

**City of Willamina**  
**Minutes of the Once A Month Meeting of the City Council Regular Meeting**  
**June 12, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main Street  
Willamina, Oregon 97132

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Rita Baller  
Councilor Bob Burr  
Councilor Craig Johnson  
Councilor Theresa McKnight  
Councilor April Wooden  
City Manager Kenna West  
City Deputy Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Code Enforcement Officer Dave Morey  
Guest: (not Limited To)  
Commissioner Mary Starrett  
Commissioner Stan Primivich  
Commissioner Rick Olsen  
Sheriff Tim Svenson  
Bill Felton  
Kevin Most  
Ginny Wymore

The regular meeting of the City Council of City of Willamina was called to order at 6:00 pm on June 12, 2018, at West Valley Fire by Mayor Ila Skyberg. The Flag Salute was recited and roll call was taken by the Deputy City Recorder Debbie Bernard. 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**

**Guest:** Yamhill County Commissioners,  
Yamhill County Sheriff Tim Svenson

June 12, 2018 City Council Meeting Minutes

The Commissioners spoke to the Willamina Community prior to the 6:00 pm City Council meeting. At the beginning of the City Council meeting, Commissioner Mary Starrett addressed City Council. Commissioner Starrett spoke on the housing and the foreclosure crisis in Yamhill County and what they are doing to address that issue. Commissioner Starrett said that every community the commissioners' visit, the main issue is housing and until the state changes their land use rules it will continue. She gave the example of the cost of SDC's System Development Charges that are transferred to the cost of a new home. She shared there is help with housing by getting people into affordable zero down mortgages to buy a home. She said we need more housing that people can afford.

Sheriff Svenson addressed the Council next to bring the Council up-to-date on Sheriff's office. His power point detailed crime in the County. He said that when it comes to numbers on crime they can make those numbers show different perspectives. He said all crimes have to be recorded to the federal government; sometimes it is a false sense of crime due to the numbers of crimes and how they are recorded. He said all in all for a city this size, Willamina is doing well.

He said one of the primary responsibility of the Sheriff Office is to run a jail facility. What they are seeing is a large number of people coming into the jail opioid addicted and others that maybe should not take up jail space. He referenced the Evidence-Based Decision cases that are low-risk people in the jail. He said they are working on identifying them to move out of the jail.

The Sheriff office received a \$289,000 MAT Grant. The money will go to treat people who are opioid addicted. The program cost \$400 a week for an individual in jail. He said that the goal is to have the individual get rid of the desire to take drugs and ultimately move back into the community and become healthy citizen. The Sheriff's office also purchased a new body scanner to scan people coming into the jail that could be carrying drugs.

The Sheriff shared information on the two new canine dogs. He said they train on finding heroin and meth. The drug dogs no longer train on marijuana as it is legal.

He added that the Sheriff office has partnered with DHS to improve mental health resources. Tim asked the audience for questions. Kevin Most in the audience asked the Sheriff what they are doing to work with Veterans. Tim responded that the Sheriff's office has a dedicated deputy to work with veterans.

1. Agenda Additions, Deletion, and Corrections

Mayor Skyberg

Resolution 17.18-015 transferring appropriations in multiple funds for the Fiscal Year 2017-2018 was added to the agenda. Also added was Resolution 17.18-016 approving the request for assistance application and authorizing Mayor Skyberg to sign the application on behalf of the City of Willamina.

2. Public Input

Mayor Ila Skyberg

Bill Felton at 138 SE Baker signed in for public input. He said he lived in Willamina 75 years. He wanted to know if any commercial business that is getting a discount on their water bill. Mr. Felton was in opposition to the water increase.

The City Manager responded that there is no business inside the city that is getting a discounted rate.

#### IV. Consideration of New Business

##### 1. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked Council President Baller to read the items in the consent agenda.

Councilor Baller read:

1. Check Registers - April 1` to 31, 2018
2. Financials April 2018
3. Minutes from the May 8, 2018, City Council Meeting
4. Consideration of Street Closure for Willamina Farmers Market
5. Consideration of the use of the Tina Miller Park for the Summer Food Program  
Willamina School District 30-44-63J
6. Resolution 17.18.015 transferring appropriations
7. Resolution 17.18.016 Oregon Housing Planning Project.

**MOTION:** Council Baller moved to accept the consent agenda with the additions. Counselor Burr seconded. Motion carried with Counselors Baller, McKnight, Wooden, Burr and Johnson. All in Favor.

##### 2. Consideration of Appointment To The City Council

Mayor Ila Skyberg

Mayor asked for a motion.

Mayor Skyberg commented that the Councilors would have already read the applications so she asked for a motion.

**MOTION:** Councilor Baller moved to appoint Ginny Wymore to the City Council. Councilor Burr seconded. Motion carried with Councilor Baller, McKnight, Wooden, Burr and Johnson. All in Favor

Ginny Wymore took the Oath of Office from the Deputy City Recorder, Debbie Bernard and then took her seat on the Dias.

Mayor Skyberg asked Staff to send a thank you to the other applicants.

##### 3. Consideration Of 2018/19 Police Services Contract

Mayor Ila Skyberg

Mayor Skyberg asked for motion.

**MOTION:** Councilor Baller moved to accept the Police Services contract for 2018/19. Councilor Wooden seconded. Motion carried with Councilor Baller, Wooden, McKnight, Burr, Wymore and Johnson. All in favor.

Councilor Baller stated that the Police have always helped out when asked to do a little extra.

4. Consideration of Donation Letters

Mayor Ila Skyberg

Mayor Skyberg introduced the next item and asked for a motion.

**MOTION:** Councilor Burr moved to accept the consideration of the Donation Letters and that they are signed by the Mayor. Councilor Wooden seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

Councilor Burr added for the record several people came to the City asking for donations and at this time we are unable to support them. However, would like to see letters sent out acknowledging their request.

5. Chamber Of Commerce Liaison

Mayor Ila Skyberg

Councilor Wooden responded that Bark dust sale brought in over \$7,000. The Chamber uses the money to sponsor events. They give money to Bridge the Gap event where they give away helmets and bicycles. In addition to sponsoring the Mud Drags and the 4th of July event. They also made out a budget that list expenses of \$8,000. Other sources of income for the Chamber is membership renewals.

The Chamber continues to work on the saw blade sign. April reported on event dates. The Mud Drags is June 30th of this month. The City Wide Garage Sale will be on July 20th and 21st. Also, they are considering hiring Dave Hampton and his band for the music.

6. Library Liaison

Mayor Ila Skyberg

Councilor McKnight missed the last meeting.

7. YCOM Liaison

Mayor Ila Skyberg

Councilor Baller responded that she wanted to thank Debbie for sending out a communication for her to the surrounding City Managers from their YCOM representative. The YCOM budget is expected to pass.

Councilor Baller reported on the YCOM staff. She said they answer 90% of the calls within the first 10 seconds.

8. Yamhill County Transportation

Mayor Ila Skyberg

Councilor Johnson reported that new buses are arriving shortly and they are still working on getting better transportation to the West Valley.

## 9. Reports From City Manager

Mayor Ila Skyberg

City Manager Kenna West reported that the Mayor and she attended a Housing Conference Workshop. She brought attention to the resolution that would allow us to apply for a grant that would assist the City to plan a 20-year housing projections.

Councilor Johnson asked about the housing in Willamina.

Deputy City Recorder responded that Pacific Hills Estates is almost built out. There are only 3 lots left to build on and they are all sold. Becks Subdivision has not requested any building permits for new houses in the subdivision as of yet. The builder is still working on infrastructure. All that reflects growth activity.

## 10. Public Hearings

Mayor Ila Skyberg

Mayor Skyberg closed the regular session and opened the public hearing.

She read from a script and asked all in support to speak.

City Manager Kenna West spoke in support by explaining how the Water and Sewer funds operate in the city budget. She presented her explanation on the whiteboard by diagram reviewing the cities seven funds.

She explained that the general fund supports police, parks library planning, cemetery museum, code compliance and administration and is supported by taxes. She added that the water and sewer funds are enterprise funds which pay for expenses to operate those services. Sewer and water enterprise funds are required to be funded by user charges and cannot run negative. Every penny paid for the sewer goes to sewer to pay for sewer, she said.

She also explained that there are funds that cannot borrow from each other which are restricted funds. They are water System Development Charges (SDC's), sewer (SDC's) and streets (SDC's). She said system development fees (SDC's) are hands-off funds and only can be used for very specific items. These funds come from developers and can only be used for an increase in capacity. Kenna gave the example of a new housing development for a 1000 people which would require an increase in capacity and then these funds could be used.

She summarized for the citizens in the audience that the water and sewer funds cannot run in the negative. It is illegal. Borrowing from the General Fund would only reduce services. Therefore a rate increase is recommended.

Mayor Skyberg asked for those in opposition. Several citizens spoke in opposition to the water and sewer rate increase. They included: Barb Hoffenbrendl, Millan Miller, James Daley Jan, Edward Smidt, Shirley Fitzgerald, Kevin Most, Bill Felton, David Boyer, Jan Reibach and Roberta Lawson.

David Boyer commented that the water was bad and caused him a rash.

Kenna asked Jeff to address the concern. Jeff responded that the water is tested regularly and would have Mr. Moyers water service looked into.

Millan Miller commented that people are on fixed incomes and cannot afford the increase. He said that he pays the water bills for his rentals that is costing him \$600.00 a month and that is more than Falls City. He said the bill is excessive.

Barb Hoffenbrendl said that when tenants move out it is now the landlord's responsibility to pay the bill and said it is not right.

James Daley said the lines are not getting flushed. Jeff responded that they are flushed on a quarterly basis.

Jan Reibach said he would like the Council to be more merciful of the people.

Edward Smidt suggested the City hire high school students in the water plant at a lower rate. Kenna responded that there is a high level of certifications in order to operate a water or sewer plant.

Roberta Lawson addressed the Council and explained that she had been on the Amity City Council and understood the reason for the rate increase.

Mayor Skyberg closed the public hearing. She added that later in the agenda, the Council will adopt a resolution regarding the water and sewer rate increase.

Next:

Public Hearing on Proposed Uses of State Revenue Sharing Funds in the FY 2018/19 Budget.

Mayor Skyberg opened the Public Hearing and asked for comments from any proponents and comments from anyone in opposition and general comments. There were no comments. She added that later in the agenda, Council will adopt a resolution regarding State Revenue Sharing Funds.

Mayor Skyberg closed the public hearing.

Next:

Public Hearing on FY 2018/19 Budget as approved by the Budget Committee on May 22, 2018.

Mayor Skyberg opened the Public Hearing and asked for comments from any proponents and comments from anyone in opposition and general comments. There were no comments. She added that later in the agenda, Council will adopt a resolution regarding adopting the FY 2018/19 Budget.

Mayor Skyberg closed the Public Hearing and moved the meeting back to the Regular Session.

Mayor Skyberg asked for a motion on Resolution 17.18.-011.

**MOTION:** Councilor Baller moved to adopt Resolution 17.18-011 Water and Sewer Rate Increase. Councilor Burr seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

Councilor Baller commented that she really hates to have to approve the increase in rates but it has to be done so to address the needed maintenance on the system.

Councilor Johnson added that it is like your car. If you don't keep the maintenance up on the car it won't run.

Mayor Skyberg asked for a motion on Resolution 17.18.-012.

**MOTION:** Councilor Johnson moved to approve Resolution 17.18-012 the City Election to received State Revenues. Councilor Wooden seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

Mayor Skyberg asked for a motion on Resolution 17.18.-013. Resolution 17.18-013 a resolution for the City to declare they provide four or more services.

**MOTION:** Councilor Wooden moved to adopt Resolution 17.18-013 Declaring 4 or more services. Councilor Baller seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

Mayor Skyberg asked for a motion on Resolution 17.18.-014.

**MOTION:** Councilor Baller moved to approve Resolution 17.18-014 to approve the FY 2018/19 Budget as approved by the Budget Committee on May 22, 2018, and impose the tax rate of 4.2039 per \$1,000 of assessed value. Councilor Burr seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

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

The next meeting will be held on July 10, 2018 at 6:00pm West Valley Fire 825 NE Main St. Willamina.

The meeting was adjourned at 8:30 pm by Mayor Skyberg.

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

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

**City Of Willamina**  
**Minutes of the Once A Month Meeting of the City Council**  
**July 10, 2018**  
**6:00 PM**

**Location of Meeting:**

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

**Present at Meeting:** Mayor Ila Skyberg

Councilor Wymore  
Councilor Johnson  
Councilor Burr  
Councilor Baller  
Councilor McKnight  
Councilor Wooden  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Library Manager Sara Frost

**Guest (not limited to):**

News-Register Paul Daquilante  
Mary Jane Hollinger  
Heather Stritzke  
Justin Stritzke

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on July 10, 2018, at West Valley Fire by Mayor Ila Skyberg. The roll was taken and the flag salute was recited.

**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. Presentations**

Mayor Ila Skyberg

Mayor Skyberg announced a special acknowledgment for Heather Stritzke who served on City Council from 2015 to 2018. The Mayor said that Heather made an excellent contribution while serving on Council. Mayor Skyberg thanked Heather and presented



her with an engraved plaque. Next, she announced special recognition for Justin Stritzke and Dennis Ulrich who worked on the conversion of the development code to the state model code. Mayor Skyberg presented them with certificates of appreciation.

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

##### **1. Additions to the Agenda**

Mayor Ila Skyberg

Mayor Skyberg announced the additions to the Agenda which were the following and would be put under the regular agenda.

1. Consideration of the SCA Grant Application and Resolution 18-19-002
2. Consideration of the Applications for the Willamina Parks and Recreation Board.
3. Correct May 2018 Check Register Report.

##### **2. Public Input**

Kathryn Ray

Kathryn spoke from her audience seat. Her request to the council was for a modification of the Trailer Ordinance. She asked for an exception to the city ordinance regarding the allowed time she can park her 5<sup>th</sup> Wheel RV at 357 NE Yamhill St. Kathryn explained that she had already received an extension in the past and now the 5<sup>th</sup> Wheel sits vacant. She said that she continues to have health issues and would like to stay in her home as long as possible. She is asking to have a caretaker in the 5<sup>th</sup> Wheel RV for an indefinite period of time.

Mayor Skyberg responded to Kathryn that the City Council would not look at that issue tonight and would take the information to the City Manager for review and get back to her at a later date.

##### **3. Consent Agenda**

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to approve the consent agenda.

**MOTION:** Councilor Baller moved to accept the consent agenda. Councilor McKnight seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

##### **4. Regular Agenda – Small Cities Allotment Grant – Parks and Recreation Board**

Mayor Ila Skyberg

**MOTION:** Councilor Baller moved to approve Resolution 18-19-002 2018 Special City Allotment Grant Application Councilor McKnight seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

##### **Discussion:**

Kenna explained that in 2017 the City applied for the Small City Allotment Grant and were awarded \$50,000. The Grant award will go to pay for improvements to 4<sup>th</sup> and D Streets. She added that the SCA Grant had changed from \$50,000 to \$100,000 in the next grant year and if we receive an award of \$100,000 Lamson and portion of Hill will be on

the top of the list for street repairs next.

Next, Mayor Skyberg asked for a Motion to approve applicants to the Parks and Recreation Board. Those applicants include Doug Colton, Theresa Hibdon, and Gary Brooks.

**MOTION:** Councilor Johnson moved to approve Doug Colton, Theresa Hibdon, and Gary Brooks to the Willamina Parks and Recreation Board. Councilor Wymore seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

## **5. Mayors Report**

Mayor Ila Skyberg

Mayor Skyberg reported she attended several workshops along with the City Manager. The workshops included City of Independence, Sedcor and the Forest and Urbanization. She made mention that she was very impressed with the City Manager of Independence presentation.

## **6. Chamber Liaison**

Mayor Ila Skyberg

Mayor Skyberg asked for a report from the Council Wooden.

April reported that most of the last meeting was focused on the 4th of July Event. They also talked about the status of the Saw Blade Sign that is getting painted.

Mayor Skyberg input that she wanted to thank Jeff and his crew for the fabulous job they did cleaning up after the fourth of July.

## **7. Library Liaison**

Mayor Ila Skyberg

Mayor Skyberg called for the report on the Library. Councilor McKnight then asked Library Manager Sara Frost if she would report.

Sara reported that the library board members had been individually very busy on projects. The Board made the decision to meet all year instead of taking off time during the summer. Also, they approved a request for the days the Library would close during the year. The Board selected David Buswell as Chair. Neal Nelson will serve as Co-Chair. Barbara Leaven continues to work on fundraising along with Mayor Skyberg.

## **8. YCOM Board (Councilor Baller)**

Mayor Ila Skyberg

Mayor Skyberg called for the YCOM Board report.

Councilor Baller reported their last meeting was very productive. They are improving and changing the process of how they handle calls coming into 911. Rita said that she was glad to be a part of such a good organization who worked to help the community.

## **9. Yamhill County Housing Board**

Mayor Ila Skyberg

Mayor Skyberg asked for the Yamhill County Housing Board report. Councilor Johnson reported that the Board had been working hard to improve employee relations and offering them good wages. He said the bus drivers are happy. They will receive a \$2.00 an hour raise. He added that employees that had left to go to First Student came back because of the \$2.00 raise.

## 10. City Managers Reports

Mayor Ila Skyberg

Kenna started by quoting the Independence City Manager, David Kline "If you make it Beautiful they will come." Kenna said that is what our Mayor has been saying for years and she was very proud of our Mayor.

Kenna also reported on the sidewalks and said the sidewalks in front of City Hall are completed and they look great. In addition, they are ADA compliant.

Kenna added that the City is starting on paving 4th street on Monday. Jeff added that one day will be prep and the second day will be the paving pending the weather.

Last, Kenna reported the Tina Miller park equipment will be painted starting July 25, 2018. She said the colors will be very vibrant.

## 11. Public Hearing

Mayor Skyberg closed the Regular Session and then opened the Public Hearing.

Mayor Skyberg read the script for the Public Hearing on the proposed 2018-2019 Supplemental Budget.

Mayor Skyberg asked for public comment, all in opposition and those in support. There were no comments from the public or in opposition.

The City Manager further explained the Supplemental Budget and said it was needed to add a new line item to the budget for the grant funds. The Grant sum of \$3,000 was awarded by the State Library to the City of Willamina Library. She then asked the Library Manager, Sara Frost, to speak. Sara said she applied for the grant and was pleased to now be able to use the funds to update its youth collection, including 47 books for early readers, 82 books and 4 audiobooks for junior readers and 114 books for you adult readers. A total of 353 new books will be ordered. Sara also explained how the grant works. She said it is a reimbursement grant and she is prepared to show the expenditures and get reimbursed.

Mayor Skyberg closed the public hearing.

**MOTION:** Councilor Burr moved to approve Resolution 18.19-001. Councilor Wooden seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

**MOTION:** Councilor Wooden moved to Adjourn. Councilor McKnight seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

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

The next meeting will be held at AM on July 11, 2018, at:  
West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

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

Minutes submitted by: Deputy City Recorder, Debbie Bernard

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Minutes approved by: Mayor Ila Skyberg

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**City Of Willamina**  
**Minutes of the Annually Meeting of the City of Willamina Budget Committee**  
**May 22, 2018**  
**6:00 PM**

**Location of Meeting:**

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

**Present at Meeting:** Council President Rita Baller

Councilor Theresa McKnight  
Councilor Bob Burr  
Councilor Craig Johnson  
City Manager Kenna West  
Finance Manager Scott Clark  
Deputy City Recorder Debbie Bernard  
Budget Committee Member Laurie Toney  
Budget Committee Member Shirley Fitzgerald  
Budget Committee Member Vern Holstad  
Budget Committee Member Dawn Owings  
Budget Committee Member Jaime VanDenBosch

**Absent from Meeting:** Mayor Ila Skyberg

Councilor April Wooden  
Budget Committee Member Samantha Morey

The regular meeting of the City of Willamina Budget Committee of City Of Willamina was called to order at 6:00 PM on May 22, 2018 at West Valley Fire by Laurie Toney.

**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. Selection Of Chair Person

Chair Laurie Toney

Previous year chair Laurie Toney as for nomination of 2018-2019 Chair. Councilor Burr nominated Laurie Toney. Councilor Mcknight seconded the motion.

MOTION: Councilor Johnson moved to nominated Laurie Toney to Chair. Budget Committee member Dawn Owings seconded. Motion carried with Councilor BN urr,

Johnson, McKnight, Budget Committee Member Toney, Fitzgerald, Halstad, Owings and VanDenBosch. All in Favor.

2. Approval of the Minutes from May 10, 2017, Budget Committee Meeting.

Chair Laurie Toney

**MOTION:** Councilor Johnson moved to nominated Laurie Toney to Chair. Budget Committee member Dawn Owings seconded. Motion carried with Councilor Burr, Johnson, McKnight, Budget Committee Member Toney, Fitzgerald, Halstad, Owings and VanDenBosch. All in Favor.

3. Public Hearing

Public Hearing On The Possible Uses Of State Revenue Sharing for FY 2018-19  
Proposed Budget

Chair Toney asked for any comments. There were no comments from the audience or any in opposition or general.

4. Presentation Of The Budget Message

Chair Laurie Toney

Chair Laurie Toney introduced the City Manager Kenna West. Kenna prepared an 8 pages budget message which was read in its entirety.

5. Budget Deliberations

Chair Laurie Toney

Chair Toney announced that it was time for deliberations.

6. Budget Approval

Chair Laurie Toney

**MOTION:** Budget Committee Member Jaime VanDeBosch moved to Approve the 2018-19 City of Willamina Budget and setting appropriate at 4.xxx. Budget Committee member Fitzgerald seconded. Motion carried with Councilor Burr, Johnson, McKnight, Budget Committee Member Toney, Fitzgerald, Halstad, Owings, and VanDenBosch. All in Favor.

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

The next meeting will be held at 6:00 PM on May 21, 2019 at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
2019-2020  
City of Willamina Budget

The meeting was adjourned at 6:00 PM by Laurie Toney.

Minutes submitted by: Deputy City Recorder, Debbie Bernard

Minutes approved by: Chair Laurie Toney

**City Of Willamina**  
**Minutes of the Once A Month Meeting of the City of Willamina City Council**  
**January 9, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
845 NE Main St  
Willamina, Oregon 97132

**Present at Meeting:**

Council President Rita Baller  
Councilor Theresa McKnight  
Councilor April Wooden  
Councilor Bob Burr  
Councilor Craig Johnson

**Absent from Meeting:**

Mayor Ila Skyberg  
Councilor Heather Stritzke

**Guest:**

Paul Daquilante, Report  
News Register

The regular meeting of the City of Willamina City Council was called to order at 6:10 PM on January 9, 2018 at West Valley Fire by Council President Rita Baller. The Flag Salute was recited and the Roll Call was taken by Deputy City Recorder Debbie Bernard. Mayor Skyberg and Councilor Stritzke had an excused absence.

**I. Review of Previous Minutes**

The minutes of the previous meeting were reviewed and approved with corrections; addition of Councilor April Wooden to those listed as present.

**II. Consideration of Open Issues**

1. Agenda Additions, Deletions, And Corrections  
Council President Rita Baller  
April Wooden asked for a correction to the list of those present. She was present at the December 12, 2017 meeting. Deputy City Recorder confirmed and will make the correction.
2. Public Input  
Council President Rita Baller  
There was none.



3. Correspondence  
Council President Rita Baller  
There was none.

4. Consent Agenda  
Council President Rita Baller  
Councilor Baller called for a motion on the Consent Agenda.

**MOTION:** Councilor Burr moved to approve the consent agenda with corrections to the minutes as amended adding Councilor Wooden as present. Councilor McKnight seconded. Motion carried with Councilors, Baller, Burr, Johnson, Wooden and McKnight. All in Favor. Mayor Skyberg and Councilor Stritzke were absent.

Councilor Baller asked for Councilor Burr to read the items on the Consent Agenda. Councilor Burr then stated item (1) Check Register from November 1 to 30th 2017, (2) Financials from November 2017 and (3) Minutes from the December 12, 2017 City Council Meeting.

5. Regular Agenda  
Consideration - Appointment to the Planning Commission  
Councilor Baller introduced the item on the agenda. Councilor Baller commented that Ila Schunter would be a great asset to the Planning Commission. She added that she was very impressed by the citizen's desire to be involved.

Councilor Baller asked about upcoming training for the Planning Commission. Rita felt that it was important as rules and regulation are always changing. Debbie said, "None scheduled, however, there could be training scheduled and budgeted in the next physical year. City Manager Kenna West added that she is working on a supplemental budget and would check on possible training funds.

Councilor Johnson asked if the new person would be getting training from the Oregon Ethics Commission. Debbie responded that the new person would be added for annual reporting which is coming up soon.

Councilor Johnson had support for Ila Schunter on the Planning Commission and said she would be a good addition.

**MOTION:** Councilor Johnson moved to approve Ila Schunter to the Planning Commission. Councilor Burr seconded. Motion carried with Councilors, Baller, Burr, Johnson, Wooden and McKnight. All in Favor. Mayor Skyberg and Councilor Stritzke were absent.

Councilor Baller asked Staff to make contact with Ila to let her know of the decision.

Councilor Burr made reference to the City Manager's weekly report and asked about SDC's System Development Chargers Survey and asked for an update. He also asked if

there was a committee looking at SDC's. The City Manager responded that she was aware of the Consultant visiting with the City Council on SDC's and she would be following-up with him to begin that process. Kenna said that she would move forward with the previous recommendation from the Council.

Councilor Johnson asked about the Dollar General Store and if they were still coming in? The City Manager responded and said they continue to look at the site on Main Street; Kenna reported the next step would be a pre-application.

Councilor Johnson said he had concerns regarding street lighting and asked how we get more lighting coming into Willamina near the Wallace Bridge. He wanted to know how to talk to ODOT to get more lighting. He said it is very dark in that area.

Councilor Wooden added that she would like to see more lighting at the end of town near the West Valley Fire. She said when leaving the building it is very dark. Leaving the building is very dark. April would like to see one more lighting at the entrance to the Building on Highway 18.

Councilor Johnson also talked about the need for lighting at 18B and Rock Creek.

Rita said between Kenna, Frank and ODOT they should get something done.

6. Mayor Report

Mayor Was Absent.

7. Council Liaison Reports

Councilor Rita Baller

Councilor Baller asked for Liaison Reports.

Chamber Liaison report (April Wooden)

April reported the last meeting was on the EID (Economic Improvement District) and they had an election of officers. She added that there would be a report presented to City Council at a future date for their approval. Also she announced that the Museum Chocolate Tasting fundraising event is November 3, 2018.

YCOM Board (Councilor Baller)

Rita reported that there was no meeting this month. The next meeting would be in February. Also, YCOM purchased new monitors.

Yamhill County Housing Authority Board Member (Councilor Stritzke) – Councilor Stritzke was absent.

Yamhill County Transit Authority Board Member (Councilor Johnson)

Councilor Johnson reported the Transit Board will meet next week.

8. Information from City Officers

Council President Rita Baller  
Rita asked for a report from the City Manager.

Kenna reported that she is working on a supplemental budget.  
Kenna reported she was appointed to the League of Oregon Cities Policy Adversary Committee.

Kenna reported on the Sheriff report. She said she was so pleased with the Sheriff's coverage. She said the DUI statistics are up 100% and that is due to them doing things. She added that they are doing a great job!

9. Adjourn  
Council President  
Councilor Baller asked for a motion to adjourn.

**MOTION**: Councilor Wooden moved to adjourn. Councilor Burr seconded. Motion carried with Councilors, Baller Burr, Johnson, Wooden and McKnight. All in Favor. Mayor Skyberg and Councilor Stritzke was absent.

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

1. Street Lighting

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

The next meeting will be held at 6:00 PM on February 13, 2018 at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 6:10 PM by Council President Rita Baller.

Minutes submitted by: Deputy City Recorder, Debbie Bernard

\_\_\_\_\_ Date: \_\_\_\_\_.

Minutes approved by: Council President Rita Baller

\_\_\_\_\_ Date: \_\_\_\_\_.

**City Of Willamina City Council Meeting**  
**Minutes of the Monthly Meeting of the City of Willamina City Council**  
**February 13, 2018**  
**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 Craig Johnson  
Councilor Heather Stritzke  
Councilor Bob Burr  
Councilor Theresa McKnight  
Councilor April Wooden  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown

**Guest: (not limited to)**

Paul Daliquante, News Register  
Planning Commissioner Shirley Fitzgerald

The regular meeting of the City of Willamina City Council was called to order at 6:00 PM on February 13, 2018 at West Valley Fire by Mayor Ila Skyberg. The Deputy City Recorder Debbie Bernard took the roll call and quorum was present. The Flag Salute was recited.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved with 2 additions.

**II. Review of Previous Minutes**

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

**III. Consideration of Open Issues**

1. Agenda Additions, Deletions, And Corrections

Mayor Ila Skyberg

Mayor Skyberg opened the meeting and noted 2 additions to the agenda. She asked the Council if there were any pulls. There were no pulls.

Councilor Baller wanted to know if there had been any funds available for training in the budget at the February 7, 2018 work session as she was absent.

The City Manager responded and said there is not any funds left in the budget, however, she is still looking at possible funds and appropriations.

2. Consent Agenda

Mayor Skyberg asked if there were any pulls to the consent agenda and there were none. She asked Council President to read the items on the consent agenda.

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

Councilor Baller read the description of the consent agenda:

Item 1 is the check register for December 1 through December 31, 2017 outlining those items paid by check during this time frame.

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

Item 3 is the minutes from the January 9, 2018 council meeting.

Item 4 approves the City Manager as the Budget Officer and appoints her to that position for the preparation of the Fiscal Year 2018/2019 Budget.

Item 5 affirms the Fiscal Year 2018/2019 Budget Committee and Proposed Budget Calendar.

Item 6 approves the renewal of those liquor license applications which are attached to the staff report.

Item 7 approves the Economic Improvement District nominees for the EID Advisory Committee and accepts the EID Annual Financial report.

3. Regular Agenda - Consideration of The City Manager Salary Increase

Mayor Ila Skyberg

**MOTION:** Councilor Baller moved to approve the City Manager salary increase after the 6 months anniversary of her employment. Councilor Wooden seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, McKnight and Wooden. All in Favor.

Discussion:

Mayor Skyberg introduced a 6 month review for the Kenna and said she has nothing but good things to say. Mayor Skyberg thanked Kenna for taking the position. She added

another thank you for all she does. She said that Kenna has a wonderful work ethic and she wanted to say thank you again.

Councilor Wooden said “She has exceeded all my wildest expectations.”

Councilor Baller said “You put a bright face out there for Willamina”. “People have a new view of Willamina than they had in the past.”

Councilor Burr said “Your focus and fiscal responsibility is wonderful.”

Councilor Johnson said he was impressed with Kenna’s resume.

Councilor Stritzke said “She has had nothing but good feedback from citizens.”

#### 4. Consideration of The Cemetery Burial Plot Price Increase

Mayor Ila Skyberg

**MOTION:** Councilor Stritzke moved to accept the consideration of the cemetery burial plot price increase. Councilor Burr seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, and McKnight. All in Favor. Councilor Wooden abstained.

Discussion:

Councilor Wooden asked if any of the cemeteries were privately owned. The City Manager responded and said that McMinnville and Sheridan are private. Kenna said if we take out those two cemeteries, it out would bring the average cost per plot to \$1243.00.

Councilor Wooden added that she does not feel those private cemeteries should be considered in the analysis. She said that she did not feel an increase tenfold is a good idea. She said she would support \$1000.00 increase. She sympathized with the increase. April shared that Buck Hollow Cemetery accumulated funds without doing much of anything. They own their own tractor and pay to have the lawn moved.

Kenna said the City is subsidizing the cemetery at \$1300 a year. That is not improving it just doing the minimum. Kenna added that even at 4 burials a year, the City is still subsidizing the cemetery.

Kenna suggested cremation gardens that would increase the additional plot availability and allow more people in.

Councilor Baller agreed with April about the increase amount but it is one price forever, she said. Rita added that we had people come out and advise us how to fix the headstones as it is a Pioneer Cemetery.

Jeff said the County work crew does the mowing as it is too time consuming for public works.

Kenna asked Councilor Wooden if she wanted to make another motion. She moved to support an increase not to exceed \$1000.00. There was not a second. Motion died.

5. Mayor's Report

Mayor Skyberg had nothing to report.

6. Council Liaison Reports

Chamber Liaison (Councilor April Wooden)

Councilor Wooden reported that it was an EID meeting. The results of the meeting were all reading addressed and approved in the consent agenda.

7. YCOM Board (Councilor Baller)

Councilor Baller had nothing to report until after their next meeting.

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

Councilor Stritzke reported on several programs the Yamhill County Housing Authority offers. Specifically one for low income home buyers to do repairs on their homes. There is a mortgage assistance program for people that fall behind on their mortgage that can assist them from losing their home. The loans are interest free if the owner stays in the home for 5 years, she said. Heather reported that the Housing Authority has grants for homeowners to do repairs on Mobile Homes; those grants allow for repairs that are costly due to the value of the home. Kenna asked Councilor Stritzke if she could get some information that can be handed out by Code Enforcement when he is out and about.

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

Councilor Johnson reported the YCTA is what he calls under construction. They met with an advisory board that advised YCTA how to better assist the community and how to better use their funds. The Tribe attended that meeting and would really like to see a bus running on Sunday to the tribe. Another topic that was discussed was how to retain bus drivers. Craig said of course a response to that would be better pay for the drivers, however, they are looking for additional options. They also discussed an increase in fairs.

10. Informational Reports from/City Officers

City Manager Kenna West said outside the City officer's report she wanted to thank each one of the Councilors and the Mayor for their support. Kenna said that the new street light in front of West Valley Fire on Main Street was only going to cost \$6.52 a month. Also that we will be moving forward on the SDC rate review. In June the Yamhill County Commissioners will be here for their Town Hall.

11. Sheriff's Report

Event Calendar – informational

Public Hearing – none

**MOTION**: Councilor Stritzke moved to adjourn. Councilor Baller seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, McKnight and Wooden. All in Favor.

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

The next meeting will be held at 6:00 PM on March 13, 2018 at:  
West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

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

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

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



**City Of Willamina City Council Meeting**  
**Minutes of the Monthly Meeting of the City of Willamina City Council**  
**February 13, 2018**  
**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 Craig Johnson  
Councilor Heather Stritzke  
Councilor Bob Burr  
Councilor Theresa McKnight  
Councilor April Wooden  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown

**Guest: (not limited to)**

Paul Daliquante, News Register  
Planning Commissioner Shirley Fitzgerald

The regular meeting of the City of Willamina City Council was called to order at 6:00 PM on February 13, 2018 at West Valley Fire by Mayor Ila Skyberg. The Deputy City Recorder Debbie Bernard took the roll call and quorum was present. The Flag Salute was recited.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved with 2 additions.

**II. Review of Previous Minutes**

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

**III. Consideration of Open Issues**

1. Agenda Additions, Deletions, And Corrections

Mayor Ila Skyberg

Mayor Skyberg opened the meeting and noted 2 additions to the agenda. She asked the Council if there were any pulls. There were no pulls.

Councilor Baller wanted to know if there had been any funds available for training in the budget at the February 7, 2018 work session as she was absent.

The City Manager responded and said there is not any funds left in the budget, however, she is still looking at possible funds and appropriations.

2. Consent Agenda

Mayor Skyberg asked if there were any pulls to the consent agenda and there were none. She asked Council President to read the items on the consent agenda.

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

Councilor Baller read the description of the consent agenda:

Item 1 is the check register for December 1 through December 31, 2017 outlining those items paid by check during this time frame.

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

Item 3 is the minutes from the January 9, 2018 council meeting.

Item 4 approves the City Manager as the Budget Officer and appoints her to that position for the preparation of the Fiscal Year 2018/2019 Budget.

Item 5 affirms the Fiscal Year 2018/2019 Budget Committee and Proposed Budget Calendar.

Item 6 approves the renewal of those liquor license applications which are attached to the staff report.

Item 7 approves the Economic Improvement District nominees for the EID Advisory Committee and accepts the EID Annual Financial report.

3. Regular Agenda - Consideration of The City Manager Salary Increase

Mayor Ila Skyberg

**MOTION:** Councilor Baller moved to approve the City Manager salary increase after the 6 months anniversary of her employment. Councilor Wooden seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, McKnight and Wooden. All in Favor.

Discussion:

Mayor Skyberg introduced a 6 month review for the Kenna and said she has nothing but good things to say. Mayor Skyberg thanked Kenna for taking the position. She added

another thank you for all she does. She said that Kenna has a wonderful work ethic and she wanted to say thank you again.

Councilor Wooden said “She has exceeded all my wildest expectations.”

Councilor Baller said “You put a bright face out there for Willamina”. “People have a new view of Willamina than they had in the past.”

Councilor Burr said “Your focus and fiscal responsibility is wonderful.”

Councilor Johnson said he was impressed with Kenna’s resume.

Councilor Stritzke said “She has had nothing but good feedback from citizens.”

#### 4. Consideration of The Cemetery Burial Plot Price Increase

Mayor Ila Skyberg

**MOTION:** Councilor Stritzke moved to accept the consideration of the cemetery burial plot price increase. Councilor Burr seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, and McKnight. All in Favor. Councilor Wooden abstained.

Discussion:

Councilor Wooden asked if any of the cemeteries were privately owned. The City Manager responded and said that McMinnville and Sheridan are private. Kenna said if we take out those two cemeteries, it out would bring the average cost per plot to \$1243.00.

Councilor Wooden added that she does not feel those private cemeteries should be considered in the analysis. She said that she did not feel an increase tenfold is a good idea. She said she would support \$1000.00 increase. She sympathized with the increase. April shared that Buck Hollow Cemetery accumulated funds without doing much of anything. They own their own tractor and pay to have the lawn moved.

Kenna said the City is subsidizing the cemetery at \$1300 a year. That is not improving it just doing the minimum. Kenna added that even at 4 burials a year, the City is still subsidizing the cemetery.

Kenna suggested cremation gardens that would increase the additional plot availability and allow more people in.

Councilor Baller agreed with April about the increase amount but it is one price forever, she said. Rita added that we had people come out and advise us how to fix the headstones as it is a Pioneer Cemetery.

Jeff said the County work crew does the mowing as it is too time consuming for public works.

Kenna asked Councilor Wooden if she wanted to make another motion. She moved to support an increase not to exceed \$1000.00. There was not a second. Motion died.

5. Mayor's Report

Mayor Skyberg had nothing to report.

6. Council Liaison Reports

Chamber Liaison (Councilor April Wooden)

Councilor Wooden reported that it was an EID meeting. The results of the meeting were all reading addressed and approved in the consent agenda.

7. YCOM Board (Councilor Baller)

Councilor Baller had nothing to report until after their next meeting.

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

Councilor Stritzke reported on several programs the Yamhill County Housing Authority offers. Specifically one for low income home buyers to do repairs on their homes. There is a mortgage assistance program for people that fall behind on their mortgage that can assist them from losing their home. The loans are interest free if the owner stays in the home for 5 years, she said. Heather reported that the Housing Authority has grants for homeowners to do repairs on Mobile Homes; those grants allow for repairs that are costly due to the value of the home. Kenna asked Councilor Stritzke if she could get some information that can be handed out by Code Enforcement when he is out and about.

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

Councilor Johnson reported the YCTA is what he calls under construction. They met with an advisory board that advised YCTA how to better assist the community and how to better use their funds. The Tribe attended that meeting and would really like to see a bus running on Sunday to the tribe. Another topic that was discussed was how to retain bus drivers. Craig said of course a response to that would be better pay for the drivers, however, they are looking for additional options. They also discussed an increase in fairs.

10. Informational Reports from/City Officers

City Manager Kenna West said outside the City officer's report she wanted to thank each one of the Councilors and the Mayor for their support. Kenna said that the new street light in front of West Valley Fire on Main Street was only going to cost \$6.52 a month. Also that we will be moving forward on the SDC rate review. In June the Yamhill County Commissioners will be here for their Town Hall.

11. Sheriff's Report

Event Calendar – informational

Public Hearing – none

**MOTION**: Councilor Stritzke moved to adjourn. Councilor Baller seconded the motion. Motion carried with Councilors, Johnson, Burr, Stritzke, Baller, McKnight and Wooden. All in Favor.

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

The next meeting will be held at 6:00 PM on March 13, 2018 at:  
West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

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

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

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

**City Of Willamina**  
**Minutes of the Once A Month Meeting of the City Council**  
**July 10, 2018**  
**6:00 PM**

**Location of Meeting:**

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

**Present at Meeting:** Mayor Ila Skyberg

Councilor Wymore  
Councilor Johnson  
Councilor Burr  
Councilor Baller  
Councilor McKnight  
Councilor Wooden  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Library Manager Sara Frost

**Guest (not limited to):**

News-Register Paul Daquilante  
Mary Jane Hollinger  
Heather Stritzke  
Justin Stritzke

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on July 10, 2018, at West Valley Fire by Mayor Ila Skyberg. The roll was taken and the flag salute was recited.

**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. Presentations**

Mayor Ila Skyberg  
Mayor Skyberg announced a special acknowledgment for Heather Stritzke who served on City Council from 2015 to 2018. The Mayor said that Heather made an excellent contribution while serving on Council. Mayor Skyberg thanked Heather and presented

her with an engraved plaque. Next, she announced special recognition for Justin Stritzke and Dennis Ulrich who worked on the conversion of the development code to the state model code. Mayor Skyberg presented them with certificates of appreciation.

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

##### **1. Additions to the Agenda**

Mayor Ila Skyberg

Mayor Skyberg announced the additions to the Agenda which were the following and would be put under the regular agenda.

1. Consideration of the SCA Grant Application and Resolution 18-19-002
2. Consideration of the Applications for the Willamina Parks and Recreation Board.
3. Correct May 2018 Check Register Report.

##### **2. Public Input**

Kathryn Ray

Kathryn spoke from her audience seat. Her request to the council was for a modification of the Trailer Ordinance. She asked for an exception to the city ordinance regarding the allowed time she can park her 5th Wheel RV at 357 NE Yamhill St. Kathryn explained that she had already received an extension in the past and now the 5<sup>th</sup> Wheel sits vacant. She said that she continues to have health issues and would like to stay in her home as long as possible. She is asking to have a caretaker in the 5<sup>th</sup> Wheel RV for an indefinite period of time.

Mayor Skyberg responded to Kathryn that the City Council would not look at that issue tonight and would take the information to the City Manager for review and get back to her at a later date.

##### **3. Consent Agenda**

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to approve the consent agenda.

**MOTION:** Councilor Baller moved to accept the consent agenda. Councilor McKnight seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

##### **4. Regular Agenda – Small Cities Allotment Grant – Parks and Recreation Board**

Mayor Ila Skyberg

**MOTION:** Councilor Baller moved to approve Resolution 18-19-002 2018 Special City Allotment Grant Application Councilor McKnight seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

##### **Discussion:**

Kenna explained that in 2017 the City applied for the Small City Allotment Grant and were awarded \$50,000. The Grant award will go to pay for improvements to 4<sup>th</sup> and D Streets. She added that the SCA Grant had changed from \$50,000 to \$100,000 in the next grant year and if we receive an award of \$100,000 Lamson and portion of Hill will be on

the top of the list for street repairs next.

Next, Mayor Skyberg asked for a Motion to approve applicants to the Parks and Recreation Board. Those applicants include Doug Colton, Theresa Hibdon, and Gary Brooks.

**MOTION:** Councilor Johnson moved to approve Doug Colton, Theresa Hibdon, and Gary Brooks to the Willamina Parks and Recreation Board. Councilor Wymore seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

## **5. Mayors Report**

Mayor Ila Skyberg

Mayor Skyberg reported she attended several workshops along with the City Manager. The workshops included City of Independence, Sedcor and the Forest and Urbanization. She made mention that she was very impressed with the City Manager of Independence presentation.

## **6. Chamber Liaison**

Mayor Ila Skyberg

Mayor Skyberg asked for a report from the Council Wooden.

April reported that most of the last meeting was focused on the 4th of July Event. They also talked about the status of the Saw Blade Sign that is getting painted.

Mayor Skyberg input that she wanted to thank Jeff and his crew for the fabulous job they did cleaning up after the fourth of July.

## **7. Library Liaison**

Mayor Ila Skyberg

Mayor Skyberg called for the report on the Library. Councilor McKnight then asked Library Manager Sara Frost if she would report.

Sara reported that the library board members had been individually very busy on projects. The Board made the decision to meet all year instead of taking off time during the summer. Also, they approved a request for the days the Library would close during the year. The Board selected David Buswell as Chair. Neal Nelson will serve as Co-Chair. Barbara Leaven continues to work on fundraising along with Mayor Skyberg.

## **8. YCOM Board (Councilor Baller)**

Mayor Ila Skyberg

Mayor Skyberg called for the YCOM Board report.

Councilor Baller reported their last meeting was very productive. They are improving and changing the process of how they handle calls coming into 911. Rita said that she was glad to be a part of such a good organization who worked to help the community.

## **9. Yamhill County Housing Board**

Mayor Ila Skyberg



Mayor Skyberg asked for the Yamhill County Housing Board report. Councilor Johnson reported that the Board had been working hard to improve employee relations and offering them good wages. He said the bus drivers are happy. They will receive a \$2.00 an hour raise. He added that employees that had left to go to First Student came back because of the \$2.00 raise.

## **10. City Managers Reports**

Mayor Ila Skyberg

Kenna started by quoting the Independence City Manager, David Kline "If you make it Beautiful they will come." Kenna said that is what our Mayor has been saying for years and she was very proud of our Mayor.

Kenna also reported on the sidewalks and said the sidewalks in front of City Hall are completed and they look great. In addition, they are ADA compliant.

Kenna added that the City is starting on paving 4th street on Monday. Jeff added that one day will be prep and the second day will be the paving pending the weather.

Last, Kenna reported the Tina Miller park equipment will be painted starting July 25, 2018. She said the colors will be very vibrant.

## **11. Public Hearing**

Mayor Skyberg closed the Regular Session and then opened the Public Hearing.

Mayor Skyberg read the script for the Public Hearing on the proposed 2018-2019 Supplemental Budget.

Mayor Skyberg asked for public comment, all in opposition and those in support. There were no comments from the public or in opposition.

The City Manager further explained the Supplemental Budget and said it was needed to add a new line item to the budget for the grant funds. The Grant sum of \$3,000 was awarded by the State Library to the City of Willamina Library. She then asked the Library Manager, Sara Frost, to speak. Sara said she applied for the grant and was pleased to now be able to use the funds to update its youth collection, including 47 books for early readers, 82 books and 4 audiobooks for junior readers and 114 books for you adult readers. A total of 353 new books will be ordered. Sara also explained how the grant works. She said it is a reimbursement grant and she is prepared to show the expenditures and get reimbursed.

Mayor Skyberg closed the public hearing.

**MOTION:** Councilor Burr moved to approve Resolution 18.19-001. Councilor Wooden seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

**MOTION:** Councilor Wooden moved to Adjourn. Councilor McKnight seconded. Motion carried with Councilor, Baller, McKnight, Wooden, Wymore, Johnson, and Burr. All in Favor.

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

The next meeting will be held at AM on July 11, 2018, at:  
West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

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

Minutes submitted by: Deputy City Recorder, Debbie Bernard

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Minutes approved by: Mayor Ila Skyberg

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**City Of Willamina**  
**Minutes of the Meeting of the City Council**  
**August 14, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97132

**Present at Meeting:** Mayor, Ila Skyberg

Councilor, Ginny Wymore  
Councilor, Craig Johnson  
Councilor, Bob Burr  
Councilor, Theresa McKnight  
Councilor, April Wooden  
Deputy City Recorder, Debbie Bernard  
Public Works Director, Jeff Brown

**Guest:**

Mary Jane Hollinger  
News-Register, Paul Daliquante

**Absent from Meeting:**

City Manager, Kenna West  
Council President, Rita Baller

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on August 14, 2018, 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. Roll Call  
Mayor Ila Skyberg  
Mayor Skyberg asked for the roll call from the Deputy City Recorder and a quorum was present. The Flag Salute was recited.
2. Consent Agenda  
Mayor Ila Skyberg

Minutes prepared by Deputy City Recorder Debbie Bernard

Mayor Skyberg asked if there were any pulls. There were none. The Mayor read the items on the consent agenda then asked for a motion and discussion. There was no further discussion.

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

3. Regular Agenda – Council to Consider Resolution 18.19.003 City Manager Appointment to YCAHC Board Of Directors

Mayor Ila Skyberg

Mayor Skyberg called upon the Deputy City Recorder for a report.

Debbie explained that a vacancy on the board was created by the resignation of Councilor Stritzke in May 2018 who served on the Board of Directors. The Yamhill County Housing Board requires that the City Council by Resolution select a Board member to fill the vacancy. The City Manager has decided she would like to fill the vacancy. Therefore, with a motion to approve Resolution 18.19.003 the City would send a new member for the Board.

**MOTION:** Councilor Wooden moved to approve Resolution 18.19.003 the City Manager Appointment to the YCAHC Board of Directors. Councilor McKnight seconded. No further discussion. Motion carried with Councilors, McKnight, Wooden, Wymore, Johnson and Burr. All in favor. Councilor Baller was absent.

4. Regular Agenda – Council to Consider Application for City Office - Parks Advisory Board

Mayor Ila Skyberg

Mayor Skyberg asked the Deputy City Recorder Debbie Bernard to respond.

Debbie explained that the Parks and Recreation Advisory Board which was reestablished in May 2018 has three members of a seven-member committee. The City received an application for the Parks and Recreation Advisory Board from Samantha Morey for Council consideration.

**MOTION:** Councilor Burr moved to approve Samantha Morey to the Willamina Parks and Recreation Advisory Board. Councilor Wooden seconded. No further discussion. Motion carried with Councilors, McKnight, Wooden, Wymore, Johnson and Burr. All in favor. Councilor Baller was absent.

5. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported that along with the City Manager they attended a meeting at the Sheridan Federal Prison. The new Warden will serve for the next two years then retire. During his presentation, he said that he really wanted the public to know that they treat those incarcerated very well. The Mayor also shared that School Superintendent Carrie Zimbrick was also in attendance at the meeting. Carrie shared that the school had saved thousands of dollars by utilizing the prison for services. One example was the School Bus

cleaning detail which was done with pride and excellence. That saved the school money for that expense. The Mayor said she hopes that the City will use those folks next year.

Mayor Skyberg relayed to the Council a request from the City Manager, Kenna West to thank Councilor Burr for attending the Volcanoes game in Keizer and throwing out the first pitch. Bob responded that it was fun. Also, the Mayor asked Councilor Wymore to aloud the statement that was read at the game for their audience.

Ginny read the prepared message:

The beautiful City of Willamina is a small, vibrant community known for its family-friendly festivals, local artisans, gorgeous parks, and charming downtown. Sitting at the west end of Yamhill County just 4 miles from the Spirit Mountain Casino, Willamina is home to Willamina Lumber-the 4<sup>th</sup> largest producer of wood products –and provides visitors with the opportunity to fish, hike, and play in our 7 gorgeous parks while also welcoming you to our charming historical downtown businesses. Come to spend a day at our Harvest Festival in September, join the Halloween festivities in October, explore local arts at the Coastal Hills Art Tour in November, or watch your child’s face light up as the brightly lit floats travel down Main Street at our Annual Christmas Light Parade. The beautiful City of Willamina welcomes you!

The Mayor then asked Jeff for an update on Public Works. Jeff reported that the walkway at Hampton Pond has been completed with the help from Hampton Lumber staffers. He also said the painting at the Tina Miller Park was completed with the help of City Staff. He thanked Dave, Thomas, Scott, Karen, and Justin; in addition to citizens who help out, Mary Jane Hollinger and Marian. Jeff also said that the cities cyan toxin test have all been negative.

6. Chamber Liaison

Mayor Ila Skyberg

Mayor Skyberg asked Councilor Wooden for a report. April said she had nothing to report as she did not attend the last meeting.

7. Library Liaison

Councilor Theresa McKnight

Councilor McKnight reported that the Library received 44 books from the Oregon Battle of the books. Also, the Library will be applying for the 2019 Ready to Read Grant and they are wrapping up the summer reading program.

8. Yamhill County Transit Authority Board Members

Mayor Ila Skyberg

Councilor Johnson reported the new buses have arrived and they are equipped with air conditioning.

9. Adjourn

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to adjourn.

**MOTION:** Councilor Wooden moved to adjourn. Councilor Burr seconded. Motion carried with Councilors, McKnight, Wooden, Wymore, Johnson and Burr. All in favor. Councilor Baller was absent.

**IV. Consideration of New Business**

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

The next meeting will be held at 6:00 PM on September 11, 2018, at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
City Manager Annual Evaluation

The meeting was adjourned at 6:30 PM by Mayor Ila Skyberg

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

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

**City Of Willamina**  
**Minutes of the Meeting of the City Council**  
**September 11, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:** Mayor, Ila Skyberg

Councilor, Ginny Wymore  
Councilor, Craig Johnson  
Councilor, April Wooden  
Councilor, Rita Baller  
City Manager, Kenna West  
Deputy City Recorder, Debbie Bernard  
Public Works Director, Jeff Brown

**Guest:**

James Daley  
News-Register, Paul Daliquante

**Absent from Meeting:**

Councilor Bob Burr – excused  
Councilor Theresa McKnight - excused

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on September 11, 2018, at West Valley Fire by Mayor Ila Skyberg. The roll call was taken by Deputy City Recorder, Debbie Bernard. A quorum was present.

**I. Approval of Agenda**

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

**II. Review of Previous Minutes**

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

**III. Consideration of Open Issues**

1. Agenda Additions, Deletions, And Corrections

Mayor Ila Skyberg

Mayor Skyberg reported the addition of Nuisance Abatement on 687 Branson Street which will be added to the Regular Agenda as No. 9.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg asked for public input from James Daley who signed in to speak.

James Daley at 172 NW 3<sup>rd</sup> St. addressed the Council with the issue of overgrown shrubs and trees at the corner of 3rd Street near the stop sign blocking clear vision. He also reported that there was a very large pothole on the street that throws a driver way over to the other side when avoiding the pothole. He said he would like to see the Council address the issue. James added that he had made a visit to McMinnville to find out the width of the street which he reported was 40 feet. James said that he believed it was a City Problem.

Mayor Skyberg thanked Mr. Daley. She then asked the City Manager to look into the issue.

3. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to approve the Consent Agenda.

Councilor Baller moved to approve the consent agenda. Councilor Johnson seconded.

Mayor Skyberg asked Council President to read the items on the consent agenda.

Councilor Baller stated there were 4 items.

1. Check Registers - July 1 to 31, 2018 (information only)
2. Financials July 2018
3. Minutes from the August 14, 2018, City Council Meeting
4. Council to consider - Planter Pole Refurbishment In Downtown

**MOTION:** Councilor Baller moved to approve the consent agenda. Councilor Johnson seconded. Motion carried with Councilors, Baller, Wooden, Wymore, and Johnson all in favor.

4. Council To Consider - Oregon Main Street Network Associate Application

Mayor Ila Skyberg

Mayor Skyberg asked for a motion.

Councilor Baller moved to approve the City Manager to submit the 2018 Associate Level Application to Oregon Main Street Program.

Councilor Wooden Seconded.

**Discussion:** Councilor Johnson was interested in the Map or zone of the Main Street Network. He said that Slow Train Coffee shop was not included and he would like them included.

Craig moved to modify the motion to include Slow Train. Councilor Baller seconded for the purpose of discussion.

Kenna then explained that the Map area is for historic and architecturally significant buildings. She added that there are building along main that does not have any historical



significance.

Councilor Wooden said that she felt her home should be included in the map as it is a historic residence.

**MOTION:** Councilor Johnson moved to include the Wooden House for the main street program. Councilor Baller Seconded. Motion carried with Councilors, Baller, Wooden, Wymore, and Johnson all in favor.

5. Council To Consider - Resolution 18.19.006 A Resolution To Set Fees To Be Charged For Land Use Applications  
Mayor Ila Skyberg

**MOTION:** Councilor Baller moved to approve resolution 18.19.006 a resolution to set fees to be charged for land use applications. Councilor Wooden seconded. Motion carried with Councilors, Baller, Wooden, Wymore, and Johnson all in favor.

**Discussion:** Councilor Baller asked for more details.

Kenna explained to the Council the need to approve resolution 18.19.006 to set fees for a pre-app conference. She said there had been builders who had met with city staff, city engineer and planner who spent several hours discussing a possible project and never moved forward with the project, therefore, costing the city several hundreds of dollars. Kenna further added the pre application fee would only cover some of the cost incurred not all.

6. Council To Consider - City Manager's Annual Review  
Mayor Ila Skyberg

**MOTION:** Councilor Baller moved to complete the City managers Annual Review. Councilor Wooden seconded. Motion carried with Councilors, Baller, Wooden, Wymore, and Johnson all in favor.

**MOTION:** Councilor Baller moved to amend the previous motion to include the approval of Resolution 18-19-007. Councilor Wooden seconded. Motion carried with Councilors, Baller, Wooden, Wymore, and Johnson all in favor.

Mayor Skyberg then read from a prepared statement on the City Managers annual performance review. Mayor Skyberg reported that she had contacted local business owners, Councilors and city staff for comments and to complete a survey of questions related to the City Managers job performance. Mayor Skyberg reported they were all positive comments. She praised the City Manager for her wonderful annual review.

7. Council To Consider - Appointment To The Library Board  
Mayor Ila Skyberg

**MOTION:** Councilor Wooden moved to approve Karla Johnson to the Library Board. Councilor Johnson seconded. Motion carried with Councilors, Baller, Wooden, Wymore, and Johnson all in favor.

Councilor Johnson said he was familiar with Karla's volunteer work and supported her appointment.

8. Nuisance Abatement Of 687 Branson St  
Mayor Ila Skyberg

**MOTION:** Councilor Wooden moved to approve the abatement of 687 Branson St. Councilor Wymore seconded. Motion carried with Councilors, Baller, Wooden, Wymore, and Johnson all in favor.

**Discussion:** Kenna explained to the Council that 687 Branson St. had a fire back in 2016 and the property was left with un-repaired structural damage.

The roof had been exposed and open to the elements. Also, the property is uninhabited at present. Since 2016 the property developed into a major nuisance of trash, noxious weeds, and junk. She said there had been multiple code enforcement violations issued and the property owner had been advised at the last known address.

She asked the Council to approve the abatement so the City can go in and do work to clean up the property which will improve the neighborhood. She said the property is an atrocity.

9. Mayors Report  
Mayor Ila Skyberg

Mayor Skyberg reported that she attended a local government official's breakfast meeting along with the City Manager and it was a nice to meet and keep up to date.

10. Council Liason Reports  
Mayor Ila Skyberg

Mayor Skyberg asked for a report from the Chamber Liaison.

Councilor Wooden reported that the new Saw Blade Sign is out on Hwy 22 for everyone to see. She said that there will be a second sign but does not know when it will be completed. She added that the Bridge the Gap is this Saturday, September 15, 2018, and the Chamber will be giving out helmets to kids and a few bicycles at the event.

Library Liaison was absent.

Councilor Johnson reported again that the new busses have arrived.

The City Manager reported on two very exciting events in September. The Harvest Festival will be held on September 22, 2018, and recommended all to attend.

The First Annual Volunteer Event will be on September 29, 2018, from 5:00 pm to 7:00 pm. Awards will be at 5:30 pm.

Kenna also reported that she and Jeff have been working toward the paving of 1<sup>st</sup> Street. She added that they met with Mark from Keller and Associates and together picked out the top 15 streets that will be added to the Capital Improvement Plan. Kenna explained that the Council will get a copy of the Capital Improvement Plan naming those streets.

Councilor Wooden asked for clarification if that was First or Fir. Kenna responded it is 1<sup>st</sup> St. Jeff added that they picked out the top 15 streets for repair by considering traffic flows and whether or not the street was a collector street.

Councilor Johnson then asked why 3<sup>rd</sup> street shouldn't be considered a priority. He then asked Mr. Daley if that works for him if it is made a priority. Mr. Daley responded it needs a lot of work. Kenna said she has it in her notes and will follow it up with Dave and Jeff, as they meet once a week. Councilor Baller added that she also sees the 3<sup>rd</sup> street as a problem as she drives the whole town on a regular basis.

**MOTION:** Councilor Wooden moved to adjourn at 7:45 pm. Councilor Baller Seconded. Motion carried with Councilors, Baller, Wooden, Wymore, and Johnson all in favor.

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

The next meeting will be held at 6:00 PM on October 9, 2018, at:  
West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
City Lien Ordinance

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

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

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

**City of Willamina**  
**Minutes of the Once A Month Meeting of the City Council**  
**October 9, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Wymore  
Councilor Johnson  
Councilor Burr  
Councilor Baller  
Councilor McKnight  
Councilor Wooden  
City Manager, Kenna West  
Deputy City Recorder Debbie Bernard

**Guest: (not limited to):**

Chief Kevin Clark  
Paul Dalquilante News-Register  
Mary Jane Hollinger

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on October 9, 2018, at West Valley Fire by Mayor Ila Skyberg.

**I. Approval of Agenda**

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

**II. Review of Previous Minutes**

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

**III. Consideration of Open Issues**

1. Addition And Deletion

Mayor Ila Skyberg

Mayor Skyberg noted the additions to the agenda. They were following:

No. 7 The Recruitment for the Planning Commission Vacancy.

No. 8 The Repeal of Resolution 18.19.004 and Approval of Resolution 18.19.011 and

No. 9 The request to approve a Denial on a Hardship request.

Mayor Skyberg asked for any pulls. Council Present Baller asked to pull the minutes of September 11, 2018, for discussion as she wanted the minutes amended to show her listed as present at the meeting.

2. Public Input

Mayor Ila Skyberg

The Mayor asked for the Public Input. Mary Jane Hollinger spoke. She lives at 242 Lamson St. She thanked the Council for the award she received as "Citizen of Year." She said she was honored.

3. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for a motion to approve the consent agenda.

**MOTION:** Councilor Baller moved to approve the consent agenda which included Check Registers from August 1 to 31, 2018 and Financials from August 31, 2018 with the pull of the September 11, 2018 minutes for discussion. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

4. City Manager Compensation - Resolution 18-19-008

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

**MOTION:** Councilor McKnight moved to approve Resolution 18-9-008 approving an increase in compensation for the City Manager. Councilor Baller seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in favor.

**Discussion:** Mayor Skyberg asked Deputy City Recorder Debbie Bernard to comment. Debbie said that the Council at their September 11, 2018, Regular Meeting approved a modification to the City Manager contract allowing for an increase. The proposed 5 percent increase would go into effect October 1, 2018, if the Council moved to approve the resolution.

Mayor Skyberg noted there was a motion and second. She asked for those in favor and those opposed. All were in favor.

5. Funding For Emergency Water Intake Repair - Resolution 18-19-009

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

**MOTION:** Councilor Johnson moved to approved resolution 18-19-009 and authorize the Mayor or City Manager to sign any necessary documents to receive funds from Business Oregon. Councilor Burr seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

**Discussion:**

Councilor Wooden said she was puzzled where it says a loan from the water fund in the Staff Report? Kenna gave a clarification that it is the State water fund, OBDD, and not the City water fund. Kenna further explained that the City water intake system has been compromised due to the shifting of the gravel bar and the cost to repair the intake system is estimated to be \$63,000.

Kenna said she worked with 7 different state agencies for permits to get into the creek. Also, the City pursued funding for the repair of the intake from the Oregon Infrastructure Finance Authority and has been offered a 50/50 Loan Grant. She explained if Council approves Resolution 18-19-009 it will give the City Manager or Mayor authorization to accept and submit the Grant.

Councilor Baller complemented the City Manager on her persistence to get the Grant. Councilor Burr asked what the monthly payments on the loan are. Kenna responded she did not have those specifics, however, said it is a 5-year loan commitment.

Councilor Wooden asked if the payments come out of our water fund. Kenna responded yes.

Councilor Burr referenced page 15 of 16. He wanted to know what was the 120 percent item referenced. Kenna responded that the work Council did to raise water rates brought us within the parameters of this agreement.

Council Burr noted that the Council is at the mercy of the Creek. As this can happen again, he said. He continued and said the Council needs to look long term. Kenna responded that the Council has looked ahead with the approval of the 2015 Water Master Plan.

Councilor Burr asked if SDC's could be used to pay for repairs. Kenna responded probably no as the repairs do not increase capacity.

Mayor Skyberg stated there was a motion and a second. She asked for a vote of all in favor and all opposed. All were in favor.

Mayor Skyberg closed the Regular Meeting and opened the Public Hearing on the proposed Supplemental Budget and Reallocation of other line items in for 2018/2019.

Mayor Skyberg read the public hearing script:

Good Evening

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed Supplemental Budget and Reallocation of other line items for FY 2018/19.

She asked for General Testimony. There were none.

Mayor Skyberg asked for questions or comments from Council. There were none.

Mayor Skyberg closed the public hearing and re-opened the regular session.

6. Resolution 18-19-010 - A Resolution of the Willamina City Council Authorizing Appropriations Amending the Fiscal Year 2018/2019 Budget and Reallocating Funds within Funds for the Fiscal Year 2018-2019

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

**MOTION:** Councilor Burr moved to approve Resolution 18-19-010 approving the Supplemental Budget. Councilor Wooden Second. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

**Discussion:**

Kenna explained the Supplemental Budget and pointed to a few line items for discussion. She said we did not expect the expenditures and income from the Grant. Kenna also pointed out the improvements at Hampton Pond and closing out the \$22,000 in revenue. She added that the Workers Comp Audit created an increase.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

7. Recruitment for the Planning Commission Vacancy.

Mayor Ila Skyberg

Mayor Skyberg asked Deputy City Recorder to address the Staff Report.

Debbie explained that with the Resignation of Planning Commissioner Dennis Ulrich a vacancy has been created. In addition, there are three additional planning commission seats that will be ending their term December 31, 2018. The Staff is asking Council for direction to advertise in the local papers and reader board.

**MOTION:** Councilor Wooden moved 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 City of Willamina website. Councilor McKnight seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

8. No. 8 The Repeal Of Resolution 18-19-004 and approval of Resolution 18-19-011 And Mayor Ila Skyberg

Mayor Skyberg called for a motion:

**MOTION:** Councilor Wooden moved to approve Resolution 18-19-011. A resolution of the Willamina Council extending workers compensation coverage to volunteers. Councilor Baller seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

**Discussion:**

Kenna explained we cover our Volunteers with Workers Compensation. Kenna noted that we add new events like the trunk or treat to the new Resolution.

Councilor Wymore asked about the light parade and 4th of July committee and if they're covered. Kenna responded no. She said the reason is that there are no employees on those committees or a Volunteer from the City.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

9. No. 9 The Request to approve a denial on a Hardship Request.

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

**MOTION:** Councilor McKnight moved that the hardship placement request is denied and that the City Manager, or a City representative appointed by her, be authorized to issue a denial letter and proceed with enforcement. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

**Discussion:**

Kenna explained Mr. Ray had been to Council with the request for hardship and not just one time. She gave the background. In 2014 the Council authorized a hardship placed for 9 months. They have been in Violation since October 9, 2015. Based on that we are recommending denial.

Mayor Skyberg asked for further discussion and a vote. All were in favor.

10. Minutes from September 11, 2018

Mayor Ila Skyberg

Mayor Skyberg asked for a motion:

**MOTION:** Councilor Baller moved to approve the minutes of September 11, 2018, with the amendment of adding her to the list of those present. Councilor Wooden seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

11. Mayors Report

Mayor Skyberg reported that Volunteer Recognition Events was great! The Mayor recognized Councilor Baller for her contributions.

12. Council Liaison Reports

Chamber Liaison and Councilor April Wooden reported on Bridge the Gap and said was deemed a great success. Yamhill County Sheriff's Dept. brought a great display and gave out goody bags to all the children. West Valley Fire Department also gave out goody bags. She added a report on many additional items as follows:



- The Willamina Saw Sign has not yet found a home. The proposed location is owned by ODOT.
  - The Art Tour is moving ahead.
  - The Annual Christmas Dinner will be at Coyote Joe's who plans are still up in the air.
  - The City has signed on to Travel Salem which will list us on their tourism brochure and map
  - Due to vandalism of the Galloping Goose, the doors have been locked
  - Carrie Zimbrick announced Open House at the school including spaghetti dinner, a book sale and may booths.
  - Chamber members headed up by Dr. Brooks, have been replacing burned out lights bulbs in the Christmas street decorations.
  - Bob Burr is organizing the Christmas Light Parade scheduled for the first Saturday in December.
  - The 4<sup>th</sup> of July Committee announced plans for a baked sale to raise money for fireworks
  - The DAR requested a letter from the Chamber of Commerce to advance their plans to give an award to Steve Bobb.
  - The EID meeting last Wednesday did not have a quorum so no official business conducted
  - Two hundred dollars was paid to Mike Reed for placement of the sign on his Hwy 22 property.
  - Joe and Janet have been confirmed for the March Wet Season Music Fundraiser for fireworks.
  - The Chamber will use Country Garden Nursery next year for flower baskets. Poles need to be refurbished.
  - Ginny will repaint the Triangle for next year's 4<sup>th</sup> of July.
13. Library Liaison - Councilor McKnight reported on the library. She said the library is very active. Library volunteer Carla Johnson was voted Library Champion of the year. They are looking for teen volunteers.
14. YCOM Board – Councilor Baller reported that the staff has been working on equipment that is a tracking source to follow police officers from the time a call is dispatched to arrival. The will be able to follow the police which she said is very excited. Rita further explained that the City of Newberg and Dundee is not included in this system.
15. Yamhill County Transportation Board – Councilor Johnson reported that the Board on October 2, 2018, voted to finalize a document for submission to our County Commissioners for approval. Willamina and Carlton are more consistent in supporting the Transits System. Councilor Johnson said they are working on improving Route 22 Bus to be more consistent overall. Also, the YCTB want to implement a shopper's shuttle. In addition, the short term they are looking at an addition evening shift.
16. City Manager's Report – The City Managers reported that Councilor April Wooden won second place for her tomato pie and the Harvest Festival Pie Contest.

Also, James LaBar with Regional Solutions has been pulled and now on the Governor's Housing Committee. Kenna said he was of great help with our recent water intake crisis. The City Manager reported that 1<sup>st</sup> Street will be paved on Friday. She said we will use monies in our street funds. We did not go into our contingencies. Kenna also reported on Trunk or Treat. She said the Tina Miller Park will be decorated by Justin Riggs. Sara will hold a Pumpkin Painting at Library and there will be prizes.

Kenna concluded and said the reason for these events is to keep children away from trick or treating along Hwy 18.

17. Sheriff's Report – Kenna went over the Sherriff report. She also added that she is very pleased with the work the Sherriff is doing for us.
18. Adjourn – Mayor Skyberg asked for motion to adjourn.

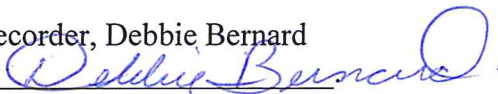
**MOTION:** Councilor Burr moved to adjourn. Councilor Wymore seconded. Motion carried with Councilors, Wooden, McKnight, Baller, Burr, Johnson and Wymore. All in Favor.

### Agenda and Time of Next Meeting

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

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

Minutes submitted by Deputy City Recorder, Debbie Bernard



Minutes approved by Mayor Ila Skyberg



**City of Willamina**  
**Minutes of the Once A Month Meeting of the City of Willamina City Council**  
**November 7, 2018**  
**1:00 PM**

**Location of Meeting:**

Willamina High School  
1100 SW Oaken Hills St  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Councilor Bob Burr  
Councilor Theresa McKnight  
Councilor April Wooden  
Councilor Craig Johnson  
Councilor Jenny Wymore  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Library Manager Sara Frost  
Code Enforcement Dave Morey  
Guest: (not Limited To) Willamina High School Students  
Vice Principal Tim France  
Government Instructor Scott Nelson

**Absent from Meeting:** Councilor Rita Baller

Prior to calling the meeting to order, City Manager Kenna West asked for introductions from the Mayor and Council. The Mayor and Council introduced themselves and shared a bit of their background on the Council. Also prior to the meeting, instructions to download an app on personal cell phones were handed out for the students and audience members to use to vote on presentations. This meeting was a change in date and location from the regular second Tuesday monthly meeting.

The meeting of the City of Willamina City Council was called to order at 1:00 PM on November 7, 2018, at Willamina High School by Mayor Ila Skyberg. The flag salute was recited. The roll call was taken by Deputy City Recorder 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**

November 7, 2018, City Council Meeting Minutes

1. Agenda Additions, Deletions, And Corrections

Mayor Ila Skyberg

Mayor Skyberg introduced agenda item 6.5 to be added under the regular agenda. The title for the addition was City Partnership with Willamina Economic Improvement District and Willamina Coastal Hills Chamber of Commerce.

2. Correspondence

Mayor Ila Skyberg

Mayor Skyberg introduced Ginny Wymore who presented a New Release of Willamina Coastal Hills Art Tour. Ginny passed out advertisement posters and cards for the event which is November 9th, & November 10th, 2018. Ginny shared there will be 30 artists represented at the event. She extended an invitation to everyone and their families to attend. She also shared a News-Register article showcasing Bill Boyson for his ceramic artwork. He had been an art teacher and the Willamina High School. Also, Ginny reported that there will be a bake sale at Mayor Skyberg house during the event.

Kenna asked how long the event has been running.

Ginny said the event has been going for 27 years. It was started by Mr. Frownfelter, Artist Judy Buswell and Artist Walt Mendenhall.

3. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked if there were any pulls to the consent agenda. There were none. The Mayor asked for a motion and discussion prior to the final vote.

**MOTION:** Councilor Burr moved to approve the consent agenda. Councilor Johnson seconded the motion. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

Councilor Burr read the description of the items in the consent agenda.

1. Check Registers from September 1 to 30, 2018 (information only)
2. Financials September 30, 2018
3. Minutes from the October 9, 2018, City Council Meeting

Mayor Skyberg asked for those in favor or opposed. All were in favor.

Councilor Burr then explained to the audience that items on the consent are generally items that do not need a great deal of discussion and therefore are approved or pulled for further discussion.

4. Regular Agenda

5. Ordinance 676 - An Ordinance Amending Title LX, Chapter 90. Animals

Mayor Ila Skyberg

Mayor Skyberg asked for a motion on Ordinance No. 676, An Ordinance Amending Title IX, Chapter 90. Animals of the Willamina Code.

**MOTION:** Councilor Burr moved to approve Ordinance No. 676. Councilor McKnight seconded. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

**Discussion prior to the final vote:**

Kenna explained the background and need for the Ordinance. She explained that we have had issues with folks walking their dog and not picking up after themselves. The Ordinance would allow Code Enforcement the authority to ticket those in violation of the new code. The penalty is \$250.00 for those who do not pick up after their animals.

Kenna asked the audience to vote.

City Recorder Debbie Bernard read aloud Ordinance No. 676 in its entirety.

6. Planning Commission appointment to a vacant position.  
Mayor Ila Skyberg  
Mayor Skyberg asked for a motion.

**MOTION:** Councilor McKnight moved to approve Debra Jo to the Planning Commission. Councilor Wooden seconded. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

**Discussion after the final vote:**

Mayor Skyberg asked Debbie to address the staff report. Debbie shared with the audience that the Planning Commission is a 7 member committee whose purpose is to hear land use cases that come before them. Currently, there is a vacancy and a citizen who has applied with interest to serve on the Planning Commission. If the Council approves the applicant by motion, the planning commission will have that seat filled. Debbie said there is another vacant seat, in addition, there are two additional seats that will expire December 31, 2018, therefore, there is a great need at this time to advertise and seek new members. She asked the audience to help by recommending family or friends to contact City Hall if they have an interest in serving.

Kenna asked the audience to vote as to whether or not you would add someone new to the planning commission in order for the city to continue to have a quorum.

7. Revision of Job Description And Job Duties For Code Enforcement Officer  
Mayor Ila Skyberg  
Mayor Skyberg asked for a motion.

**MOTION:** Councilor Burr moved to approve the revisions and new job description for a

code enforcement officer. Councilor Wooden seconded the motion. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

**Discussion prior to the final vote and amended motion:**

Kenna asked Code Enforcement Officer Dave Morey to share what his duties currently entail. Dave said when he was hired 2 years ago he thought he would be issuing citations for tall grass and other code violations. He now has taken over dog control. In addition to working with the Sheriff, office on civil matters to be the go-between. He said he feels more like a psychologist.

Kenna added that Dave also handles fence permits and has to be the one to cite if a fence is out of compliance.

Councilor McKnight asked when Dave will have time to do code enforcement.

Kenna responded and explained that this is a change in job title and not a change in wages. She said that Dave has been doing these duties all along and the job title change better reflects his actual duties.

Councilor Wymore said she had a problem with the title as proposed. She said it sounds like a pastor or therapist; it sounds so soft. She said she would like the word Code added. So it would be Community Code Support officer.

Kenna asked if Ginny wants to amend the motion to add Code to Community & Support Officer Title and asked then asked for a second. Councilor Wooden seconded.

**MOTION:** Councilor Wooden moved to amend the amended motion to have the City Council approve the revision job title change to Community Code & Support Officer. Councilor Burr seconded. Motion Carried with Councilors, Burr, Johnson, McKnight, Wooden and Wymore. All in favor.

Mayor Skyberg asked for a vote on the amended motion. All were in favor. Kenna said by voting on the second amended motion in takes care of the first one.

8. Chamber Liaison 6.5 on the agenda  
Mayor Skyberg  
Mayor Skyberg asked for a motion.

**MOTION:** Councilor Wooden moved to approve the City partnership with the EID, Chamber of Commerce and staff assistance at the Goose. Councilor Johnson seconded the motion. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

**Discussion prior to the final vote:**

Kenna explained that the Goose is on City Property and has been a part of the community for a long time. It belongs to the EID and the Chamber is the main organization to maintain it. Kenna said the Goose and suffered vandalism from people staying inside the goose leaving bio hazards behind. This security will try to stop the vandalism.

9. City of Willamina Paranormal Investigation Report.

Mayor Ila Skyberg

Mayor Skyberg called on Sara Frost to introduce the topic. Sara had her presentation on a laptop. She showed the Council several pictures of orbs and what the Paranormal Investigation discovered in the Library and City Hall. She gave the Council the background on the paranormal findings. She said that paranormal investigators visited the Library and City Hall with equipment that they use to detect whether entities exist. The pictures of what Sara described as orbs showed that there were entities. Sara said that she has now become a part of the paranormal investigation team who will do future investigations.

Kenna then asked the audience to vote on Sara's presentation.

10. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg gave her report on attending the monthly elected official's breakfast in Dallas Oregon. She said Mayor Skyberg said they normally do a round table and discuss what is going on in their cities. Mayor Skyberg explained that our City is represented by 2 counties Yamhill and Polk. She also complimented the students and told them they were very important. Mayor Skyberg said the main topic at the monthly meeting has been a discussion on the need for a third bridge.

11. Council Liaison

Mayor Ila Skyberg

Mayor Skyberg called on Councilor Wooden Chamber Liaison. Councilor Wooden had several items to report on which are the following:

She said the Christmas lights will not be up for the Art Tour this year. PGE now requires an annual permit that we won't have in time.

The Christmas Light parade will be Saturday, December 1st. Bob Burr is a coordinator again this year.

The Chamber's website is not being administered. It could possibly be done by the Journalism class at WHS.

The small cities meeting will be hosted by Mayor Skyberg on November 8th.

The Library Book Sale will be on November 8 & 9.

The school received \$20,000 Nike Grant for the multi-purpose gym.

Student, Caleb Floyd, is going to State Cross Country. First time in 10 years.

State Football Playoff Game played Saturday at 1:00 pm against Nyssa.

Hampton has begun a bee pollinator program.

Dedication of Connie's Memorial Bench at the Campus will be on April 20th, which is her Birthday.

Mayor Skyberg called on Library Liaison Theresa McKnight. Theresa reported that Tracy Dillan completed a three-year statistical report that gives information comparisons on prior years. The report would also give information on the physical circulation and attendance. In addition, the library has received a new sound system.

Next, Mayor Skyberg called on Yamhill County Transit Authority Board Member Councilor Johnson. Councilor Johnson reported that the Board is working towards improving transit for people to get to their medical appointments. Also, they are working on a Shopper Shuttle that will add more frequent and consistent service. In addition to improving on the bus transportation to Chemeketa Community College.

Kenna reported to the audience how they voted on presentations using the downloaded APP:

<b>VOTING - 38 Total - Students</b>				
		ABSTAIN	NO	AGREED WITH COUNCIL
ORDINANCE 676 - ANIMALS		7	2	29
CODE ENFORCEMENT - TITLE CHANGE		6	1	31
PLANNING - APPOINTMENT TO COMMISSION		4	2	32
LIBRARY -Paranormal Investigation	INTERESTING	NOT INTERESTING	REPEAT	COME BACK
	2	7	9	17

Next, Kenna reported on City Business. She said that the sandbar in Willamina Creek had shifted and put our water intake at risk, causing this to be an emergency. If not fixed it would have caused the citizens to go without water. As a result, the City received grant funding to fix that problem. Also, the City paved 1<sup>st</sup> Street. In addition, the City will be paving 4<sup>th</sup> and D St.



The Trunk or Treat Event was a great success with a total of 2000 in attendance of which 500 were kids.

**MOTION:** Councilor Wooden moved to Adjourn. Councilor McKnight seconded. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

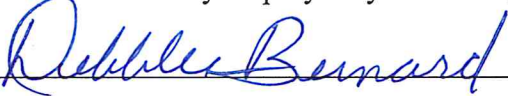
#### IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on December 11, 2018, at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 3:00 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder, Debbie Bernard

  
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Minutes approved by Mayor Ila Skyberg

  
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*Special*

**City Of Willamina ~~Once A Month~~ Special City Council Meeting**  
**Minutes of the ~~Once A Month~~ Meeting of the City Council**  
**Wednesday, November 28, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
 825 NE Main St  
 Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Councilor Rita Baller  
 Councilor Theresa McKnight  
 Councilor April Wooden  
 Councilor Ginny Wymore  
 Councilor Craig Johnson  
 Councilor Bob Burr  
 City Manager Kenna West  
 Deputy City Recorder Debbie Bernard  
 Public Works Superintendent Jeff Brown  
 Guest: Chief Kevin Clark

The City of Willamina Special City Council Meeting was called to order at 6:00 PM on November 28, 2018 at West Valley Fire by Mayor Ila Skyberg. The Flag Salute was recited. The roll call was taken by Deputy 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**

None.

**III. Consideration of Open Issues**

## 1. Correspondence

Mayor Ila Skyberg

Mayor Skyberg moved to Correspondence as there was no public input.

Mayor Skyberg then turned the meeting over to Kenna who announced that the City of Willamina had been awarded the 2019 Small City Allotments Award of \$87,000. Kenna

added that it was a very competitive selection process. She said that 56 were selected to be funded out of 150 eligible applications from 112 Cities. The Council was very pleased.

Mayor Skyberg then asked Kenna to read aloud a required Public Hearing Statement for the proposed 2018 Community Development Block.

Kenna read in its entirety:

City of Willamina

Public Notice and Notice of Public Hearing

The City of Willamina is eligible to apply for a 2018 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2018. The maximum grant that a city or county can receive is \$2,500,000.

The City of Willamina is preparing an application for a 2018 Community Development Block Grant from the Business Oregon for Willamina Intake Relocation which is located in Willamina Creek on Willamina Creek Road in Yamhill County. It is estimated that the proposed project will benefit at least 2,110 persons of whom 53.97 percent will be low or moderate income.

A public hearing will be held by the City Council at 6:00 p.m. on November 28, 2018, at the West Valley Fire District Fire Hall, 825 NE Main, Willamina, Oregon, 97396. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by November 26, 2018, at Willamina City Hall, 411 NE C Street, Willamina, Oregon, 97396. Both oral and written comments will be considered by the City Council in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact Debbie Bernard, Deputy City Recorder at Willamina City Hall at 503-876-2242 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about the City of Willamina's past use of Community Development Block Grant funds is available for public review at Willamina City Hall, 411 NE C Street, Willamina, Oregon during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Debbie Bernard, Deputy City Recorder

at Willamina City Hall at 503-876-2242 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result of the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low and moderate income housing that is demolished or converted to another use will be replaced.

Mayor Skyberg closed the Regular meeting then opened the public hearing.

2. Public Hearing on the City of Willamina to Apply for a 2018 Community Development Block Grant  
Mayor Ila Skyberg  
Mayor Skyberg read a prepared public hearing script:

Mayor Skyberg explained that this is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed application for a 2018 Community Development Block Grant.

Mayor Skyberg asked for General Testimony from the audience regarding the application. There were none.

Mayor Skyberg asked for questions or comments from Council.

Councilor Burr said it appears that the grant does not actually fix the problem but a study to tell us how much it will cost to fix the problem.

Kenna responded to Councilor Burr. Kenna said the CDB Grant changed their process to a two part process which is Design and Construction. She said we are applying for the Design part at this time.

Councilor Wooden ask if the Grant application makes us automatically eligible for the next step.

Kenna said it does not automatically, but gives us points. The application is based on points. This part gives us extra points.

Mayor Skyberg Closed the Public Hearing and reopened the Regular session.

Mayor Skyberg asked for a motion on the proposed 2018 Community Development Block Grant Application.

**MOTION:** Councilor Burr moved that we apply for the CDB Grant. Councilor Johnson seconded.

Mayor Skyberg asked for discussion.

Kenna asked Councilor Burr to amend the motion to include allow the City Manager to apply for the grant and sign any required documents.

**AMENDED MOTION:** Councilor Burr moved that we apply for the CDB Grant and allow the City Manager to sign any necessary documents. Motion carried with Councilors. Burr, Johnson, Wymore, Baller, McKnight and Wooded. All in favor.

Mayor Skyberg asked for further discussion. There were none.

- 3. Adjourn  
 Mayor Ila Skyberg  
 Mayor Skyberg asked for a motion.

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

**IV. Consideration of New Business**

- 1. Small City Allotment Grant Award  
 City Manager Kenna West  
 Kenna announced under Correspondence that the City received an email notification of the SCA Small Cities Allotment Grant of \$87,000 award.

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

The next meeting will be held at 6:00 PM on December 11, 2018 at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97396


The agenda for the next meeting is as follows:

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

Minutes submitted by: Deputy City Recorder, Debbie Bernard

  
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Minutes approved by: Mayor Ila Skyberg

  
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**City Of Willamina**  
**Minutes of the Regular Meeting of the City Council**  
**December 11, 2018**  
**6:00 PM**

**Location of Meeting:**

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

**Present at Meeting:** Mayor Ila Skyberg

Council President Rita Baller  
 Councilor Craig Johnson  
 Councilor Bob Burr  
 Councilor Ginny Wymore  
 Councilor April Wooden  
 Councilor Theresa McKnight  
 City Manager Kenna West  
 Deputy City Recorder Debbie Bernard  
 Public Works Director Jeff Brown  
 Guest (not limited to):  
 News Register Reporter Paul Daliquante  
 Harold Leavey  
 Roberta Lawson  
 James Daley  
 Barbara Hoffenbredl

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on December 11, 2018, at West Valley Fire Station by Mayor Ila Skyberg. The flag salute was recited. The Deputy City Recorder took the roll call, and a quorum was present.

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

- \* The agenda for the meeting was distributed and unanimously approved with a few comments on the elected essentials training flyer.

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

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

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

1. Agenda Additions, Deletions, And Corrections  
 Mayor Ila Skyberg  
 Mayor Skyberg stated there were none.

2. Public Input

Mayor Ila Skyberg  
Mayor Skyberg, there was none.

3. Correspondence/Presentation - Elected essential training flyer.

Mayor Ila Skyberg  
Mayor Skyberg asked for a tally of those want to attend the training.

City Manager West commented she would address the elected essentials flyer later in the Agenda.

Councilor Wooden responded that she would like to attend the January 23, 2019 training in Keizer. Mayor Skyberg also wanted to attend the training.

The City Manager added that the City is working with the Council of Governments, and the League of Oregon Cities to bring additional training to the City.

4. Recess- Presentations for City Councilors

Mayor Ila Skyberg  
Mayor Skyberg presented Councilor Wymore with an appreciation plaque for her service on Council. Mayor Skyberg thanked Councilor Wymore for accepting the position.

The Mayor then announced a presentation of appreciation for Councilor McKnight and presented her with a plaque. The Mayor thanked Councilor McKnight for her years of service and professionalism.

Mayor Skyberg asked the council if they would like to recess for refreshments or continue. Councilor Baller suggested we continue. The session continued without a recess.

5. Consent Agenda

Mayor Ila Skyberg  
Mayor Skyberg called for a motion.

Councilor Wooden moved for a correction to the minutes. The corrections included 1) adding Betty Frownfelter as an Art Tour founder and removing "Mr" Frownfelter; and 2) Add the last name to the minutes in regard to the approval of Planning Commissioner Debra Jo Summers.

Councilor Johnson moved for a correction to the heading of the minutes of the Special Meeting on November 28, 2018. The correction included adding the word "Special" to the heading.

**MOTION:** Councilor Baller moved to accept the Consent Agenda with the corrections. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr,

Wymore, Johnson, Wooden, and McKnight all in favor.

Council President Baller then read the items on the consent agenda.

1. Check Register from October 1 to 31, 2018
2. Financials from October 31, 2018
3. Minutes from the November 7, 2018 City Council Meeting
4. Minutes from November 28, 2018 Special City Council Meeting.

6. Regular Agenda - Thank You Letter

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

**MOTION:** Councilor Wooden moved to approve the attached letter and authorize Mayor Skyberg to sign that letter on behalf of the City of Willamina. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Councilor Burr questioned having a thank you letter delayed for a signature until the next council meeting instead of having the City Manager or Mayor sign the letter.

The City Manager explained that the letter needs Council approval to be on behalf of the City Council.

7. Ordinance No. 676 - An Ordinance Amending Title IX, Chapter 90. Animals, Second

Reading

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

**MOTION:** Councilor Wymore moved to adopt Ordinance No. 676. Councilor Wooden seconded. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Mayor Skyberg asked for the second reading of Ordinance No. 676.

The Deputy City Recorder read Ordinance No. 676 in its entirety.

8. Planning Commission Appointments

Mayor Ila Skyberg

Mayor Skyberg asked for a motion.

**MOTION:** Councilor Wooden moved to appoint Eric Wagner to the City of Willamina Planning Commission for a full term ending December 31, 2021; and reappoint Sheryl Hansen and Ila Schunter to a full term ending December 31, 2021. Councilor Wymore seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.



9. 2018 Election Results/Oath Of Office

Mayor Ila Skyberg

Mayor Skyberg called for a motion.

Councilor Burr commented that the Polk report listed Councilor Baller as receiving votes. Councilor Wooden commented that James Daley is listed in the “totals” section; not Rita Baller.

Deputy City Recorder reviewed the votes of each candidate and explained that the Council, by motion, accepts the results.

**MOTION:** Councilor Johnson moved to accept the 2018 Certified Election results. Councilor Baller seconded the motion. Motion carried with Councilors Baller, Burr, Wymore, Johnson, Wooden, and McKnight all in favor.

Deputy City Recorder then asked Mayor Skyberg for permission to give the Oath of Office. The Oath was given to Mayor Skyberg, James Daley, Roberta Lawson, and April Wooden.

10. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported she attended several meetings including the Polk County Elected Officials Breakfast Meeting at the end of November; The Meet and Greet for the Fire Chief candidates at the West Valley Fire Station; and She met with Denise Beacon from the Ford Foundation who talked to several people in town and interviewed them to ask what they thought of the Ford Family Foundation as a whole.

11. Chamber Liaison Report

Mayor Ila Skyberg

Mayor Skyberg called upon Councilor Wooden for her report.

Councilor Wooden reported that the Chamber is still working on the placement of the second saw blade sign which will be located at Coastal Fiber; the Christmas lights went up on December 18, 2018; President Don Sheldon attended an active shooter workshop; and She attended the Meet and Greet at the West Valley Fire Station.

12. Library Liaison

Mayor Ila Skyberg

Mayor Skyberg asked for the library liaison report. Councilor McKnight reported that the library is doing great and is very active. She commented there is something going on all the time.

13. YCOM Board

Mayor Ila Skyberg

Mayor Skyberg asked for the YCOM Board.

Councilor Baller commented she was unable to attend the last meeting.

14. Yamhill County Transit Authority Board Member Report

Mayor Ila Skyberg

Mayor Skyberg called up Councilor Johnson.

Councilor Johnson reported that the next meeting is scheduled for January 2019.

15. City Manager Report

Mayor Ila Skyberg

The City Manager praised the City staff. The detailed report highlighted each staff skills, assets, and accomplishments for 2018. She told Council she was very proud of her team and all that they completed as a team. The City Manager concluded her report by providing Council with the details and totals on all the Grants received during the year which totaled \$221,608.

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

The next meeting will be held at 6:00 PM on January 8, 2019, at:

West Valley Fire Station

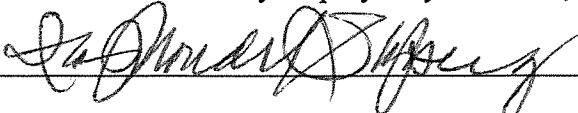
825 NE Main St.

Willamina, Oregon 97396

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

  
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Minutes submitted by Deputy City Recorder, Debbie Bernard

  
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Minutes approved by Mayor Ila Skyberg

**City Of Willamina**  
**Minutes of the Once A Month Regular Meeting of the City Council**  
**April 10, 2018**  
**6:00 PM**

**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 McKnight  
Councilor Wooden  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Deputy Nathan Skaer  
Deputy Canine Deputy Rojo  
Guest (not limited to :)  
Joi Bailey & Attorney David Haugeberg

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on April 10, 2018 at West Valley Fire by Mayor Ila Skyberg.

Addition to the Agenda was Deputy Nathan Skaer and Deputy Canine Rojo. Mayor Skyberg introduced the Deputies. Deputy Skaer said he had been with the Yamhill County Sheriff's office for the past 3 years and Rojo was new to Sherriff office. Nathan described how he decided that Rojo was fit for the job by inviting the Master Dog Trainer along with him when they went to see Rojo to make sure he would have the personality and what Nathan described as the right "drive." Councilor Burr asked Deputy Skaer if Rojo would protect him. Deputy Skaer responded and said no. He is not a bit or attacking dog. Kenna asked if the Rojo lived with the Deputy. Nathan responded yes.

Deputy Skaer set up serious of 4 buckets one contained heroine. The demonstration was a test for Rojo to show that he could locate the correct bucket; he did exactly that several times as the Deputy Skaer moved the buckets in different places.

Next Mayor Skyberg presented the Deputy Skaer with a welcome gift. The Council went out of regular session for a recess at 6:15 and returned to session at 6:30 pm.

**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. Guest: A Family Place Relief Nursery - Joi Bailey & Attorney David Haugeberg  
Mayor Ila Skyberg welcomed Joi Bailey & Attorney David Haugeberg.

Joi addressed the City Council. She said that she has lived in the community for the past 25 years. She described her desire to serve the community and bring a Family Place Relief Nursery to Willamina after she noticed the large number of children who had suffered neglect. She said she wanted to do something about that.

She stated statistics of 226 cases of abuse and neglect in Yamhill County which resulted in an economic impact at the cost to the County of 50 million dollars because of the conjecture. She said part of the services of the Relief Nursery is providing services to the 0 to 5 year old children who are at high risk. Joi stated she wants to bring those type of services to her community in Willamina. She explained further that the Relief Nursery services are a 3 part wrap around service. One being a therapeutic classroom which is different than head start. Next part is teachers that are in the classroom; two teacher to 8 children. And teachers visit the families and help them set goals.

Joi explained that her visit was to ask the City Council for a letter of interest and support. In addition, as a part of the requirements to start A Family Place Relief Nursery in a community is to determine a site. Joi reported that they are close to determining that which included the churches. She said her goal is to start a classroom by December 2019. After that their goal will be to get funding of \$250,000 to fully operate.

Joi asked David Haugeberg to take over and speak further on the project. Mr. Haugeberg said even though he was on the agenda as an attorney he was present as a helper to the organization. He described how people know of him in Yamhill County which is to ask for donations. He joking described folks crossing to the other side of the street as he walks down the street. David described when he got involved with the Family Place Relief Nursery. He said Joi invited him to the center in McMinnville and when he arrived a small child came up to him with a book in his hand and asked him to read to him. David said he was hooked and returned to be a helper.

He shared with the Council the many names of people who want to partner with them in West Valley. A few included First Federal, the Confederated Tribes of Grand Ronde, Dick Withnell, Recology, Ken Austin, Citizens Bank, Yamhill County Commissioners, Congresswomen Bonamici, and State Representative Ron Noble. He said they are working to raise \$150,000. He wants to ask Council for a letter of support so when they go to the County Commissioners to ask for funding they can include Willamina's support and make everyone a part of the conversation.

2. Consent Agenda  
Mayor Ila Skyberg

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

Mayor Skyberg asked City Council President to read the list of items on the Consent Agenda.

Councilor Baller stated the following:

1. Check Registers – February 1 to 28, 2018 (information only)
2. Financials February 2018
3. Minutes from the March 13, 2018 City Council Meeting

**MOTION:** Councilor Stritzke moved to approve the Joint Venture with the City and the Chamber Barkdust Sale. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, McKnight, Wooden, Johnson Stritzke and Burr. All in Favor

3. Mayor Report  
Mayor Ila Skyberg

Mayor Skyberg announced to all Councilor's that the deadline for the Statement of Economic Interest was April 15, 2018 and noted that she had sent out a reminder email. Mayor Skyberg mention that the new flower beds at the City Hall were planted by the City Manager.

1. Council Liaison Reports  
Chamber Liaison (Councilor Wooden)  
Councilor Wooden reported that the Chamber website is up and running. Also the Sadie Hawkins dance is this Friday to raise money for the 4<sup>th</sup> of July Committee. Also, 290 kids showed up at the egg drop. On Wednesday March 18<sup>th</sup> the Sheridan and Willamina museums will hold a joint event that will display 17 Quilts which the Wooden's family will be donate for display.
2. Library Liaison (Councilor McKnight)  
Councilor McKnight reported how impressed she was of the Library Board. She said they all had assignments which they are working on. Councilor McKnight added that the Board voted to meet during the summer months which previously they had not. In addition, Sara wants to move the Book Drop the building.
3. YCOM Board (Councilor Baller)  
Councilor Baller reported that the next meeting is June for the Annual Budget Meeting.
4. Yamhill County Housing Authority Board Members (Councilor Stritzke)

Councilor Stritzke reported that there meeting will be next Wednesday.

- 5. Yamhill County Transit Authority Board Member (Councilor Johnson)  
Councilor Johnson reported that the new buses should be here by the summer.

- 6. City Manager Report

Mayor Ila Skyberg

City Manager Kenna West reported that the small city allotment grant has been received. The grant will cover 4<sup>th</sup> and D Street which we will be moving forward. In addition, the Engineer is putting out bid information. Kenna reported that the Ford Foundation Visioning is meeting on April 12, 2018 at Coyote Joes and invited the Council to attend. She said that she will be attending.

Councilor Baller asked Jeff about the status of the Skate Park and the equipment at the Skate Park. Jeff responded and reported that the equipment is 10 years plus old and is showing their ware. He has pricing for the repairs just need funding.

Kenna added that Jeff completed an update on the Parks Master Plan. She wants to restart a Parks Commission. She added that Debbie will be setting up a work session.

**MOTION:** Councilor Baller moved to adjourn at 7:10pm. Councilor Wooden seconded. Motion carried unanimously, with Councilors Baller, McKnight, Wooden, Johnson Stritzke and Burr. All in Favor

**Time of Next Meeting**

The next meeting will be held at on at: West Valley Fire, 825 NE Main St. Willamina

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

Minutes submitted by Deputy City Recorder Debbie Bernard:

\_\_\_\_\_.

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

**City Of Willamina**  
**Minutes of the Once A Month Regular Meeting of the City Council**  
**April 10, 2018**  
**6:00 PM**

**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 McKnight  
Councilor Wooden  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Deputy Nathan Skaer  
Deputy Canine Deputy Rojo  
Guest (not limited to :)  
Joi Bailey & Attorney David Haugeberg

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on April 10, 2018 at West Valley Fire by Mayor Ila Skyberg.

Addition to the Agenda was Deputy Nathan Skaer and Deputy Canine Rojo. Mayor Skyberg introduced the Deputies. Deputy Skaer said he had been with the Yamhill County Sheriff's office for the past 3 years and Rojo was new to Sherriff office. Nathan described how he decided that Rojo was fit for the job by inviting the Master Dog Trainer along with him when they went to see Rojo to make sure he would have the personality and what Nathan described as the right "drive." Councilor Burr asked Deputy Skaer if Rojo would protect him. Deputy Skaer responded and said no. He is not a bit or attacking dog. Kenna asked if the Rojo lived with the Deputy. Nathan responded yes.

Deputy Skaer set up serious of 4 buckets one contained heroine. The demonstration was a test for Rojo to show that he could locate the correct bucket; he did exactly that several times as the Deputy Skaer moved the buckets in different places.

Next Mayor Skyberg presented the Deputy Skaer with a welcome gift. The Council went out of regular session for a recess at 6:15 and returned to session at 6:30 pm.

**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. Guest: A Family Place Relief Nursery - Joi Bailey & Attorney David Haugeberg  
Mayor Ila Skyberg welcomed Joi Bailey & Attorney David Haugeberg.

Joi addressed the City Council. She said that she has lived in the community for the past 25 years. She described her desire to serve the community and bring a Family Place Relief Nursery to Willamina after she noticed the large number of children who had suffered neglect. She said she wanted to do something about that.

She stated statistics of 226 cases of abuse and neglect in Yamhill County which resulted in an economic impact at the cost to the County of 50 million dollars because of the conjecture. She said part of the services of the Relief Nursery is providing services to the 0 to 5 year old children who are at high risk. Joi stated she wants to bring those type of services to her community in Willamina. She explained further that the Relief Nursery services are a 3 part wrap around service. One being a therapeutic classroom which is different than head start. Next part is teachers that are in the classroom; two teacher to 8 children. And teachers visit the families and help them set goals.

Joi explained that her visit was to ask the City Council for a letter of interest and support. In addition, as a part of the requirements to start A Family Place Relief Nursery in a community is to determine a site. Joi reported that they are close to determining that which included the churches. She said her goal is to start a classroom by December 2019. After that their goal will be to get funding of \$250,000 to fully operate.

Joi asked David Haugeberg to take over and speak further on the project. Mr. Haugeberg said even though he was on the agenda as an attorney he was present as a helper to the organization. He described how people know of him in Yamhill County which is to ask for donations. He joking described folks crossing to the other side of the street as he walks down the street. David described when he got involved with the Family Place Relief Nursery. He said Joi invited him to the center in McMinnville and when he arrived a small child came up to him with a book in his hand and asked him to read to him. David said he was hooked and returned to be a helper.

He shared with the Council the many names of people who want to partner with them in West Valley. A few included First Federal, the Confederated Tribes of Grand Ronde, Dick Withnell, Recology, Ken Austin, Citizens Bank, Yamhill County Commissioners, Congresswomen Bonamici, and State Representative Ron Noble. He said they are working to raise \$150,000. He wants to ask Council for a letter of support so when they go to the County Commissioners to ask for funding they can include Willamina's support and make everyone a part of the conversation.



2. Consent Agenda  
Mayor Ila Skyberg

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

Mayor Skyberg asked City Council President to read the list of items on the Consent Agenda.

Councilor Baller stated the following:

1. Check Registers – February 1 to 28, 2018 (information only)
2. Financials February 2018
3. Minutes from the March 13, 2018 City Council Meeting

**MOTION:** Councilor Stritzke moved to approve the Joint Venture with the City and the Chamber Barkdust Sale. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, McKnight, Wooden, Johnson Stritzke and Burr. All in Favor

3. Mayor Report  
Mayor Ila Skyberg

Mayor Skyberg announced to all Councilor's that the deadline for the Statement of Economic Interest was April 15, 2018 and noted that she had sent out a reminder email. Mayor Skyberg mention that the new flower beds at the City Hall were planted by the City Manager.

1. Council Liaison Reports  
Chamber Liaison (Councilor Wooden)  
Councilor Wooden reported that the Chamber website is up and running. Also the Sadie Hawkins dance is this Friday to raise money for the 4<sup>th</sup> of July Committee. Also, 290 kids showed up at the egg drop. On Wednesday March 18<sup>th</sup> the Sheridan and Willamina museums will hold a joint event that will display 17 Quilts which the Wooden's family will be donate for display.
2. Library Liaison (Councilor McKnight)  
Councilor McKnight reported how impressed she was of the Library Board. She said they all had assignments which they are working on. Councilor McKnight added that the Board voted to meet during the summer months which previously they had not. In addition, Sara wants to move the Book Drop the building.
3. YCOM Board (Councilor Baller)  
Councilor Baller reported that the next meeting is June for the Annual Budget Meeting.
4. Yamhill County Housing Authority Board Members (Councilor Stritzke)

Councilor Stritzke reported that there meeting will be next Wednesday.

5. Yamhill County Transit Authority Board Member (Councilor Johnson)  
Councilor Johnson reported that the new buses should be here by the summer.

6. City Manager Report

Mayor Ila Skyberg

City Manager Kenna West reported that the small city allotment grant has been received. The grant will cover 4<sup>th</sup> and D Street which we will be moving forward. In addition, the Engineer is putting out bid information. Kenna reported that the Ford Foundation Visioning is meeting on April 12, 2018 at Coyote Joes and invited the Council to attend. She said that she will be attending.

Councilor Baller asked Jeff about the status of the Skate Park and the equipment at the Skate Park. Jeff responded and reported that the equipment is 10 years plus old and is showing their ware. He has pricing for the repairs just need funding.

Kenna added that Jeff completed an update on the Parks Master Plan. She wants to restart a Parks Commission. She added that Debbie will be setting up a work session.

**MOTION:** Councilor Baller moved to adjourn at 7:10pm. Councilor Wooden seconded. Motion carried unanimously, with Councilors Baller, McKnight, Wooden, Johnson Stritzke and Burr. All in Favor

### **Time of Next Meeting**

The next meeting will be held at on at: West Valley Fire, 825 NE Main St. Willamina

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

Minutes submitted by Deputy City Recorder Debbie Bernard:

\_\_\_\_\_.

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

**City of Willamina**  
**Minutes of the Once A Month Meeting of the City Council Regular Meeting**  
**June 12, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main Street  
Willamina, Oregon 97132

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Rita Baller  
Councilor Bob Burr  
Councilor Craig Johnson  
Councilor Theresa McKnight  
Councilor April Wooden  
City Manager Kenna West  
City Deputy Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Code Enforcement Officer Dave Morey  
Guest: (not Limited To)  
Commissioner Mary Starrett  
Commissioner Stan Primivich  
Commissioner Rick Olsen  
Sheriff Tim Svenson  
Bill Felton  
Kevin Most  
Ginny Wymore

The regular meeting of the City Council of City of Willamina was called to order at 6:00 pm on June 12, 2018, at West Valley Fire by Mayor Ila Skyberg. The Flag Salute was recited and roll call was taken by the Deputy City Recorder Debbie Bernard. 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**

**Guest:** Yamhill County Commissioners,  
Yamhill County Sheriff Tim Svenson

June 12, 2018 City Council Meeting Minutes

The Commissioners spoke to the Willamina Community prior to the 6:00 pm City Council meeting. At the beginning of the City Council meeting, Commissioner Mary Starrett addressed City Council. Commissioner Starrett spoke on the housing and the foreclosure crisis in Yamhill County and what they are doing to address that issue. Commissioner Starrett said that every community the commissioners' visit, the main issue is housing and until the state changes their land use rules it will continue. She gave the example of the cost of SDC's System Development Charges that are transferred to the cost of a new home. She shared there is help with housing by getting people into affordable zero down mortgages to buy a home. She said we need more housing that people can afford.

Sheriff Svenson addressed the Council next to bring the Council up-to-date on Sheriff's office. His power point detailed crime in the County. He said that when it comes to numbers on crime they can make those numbers show different perspectives. He said all crimes have to be recorded to the federal government; sometimes it is a false sense of crime due to the numbers of crimes and how they are recorded. He said all in all for a city this size, Willamina is doing well.

He said one of the primary responsibility of the Sheriff Office is to run a jail facility. What they are seeing is a large number of people coming into the jail opioid addicted and others that maybe should not take up jail space. He referenced the Evidence-Based Decision cases that are low-risk people in the jail. He said they are working on identifying them to move out of the jail.

The Sheriff office received a \$289,000 MAT Grant. The money will go to treat people who are opioid addicted. The program cost \$400 a week for an individual in jail. He said that the goal is to have the individual get rid of the desire to take drugs and ultimately move back into the community and become healthy citizen. The Sheriff's office also purchased a new body scanner to scan people coming into the jail that could be carrying drugs.

The Sheriff shared information on the two new canine dogs. He said they train on finding heroin and meth. The drug dogs no longer train on marijuana as it is legal.

He added that the Sheriff office has partnered with DHS to improve mental health resources. Tim asked the audience for questions. Kevin Most in the audience asked the Sheriff what they are doing to work with Veterans. Tim responded that the Sheriff's office has a dedicated deputy to work with veterans.

1. Agenda Additions, Deletion, and Corrections

Mayor Skyberg

Resolution 17.18-015 transferring appropriations in multiple funds for the Fiscal Year 2017-2018 was added to the agenda. Also added was Resolution 17.18-016 approving the request for assistance application and authorizing Mayor Skyberg to sign the application on behalf of the City of Willamina.

2. Public Input

Mayor Ila Skyberg

Bill Felton at 138 SE Baker signed in for public input. He said he lived in Willamina 75 years. He wanted to know if any commercial business that is getting a discount on their water bill. Mr. Felton was in opposition to the water increase.

The City Manager responded that there is no business inside the city that is getting a discounted rate.

#### IV. Consideration of New Business

##### 1. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked Council President Baller to read the items in the consent agenda.

Councilor Baller read:

1. Check Registers - April 1` to 31, 2018
2. Financials April 2018
3. Minutes from the May 8, 2018, City Council Meeting
4. Consideration of Street Closure for Willamina Farmers Market
5. Consideration of the use of the Tina Miller Park for the Summer Food Program  
Willamina School District 30-44-63J
6. Resolution 17.18.015 transferring appropriations
7. Resolution 17.18.016 Oregon Housing Planning Project.

**MOTION:** Council Baller moved to accept the consent agenda with the additions. Counselor Burr seconded. Motion carried with Counselors Baller, McKnight, Wooden, Burr and Johnson. All in Favor.

##### 2. Consideration of Appointment To The City Council

Mayor Ila Skyberg

Mayor asked for a motion.

Mayor Skyberg commented that the Councilors would have already read the applications so she asked for a motion.

**MOTION:** Councilor Baller moved to appoint Ginny Wymore to the City Council. Councilor Burr seconded. Motion carried with Councilor Baller, McKnight, Wooden, Burr and Johnson. All in Favor

Ginny Wymore took the Oath of Office from the Deputy City Recorder, Debbie Bernard and then took her seat on the Dias.

Mayor Skyberg asked Staff to send a thank you to the other applicants.

##### 3. Consideration Of 2018/19 Police Services Contract

Mayor Ila Skyberg

Mayor Skyberg asked for motion.

**MOTION:** Councilor Baller moved to accept the Police Services contract for 2018/19. Councilor Wooden seconded. Motion carried with Councilor Baller, Wooden, McKnight, Burr, Wymore and Johnson. All in favor.

Councilor Baller stated that the Police have always helped out when asked to do a little extra.

4. Consideration of Donation Letters

Mayor Ila Skyberg

Mayor Skyberg introduced the next item and asked for a motion.

**MOTION:** Councilor Burr moved to accept the consideration of the Donation Letters and that they are signed by the Mayor. Councilor Wooden seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

Councilor Burr added for the record several people came to the City asking for donations and at this time we are unable to support them. However, would like to see letters sent out acknowledging their request.

5. Chamber Of Commerce Liaison

Mayor Ila Skyberg

Councilor Wooden responded that Bark dust sale brought in over \$7,000. The Chamber uses the money to sponsor events. They give money to Bridge the Gap event where they give away helmets and bicycles. In addition to sponsoring the Mud Drags and the 4th of July event. They also made out a budget that list expenses of \$8,000. Other sources of income for the Chamber is membership renewals.

The Chamber continues to work on the saw blade sign. April reported on event dates. The Mud Drags is June 30th of this month. The City Wide Garage Sale will be on July 20th and 21st. Also, they are considering hiring Dave Hampton and his band for the music.

6. Library Liaison

Mayor Ila Skyberg

Councilor McKnight missed the last meeting.

7. YCOM Liaison

Mayor Ila Skyberg

Councilor Baller responded that she wanted to thank Debbie for sending out a communication for her to the surrounding City Managers from their YCOM representative. The YCOM budget is expected to pass.

Councilor Baller reported on the YCOM staff. She said they answer 90% of the calls within the first 10 seconds.

8. Yamhill County Transportation

Mayor Ila Skyberg

Councilor Johnson reported that new buses are arriving shortly and they are still working on getting better transportation to the West Valley.

## 9. Reports From City Manager

Mayor Ila Skyberg

City Manager Kenna West reported that the Mayor and she attended a Housing Conference Workshop. She brought attention to the resolution that would allow us to apply for a grant that would assist the City to plan a 20-year housing projections.

Councilor Johnson asked about the housing in Willamina.

Deputy City Recorder responded that Pacific Hills Estates is almost built out. There are only 3 lots left to build on and they are all sold. Becks Subdivision has not requested any building permits for new houses in the subdivision as of yet. The builder is still working on infrastructure. All that reflects growth activity.

## 10. Public Hearings

Mayor Ila Skyberg

Mayor Skyberg closed the regular session and opened the public hearing.

She read from a script and asked all in support to speak.

City Manager Kenna West spoke in support by explaining how the Water and Sewer funds operate in the city budget. She presented her explanation on the whiteboard by diagram reviewing the cities seven funds.

She explained that the general fund supports police, parks library planning, cemetery museum, code compliance and administration and is supported by taxes. She added that the water and sewer funds are enterprise funds which pay for expenses to operate those services. Sewer and water enterprise funds are required to be funded by user charges and cannot run negative. Every penny paid for the sewer goes to sewer to pay for sewer, she said.

She also explained that there are funds that cannot borrow from each other which are restricted funds. They are water System Development Charges (SDC's), sewer (SDC's) and streets (SDC's). She said system development fees (SDC's) are hands-off funds and only can be used for very specific items. These funds come from developers and can only be used for an increase in capacity. Kenna gave the example of a new housing development for a 1000 people which would require an increase in capacity and then these funds could be used.

She summarized for the citizens in the audience that the water and sewer funds cannot run in the negative. It is illegal. Borrowing from the General Fund would only reduce services. Therefore a rate increase is recommended.

Mayor Skyberg asked for those in opposition. Several citizens spoke in opposition to the water and sewer rate increase. They included: Barb Hoffenbrendl, Millan Miller, James Daley Jan, Edward Smidt, Shirley Fitzgerald, Kevin Most, Bill Felton, David Boyer, Jan Reibach and Roberta Lawson.

David Boyer commented that the water was bad and caused him a rash.

Kenna asked Jeff to address the concern. Jeff responded that the water is tested regularly and would have Mr. Moyers water service looked into.

Millan Miller commented that people are on fixed incomes and cannot afford the increase. He said that he pays the water bills for his rentals that is costing him \$600.00 a month and that is more than Falls City. He said the bill is excessive.

Barb Hoffenbrendl said that when tenants move out it is now the landlord's responsibility to pay the bill and said it is not right.

James Daley said the lines are not getting flushed. Jeff responded that they are flushed on a quarterly basis.

Jan Reibach said he would like the Council to be more merciful of the people.

Edward Smidt suggested the City hire high school students in the water plant at a lower rate. Kenna responded that there is a high level of certifications in order to operate a water or sewer plant.

Roberta Lawson addressed the Council and explained that she had been on the Amity City Council and understood the reason for the rate increase.

Mayor Skyberg closed the public hearing. She added that later in the agenda, the Council will adopt a resolution regarding the water and sewer rate increase.

Next:

Public Hearing on Proposed Uses of State Revenue Sharing Funds in the FY 2018/19 Budget.

Mayor Skyberg opened the Public Hearing and asked for comments from any proponents and comments from anyone in opposition and general comments. There were no comments. She added that later in the agenda, Council will adopt a resolution regarding State Revenue Sharing Funds.

Mayor Skyberg closed the public hearing.

Next:

Public Hearing on FY 2018/19 Budget as approved by the Budget Committee on May 22, 2018.

Mayor Skyberg opened the Public Hearing and asked for comments from any proponents and comments from anyone in opposition and general comments. There were no comments. She added that later in the agenda, Council will adopt a resolution regarding adopting the FY 2018/19 Budget.



Mayor Skyberg closed the Public Hearing and moved the meeting back to the Regular Session.

Mayor Skyberg asked for a motion on Resolution 17.18.-011.

**MOTION:** Councilor Baller moved to adopt Resolution 17.18-011 Water and Sewer Rate Increase. Councilor Burr seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

Councilor Baller commented that she really hates to have to approve the increase in rates but it has to be done so to address the needed maintenance on the system.

Councilor Johnson added that it is like your car. If you don't keep the maintenance up on the car it won't run.

Mayor Skyberg asked for a motion on Resolution 17.18.-012.

**MOTION:** Councilor Johnson moved to approve Resolution 17.18-012 the City Election to received State Revenues. Councilor Wooden seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

Mayor Skyberg asked for a motion on Resolution 17.18.-013. Resolution 17.18-013 a resolution for the City to declare they provide four or more services.

**MOTION:** Councilor Wooden moved to adopt Resolution 17.18-013 Declaring 4 or more services. Councilor Baller seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

Mayor Skyberg asked for a motion on Resolution 17.18.-014.

**MOTION:** Councilor Baller moved to approve Resolution 17.18-014 to approve the FY 2018/19 Budget as approved by the Budget Committee on May 22, 2018, and impose the tax rate of 4.2039 per \$1,000 of assessed value. Councilor Burr seconded. Motion carried with Councilor Burr, Baller, McKnight, Wooden, Wymore and Johnson. All in favor.

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

The next meeting will be held on July 10, 2018 at 6:00pm West Valley Fire 825 NE Main St. Willamina.

The meeting was adjourned at 8:30 pm by Mayor Skyberg.

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

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