through networking with Yamhill County and giving out a homeless information packet that include contact information for services available in Yamhill County.

Shirley also reported to the Council that there are children roaming around the community at 2:00 to 3:00am.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked if there were any agenda items the Council wanted to pull from Consent.

There were none.

MOTION: Councilor Baller moved to approve the consent agenda with these 5 items.

Item 1 is the check registers for September 1 through 30, 2017 outlining those items paid by check during this time frame.

Item 2 is the financial report for September 2017 outlining the income and expenses for September 2017.

Item 3 is the minutes form the October 10, 2017 council meeting.

Item 4 is a resolution appointing the City Manager as Recorder and creating the position of Deputy City Recorder.

Item 5 updated City Employee Handbook. Councilor Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

3. Regular Agenda - Consideration - Council to advise Staff on the method of recruitment for soliciting new member to the planning commission

Mayor Ila Skyberg

The Mayor asked Debbie to address this topic. Debbie responded and said a vacancy had come up on the Planning Commission due to Michelle Nolen resigning back in August. Also, in review of the Commission she discovered that Ordinance No. 643 changed the terms of the planning commission to 3 years which moved 3 planning commissioner terms to expire December 31, 2017. As staff, Debbie asked Council to continue to support the method of advertising for a replacement that had been done in the past and to reappoint the three commissioners for an additional 3 year term.

Councilor Burr suggested the terms of office be reviewed and suggested a 2 year term.

Councilor Baller said that a 2 year term does not give a commissioner enough time to really learn the job and would want the term to stay. She would like to see everyone reappointed.

MOTION: Councilor Stritzke moved to approve the recommendation in the staff report to direct staff to recruit to fill the current vacancy via advertising in the local newspapers and notify the public of the current vacancy via the Willamina High School reader board and the City of Willamina Website. Also move to approve the reappointment of Shirley Fitzgerald, Susan Richman, and Patrick Howard Keith to the City of Willamina Planning Commission for a full term expiring December 31, 2020. Councilor Burr seconded the motion. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

4. Mayors Report

Mayor Skyberg attended the Kiwanis meeting today. A representative from the Ford Foundation Denise Bacon who is looking to help the City create a comprehensive plan and move us forward. The next meeting will be on December 5, 2017 at 1:00 at Coyote Joes.

Councilor Baller asked who wants the plan. Mayor Skyberg responded the plan is for the City and Rural communities.

Kenna added that Denise Bacon brought her boss who along to the meeting. She added that both are very invested in the City of Willamina. Denise is looking at a comprehensive plan that is looking at the West Valley Campus and the downtown, in addition to the surrounding agriculture area. Kenna reported the Denise's boss gave her the approval to go move ahead.

5. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg reported that the 2017 Coastal Hills Art Tour was very successful. Gennie Wymore is the Coordinator and is looking to do it differently next year. There were many positive comments about the community. Mayor Skyberg thanked Jeff Brown for his efforts during the event. Mayor Skyberg reported that April Wooden had been working on the trailer unit that is now located at the City Shops.

YCOM Board (Councilor Baller)

Councilor Baller reported that they had a short meeting. They discussed the large amount of calls coming in on dog control. She said there at could be 10 calls all on the same issues and they are working on how to address that and make it better. The 911 funds are coming in now. Rita explained that when you purchase a cell phone you pay a fee that goes to 911. The money coming in may be better than expected, she said.

Yamhill County Housing Authority Board Member (Councilor Stritzke)

Councilor Stritzke reported the Board had their last quarterly meeting for 2017. They passed their budget. They have two types of loans one for mortgage assistance. The other type is a loan to fix house repairs. Heather reported that they had to write off three loans this year. She said that two of the write offs were in Willamina.

Yamhill County Transit Authority Board Member (Councilor Johnson)
Councilor Johnson referred to an article in the paper that discussed the bus stops. The next meeting will be in January.

Reports from City Officers

City Manager Kenna West reported on the completion of the intake.

Kenna said things are working and everything is in line. She said there intake project is coming to completion. This was big project and a big deal. She said there is a lot of trouble when the sand gets into the pumps and puts stress on the system. The new project will improve those problems and reduce our overtime man power.

Councilor Burr reported that the light parade is December 2, 2017. He said the City might consider a float if there was a way to get participation.

MOTION: Councilor Stritzke moved to adjourn at 6:35 pm. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, and Stritzke. Councilor April Wooden was absent. All in favor.

IV. Agenda and Time of Next Meeting


The next meeting will be held at 6:00 PM on December 12, 2017 at:
West Valley Fire
825 NE Main ST
Willamina, Oregon 97396

The meeting was adjourned at 6:35 PM by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard Deputy City Recorder

A handwritten signature in blue ink that reads "Debbie Bernard Deputy City Recorder". The signature is written in a cursive style and is positioned above a horizontal line.

Minutes approved by: Mayor Ila Skyberg

A handwritten signature in black ink that reads "Ila Skyberg". The signature is written in a cursive style and is positioned above a horizontal line.

City Of Willamina
Minutes of the Monthly Meeting of the City of Willamina City Council
December 12, 2017

6:00 PM (corrected)

Location of Meeting:

West Valley Fire
825 NE Main St.
Willamina, Oregon 97132

Present at Meeting:

Mayor Ila Skyberg
Councilor Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor Heather Stritzke
Councilor Craig Johnson
Councilor April Wooden
City Manager, City Recorder Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Guest: (not limited to:)
Library Manager Sara Frost

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on December 12, 2017 at West Valley Fire by Mayor Ila Skyberg. The Deputy City Recorder Debbie Bernard called the roll call and a quorum was present. The Flag Salute was led by Mayor Ila Skyberg.

I. Approval of the Consent 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. Consent Agenda

Mayor Ila Skyberg

MOTION: Councilor Baller moved to approve the consent agenda with these items:

Item 1 is the check registers for October 1 through 31, 2017 outlining those items

paid by check during this time frame.

Item 2 is the financial report for October 2017 outlining the income and expenses for October 2017.

Item 3 is the minutes from the November 14, 2017 council meeting.

Item 4 is the approval of resolution no. 17-18-008 giving the authority for the City Manager to execute a purchase and sale agreement for the sale of the "Old Public Works Building" on behalf of the City of Willamina. Councilor Stritzke seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Wooden and Stritzke. All in favor.

2. Regular Agenda - Consideration of the appointment of library board members.
Mayor Ila Skyberg
Mayor Skyberg appointed Barbara Leavens, Tracy Dillon and William Nelson to the Library Board.
3. Administration – Consideration of Resolution No.17.18.007 which adopts an updated Inclement Weather Policy.
Mayor Ila Skyberg

MOTION: Councilor Burr moved to approve Resolution No. 17.18.007 which adopts an updated inclement weather policy and giving the City Manager the authority to close City Hall. Councilor Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Wooden and Stritzke. All in favor.

Mayor Skyberg asked the City Manager to address resolution 17.18-007.

The City Manager noted that the resolution is an update the old one and would give her the authority to close City Hall during a period of inclement weather. The policy also gives time and a half to public works employees called in to work during that period.

4. Mayor Report
Mayor Ila Skyberg (included with the chamber liaison report).
5. Council Liaison Reports
Mayor Ila Skyberg
Chamber Liaison (Mayor Skyberg)
Mayor Skyberg commented that we owe special thanks to Bob & Rita Burr for their hard work on the Christmas Parade. She noted that the parade was very successful and that Santa was amazing; the Mayor thanked Craig Johnson.

YCOM Board (Councilor Baller)

Councilor Baller reported that everything went really well at their last meeting. She said she cannot say enough about the spectacular job they do. She added that 911 will be getting new equipment.

Yamhill County Housing Authority Board Member (Councilor Stritzke)

Councilor Stritzke said she had nothing to report.

Yamhill County Transit Authority Board Member (Councilor Johnson)
Councilor Johnson reported their next meeting is in January 2018.

6. City Manager Report

City Manager Kenna West

The City Manager reported that there was nothing out of the ordinary. Kenna commented that the Council is running more efficiently.

7. Sheriff's Report

Mayor Ila Skyberg

The City Manager commented on the Sherriff report. She noted that the report shows increase of activity and the reason for that was presence. The deputies are more present which reflect more activity.

Bob Burr asked Jeff about the new sand filter. He responded that everything is working well. Kenna added that the refurbished sand filter is online and running. She added that the seal is will be inspected to make sure it is operational as intended.

Councilor Burr reported it was the Mayor Birthday and asked all to join in to sing Happy Birthday.

8. Adjourn

Mayor Ila Skyberg

MOTION: Councilor Stritzke moved to adjourn. Councilor McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, McKnight, Wooden and Stritzke. All in favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on January 9, 2018 at:
West Valley Fire
825 NE Main St.
Willamina, Oregon 97132

The agenda for the next meeting is as follows:

The meeting was adjourned at 6:15 PM by Mayor Ila Skyberg.

Minutes submitted by: Deputy City Recorder, Debbie Bernard
_____ Date: _____.

Minutes approved by: Mayor Ila Skyberg
_____ Date: _____.

December 12, 2017 City Council Regular Meeting Minutes

City Of Willamina
Minutes of the Monthly Meeting of the City Council
January 10, 2017
6:00 PM

Location of Meeting:

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

Present at Meeting: Mayor Ila Skyberg

Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Bob Burr
Councilor Theresa McKnight
City Manager Bob Sivick
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Code Enforcement Officer
Guest (not limited to):
Dave Buswell
Dennis Ulrich
Justine Colton
Patty Brooks
Janelle Justin
Katie Vinson
Doug Colton
Donna Owens
Gary Brooks
April Wooden
Mike Colton
Jamie Van

Absent from Meeting: Rita Baller

Public Input:

Mary Bramall
Dawn Owings
Cori Farmer

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on January 10, 2017 at West Valley Fire Station by Mayor Ila Skyberg. The Flag Salute was recited. A roll call was taken by the City Recorder and a quorum was not present.

I. Approval of Agenda

CC.REGULAR MEETING MINUTES FOR JANUARY 10, 2017 (tape recorded meeting)

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 Ila Skyberg addressed those who signed in to speak.

- a. Mary Bramall stated her address at 774 NE Main St. Willamina. Mary addressed the Council to notify them that she witnessed footprints on the sheets of ice in the pond. She was concerned those foot prints could be front children playing.
- b. Corey Farmer stated her address of 435 SW Hill, Willamina. She reported to the Council that City workers have been parking in her yard. The City Manager responded and said that if there were any damages to the yard the city would repair the grass and public works would be alerted to not park on her property.

2. Consent Agenda

Mayor Ila Skyberg

The Consent Agenda to the January 23, 2017 meeting.

1. Approval of Minutes of December 13, 2016 - separate handout
2. Check Registers of December 1 to 31st, 2016 (information only)
3. Financials December 2016

Oath of Office by the newly elected officials

Mayor Ila Skyberg

The City Recorder read the oath office for the elected officials; Each took the floor to address audience.

Mayor Ila Skyberg

Councilor Bob Burr

Councilor Craig Johnson

3. Town Hall Meeting

Mayor Ila Skyberg

- a. Economic Development Presentation - Bob Sivick

City Manager Bob Sivick introduced his Power Point presentation called Willamina Economic Development and Visioning.

Bob gave facts about Willamina.

Population (2015) 2,106

Growth since 2000 14.2% (Nationally-14.2%)

Median Age-37.5yrs. (Nationally-37.8 yrs.)

Population under 25yrs. – 33.7% (Nationally-33.4%)

Population over 65 yrs.-14.8% (nationally-13.8%)

Population over 25 years of age

Less than High School Education-18.2% (Nationally-11.6%)

High School Education or Greater-81.8% (Nationally-88.4%)

Bachelor's Degree or Greater-11% (Nationally-12.0%)

Employment by Industry (Full Time-16yrs.or over)

Education and Health Care-19.3% (Nationally-23.7%)

Entertainment, Lodging, Food Services-16.4%(Nationally-9.6%)

Manufacturing-14.7%(Nationally-10.4%)

Transportation-7.4%(Nationally-4.9%)

Agriculture, Forestry-4.9%(Nationally-2.0%)

Construction-4.9%(Nationally-6.2%)

Public Administration-4.7%(Nationally-4.9%)

Professional, Scientific, Technical Services-3.8% (Nationally-10.9%)

Information Services-3.3%(Nationally-2.8%)

Finance and Insurance-2.1%(Nationally-6.9%)

Other Services-2.7%(Nationally-.8%)

Willamina Economic Development Issues

Advantages

Population Grown

Young Residents

Disadvantages

Lack of Proximity to Major Highways and Metropolitan Areas

Lack of Residents with Advanced Degrees

Solution?

We Cannot:

Build a major highway through Willamina; Relocate Willamina to major metropolitan areas; Increase population to 20-28K overnight; Have residents earn advanced degrees.

We Can:

Pursue economic development with the assets we have.

Asset Based Economic Development

CC.REGULAR MEETING MINUTES FOR JANUARY 10, 2017 (tape recorded meeting)

Asset based economic development is a bottom up approach to economic development. It builds on existing local resources to strengthen the local economy. It focuses on a community's environmental, cultural, and economic advantages and leverages them into sustained economic growth.

Jeri St. Onge noted that we need places for people to stay. The city currently does not have enough rentals for accommodate visitors.

It requires;
Strong leadership from the public and private sectors;

Innovation;
Collaboration between community leaders;
Cultural shift and rethinking of attitudes towards economic development; and
A source of funding

Bob then asked those present to participate and respond to

WHAT ARE WILLAMINA'S ASSETS?

The Pond.

WHAT ARE WILLAMINA'S NATURAL ASSETS?

The Location

WHAT ARE WILLAMINA'S HISTORIC ASSETS?

Audience member stated the Museum.

WHAT ARE WILLAMINA'S CULTURAL ASSETS? *The People.*

WHAT ARE WILLAMINA'S LIABILITIES?

Bob Sivick opened the question of "what are Willamina's liabilities" by prefacing that the City does not have the critical mass at this point. He said the City needs a point of movement. There must be an investment of public and private partnership to make this happen.

Comment from the audience: There is a perception of people in and out of Willamina that do not know what assets Willamina has. Bob responded and said we need to turn it around for those outside but we need to start within.

Bob Sivick said in thinking about the community and the research on the community and economy back to 1991 he noted things were last happening then. He asked the group who were present if they remembered the department store. Bob asked people to think back to 1991 which were 25 years ago, and then asked folks if they thought the downtown since then had improved or got worse.

An audience member responded and said she thought it bottom out 15 years ago, and now is going up. Bob asked the group to think 25 years from now and what they would you like to see in Willamina.

An audience member said a Brewery.

Downtown is beautifying during the holiday's it is like a Christmas village.

An audience member who lived outside the city would like to see the downtown as a center hub for CSA a boutique farm loop around the agriculture groups of people outside the city. She said the City needs to think of those outside the City who spend money inside the City. Bob responded and said he wants to provide incentives to bring more people into the city and spend money. Tobey Pratt added to the audience member's comments and gave the example Hood River with the Fruit Loop which creates a large economy for Hood River.

Bob asked do you want to see additional employers in town or do you want to see people come into town to eat and visit brew pubs; what do want to see in Willamina. An audience member said more than 50% in the room work in town and spends in town. Bob responded and said he understands that

people in this room have a stake in the community and tend to be more involved.

Dick Paay said he would like to envision in 25 years' good schools.

Bob S. responded and said good schools are good for economic development.

Dick Paay commented that Chemeketa who usually has outreach classes in outer community but have not continued that and it is bad. Bob responded and said it could have to do with budgetary.

An audience member stood and said she had a master degree. She said she is a social worker and drives around Yamhill county for work. She said she was hearing broad statements that are not true and a true picture of the people. She said it would be important to get out to the people in person. There was applause from the Audience.

Bob asked the member to state what the misconceptions are. She said that she did not want the floor because she has a master degree or what she stating is logical but she wanted people present that have lived here all their lives to be listened to; She said she thinks there is a disconnect between people that oversee the City government and people that are present and there needs to be a healing before planning can be done.

Jeri St. Onge offered support and said Jennifer is stating that she is hearing disingenuous statements.

Bob responded this is not a conflict thing it is an inclusion thing. Jennifer then said she would like to see Bob and others visit outer areas and farms.

Dave Buswell said he would like to see the downtown livelier and people outside. He said one of the things he likes to do is eat at the Wildwood outside.

Craig Johnson said he would like to see a theater like the one in Independence. An amp a theater for example located at the Campus.

Audience member said she has lived here 40 years. What she sees is people like her are retiring. People like Bob and Rita who had the Pharmacy are retired. So, she is seeing the community evolving.

Bob Sivick responded and said we must roll with with the economy. He said it is unconvertable to talk about change and things that are wrong and good with our community.

Bob Sivick said what he likes most about Innovate Willamina is we are community that has embraced high tech.

Katie Vinson commented on what Genie said that there is a lot of fraternal organizations that are dying out; she said one of the big things we have here in town is that we are connected in Willamina. She gathered several women that pulled up chairs and then gathered to create a women's group.

Bob supported what Katie said and noted that the members of the local Civic Center were dying off and what a network of women did was came together to keep it going a very positive example of community involvement.

An audience member said he would like to see Hemp grown in the community.

Bob then moved to the NEXT STEP:

Bob explained that the City applied and received a building blocks grant for sustainable communities which will identify infill needs in the Willamina and create a critical mass for economic development. A national team will be coming to town on February 6 and 7 and visiting people and observe and evaluate the city and make a Public presentation to all on the 7th. The people are from outside the community. The advantages to that are they are objective. They can look at it with clear eyes.

Jeri asked if they will provide funds to help with infill.

Bob responded no. They will help us plan to plan.

Bob went further to explain after all the presentation and plan it will be thrown back to the elected officials to elect a committee. Bob said we are all a bunch of cooks throwing everything into to a pot.

Katie committed on the Urban Grown Boundary and asked it easy to expand. Bob said Oregon has structure to boundaries and may be more difficult to change.

The City Recorder Debbie Bernard stated that the presentation would be on the Website for everyone to access.

Audience member asked who applied for the grant. Bob responded Ms. Bernard and I applied and apply for many grants. Presentation ended with Applause.

WHAT ARE WILLAMINA'S UNDERUTILIZED BUILDINGS AND SITES?

United States Environmental Protection Agency Building Blocks for Sustainable Communities. Application for assistance submitted in September 2016
 Recipients chosen in December 2016
 Willamina is one of 25 Communities chosen nationwide for this program

Infill Development

Repurposing unused or underutilized lots and buildings in downtown commercial district

Program helps local Governments identify obstacles to infill development and strategies for overcoming those obstacles

If successful infill development will increase property values and creates critical mass of rehabilitation and new development which will act as a catalyst for more development.

National team will be visiting Willamina on February 6 and 7, 2017 to observe and evaluate the City and make a public presentation of findings and recommendations

Proposed Schedule –Economic Development

- Willamina City Council Work Session – December 6, 2016
- Town Hall Meeting – January 10, 2017
Political leaders, business leaders, community as a whole
- Visit & Evaluation by Community Planning & Economic Development Expert – February 6 and 7, 2017
- Saturday Workshop on Economic Development & Revitalization – March, 2017
Political Leaders, Business Leaders, Community as a whole
- Willamina City Council formulation of Economic Development Visioning Committee – April 2017
Members included Elected Officials, Business Leaders, Community Leaders, and Educational Leaders

Formulation of Economic Development & Revitalization
Plan- Remainder of 2017

Next:

Review of the REOI Request for Interest of Expression on the Old Department Store and Old Public Works Building

Bob Sivick addressed the REOI (request for the expression of interest) on the Old Department Store and City Shops. He said that the City did do several advertisements looking for interest.

Bob said he received several interests. One specifically from the West Valley Fire Chief and asked him to speak. The Chief explained their interest is to store equipment. The Chief said he has two trailers that has medical equipment which are used to go out in the wild lands. He said that this building is full and so he would like to use the old city shops to store their emergency management assets that would allow them to be close and enhance the fire department capabilities.

Other interest was from a private party not present.

In addition, other interest was from Skyberg Hardware. Bob Sivick. said Ila Skyberg would speak as a private citizen and not the Mayor. Ila said they put their hat in the ring because they wanted to see something happen.

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She said that Skyberg's Hardware has had to diversify to stay in business over the years. She noted the laundry mat, and the cleaners. In 1994 they were charged for every machine and on top of gas, insurance and maintenance the whole thing stop paying for it. She said in thinking about the old city shops, they could move the lumber yard operation over there and have people to operate that operation there.

Bob then moved to discuss the old department store and said there was not much interest in that building as the old city shop. The interest that came in was from the Grand Sheramina Food Bank. Bob said his impression was that the City would have to gift the property to them to use; He added that they are losing their lease.

Audience member asked where did we advertise. The City Recorder responded that we advertised in the Newsregister and the Bulletin. The audience member asked why didn't we advertise on craigslist.

Katie Vinson said that a certain number to a certain family would find it offensive. Bob S. responded that the use of that building had been damaged in the recent past and that reduced its value. He said we may have come to a point that the condition of interior and the condition of the building may make it more valuable to level the building and sell the lot.

Katie Vinson asked if we could advertise for 2 weeks on Craigslist. Bob responded that he did not see any problem with advertising on Craigslist.

Mayor Skyberg asked if we had an appraisal on the buildings. Bob Sivick responded that he had not completed an appraisal but planned to get that done.

Did Paay audience member added that it could be argued that Willamina is at a survival level than a discretionary level. He said he recommends to the City to put those 2 property into private hand and back on the tax rolls.

In regard to the Council Vacancy Bob Sivick asked the Council if they would consider an application after the deadline; the response was no that proper notice and advertising had been completed. Bob suggested that at the next meeting we could have the applicants appear to speak to the council and at that point the Council could make a decision.

Mayor Skyberg asked about business carried forward. She asked to scratch off senior center and ipads.

Mayor Skyberg asked to schedule a special meeting on Thursday the 19th @ 6:00pm to complete the items on the agenda. Mayor asked for a motion to adjourn. Councilors seconded.

IV. Agenda and Time of Next Meeting

CC.REGULAR MEETING MINUTES FOR JANUARY 10, 2017 (tape recorded meeting)

The next meeting will be held at 6:00 PM on January 23, 2017 at:
West Valley Fire Station
825 NE Main St
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

4. Resolution 16-17-008 A Resolution to establish the Right of Way use fee and license application fees for utilities operating within the City of Willamina Right of Way
5. Council Vacancy Application- update

The meeting was adjourned at 8:40 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie
Bernard_____.

Minutes approved by: Mayor Ila
Skyberg_____.

City Of Willamina
Minutes of the Once A Month Meeting of the City Council
June 13, 2017
6:00 PM (recorded meeting)

Location of Meeting:

West Valley Fire District
825 Northeast Main Street
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Councilor Craig Johnson
Councilor Heather Stritzke
Councilor Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor April Wooden
City Manager Ross Schultz
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Code Officer Dave Morey
Senior Librarian Sarah Frost

Others Present:

Thompson Morrison
Chris Scholten
Shirley Fitzgerald

The regular meeting of the of City Of Willamina was called to order at 6:00 PM on June 13, 2017 at West Fire Valley District by Mayor Ila Skyberg. The flag salute was cited. The City Recorder, Debbie Bernard called for roll call and a quorum was present.

I. Additions to the Agenda

1. Water Rights Letter from Dick Paay - Mayor Ila Skyberg

II. Consideration of Open Issues

2. Public Input - Mayor Ila Skyberg

Thompson Morrison with Online Northwest is present to update on the fiber network in Willamina. The first area from Churchman west is now live with a 46 % subscriber rate for the new service. The next phase of construction will be from Churchman east.

Councilor Rita Baller asked how long before the second phase is completed. Thompson Morrison replied with an estimate of two weeks.

Councilor Craig Johnson commented on the great work with the youth.

III. Consent Agenda

City Manager Ross Schultz commented to Mayor Ila Skyberg that we will now be a month behind on the financials. This schedule will allow for more accurate numbers.

1. The minutes of the previous meetings were reviewed and corrections are needed. Bob Burr and April Wooden were absent.

The City Recorder noted the correction to the May 4, 2017 minutes.

MOTION: Councilor Heather Stritzke moved to approve the consent agenda with corrections. Councilor Bob Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

IV. Presentations

Chris Scholten with the Horseshoe Tournament would like to bring the event closer to town. Ideally have the event at the park, if possible.

Councilor Rita Baller asked if this event could cause congestion. Chris Scholten responded saying he doesn't think so. This event usually attracts around 50 people.

Public Works Director Jeff Brown suggested having the event at the Old Public Works Shop. Chris Scholten said that would be fine with him.

V. Public Hearing

Mayor Ila Skyberg

Mayor Skyberg read public hearing statement for the 2017-18 Budget Hearing. She asked for general testimony. Questions or comments from council.

Shirley Fitzgerald at 531 SE Washington Street, Willamina, OR brought a written statement which she read. A copy is attached for the record as Exhibit A.

Shirley asked the Council to investigate 3 issues regarding the city financials which she express concern.

Shirley also asked to speak on the Water Rights topic on the agenda.

Shirley read her statement aloud that stated she is in support of the request for water rights for the community center athletic fields, community garden area and front lawn. "I would like this agreement to be contingent on the proper re-zoning of this property before the pumping station can be activated and ensure that all proper back flow devices are installed at the cost of the owner of the property not the cities if needed, to ensure the integrity of the city's water supply. I would also like the city to ensure that the water rights granted to the west valley community campus are not transferable, especially should the property owner decide to sub-divide the property."

Councilor Baller asked if staff had reviewed pricing on cleaning uniforms. City Manager Ross Schultz responded "not at this time."

Mayor Skyberg continued the reading of Public Hearing statement and then closed the public hearing.

Mayor Skyberg next proceeded to open the hearing for State Revenue Sharing and read the public hearing script.

Consideration of Resolution 16-17-016. A resolution Adopting the FY2017/18 Budget, Make Appropriations & Imposing and Categorizing Taxes.

MOTION: Councilor Bob Burr moved to adopt Resolution 16-17-016. A resolution Adopting the FY2017/18 Budget, Make Appropriations & Imposing and Categorizing Taxes. Councilor Rita Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration of Resolution 16-17-017. A resolution declaring the City's Election to receive State Revenue Sharing Funds.

MOTION: Councilor Rita Baller moved to accept Resolution 16-17-017 the State Revenue Sharing Funds. Councilor Heather Stritzke seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration of Resolution 16-17-018. A resolution declaring 4 or more services.

MOTION: Councilor Craig Johnson moved to accept Resolution 16-17-018 declaring 4 or more services. Councilor Bob Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration of Resolution 16-17-019. A resolution Approving Proposed 2017/18 Rate Schedule for Recology Western Oregon.

Mayor Skyberg opened the Public Hearing for the proposed 2.30% rate increase for Recology Western Oregon Waste effective July 1, 2017. She asked for testimony from proponents, testimony from opponents, and general testimony.

Dave Larmouth rate analyst from Recology spoke and stated his address of 1850 NE Lafayette Avenue, McMinnville, OR 97128 and explained the 4 page rate increase; he explained the 30 and 90 gallon cart increase. He asked the council if they had any request for changes to the service. He also addressed glass recycling. Councilor Burr asked if it is possible to have a glass depot collections thorough out the city. Dave responded it is possible. He said Sheridan and Amity have glass depots. He explained it should be great and can be great, however, it could turn out to be a mess, so he cautioned the Council. He said "glass is sharp!"

MOTION: Councilor Heather Stritzke moved to adopt Resolution 16-17-019 and the Proposed Rate Schedule for Recology Western Oregon. Councilor Rita Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

VI. Regular Agenda

Consideration of Contract Renewals. CCRLS Contract #10196600, Amendment #01 and 2017/18 Police Services Contract Renewal.

MOTION: Councilor Heather Stritzke moved to adopt the CCRLS Contract #1019660. Councilor Theresa McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

MOTION: Councilor Rita Baller moved to accept 2017/18 Police Services Renewal Contract. Councilor April Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration for Saturday Market and Street Closure from Main to 1st on "B" street.

MOTION: Councilor April Wooden moved to accept Saturday Market and Street Closure from Main to 1st on "B" street for a four week period. This Councilor Theresa McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration for approval to use City of Willamina's Creek Water Rights.

Dick Paay, West Valley Community Chair spoke to the Council and said he is not asking for any changes in the Cities water rights. He said they are asking to purchase water for one year that is pumped through the City's water right source for the garden area, greater football area and the front yard; the baseball field would not be included.

He read a written statement that said, "West Valley Community Campus is requesting a contract with the City of Willamina to purchase untreated Willamina Creek river water for minimal cost. Withdrawal point will be at the end of "C Street on the campus side. Water will irrigate approximately 3 acres, to be surveyed by Nathan Magness, for exact cubic feet limit, all water rights requirements will be met by the Campus."

Councilor Wooden referenced estimates in the enclosed report which included the baseball fields. Dick acknowledged that and said it was older data.

The City Manager, Ross Schultz said he does support the Campus using untreated water and asked Dick Paay to allow him time to work with him on a terms of an agreement. Dick agreed.

Councilor Baller asked the City Manager to do some research on water rights that may have gone away; she said she was curious.

Consideration of Interim City Manager Contract.

MOTION: Councilor Bob Burr moved to accept the Interim City Manager Contract with corrections. This Councilor Heather Stritzke seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration of Resolution 16-17-020. A Resolution to award Cherry St. paving contract.

MOTION: Councilor Rita Baller moved to adopt Resolution 16-17-020 to award Cherry St. paving contract. Councilor Bob Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Adjourn
Mayor Ila Skyberg

MOTION: Councilor Heather Stritzke motion to adjourn. Councilor Theresa McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

XI. Agenda and Time of Next Meeting

The next scheduled regular meeting will be held at 6:00 PM on July 11, 2017 at:
West Valley Fire
825 West Valley Highway
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 9:00 pm by Mayor Ila Skyberg.

Minutes submitted by:

City of Willamina City Recorder Debbie Bernard. June 13, 2017

Minutes approved by:

Mayor Ila Skyberg Ila Skyberg

**City Of Willamina
Minutes of the Meeting of the City Council
March 14, 2017
6:00 PM**

Location of Meeting:

West Valley Fire Station
825 Northeast Main Street
Willamina, Oregon 97396

Present at Meeting:

Council President Rita Baller
Councilor Bob Burr
Councilor Craig Johnson
Councilor Theresa McKnight
Councilor April Wooden
Absent:
Mayor Ila Skyberg
Counselor Heather Stritzke
City Manager Bob Sivick
City Engineer Peter Olsen
Sergeant Todd Whitlow
City Recorder Debbie Bernard
Public Works Director Jeff Brown
City Accountant Scott Clark
Code Enforcement Dave Morey
Librarian Sara Frost
Other Guest (not limited to ☺)
Shirley Fitzgerald
Steve Donovan

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on March 14, 2017 at West Valley Fire Station by Councilor President Rita Baller. The City Recorder Debbie Bernard called for 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

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

III. Consideration of Open Issues

1. PUBLIC INPUT BUSINESS FROM THE AUDIENCE Visitors: Presentations not scheduled on the agenda are limited to Three (3) Minutes. Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment on an item of the regular agenda will need to sign in on the sign in form.

Council President Rita Baller asked for Public Input.

Shirley Fitzgerald of 531 SE Washington addressed the Council with concerns of excess vehicles and noise at the High School property which is across from her house.

She asked Council to step in and address the problem of excess vehicles parked in the yard. She thought a letter from Council notifying them that it violates city code would help.

Councilor Baller asked if there was a business operating there. The City Manager responded and said that the nonprofit under Dick Paay rents out space in the old school shops. Rita asked if there was a lot of noise. Shirley responded up to 2:00pm in the morning. Shirley said she is aware that David the City Code Enforcement had addressed the issue, but it is more than one person can handle and that is why she was coming to Council.

Code Enforcement Dave Morey then said he is familiar with the renter and that he works on cars. He added that he visited the tenant last Friday and talked to at least 6 people giving them warnings.

Councilor Burr asked if the tenant was working on his cars and others.

Councilor Baller said she would like to allow Dave to do his job and since he has already given them a warning then he should take the next step to follow through.

Councilor Burr asked if anyone contacted Dick Pay. Bob S. responded that he had met with Dick this week in a discussion on the uses at West Valley which was ongoing.

Councilor Baller asked Shirley if she would return to the next City Council meeting for follow up after allowing code enforcement to address the issue further.

MOTION: Councilor Burr **moved** to accept the consent agenda which included Minutes from February 14, 2017, Financials and Check Registers. Councilor McKnight **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson and Wooden voting aye. All in Favor.

Correspondence - None

IV. Consideration of New Business

Regular Agenda:

Councilor Baller noted that Sherriff Whitlow was late so she moved to next presentation on the Agenda:

1. Recommendation from City Engineer Peter Olsen and Steven Donovan Regarding Preparation Needed For A System Development Charges Rate Study.

Councilor Baller introduced Peter Olsen and Steve Donovan. Mr. Donovan passed out a copy of the overhead presentation for the Council and audience.

Peter explained that the City Recorder asked them to put together a presentation on SDC's and make recommendations on updating the methodology of the City's SDC's. He then passed the presentation to Steve Donovan.

Steve Donovan stated his office address at 9600 SW Oak suite 335 Portland, OR 97223.

He began the Presentation called "Willamina City Council SDC Methodology Update".

The presentation's agenda was centered on:

- SDC definitions and the City's authority to charge SDCs on new development.

Steve addressed the definitions of SDC's as a one-time charge imposed on new development. Steve said the key component is "one time charge". He added that SDC's can only be used for capital only. Already development properties pay only upon redevelopment (he gave the example of a large lot that was divided into 6 lots which would put 6 times the stress on the system).

- Current state of Willamina's SDC methodologies.

Steve shared the story of West Linn and miss use of SDCs. He said "The City of West Linn collected a war chest for water, sewer, transportation and parks SDC's then spent the money on a new City Hall. The Development community sued the City of West Linn. That case produced the act of 1987 system dev charges which turned into a house bill that then codified into statute ORS 223.297-223.314. He explained to Council that you cannot charge SDC's without a plan. The plan is called a master plan. In 1994 the City of Willamina adopted ordinance 563 that established how the city charges for SDC. He said the ordinance was very standard and the City is "street legal".

- Strategy for updating the City's SDCs.

Steve explained that SDC's are actually 2 charges or two distinct fees. One is a reimbursement fee that is charged for new connections or buy-in to the existing system capacity which is designed to recover costs associated with capital improvement "already constructed or under construction".

The second one is an improvement fee which is charged for new connections' and buy-in to planned, future system capacity. The second type is designed to recover cost associated with capital improvements to be constructed in the future. Steve gave the example that a developer may be required as a condition of the development by the Engineer to put a larger capacity water line for future development. Steve noted that in 2015 the City update the Water Master Plan.

Steve continued to explain that fees collected can only be spent on capital. If the City collected a sewer SDC it can only be used on Sewer. He said that the city does not have a methodology for sewer or parks. He said that is not good.

Councilor Baller then stated "but you can use these fees to pay for the study we have requested"? Steve responded "yes". He added you can only charge an SDC's that expand the system. He recommended adopting a resolution that allows the City to charge for inflation. He said that was an easy resolution. Step 2 work on a capital improvement plan for each of the studies. He a plan is just that a plan. He said a 5 year plan is a minimum and start thinking over the horizon.

Then 3rd consider establishing a policy to establish a Council review of SDC's to review the methodology. The 4th is look for Grants. He said ODOT often gives grants for transportation plans. Steve then moved to a table of other communities.

- Current SDCs charged in Yamhill County communities.
He noted that the spread is wide from \$7,000 to \$18,000. He also noted that Dayton does not charge for streets or parks. He said there is a wide range of what other do not charge and do charge. Newberg was the highest. Willamina was one of the lowest cost of SDC's in the County for recovery. So what does mean is if new development does not pay for capacity the citizens are subsidizing new growth? Steve gave an example of Molalla that waived SDC's to promote growth in hopes of bringing in development; it did not work. Steve ended by stating you do not have to charge for SDC's you have the authority to not charge but then the citizens subsidize growth. Steve also said developer agreements can be anything and completely different than SDC's.

Steve then backdated in time "timeline". He said he cannot do a darn thing until staff comes up with a plan. It has to be adopted by resolution or ordinance. He would look at what part of the plan for capacity expanding

and then units of demand. He said it would take at least 6 months to one year for all this to come together.

Councilor Baller commented that work should start sooner than later.

Councilor Burr said that the Methodology of residential makes sent to him. He said looking at neighboring cities and he does like to see similar methodology. Bob B. also asked why Newberg so high is. Steve D. responded because of growth and you have to be ready for growth that requires services. Newberg also built a new waste water plant. Steve D. said Dundee is one to really look at. The Fire protection is really not big enough to support growth; he asked everyone if they drive through Dundee and explained they were not prepared for the amount of growth. "He asked does growth pay their fair share" Steve asked.

Councilor Burr said he was going to open a can of worms which is SCS for change of use. He referenced the local Bank building. It has been remodeled for a coffee bar. Steve said it would have a higher demand on the sewer system and streets. He said there would a change or large trip generation. Bob Burr said that building had been an insurance building in the past and a doctor's office. Steve D. advised that it is a part of the application process and the job of the applicant to come to the City and explain the demands through the building permit process. He also said to the Council to not go ex parte and let the staff take care of that as they can be sued.

- Council questions and direction.

Councilor Baller asked the City Engineer look into how much growth that the city can take before having to expand the lagoons. Peter Olsen responded and explained that the master plans will provide the information and answers on expansion.

City Manager Sivick then said Council can direct staff to do the master plans for water, sewer, parks, and transportation which would include the methodologies.

Councilor Burr again addresses 110 NE Main St. and asked Peter if he was aware of all the uses of that bank building. The City Engineer responded "yes".

MOTION: Councilor Johnson **moved** to direct the City Manager and Staff to move forward to create a CIP for Water, Sewer, Parks and Streets SDC's. Councilor McKnight **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson and Wooden voting aye. All in Favor.

MOTION: Councilor Burr **moved** to direct Staff to prepare a Resolution as of now SDC fees are adjusted according to inflation. Councilor Johnson **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson and Wooden voting aye. All in Favor.

Councilor Baller introduced Scott Clark the Cities new accountant. Scott gave everyone a timeline of his background. He lived in began his carrier in Minnesota then Wyoming and from there the family moved to Taos New Mexico then to Oregon. Rita welcomed Scott.

Next on the Regular Agenda:

2. Presentation To Council From Yamhill County Sherriff Office Sargent Todd Whitlow Regarding Recommendation Of 2.0 FTE Contract/and Citizens Advisory Board
Councilor Rita Baller

Todd rolled the lectern to face the Council and audience. He had sitting in Sheridan crunching numbers and was used to the old schedule pending his late arrival. He said the core reason he was present was to talk about the costing sheets enclosed in the Council packet which included the cost for a 1.5 FTE deputy then 2.0 FTE.

Todd shared that he supervises all 4 of the rural contracts with the Sherriff which include Willamina, Sheridan, Lafayette and Dayton. He explained that Deputy Trombla spends 2 days in Willamina and 2 days in Sheridan. Todd said between the 2 cities Sheridan by itself accounts' for 23% of all arrests in the County and City of Willamina accounts' for 13% for arrests during the year.

Todd noted in reference to juveniles, Sheridan is responsible for 45% of all juvenile arrests; and for a total there were 30 juvenile arrests in Sheridan and 17 in Willamina. As a whole the cities make of 52% of all arrest in the entire county.

David Mills is the 1 fulltime and Deputy Trombla is the .5.

Councilor Baller asked Todd what were the chances of having a deputy stroll thru city council meetings. Todd responded that unfortunately when the City Council meetings moved to Tuesday there isn't a contract car in Willamina.

He said the rural car he could ask them to stop in the meeting but he could not guarantee that they could stay. The rural folks would not be able to participate or have input into the meeting as they are not up to date. Councilor Baller said if it is possible she would appreciate just a stroll through of presence. Todd said he we would let him know in advance, he could let rural patrol know in advance.

Councilor Baller asked Todd if he had seen problems with homeless. Todd reported that there was an influx of folk from the coast that found their way down to Sheridan and Willamina but had not seen a huge influx like you would see in McMinnville and Newberg.

Todd moved to the costing sheet for 2.0 deputy sheet. He said it is not a sales pitch but the amount of pressure put on deputies is related to the amount of crime. He did add the amount of crime has been coming down for the last 2 years. He credited the deputies' arrest and solving crime. As Willamina grows you see more people floating in and out of town. He said Lafayette has 2 deputies that work full time. Todd proposed a schedule if it were Monday thru Thursday and Thursday thru Sunday Schedule; that schedule could support the city's code enforcement. Todd said there is a benefit of presence; he added that Lafayette is pretty happy with 2 FTE. Sheridan has 3.5 deputies plus Todd as a Supervisor in Sheridan. He added that how it could work out for Willamina economically if the code enforcement were to be absorbed by the 2.0 FTE. Todd concluded that the numbers were the Sheriff costing sheets. Councilor Johnson said so we could have a day and night person. Todd explained that on Thursday the deputies would overlap to communicate and talked about crime and then the next deputy would continue.

The City Manager responded to Council, the administration is not taking a strong position on this as it is a policy decision; and as of yet he has not received a complaint that we have too much police law enforce in town. Bob said the most important function of government is to protect the public and that is what our law enforcement does. Bob S. said to the Council they will have to make the policy decision to approve the proposal of added cost for police services and that staff is working on the Budget now and that will be prepared soon to assist. Todd concluded and pointed out the Citizens participants Flyer that is soliciting participants.

BUSINESS CARRIED FORWARD-UPDATE

1. The Old Department Store & The Old City Shops

Bob S. reported that the appraisals will be completed to be presented at the next meeting.

2. Library Awnings

Councilor Burr was asked for an update he said he was not aware of being on an awning committee.

BUSINESS CARRIED FORWARD-UPDATE

1. The Old Department Store & the Old City Shops

2. Library Awnings
3. Playground and Park Equipment
4. Reports From City Officers
Council President Rita Baller

1. Report from Public Works – verbal

Jeff reported on the upcoming bark dust sale and that he would be doing deliveries and using the cities dump truck. He has spent more time doing locates due to Online NW installation of fiber on Churchman and that area. He added that the service should be online in one to two weeks.

Councilor Baller asked Jeff how the turbidity was doing. Jeff responded it is ongoing.

3. Librarian Report

Sara reported that last February 2016, 1500 circulations of materials and this February the library circulated 2100. Sara also reported that the Cities library lent out 895 items to other library users that do not include our patron and we borrowed 811 items for our patrons. She said we get a kick back for lending out material. She reported that the library has a new newsletter that will report all events at the library.

4. Code Enforcement Report

Dave reported that it has been a slow month. He received 8 complaints this month and took care of 6. He has been working with Wells Fargo Bank regarding the home on Cedar Alley that has been invested with rats. He talked Wells Fargo into sending out exterminators.

Councilor Burr asked if we planned to have a meeting on March 31, 2107.

Councilor Baller said it all depends on the City Attorney Paul Elsner. Bob S. also supported that it depends on Paul's confirmation.

MOTION: Councilor Burr **moved** to adjourn. Councilor Baller **seconded**. Motion **carried** unanimously with Councilors Baller, Burr, McKnight, Johnson and Wooden voting aye. All in Favor.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on April 11, 2017 at:
West Valley Fire
825 NE Main St
Willamina, Oregon 97132

The agenda for the next meeting is as follows:
Appraisals of the Old Department Store and Old City Shops

The meeting was adjourned at 8:15 PM by Councilor President Rita Baller.

Minutes submitted by: City Recorder Debbie
Bernard_____.

Minutes approved by: Council President Rita
Baller_____.