

City of Willamina
Minutes of the Once A Month Meeting of the City Council
January 8, 2019
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 Roberta Lawson

Councilor April Wooden

Councilor Craig Johnson

Councilor Bob Burr

Councilor James Daley

City Manager Kenna West

Deputy City Recorder Debbie Bernard

Public Works Director Jeff Brown

Guest (not limited to:)

News-Register Reporter Paul Daquilante

The Bulletin Board Reporter Herb Swett

West Valley Fire Chief Fred Hertzell

Polk County Cemetery Savers Lloyd Collins

Confederated Tribes of Grand Ronde Planning Department Director Rick George

Cascadia Consulting Partnership Community Development Contractor Rich Foster

Tribal Council Member Michael Langley

Tribal Council Member Kathleen George

Ginny Wymore

Arthur Schwartz

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on January 8, 2019 at West Valley Fire Station by Mayor Ila Skyberg. The Deputy City Recorder called the roll call, and a quorum was present. 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 welcomed the Confederated Tribes of Grand Ronde Tribal Council Members.

Tribal Council Member Michael Langley discussed the communities of the West Valley. Member Langley commented that all communities are interconnected from cross-employment to joint governmental projects.

Tribal Council Member Kathleen George continued on the topic of interconnectedness and where the communities' future are intertwined. Council Member George thanked the Willamina City Council for allowing them to present the visioning that affects both communities and extended an invitation for them to visit Grand Ronde.

Member George also highlighted our communities' shared goals of housing and education and the next steps in the CTGR visioning project.

CTGR Planning and Development Director, Rick George, shared that the Tribe had begun the process of bringing up-to-date their Community Plan. It is a two-part process of 1) creating more formal boundaries for Grand Ronde, and 2) formalizing the original 60 acres, reservation boundary. The Tribe has contracted with Cascadia Partnership, a Community Development Planning service to assist in the project.

Polk County Cemetery Savers

Mayor Ila Skyberg

Mayor Skyberg introduced Lloyd Collins with Polk County Cemetery Savers. Mr. Collins presented a video of a number of cemeteries before and after the Polk County Cemetery Savers. The PCCS is a small group of volunteers who work on cemeteries and have selected Willamina Historic Cemetery as the next project.

Mr. Collins provided Council with a list of items and areas for which the City will be responsible, including: 1) a group of 8 to 10 dedicated volunteers, 2) two to three yards of crushed rock, and 3) a portable toilet for the duration of work which will be about 10 to 12 weeks. Mr. Collins said they hope to begin work July 27, 2019.

City Manager Kenna West commented that the work proposed by the Polk County Cemetery Savers is at no cost to the City of Willamina, other than the cost associated with those items provided by the City.

Mayor Skyberg commented that the City is most thankful to the Polk County Cemetery Savers for their presentation and for their interest in our cemetery.

3. West Valley Visioning Project

Mayor Ila Skyberg

Mayor Skyberg introduced Arthur Schwartz to speak on behalf of the West Valley Visioning Committee. Mr. Schwartz explained they are a group of volunteers who have

been meeting for about a year and are in the early stages of planning. They are working to create a vision for the next 10 to 20 years for the community. They have created a questionnaire for community member input and hope for at least 1,000 completed surveys. After that, they will create focus groups and have town hall meetings to finalize the concept. Mr. Schwartz brought surveys and asked everyone present to complete one.

Tribal Council Member Michael Langley commented that you don't have to live in Willamina; if you are involved in the Community, or work here, or in any way connected, you can also fill out the questionnaire.

Ginny Wymore, who is also on West Valley Visioning Committee asked everyone to "dream big."

4. Consent Agenda

Mayor Ila Skyberg

Council President Baller moved to approve the Consent Agenda. Councilor Wooden seconded. The Mayor requested Council President Baller to read the items on the consent agenda. Councilor Baller read the following:

1. Check Registers – November 1 to 30, 2018 (information only)
2. Financials November 30, 2018
3. Minutes from the December 11, 2018 City Council Meeting

MOTION: Councilor Baller moved to approve the Consent Agenda that included three items. Councilor Wooden seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

5. Election of Council President

Mayor Ila Skyberg

Mayor Skyberg commented that the issue before Council is whether the City Council should elect a Council President. Mayor Skyberg asked for a motion

MOTION: Councilor Johnson moved to elect a Council President. Councilor Wooden seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

The Mayor then called for nominations. Councilor Wooden nominated Councilor Baller. Councilor Johnson nominated Councilor Burr. Councilor Daley nominated Councilor Lawson.

Mayor Skyberg asked for a vote. Councilor Lawson received two votes, Councilor Burr received one vote, and Councilor Baller received three votes.

Mayor Skyberg then announced Councilor Baller with the most votes as the new Council President.

6. Renewal of Permit For Short -Term Occupancy of A Recreational Vehicle

Mayor Ila Skyberg
 Mayor Skyberg asked for a motion.

MOTION: Councilor Baller moved to approve the renewal of a permit for short-term occupancy of a recreational vehicle located at 330 Jackson Street and authorization for the City Manager to administratively renew said permit should such a request be submitted in the future. Councilor Daley seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

Discussion:

Councilor Baller commented that she would like to take the burden off of this gentlemen and so he can focus on getting well.

7. Regional Emergency Management Planning Grant Application Letter of Support

Mayor Ila Skyberg
 Mayor Skyberg called for a motion.

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

Discussion:

Councilor Baller commented that this is an excellent example of partnering with the Tribe.

Councilor Johnson also commented that he was impressed.

8. Ordinance No. 667 - Creation Of The Cemetery Committee

Mayor Ila Skyberg
 Mayor Skyberg called for a motion.

MOTION: Councilor Wooden moved to approve Ordinance No. 677 and accept the attached By-Laws for the Willamina Historic Cemetery Committee. Councilor Johnson seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

Mayor Skyberg asked for a reading of Ordinance No. 677. Deputy City Recorder Debbie Bernard read Ordinance No. 677 in its entirety.

Deputy City Recorder, Debbie Bernard asked for a motion for the second reading by title only.

MOTION: Councilor Burr moved to approve Ordinance No. 677 and have the second reading of Ordinance No. 677 read by title only. Councilor Baller seconded the motion.

Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

9. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported that she attended an appreciation gathering for the outgoing Yamhill County Commissioner Primozich. Also, Mayor Skyberg commented that she would attend the upcoming Yamhill County Chapter of the Daughters of the American Revolution meeting where Steve Bobb, Sr. will receive an award.

10. Chamber Liaison (Councilor Wooden)

Mayor Ila Skyberg

Councilor Wooden reported that the Chamber does not meet in December. She commented that the EID (Economic Improvement District) passed their annual budget. Also, Rolly Heuser reported that 600 people attended the Christmas Dinner at Coyote Joes.

11. Mayor Skyberg announced that the Library Liaison position is vacant and asked the new councilors if they were interested. Councilor Lawson indicated she was interested and accepted the appointment. Councilor Lawson reported that Barbara Hofenbredl would be talking to Milan Miller to ask if he would pay half for new carpet at the library and Barbara will pay the other half.

12. Yamhill County Transit Board Member

Councilor Johnson reported that the Board is doing well. He commented that Yamhill County Commissioner Kulla would be joining the Board replacing the outgoing Commissioner Promizich.

13. YCOM Liaison Councilor Baller reported that there was no meeting in December.

14. City Manager Kenna West reported that the Willamina Library staff, city management, community members, Library Board, and others are meeting on January 15, 2019 from 9:00 to 10:30 to begin Strategic Planning.

The City Manager asked everyone present to consider volunteering for the City of Willamina Budget Committee.

The City Manager commented on the progress of the SDC (System Development Charge) review and the newly created CIP (Capital Improvements Plan) which are necessary to establish the correct SDC fees. She passed out a list of streets capital improvements which showed a priority plan. The Street CIP list totaled \$2,000,000 in recommended projects.

MOTION: Councilor Wooden moved to adjourn at 7:10 PM. Councilor Burr seconded the motion. Motion carried with Councilors Daley, Wooden, Baller, Lawson, Johnson, and Burr all in favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on February 12, 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.

Minutes submitted by Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg

**City of Willamina
City Council Minutes Regular Meeting
February 12, 2019
6:00 PM**

Location of Meeting:

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

Present at Meeting: Mayor Ila Skyberg

Council President Rita Baller

Councilor April Wooden

Councilor Craig Johnson

Councilor Bob Burr

City Manager Kenna West

Deputy City Recorder Debbie Bernard

Public Works Director Jeff Brown

Guest: (not limited to:)

News-Register Reporter Paul Daquilante

Polk County Sheriff Mark Garton

Yamhill County Mediators Retired Executive Director Marlena Bertram

Yamhill County Mediators Executive Director Chuck Pattishall

Absent from Meeting:

Councilor Roberta Lawson

Councilor James Daley

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on February 12, 2019 at West Valley Fire Station 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. Agenda Additions, Deletion, And Corrections

Mayor Ila Skyberg

Mayor Skyberg announced the following additions to the agenda:

1. Willamina Historical Cemetery Applications

2. Willamina Budget Committee Application

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg invited Sherry Dawkins to speak who signed in under public input.

Sherry introduced a flyer for the Council and handed it to the Deputy City Recorder.

The Flyer announced the Willamina Mud Drags held on June 1, 2019 and 29, 2019. Sherry said she was present on behalf of the fundraiser for the Willamina 4th of July Fireworks Committee. She asked the Council for permission to use City property for the Mud Drags. City Manager Kenna West commented that she was under public input and no decision could be made by the City Council at that time.

5. Presentations

Mayor Ila Skyberg

Mayor Skyberg welcomed Polk County Sheriff Mark Garton. Sheriff Garton thanked the Council for allowing him to make a presentation and bring them up to date on the Polk County Sheriff's Office. Sheriff Garton reviewed the prior year's activity. Sheriff Garton also provided the City Council with updated information on the upcoming Public Safety Levy in Polk County. After completion of his presentation, Sheriff Garton requested the City's support in regard to this Levy.

MOTION: Councilor Baller moved to support the Levy. Councilor Burr seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

Mayor Skyberg requested Marlana Bertram, Interim Executive Director from Your Community Mediators of Yamhill County, to speak next. Marlana presented copies of their fiscal year 2017-18 City of Willamina statistical summary report to the Deputy City Recorder for the Council. The report reviewed the case type, number of cases, number of Willamina residents served by mediation, operational staff expense, and volunteer valuation rate. Ms. Bertram then asked for the support of \$1, 000 donation. Further, Ms. Bertram explained that she is retiring. New Director, Chuck Pattishall, introduced himself and provided a summary of his prior experience.

6. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg requested the Council President read the items on the consent agenda. Councilor Baller read the following:

- 1) Check Registers from December 1 to 31, 2018
- 2) Financials from December 31, 2018
- 3) Minutes from the January 8, 2019 City Council Meeting and
- 4) Annual Liquor License renewals

MOTION: Councilor Baller moved to approve the Consent. Councilor Johnson seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

7. City Council Vacancy

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the City Council declare the City of Willamina City Councilor office held by James Daley to be vacant and move forward with the nomination/appointment of someone else to fill the vacant office?"

MOTION: Councilor Burr moved to declare the office held by Councilor Daley as vacant. Councilor Johnson seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

Mayor Skyberg asked if there were any nominations from Council.

MOTION: Councilor Wooden moved to nominate Theresa McKnight to the vacant position. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

The Deputy City Recorder Debbie Bernard read a letter of interest in serving on the Council from Theresa.

Budget Committee Appointments

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the Mayor and City Council appoint Laurie Toney, Vern Holstad, Phillip Lybarger, Katie Vinson, and Craig Kruchok to fill the vacant seats on the City of Willamina Budget Committee?"

MOTION: Councilor Johnson moved to appoint Laurie Toney, Vern Holstad, Phillip Lybarger, Katie Vinson, and Gregg Kruchok to serve on the Budget Committee. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

8. Budget Officer Appointment

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the City Council approve the City Manager as the Budget Officer for the 2019-2020 Budget?"

MOTION: Councilor Burr moved to appoint City Manager Kenna West as Budget Officer. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

9. Willamina Historic Cemetery Committee Appointments

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the City Council appoint Joel Boyce and Charlene Brown to the Cemetery Committee?"

MOTION: Councilor Baller moved to appoint Joel Boyce and Charlene Brown to the Cemetery Committee. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

10. Business License Fees - Resolution 18-19-012

Mayor Ila Skyberg

Mayor Skyberg stated, "Shall the City Council approve Resolution No. 18-19-012 adjusting the City of Willamina annual business license fee?"

MOTION: Councilor Wooden moved to approve Resolution 18-19-012 adjusting the business license fee to \$75.00 per year. Councilor Johnson seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

11. Economic Improvement District; Approved Budget, Election of Officers, And Request for Update

Mayor Ila Skyberg

Mayor Skyberg stated "Shall the City Council approve the nominees for the Economic Improvement District (EID) Advisory Committee as presented to the Council and accept the Annual Financial Report submitted by the EID Treasurer?"

MOTION: Councilor Johnson moved to approve the nominees presented by the EID for the Advisory Board, to accept the EID annual Financial Report, and to authorize the City Manager to allocate staff time, as she deems appropriate, to research, review and respond to the EID request. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

12. Public Hearing - Public Hearing on Supplemental Budget for Fiscal Year 2018/2019

Mayor Ila Skyberg

Mayor Skyberg closed the Regular Session at 7:05 pm and opened the public hearing.

Mayor Skyberg read the public hearing script. She asked for comments from the those present. There were none. She asked for comments from the Council. There were none.

The Mayor then closed the Public Hearing and reopened the Regular Session.

Mayor Skyberg stated "Shall City Council approve Resolution 18-19-013 adopting a supplemental budget that includes three new line items, increases the adopted budget to allow receipt of grant revenues and planning fee revenues that were not anticipated in the adopted budget and expenditure of this unanticipated revenues; an increase in wastewater capital outlay, and reallocation of various other line items contained with the adopted budget?"

MOTION: Councilor Wooden move to approve Resolution 18-19-013 adopting a supplemental budget and allowing reallocations within Funds to the adopted budget. Councilor Burr seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson, and Burr all in favor.

IV. Informational Reports

13. Mayor Report

Mayor Ila Skyberg

Mayor Skyberg asked for a count of those attending the City-County Dinner in Dundee. Kenna noted this event is a day after the COG Dinner.

Mayor Skyberg attended the Elected Officials workshop on Jan 23, 2019. She also attended the Polk County Elected Officials Breakfast on the 25th where they were still discussing the 3rd bridge in Salem. The Mayor heard today they would not be moving forward with the 3rd bridge. Also, she and the City Manager attended the Yamhill County Housing Summit. She attended a Historical Cemetery Committee yesterday, and from that, it was decided that Councilor Baller would be appointed as the Cemetery Committee Liaison for the City Council.

14. Council Liaison Reports - Cemetery Committee Liaison

Mayor Ila Skyberg

Councilor Baller reported on the January 2019 Cemetery Committee and indicated Charlene Brown is working on a visitor's pamphlet. They talked about the Polk County Cemetery Savers who gave a presentation to Council in January. Councilor Baller referred to the presentation last month and said she is excited for the Willamina Cemetery and the work that will be done. The Committee also reviewed the Cemetery Rules and Regulations and last put out an advertisement for new Cemetery Committee members.

15. Chamber Liaison (Councilor Wooden)

Mayor Ila Skyberg

Councilor Wooden reported the Chamber is working on "Goose" Security; Jeff Brown and Ginny Wymore are working on covering the windows. They are still waiting for a location on the new welcome sign to be placed out by Highway 22. Carrie Zimbrick reported updates to the Chamber on the High School. There are 870 students this year, and all class sizes are under 25.

16. YCOM Board (Councilor Baller)
Mayor Ila Skyberg
Councilor Baller said they did not have a quorum last month and no meeting.
17. Library Liaison (Councilor Lawson)
Mayor Ila Skyberg
Councilor Lawson was absent.
18. Yamhill County Transit Authority Board Member (Councilor Johnson)
Mayor Ila Skyberg
Councilor Johnson reported that one of the main priorities for the Transit Authority is to work with local businesses in McMinnville to make sure the riders are safe. They have been talking to the Manager of Winco to bring the bus closer to their door for the safety of the passengers. Also, the Shopper shuttle is being tested.
19. City Managers Report
The City Manager reported that at the Elected Officials Essentials Training, Madam Mayor was asked to be on the presentation panel due to another speaker's inability to attend. Mayor Skyberg did a wonderful job!
- The City Manager reported that staff had been very busy at City Hall. Also, she has been working on a shared tour with the Grand Ronde Tribe for March 11, 2019 when the Tribe will tour the City of Willamina. There is a proposed luncheon at the Museum for a visit. Then the City of Willamina will tour Grand Ronde on March 15, 2019.
- Kenna updated the Council on new businesses coming in which are a resale store called Shyla Renovations, and of course the Dollar General.
20. Sheriff's Report
Mayor Ila Skyberg
City Manager Kenna West commented on the Sheriff's Report. She wanted to bring to the Council's attention the reduction in crime numbers. Larceny was down 92%, and vandalism was down 88%. She said these are impressive numbers and related the decline in numbers to the new drug dog.
- MOTION:** Councilor Wooden moved to adjourn at 8:10 PM. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, Baller, Johnson and Burr all in favor.

V. Agenda and Time of Next Meeting

The next meeting will be held on March 12, 2019 at 6:00 PM at:

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

The meeting was adjourned at 8:10 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
April 9, 2019
6:00 PM

Location of Meeting:

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

Present at Meeting: Mayor Ila Skyberg

Council President Rita Baller
Councilor Theresa McKnight
Councilor April Wooden
Councilor Roberta Lawson
Councilor Craig Johnson
Councilor Bob Burr
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Library Manager Sara Frost
Guest: (not limited to:)
Yamhill County Sheriff Tim Svenson

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on April 9, 2019 at the West Valley Fire Station by Mayor Ila Skyberg. The flag salute was recited. The Deputy City Recorder took roll, and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Presentations - Proclamation - Child Abuse Prevention

Mayor Ila Skyberg

Mayor Skyberg read a Proclamation naming April 2019 National Child Abuse Prevention Month. The Proclamation certificate was presented to the Juliette House representative, Carole Joa, and President/CEO Russell Mark.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to approve the items on the consent agenda. Council President Baller moved to approve the items on the consent agenda. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

Councilor Baller read all five items on the consent agenda:

1. Check Registers-February 1 to 28, 2019
2. Financials February 28, 2019
3. Minutes from the March 12, 2019 City Council Meeting
4. Liquor License for New Owner of Dillon's
5. Annual Chamber Bark Dust Sale Partnership

3. Wayfinding Map Grant

Mayor Skyberg asked, "Shall the City Council authorize the appointment of a technical advisory committee to provide information and feedback to the Mid-Willamette Valley Council of Governments on a wayfinding map for the City of Willamina?"

MOTION: Councilor Johnson moved that the City Council appoint Councilor April Wooden and Public Works Director Jeff Brown to the technical advisory committee for the MWVCOG wayfinding map project. Motion carried with Councilor Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

4. Mayor Ila Skyberg

Mayor Skyberg introduced this issue of Triangle Park change of use and then asked, "Shall the City of Council authorize the City Manager to pursue the possible change of use for the property referred to as "Triangle Park?"

MOTION: Councilor Wooden moved that the City Council authorize the City Manager to pursue a change of use for Triangle Park from a park to multi-family housing. Councilor McKnight seconded the motion. Motion carried with Councilor Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

5. Willamina Public Library Image

Mayor Ila Skyberg

Mayor Skyberg asked, "Shall the City Council approve and adopt the attached logo for use by the Willamina Public Library?"

MOTION: Councilor Lawson moved that the City Council approve and adopt the attached Willamina Public Library logo as the official logo of our Library. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

MOTION: Mayor Skyberg moved to send a thank you to all those who participated in submitting artwork on the logo design on behalf of the City Council. Councilor Baller seconded the motion. Motion carried with Councilor Baller, McKnight, Wooden, Lawson, Johnson, and Burr in favor.

6. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called for the Cemetery Committee Liaison. Councilor Baller reported that the Committee had not met.

Chamber Liaison Wooden reported that the Chamber had several event dates:

April 20, 2019 is the Connie Crawford Lain Memorial Bench Dedication;

April 26 & 27th is the Chamber Bark Dust Sale;

June 22 is the City Wide Cleanup Day;

July 4 is the 70th Old Fashioned 4th of July Celebration;

July 19 and 20th is the City Wide Garage Sale; and

September 14th is the Bridge the Gap event.

YCOM Board Liaison Baller reported she did not attend the meeting.

Library Liaison Lawson reported that the library brought in \$400.00 on the Bingo Event. Also, the work continues on the inside remodel.

7. Information Reports from City Officers

Mayor Ila Skyberg

Mayor Skyberg asked for the City Manager's Report. The City Manager responded that would forego her report to provide additional time for the Public Hearing next on the agenda.

8. Public Safety Fee Public Hearing

Mayor Ila Skyberg

Mayor Skyberg closed the Regular Session and opened the Public Safety Fee Public Hearing. The Mayor read the public hearing script.

Mayor Skyberg called upon Sheriff Svenson to speak on Yamhill County Sheriff's Deputy Services.

1. **Sheriff Tim Svenson** opened and thanked the Council for allowing him to present. The Sheriff said it was a common discussion about this time year to discuss the police services contract. He added that this year is a little different from others because in January 2019 the County signed an agreement with the Local Teamsters Union that approved an extension of the contract for three years with increases on a gradual scale totaling thirty-four percent. The raise was necessary as their office, over a relatively short period of time, lost eight employees. He said those who left based their decision on compensation. They were unable to do the job they wanted to do for the Sheriff at the pay rate they had, so they went

elsewhere. The union became aware of the problem, and together with the County sat at the table, and came to the decision of a market pay adjustment for staff across the board. What that meant was in January 2019 employees were given a six percent pay raise. The Sheriff said that the contract extension in January 2019 was absorbed strictly by the Sheriff office. On July 1, 2019, their staff will get an additional 6% plus 2 ½ percent cost of living, and then another 8.5% in 2020 and 2021 a total 34% pay raise. The Sheriff said that employees of the Sheriff's office had not received a pay increase since 1994 except for cost of living.

Sheriff Svenson then addresses the City of Willamina police services contract specifically. He said that they bill back the actual cost to the city for the deputies. Also, they pay the deputies' a pay range from one to eight. He pointed out that the contract deputies, many who have 15 years' experience, are charged to the contract at a level 6 deputy. Sheriff's Svenson added that the currently assigned deputies like serving the community and added that much of the overtime is not charged back to the contract. He sympathized with the City and the hard decisions they have to make.

2. **City Manager Kenna West** addressed the community next and explained how government funds are identified and how they are used. She said that water and sewer funds could not be used to pay for police services. SDC system develops charges revenue is restricted and cannot be used in other funds. City Manager West also pointed directly to the total amount of money received for Yamhill and Polk county taxes that totaled \$367,000.

City Manager West commented that the current police services contract at \$198,000 is paid out of the general fund where tax revenue is going. The rest of the general fund supports, administration, library, parks, cemetery, code enforcement, and museum services. City Manager West said that the new contract with increases would total \$216,000 for the same coverage. Also, if the City decided to go to two deputies that would take the contract cost up to \$289,000. She asked the public what services they want the City to cut if a public safety fee wasn't approved.

The City Manager also announced that the public hearing from this point could be handled like a town hall and the audience could ask questions. However, if the meeting were to stray, she would turn back to the public hearing where only those who signed in could speak for three minutes. City Manager West clearly stated that Police does not equal Water. She said that the police fee would not have any impact on their water billing. Adding that if you do not pay the police fee, you will not get your water turned off. City Manager West commented that the City's ordinance would make it "illegal" in that situation to turn the water off. Also, the police service fee may not show up on the water bill at all. It may be handled as a separate bill enclosed with the water bill as that would be most efficient instead of sending out two separate mailings. The City Manager spoke to the service the deputies have done most recently. She said they have driven out drugs and dealers

in less than two years. City Manager West commented on the commendable work Deputy Skaer, and Rojo has done with 40 arrests related to drugs and 100 additional unrelated. The City Manager asked the citizens if they desire a safe place to live and explained that a “safe place to live” was one of the most desired attributes people are looking for when seeking a new community.

A community member from the audience commented that she understands municipal budgets and supports the police but does not know where she is going to get the money to pay for it. She added that now she is taking from her savings to pay her bills.

Another member said he was present to represent many senior citizens of the community that cannot afford the fee.

There was a suggestion from an audience member to review ideas for options for seniors to pay the fee. An example was given that there could be a volunteer work assignment that would compensate the paying fee.

A citizen in the audience shared that he supported the police and was a volunteer member of the police in the past. He said that people do not see everything that the police do. He then moved into talking about a personal code enforcement issue and trailers in front yards. City Manager West warned that it was straying from the topic.

Another member also wanted to discuss code enforcement and a neighbor who has a problem with junk. He said he has complained to the City for the last 15 years and seen no action taken to address the issue.

3. The public did stray, and the meeting turned back to the Public Hearing. Several audience members left the meeting.

Mayor Skyberg returned to the Public Hearing Script and called for all those who signed up to speak who were in favor and then opposed. She then asked Council if they would like to comment.

Ginny Wymore spoke in favor of the Police Service Fee. Ms. Wymore said that she has lived here for 40 years. She said she appreciates what the police do and shared a story when she had to call the police because of a burglar and the whole County showed up. She said she is on a fixed income and is in support of paying the fee.

Shirley Fitzgerald asked for clarification of the raise received by the Sheriff’s Department. She said she heard it was going to be 31% and tonight heard from the Sheriff that it would be 34%. City Manager West responded that the Sheriff was correct. She was also concerned about the line item on the water bill. Again, City

Manager West commented that the plan was to not include the fee on the water bill if possible.

Councilor Baller shared a story of how teens perceive their safety. She explained that when walking with her dog by the Tina Miller Center in the evening she heard teens say to each other do not walk alone.

Mayor Skyberg Closed the Public Hearing.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on May 14, 2019 at:
West Valley Fire
825 NE Main St.
Willamina, Oregon 97132

Mayor Skyberg adjourned the meeting at 7:30 PM.

Minutes submitted by Deputy City Recorder, Debbie Bernard

Minutes approved by Mayor Ila Skyberg

City Of Willamina
Minutes of the City Council
May 14, 2019
6:00 PM

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Bob Burr
Councilor April Wooden
Councilor Theresa McKnight
Councilor Craig Johnson
Councilor Roberta Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Library Manager Sara Frost
Yamhill County Sherriff Sergeant Russell Vandewettering
Guests:
Mary Jane Hollinger
David Morey

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on May 14, 2019 at the West Valley Fire Department by Mayor Ila Skyberg. The Flag Salute was recited. The Deputy City Recorder Debbie Bernard took roll and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Proclamation

Mayor Ila Skyberg

Mayor Skyberg presented Yamhill County Sergeant Russell Vandewettering with a proclamation declaring the week of May 12 through May 18, 2019 as National Police Week in the City of Willamina and May 15th as Peace Officers Memorial Day. There was

a moment of silence in honor of those law enforcement officers who have lost their lives in service to their communities.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked for a motion on the Consent Agenda from Council Present Baller.

MOTION: Council President Baller moved to approve the consent agenda. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

Council President Baller read the items on the Consent Agenda.

1. Check Registers - March 1 to 31, 2019
2. Financials March 31, 2019
3. Minutes from the April 9, 2019 City Council Meeting

3. Police Service Fee - Ordinance No. 678

Mayor Ila Skyberg

Mayor Skyberg stated the question, "should the City Council approve Ordinance 678 enacting a Public Safety Fee. Mayor Skyberg called for a motion.

MOTION: Councilor Wooden moved that the Council adopt Ordinance 678 enacting a Public Safety Fee in accordance with Attachment A to Ordinance 678 and moved that the Deputy City Recorder read Ordinance 678 into the record in its entirety and then by title only. Councilor Baller seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

Discussion: Councilor Burr asked if the customers could still write one check since the police service fee will have a different due date. City Manager West responded yes.

Deputy City Recorder Debbie Bernard read Ordinance No. 678 in its entirety then by title only.

4. City Manager Contract Correction - Resolution 18-19-014

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council adopt Resolution 18-19-014 amending the City Manager's contract to correct a scrivener's error."

Mayor Skyberg called for a motion.

MOTION: Councilor Wooden moved that the City Council adopt Resolution 18-19-14. Councilor Burr seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

5. Willamina Farmer's Market

Mayor Ila Skyberg

Mayor Skyberg stated the question, “should the City Council approve the closure of B Street from Main Street to 1st Street on Sundays for the Willamina Farmers Market.”

Mayor Skyberg called for a motion.

MOTION: Councilor Burr moved to approve the closure of B Street to 1st Street. The use of the City's parking lot, and the use of the City road blocking signage for the use of the Farmers Market on the days and times allowed in the City staff report. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

Discussion: Councilor Baller asked if there were any new vendors at the market this year. David Morey responded there are two new vendors: One selling birdhouses and the other selling rock gardens.

6. Library Policies - Resolution No. 18-19-015

Mayor Ila Skyberg

Mayor Skyberg stated the question, “should the City Council adopt Resolution 18-19-015 approving the policies brought forth by the Library Board.”

Mayor Skyberg called for a motion.

Councilor Johnson moved that the City Council adopt Resolution 18-19-015. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

Library Manager Frost explained that the policies presented to Council were in-part due to the State Library Division recommendation after that Division had gone through litigation regarding policies. Manager Frost said the packet included four main policies and that there would be others added in the Fall. Manager Frost said that the policies presented are to act as the minimum standards to be a member of CCRLS. Manager Frost explained that policy No. 1 addresses the childrens code of conduct, which gives the Library staff a written policy to refer to during a conversation with parents.

7. Public Hearing on The Fourth Supplemental Budget

Mayor Ila Skyberg

Mayor Skyberg closed the Regular session at 6:25pm

Mayor Skyberg opened the Public Hearing and read from a script.

Mayor Skyberg asked for general testimony. There was none.

Mayor Skyberg asked for comments from City Council. There was none.

Mayor Skyberg closed the Public Hearing.

Mayor Skyberg opened the Regular Session.

Mayor Skyberg stated the question, “should the Council approve Resolution 18-19-016 adopting a Fourth Supplemental Budget and reallocation for the Fiscal Year 2018-2019.”

MOTION: Councilor Wooden moved to approve Resolution 18-19-016 adopting a supplemental budget and allowing reallocations within Funds to the adopted budget. Councilor Johnson seconded the motion. Motion carried with Councilors Burr, Baller, Mcknight, Wooden, Johnson, and Lawson all in favor.

Discussion: City Manager West commented that this is a 4th and final supplemental budget for this fiscal year. She shared a summary of the Supplemental Budget. City Manager West said there were minor scrivener errors that needed to be cleaned up. In addition, there was additional tech support required for new software programs. Also, employee training ran more than expected. The City Library jumped ahead on doing repairs this year, that were planned for next year. Due to failing infrastructure, the City had to reallocate funds in the Water Fund for necessary repairs.

8. Mayor’s Report

Mayor Ila Skyberg

Mayor Skyberg reported that she along with Council President Baller and Mary Jane Hollinger attended a meeting in Sheridan at the Monroe Center which was hosted by the West Valley Visioning Group. This group is made up of community members who collected data regarding what the community would like in the future.

9. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called for reports.

Cemetery Committee Liaison - Councilor Baller reported there was no meeting. Councilor Baller suggested that everyone visit the Cemetery Savers website to see what spectacular work they do with cemetery clean up. The Cemetery Savers will be working on the Willamina Cemetery along with Boy Scouts in August 2019.

Chamber Liaison - Councilor Wooden reported on the following event dates.

June 22, 2019 City Wide Clean Up

July 4th, 2019 Celebration with music and fireworks

July 19 & 20, 2019 City Wide Garage Sale

Councilor Wooden added that the poles for the flower baskets are down getting painted.

Also, Councilor Wooden commented that the Chamber voted to give a donation to Juan from Slow Train. Juan had been hospitalized.

Library Liaison - Councilor Lawson reported the work on Sarah’s office continues and is progressing.

YCOM Liaison - Councilor Baller commented that she wanted to thank Deputy City

Recorder Debbie Bernard for her assistance in preparing the annual 911-budget update. Councilor Baller added the YCOM Budget proposed a 3% increase for 2019-2020. Also, YCOM processed 139,248 telephone calls in 2018 of those 29,272 were 911 calls. YCOM continues to exceed the State and National Standards of answering 90% of all 911 calls within 10 seconds.

Yamhill County Transit - Councilor Johnson

Councilor Johnson reported that the Transit system is going fine and that ridership is up. In addition, patrons are very pleased with their connections. Councilor Johnson added that there would be a new Board appointed in June 2019 and they will take office in July 2019. He said he has submitted an application to continue to serve on the Board.

10. City Managers Report

Mayor Ila Skyberg

City Manager West reported that in between budget duties, Councilor Wooden had contacted her regarding a 1941 fire engine that was going to be surplus by the West Valley Fire District. They attended the Fire Board meeting, and the Board decided to donate the 1941 fire engine to one of two possible recipients. The Willamina Museum being one of the possible recipients.

Also, the Burn to Learn to burn date is May 26th, and the property has been remediated.

IV. Consideration of New Business

1. Meeting Reminder

City Manager Kenna West

City Manager West reported that the City Council Work Session is on Monday, May 20, 2019 at City Hall on Transportation. Jenna Burman from ODOT will be the presenter.

2. Adjourn

Mayor Ila Skyberg

Mayor Skyberg called for a motion to adjourn.

MOTION: Councilor Baller moved to adjourn. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Baller, McKnight, Wooden, Johnson, and Lawson all in favor.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on June 4, 2019 at:

West Valley Fire District

825 NE Main St

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Adopt the 2019-2020 City of Willamina Budget

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

Minutes submitted by Deputy City Recorder, Debbie Bernard Debbie Bernard

Minutes approved by Mayor Ila Skyberg Ila Skyberg

City Of Willamina
Minutes of the Meeting of the City Council
June 4, 2019
6:00 PM

Location of Meeting:

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

Present at Meeting:

Mayor Ila Skyberg
 Council President Rita Baller
 Councilor April Wooden
 Councilor Theresa McKnight
 Councilor Bob Burr
 Councilor Craig Johnson
 Councilor Roberta Lawson
 City Manager Kenna West
 Deputy City Recorder Debbie Bernard
 Public Works Director Jeff Brown
 News-Register Reporter Paul Daliquante
 Guest:
 Al McCandless
 Ken McCandless
 Loree Havel
 Arthur Schwartz
 Dave Larmouth Western Oregon Waste

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on June 4, 2019 at the West Valley Fire District by Mayor Ila Skyberg. The Flag Salute was recited. The Deputy City Recorder took roll call, and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Agenda Deletions, Corrections And Additions
 Mayor Ila Skyberg

Mayor Skyberg announced an Amendment to the Agreement between the City of Willamina and Keller Associates, Inc. as an addition to the Agenda and entered it on the Regular Agenda under Numer 7.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg called for Ken McCandless under the public comment to speak. Mr. McCandless introduced a copy of notes he created which he wanted to address with Council regarding his property land use.

City Manager West responded to Mr. McCandless and advised him he could not discuss a case that was going to the Planning Commission in front of the members of City Council because the City Council is the appellate body for the Planning Commission. She recommended Mr. McCandless not continue. Mr. McCandless said he would then leave and left the meeting.

Arthur Schwartz and Loree Havel were next to speak under Public Input. Mr. Schwartz of West Valley Visioning shared that their dinner held in Sheridan had been well attended. Mr. Schwartz invited all who are interested in the next event to attend. He also encouraged the Mayor and Council to attend their public meetings held on Thursdays between 3:30 to 4:30 PM at Willamina City Hall Old Council Chambers Conference Room.

3. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for Council President Rita Baller to read the items on the Consent Agenda. Mayor Skyberg asked for a motion.

Council President Baller stated four items were on the consent agenda.

1. Check Registers – April 1 to 31, 2019
2. Financials April 31, 2019
3. Minutes from the May 14, 2019 City Council Meeting
4. Consideration of the use of the Tina Miller Park for the Summer Food Program
Willamina School District 30-44-63J

MOTION: Councilor Rita Baller moved to approve the items on the consent agenda. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, Wooden, McKnight, Burr, Johnson, and Lawson all in favor.

4. Council of Governments Contract

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall the City Council authorize the City Manager to execute the Land Use Planning Services Contract with the Mid-Willamette Valley Council of Governments on behalf of the City of Willamina?”

MOTION: Councilor Johnson moved that the City Council authorize the City Manager to

sign the Land Use Planning Contract on behalf of the City of Willamina. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

5. City of Willamina Excessive Force Policy

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall City Council approve Resolution 18-19-021 adopting an excessive force policy?”

MOTION: Councilor Wooden moved to approve Resolution 18-19-021 adopting an excessive force policy. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

6. Resolution No. 18-19-022 Supporting Fair Housing

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall the City Council adopt Resolution No. 18-19-022 supporting fair housing?”

MOTION: Councilor McKnight moved that the City Council adopt Resolution 18-19-022 supporting fair housing. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

7. City of Willamina Master Fee Schedule

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall the City Council adopt Resolution 18-19-023 approving a City Master Fee Schedule.”

MOTION: Councilor Wooden moved that the Council adopt Resolution 18-19-023 approving the City of Willamina Master Fee Schedule as attached thereto. Councilor Johnson seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

Councilor Johnson commented that the fee schedule is something that can be used by contractors that come to the City needing that information.

City Manager West complimented the Deputy City Recorder for her hard work in developing the Master Fee Schedule.

8. Resolution in Support of the City's Application for a 2019 Transportation and Growth Management Grant

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall City Council adopt Resolution No. 18-19-024 approving and supporting the City of Willamina's application for a 2019 Transportation and Growth Management Grant from the Oregon Department of Transportation?”

MOTION: Councilor Wooden moved to adopt Resolution No. 18-19-024 supporting the City's application for a 2019 TMG Grant. Councilor McKnight seconded the motion.

Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

Councilor Johnson thanked the City Manager and her team for applying for the Grant.

City Manager West commented that livability is Council's highest priority goal for the year and that safe and sufficient streets fell directly within that Council goal.

9. Agreement for Police Services with Yamhill County

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council authorize the Mayor and City Manager to execute the attached Agreement for Police Services with Yamhill County on behalf of the City of Willamina?"

MOTION: Councilor Johnson moved that the City Council authorize the Mayor and City Manager to sign the attached Agreement for Police Services on behalf of the City of Willamina. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

PUBLIC HEARING - Mayor Skyberg closed the Regular Session and opened the Public Hearing on the proposed uses of State Revenue Sharing Funds in the FY 2019-2020 Budget. Mayor Skyberg read from a script and asked for general testimony and questions or comments. There was none.

10. City's Election to Receive State Revenue

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall City Council approve Resolution 18-19-017 declaring the City's election to receive State Revenue Funds?"

MOTION: Councilor Wooden moved to approve Resolution 18-19-017. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

11. Resolution 18-19-018 Certifying the City provides four or more services

Mayor Ila Skyberg

Mayor Skyberg stated the question, "shall the City Council approve Resolution 18-19-018 declaring that the City of Willamina provides four or more services in accordance with ORS 221.760."

MOTION: Councilor Wooden moved to approve Resolution 18-19-018 declaring the City provides four or more services and meets the eligibility to receive state funds. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

NEXT PUBLIC HEARING - Mayor Skyberg read from a public hearing script to open the public hearing on FY 2019-2020 Budget as approved by the Budget Committee on

May 21, 2019. Mayor Skyberg asked for general testimony and questions or comments from the Council. There was none.

12. The Fiscal Year 2019-2020 City of Willamina Approved Budget Resolution 18-19-019
Mayor Skyberg

Mayor Skyberg stated the question, “shall City Council approve Resolution 18-19-019, adopting the 2019-2020 Budget, as amended, making appropriations and imposing and categorizing taxes in accordance with ORS 294.456?”

MOTION: Councilor McKnight moved to approve Resolution 18-19-019, adopting the 2019-2020 Budget, making appropriations, imposing, and categorizing taxes in accordance with ORS 294.456, and imposing the tax rate at \$4.2039 per \$1,000. Councilor Baller seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

NEXT PUBLIC HEARING - Mayor Skyberg then opened the next public hearing and read from a script on the proposed 2.7% rate increase for Recology Western Oregon effective July 1, 2019. Mayor Skyberg called for testimony from proponents. Dave Larmouth from Recology Western Oregon spoke to the City Council. He explained the rate increase is based on the consumer price index. He also detailed the city has 689 carts and 87 large containers in the City.

Mayor Skyberg asked for testimony from opponents and general testimony. There was none.

13. RWO Western Oregon Waste Proposed Rates Resolution 18-19-020

Mayor Ila Skyberg

Mayor Skyberg stated the question, “shall City Council approve Resolution 18-19-020 approving the proposed 2.70% collections rate increase presented by Recology Western Oregon?”

MOTION: Councilor Johnson moved to approve Resolution 18-19-020 approving the proposed Recology Western Oregon rate increase as presented. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

Mayor Skyberg closed the public hearings and return to Regular Session.

14. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported that on May 24th she and the City Manager attended the Firehouse Subs Grant Award Presentation Ceremony in McMinnville. The West Valley Fire Station was awarded a nearly \$35,000 Grant to address their Portable Radio needs. In addition, Mayor Skyberg attended the Mayors Dinner in Dayton.

15. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called for reports.

Cemetery Committee Liaison Baller thanked Jeff for the clean-up at the cemetery. Jeff responded that it was the County Crew who did the clean-up in preparation of the Memorial Day Holiday.

Chamber Liaison Wooden reported on several calendar events:

1. June 22 – City Wide Cleanup Day
2. June 29 – Mud Drags
3. July 4th – 70th Old Fashioned 4th of July Celebration
4. July 19-20 – City Wide Garage Sales
5. September 14, - Bridge the Gap
6. November 8-9 Willamina Coastal Hills 28th Art Tour & Quilt Show
7. January 25th, 2020 – Formal Mayor’s Ball

Liaison Wooden also reported that the Chamber members were very positive about the City’s acquiring the 1940’s Fire Engine from the West Valley Fire District.

Library Liaison Lawson reported that the Library Manager’s office is not finished yet. Jeff commented that this Friday is the target completion date.

YCOM Liaison Baller reported their meeting is next week.

Transportation Liaison Johnson reported he had been welcomed to continue on the Board.

16. Informational Reports from City Officers

City Manager West reported that the flower poles are up on Main Street. Jeff coordinated the flowers going up on Thursday. The City Manager said she applied for the Nike Grant on behalf of the City. The focus of the grant was to obtain a wheelchair accessible merry-go-round and a “toddler” slide for the Tina Miller Park.

MOTION: Councilor Wooden moved to adjourn. Councilor McKnight seconded the motion. Motion carried with Councilors Wooden, McKnight, Baller, Burr, Johnson, and Lawson all in favor.

IV. Agenda and Time of Next Meeting

The next meeting is a Special Meeting and will be held at 9:00 AM on July 1, 2019 at:
West Valley Fire Station
825 NE Main St
Willamina, Oregon 97396

The next regular meeting will be held at 6:00 PM on July 16, 2019 at:
West Valley Fire Station

June 4, 2019 City Council Meeting Minutes


825 NE Main Street
Willamina, Oregon 97396

Mayor Ila Skyberg adjourned the meeting at 8:00 PM

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 Special City Council Meeting
July 1, 2019
9:00 AM**

Location of Meeting:

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

Present at Meeting:

Mayor Ila Skyberg
Councilor Theresa McKnight
Councilor April Wooden
Councilor Bob Burr
Councilor Roberta Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Library Director Sarah Frost

Absent: Council President Rita Baller
Councilor Craig Johnson

Mayor Ila Skyberg called the City of Willamina Special City Council meeting to order at 9:00 AM on July 1, 2019 at the West Valley Fire District. Mayor Skyberg led in the flag salute. The Deputy City Recorder Debbie Bernard took the roll call and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Consideration of Open Issues

1. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called for the items on the Consent Agenda and asked for a motion.

MOTION: Councilor Burr moved to approve the items on the consent agenda. Councilor Lawson seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight and Lawson all in favor.

Councilor Burr stated the item on the consent agenda is Insurance Coverage Renewal 2019/2020.

2. Resolution No. 18-19-025 A Resolution Adopting A Section 3 Plan and Limited English Proficiency Language Access Plan
Mayor Ila Skyberg
Mayor Skyberg stated the question, "shall the City Council adopt Resolution No. 18-19-025 adopting a Section 3 Plan and a Limited English Proficiency Language Access Plan?"

MOTION: Councilor Burr moved that Council adopt Resolution 18-19-025 adopting a Section 3 Plan and Limited English Proficiency Language Access Plan. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

Discussion: Councilor Burr said when we deal with the Federal government there are strings attached like the Section 3-Limited English Proficiency Plan and noted the Davis Beacon Act required every city to pay prevailing wages which then cost the tax payers more money.

3. Resolution No. 18-19-026 A Resolution Designating The West Valley Enterprise Zone for Electronic Commerce
Mayor Ila Skyberg
Mayor Skyberg stated the question, "shall the City Council adopt Resolution No. 18-19-026 designating the West Valley Enterprise Zone for Electronic Commerce?"

MOTION: Councilor Wooden moved to adopt Resolution No. 18-19-026 designating the West Valley Enterprise Zone for Electronic Commerce. Councilor Burr seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

Discussion: City Manager West commented the City is uniquely qualified for this zone overlay as we are a 10 gig fiber optic City. She also noted that the application is on a first come first serve basis with July 1, 2019 being the first date allowed for adoption of this Resolution.

4. Resolution 18-19-027 A Resolution Authorizing A Small City Allotment Grant Application by the City Of Willamina
Mayor Ila Skyberg
Mayor Skyberg stated the question, "shall City Council approve Resolution 18-19-027 authorizing a Small City Allotment grant application by the City of Willamina?"

MOTION: Councilor Wooden moved to approve Resolution 18-19-027 authorizing a Small City Allotment grant application for the Fir Street overlay project by the City of Willamina. Councilor Burr seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

- 5. Agreement For Community Development Block Grant Administration Assistance with The Mid-Willamette Valley Council of Governments
 Mayor Ila Skyberg
 Mayor Skyberg stated the question, "shall the City Council authorize Mayor Skyberg to execute the agreement for Community Development Block Grant Administration assistance with the Mid-Willamette Valley Council of Governments on behalf of the City of Willamina.

MOTION: Councilor Wooden moved that the City Council authorize Mayor Skyberg to sign the Agreement on behalf of the City of Willamina. Councilor Lawson seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

- 6. Informational Reports
 Mayor Ila Skyberg
 Mayor Skyberg called for the City Manager's report.
 City Manager West reported she has been with the City for 2 ½ years and in that time her management team has done an incredible job. She announced that she would be changing their titles to reflect the very high level of responsibility they have taken on in their job duties. As a result, the Public Works Superintendant will formally change to the Public Works Director, Library Manager will change to Library Director, Accountant will change to Finance Manager, and the title of Planning Clerk will be added to the Deputy City Recorder's title. .

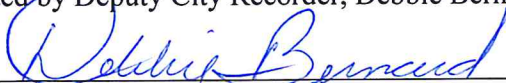
MOTION: Councilor Burr moved to adjourn, Councilor Wooden seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, and Lawson all in favor.

IV. Agenda and Time of Next Meeting

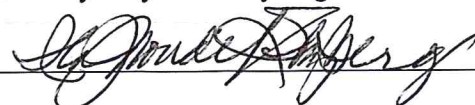
The next meeting will be held at 6:00 PM on July 16, 2019 at:
 West Valley Fire District
 825 NE Main St
 Willamina, Oregon 97396

The meeting was adjourned at 9:30 AM 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
August 13, 2019
6:00 PM
Meeting recorded

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 Theresa McKnight
Councilor Bob Burr
Councilor Craig Johnson
Councilor Roberta Lawson
City Manager Kenna West
Public Works Director Jeff Brown
Deputy City Recorder Debbie Bernard

Guest (not limited to):

James Graham, U.S. Census Bureau Partnership Specialist, Los Angeles Region
Arthur J Schwartz
Paul Daliquante News-Register Reporter

Absent from Meeting:

Councilor April Wooden

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on August 13, 2019 at the West Valley Fire Station by Mayor Ila Skyberg. Deputy City Recorder Bernard called the roll and a quorum was present. Mayor Skyberg led in the flag salute.

Mayor Skyberg announced a special thank you to the City Manager West at her second anniversary August 15, 2019 by presenting the City Manager with a basket of fruit and a card.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with one addition to the Consent Agenda, the engagement letter for the financial auditor.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Public Input

Mayor Skyberg

Mayor Skyberg called on Councilor Lawson who signed in to speak. Councilor Lawson said that she received a complaint from a local citizen who said he had contacted Staff and no action taken is now contacting Council. Councilor Lawson said the citizen is very persistent. City Manager West responded she was aware of the fence issue and said that the matter is closed and if the citizen wants to continue his concern, he should contact Management.

Mayor Skyberg called on Arthur Schwartz next with the West Valley Visioning Project. Mr. Schwartz invited the Council to the second West Valley Visioning Project Dinner. He shared he had 50 RSVPs, which was similar to the attendance at the first dinner which was held in Sheridan.

2. Presentation And Proclamation

Mayor Ila Skyberg

Mayor Skyberg introduced James Graham,
U.S. Census Bureau Partnership Specialist, Los Angeles Region.

Mr. Graham clarified that he is not from Los Angeles but lives in Depoe Bay. He said the Los Angeles Region encompasses 7 West Coast States. The Decennial Census is under the United States Constitution - 1787 Article 1, Section 2. Every ten years a census is completed. His role is to reach out to local governments to drive an accurate census. His presentation highlighted Justice and Power. The Justice identifies Fair Labor, Power is the US House of Representatives, Federal and State, and local Districts, and the Money is the \$675 billion Federal and \$13.5 billion Oregon dollars driven by the Census. Every citizen identified is a \$3200 value to each community in federal and state dollars, said Graham.

Mr. Graham said the Census is relevant, easy and safe. He made a point to share that the information collected by the Census is confidential and protected by the law. Mr. Graham described the 10 questions asked by the Census:

1. Address
2. Phone number
3. Count of each person at that address
4. Name
5. Gender
6. Age and date of birth
7. Race
8. Hispanic, Latino or Spanish origin
9. Whether someone lives somewhere else and
10. Relationship.

The Decennial Census official start date is April 1, 2020.

Councilor Burr asked how the City gets the \$3200 per person. Mr. Graham responded the money comes from federal and state programs directly to communities.

Mayor Skyberg read aloud the proclamation, which stated the City of Willamina now proclaims its support for the efforts of the 2020 Census and calls upon the community to participate

3. Agenda Deletions, Corrections and Additions

Mayor Ila Skyberg

Mayor Skyberg announced the addition to the Agenda, which was the Engagement Letter for the City's Financial Auditor. The Engagement Letter was added as Item No. 4 under the Consent Agenda.

4. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked Council President Baller for a motion on the Consent Agenda.

Council President Baller read the items on the Consent Agenda, which were:

1. Check Registers-June 1 to 30, 2019 (informational)
2. Financials June 30, 2019 (informational)
3. Minutes from the July 16, 2019 City Council Meeting
4. Engagement Letter for Financial Auditor

MOTION: Councilor Baller moved to approve the four items on the Consent Agenda. Councilor Lawson seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

5. Capital Improvement Plans for the City Of Willamina's Sewer, Stormwater, Street, and Water Systems.

Mayor Ila Skyberg

Mayor Skyberg stated the question, "Shall the City Council approve the attached Capital Improvement Plans for the City of Willamina's Sewer System, Stormwater System, Streets, and Water System?"

MOTION: Councilor McKnight moved that the Council approve the attached Sewer, Stormwater, Streets, and Water Capital Improvement Plans. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

Discussion: City Manager West commented that this is the first step toward planning for the future and that it will allow the City to proceed with a review of it's SDC rates as well as plan for future improvements.

6. Amendment and Update of the City of Willamina Water Intake Relocation Project

Mayor Ila Skyberg

Mayor Skyberg stated the question “Shall the City Council authorize Mayor Skyberg to sign the attached letter regarding an update and amendment to the City of Willamina’s Water Intake Relocation Project?”

MOTION: Councilor Baller moved that the Council authorize Mayor Skyberg to sign the attached letter addressed to Oregon Business Development. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

Discussion: City Manager West commented on the background. She explained the City Engineer suggested including the Willamina School Campus water line project with the City’s water intake project awarded CDBG Grant. The reason for the partnership is to address the school water needs and flow issues and curb expenditures — the City Engineer recommended connection to the update of the 6th street pump station. Phase I of the Grant, design and engineering, would allow the school to incorporate their design and engineering costs into the City’s current project. Those funds would be considered “matching funds” for the grant award City Manager West added that when going out for phase II grant funds (the construction phase) that the two projects would become one to continue in the cost savings approach.

Councilor Burr asked what would solve the School problem. Public Works Director Brown responded the issue is partly elevation and partly the size of the water main. Public Works Director Brown explained that the City lines are made up of 10-inch lines, 8-inch lines, and 6-inch lines. The School requires a 10-inch line to be installed to supply the needed water flow.

7. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported that she and Councilor McKnight attended the Small Cities Meeting in Detroit. The discussion was on the legislative amendments that passed. Mayor Skyberg spent time at the Cemetery clean-up event and extended the invitation to everyone for a future clean-up day on Tuesday, Thursday, or Saturday from 9-12.

8. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called on Cemetery Committee Liaison Baller. Councilor Baller reported that she attended the first meeting with new members. New member, Meg Commerford, who works at Hampton Mill encouraged employees to attend the cemetery clean up. Councilor Baller has followed the clean-up on Facebook. Councilor Baller was complimentary regarding the Cemetery Committee and is looking forward to continuing on the Committee
Chamber Liaison Wooden was absent.

Library Liaison Lawson reported that the Library has a cosmos character and they are

working on the 1st Annual Lu'au Event at Lamson Park.

YCOM Board Liaison Baller reported she was unable to attend this month's meeting.

Yamhill County Transit Authority Board Member Johnson reported that August 5th was the remarkable rider day. They handed out badges and flashers.

9. Reports from City Officers

Mayor Ila Skyberg

Mayor Skyberg called on Madam City Manager. City Manager West reported that the City has been very busy with the city projects including:

- The Cemetery workshop was a week ago, and we had a high attendance which included the Fire Department, Scout Troop members, Citystaff, and our Mayor.
- The City is gearing up for Trunk or Treat.
- City Manager West invited everyone to check out the work at the City Hall Parking Lot which was completed by Public Works Director Brown. The new-look includes planter boxes and benches.
- The City flower project has received three nominations, including Sweet Pea, Star Gazer Lily, and Cone Flower.
- The Lamson Street project starts on September 10, 2019.

Councilor Baller announced her nomination of the Old Fashion White Daisy, also known as a Shasta Daisy.

Councilor McKnight asked if there would be curbs and sidewalks on the Lamson Street project. City Manager West responded no.

Councilor Johnson asked about the Public Safety Fee. City Manager West responded it would be on the next water bill.

Adjourn

Mayor Skyberg called for a motion to adjourn.

MOTION: Councilor Burr moved to adjourn at 6:55 PM. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

Agenda and Time of Next Meeting

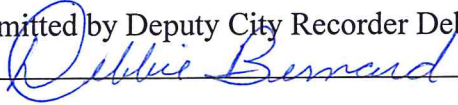
The next meeting will be held at on at:

August 13, 2019 City Council Regular Meeting Minutes


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

The meeting was adjourned at 6:55 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
August 13, 2019
6:00 PM
Meeting recorded

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 Theresa McKnight
Councilor Bob Burr
Councilor Craig Johnson
Councilor Roberta Lawson
City Manager Kenna West
Public Works Director Jeff Brown
Deputy City Recorder Debbie Bernard

Guest (not limited to):

James Graham, U.S. Census Bureau Partnership Specialist, Los Angeles Region
Arthur J Schwartz
Paul Daliquante New Register Reporter

Absent from Meeting:

Councilor April Wooden

The regular meeting of the City Council of the City of Willamina was called to order at 6:00 PM on August 13, 2019 at the West Valley Fire Station by Mayor Ila Skyberg. Deputy City Recorder Bernard called the roll and a quorum was present. Mayor Skyberg led in the flag salute.

Mayor Skyberg announced a special thank you to the City Manager West at her second anniversary August 15, 2019 by presenting the City Manager with a basket of fruit and a card.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with one addition to the Consent Agenda, the engagement letter for the financial auditor.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Public Input

Mayor Skyberg

Mayor Skyberg called on Councilor Lawson who signed in to speak. Councilor Lawson said that she received a complaint from a local citizen who said he had contacted Staff and no action taken is now contacting Council. Councilor Lawson said the citizen is very persistent. City Manager West responded she was aware of the fence issue and said that the matter is closed and if the citizen wants to continue his concern, he should contact Management.

Mayor Skyberg called on Arthur Schwartz next with the West Valley Visioning Project. Mr. Schwartz invited the Council to the second West Valley Visioning Project Dinner. He shared he had 50 RSVPs, which was similar to the attendance at the first dinner which was held in Sheridan.

2. Presentation And Proclamation

Mayor Ila Skyberg

Mayor Skyberg introduced James Graham,
U.S. Census Bureau Partnership Specialist, Los Angeles Region.

Mr. Graham clarified that he is not from Los Angeles but lives in Depoe Bay. He said the Los Angeles Region encompasses 7 West Coast States. The Decennial Census is under the United States Constitution - 1787 Article 1, Section 2. Every ten years a census is completed. His role is to reach out to local governments to drive an accurate census. His presentation highlighted Justice and Power. The Justice identifies Fair Labor, Power is the US House of Representatives, Federal and State, and local Districts, and the Money is the \$675 billion Federal and \$13.5 billion Oregon dollars driven by the Census. Every citizen identified is a \$3200 value to each community in federal and state dollars, said Graham.

Mr. Graham said the Census is relevant, easy and safe. He made a point to share that the information collected by the Census is confidential and protected by the law. Mr. Graham described the 10 questions asked by the Census:

1. Address
2. Phone number
3. Count of each person at that address
4. Name
5. Gender
6. Age and date of birth
7. Race
8. Hispanic, Latino or Spanish origin
9. Whether someone lives somewhere else and
10. Relationship.

The Decennial Census official start date is April 1, 2020.

Councilor Burr asked how the City gets the \$3200 per person. Mr. Graham responded the money comes from federal and state programs directly to communities.

Mayor Skyberg read aloud the proclamation, which stated the City of Willamina now proclaims its support for the efforts of the 2020 Census and calls upon the community to participate

3. Agenda Deletions, Corrections and Additions

Mayor Ila Skyberg

Mayor Skyberg announced the addition to the Agenda, which was the Engagement Letter for the City's Financial Auditor. The Engagement Letter was added as Item No. 4 under the Consent Agenda.

4. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked Council President Baller for a motion on the Consent Agenda.

Council President Baller read the items on the Consent Agenda, which were:

1. Check Registers-June 1 to 30, 2019 (informational)
2. Financials June 30, 2019 (informational)
3. Minutes from the July 16, 2019 City Council Meeting
4. Engagement Letter for Financial Auditor

MOTION: Councilor Baller moved to approve the four items on the Consent Agenda. Councilor Lawson seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

5. Capital Improvement Plans for the City Of Willamina's Sewer, Stormwater, Street, and Water Systems.

Mayor Ila Skyberg

Mayor Skyberg stated the question, "Shall the City Council approve the attached Capital Improvement Plans for the City of Willamina's Sewer System, Stormwater System, Streets, and Water System?"

MOTION: Councilor McKnight moved that the Council approve the attached Sewer, Stormwater, Streets, and Water Capital Improvement Plans. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

Discussion: City Manager West commented that this is the first step toward planning for the future and that it will allow the City to proceed with a review of it's SDC rates as well as plan for future improvements.

6. Amendment and Update of the City of Willamina Water Intake Relocation Project

Mayor Ila Skyberg

Mayor Skyberg stated the question “Shall the City Council authorize Mayor Skyberg to sign the attached letter regarding an update and amendment to the City of Willamina’s Water Intake Relocation Project?”

MOTION: Councilor Baller moved that the Council authorize Mayor Skyberg to sign the attached letter addressed to Oregon Business Development. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

Discussion: City Manager West commented on the background. She explained the City Engineer suggested including the Willamina School Campus water line project with the City’s water intake project awarded CDBG Grant. The reason for the partnership is to address the school water needs and flow issues and curb expenditures — the City Engineer recommended connection to the update of the 6th street pump station. Phase I of the Grant, design and engineering, would allow the school to incorporate their design and engineering costs into the City’s current project. Those funds would be considered “matching funds” for the grant award City Manager West added that when going out for phase II grant funds (the construction phase) that the two projects would become one to continue in the cost savings approach.

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Mayor Ila Skyberg

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8. Council Liaison Reports

Mayor Ila Skyberg

Mayor Skyberg called on Cemetery Committee Liaison Baller. Councilor Baller reported that she attended the first meeting with new members. New member, Meg Commerford, who works at Hampton Mill encouraged employees to attend the cemetery clean up. Councilor Baller has followed the clean-up on Facebook. Councilor Baller was complimentary regarding the Cemetery Committee and is looking forward to continuing on the Committee
Chamber Liaison Wooden was absent.

Library Liaison Lawson reported that the Library has a cosmos character and they are

working on the 1st Annual Lu'au Event at Lamson Park.

YCOM Board Liaison Baller reported she was unable to attend this month's meeting.

Yamhill County Transit Authority Board Member Johnson reported that August 5th was the remarkable rider day. They handed out badges and flashers.

9. Reports from City Officers

Mayor Ila Skyberg

Mayor Skyberg called on Madam City Manager. City Manager West reported that the City has been very busy with the city projects including:

- The Cemetery workshop was a week ago, and we had a high attendance which included the Fire Department, Scout Troop members, Citystaff, and our Mayor.
- The City is gearing up for Trunk or Treat.
- City Manager West invited everyone to check out the work at the City Hall Parking Lot which was completed by Public Works Director Brown. The new-look includes planter boxes and benches.
- The City flower project has received three nominations, including Sweet Pea, Star Gazer Lily, and Cone Flower.
- The Lamson Street project starts on September 10, 2019.

Councilor Baller announced her nomination of the Old Fashion White Daisy, also known as a Shasta Daisy.

Councilor McKnight asked if there would be curbs and sidewalks on the Lamson Street project. City Manager West responded no.

Councilor Johnson asked about the Public Safety Fee. City Manager West responded it would be on the next water bill.

Adjourn

Mayor Skyberg called for a motion to adjourn.

MOTION: Councilor Burr moved to adjourn at 6:55 PM. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, McKnight, Burr, Johnson, and Lawson all in favor.

Agenda and Time of Next Meeting

The next meeting will be held at on at:

August 13, 2019 City Council Regular Meeting Minutes

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

The meeting was adjourned at 6:55 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg

**City Of Willamina
City Council Minutes
September 10, 2019
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 Theresa McKnight
Councilor April Wooden
Councilor Craig Johnson
Councilor Roberta Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
City Planner Lisa Brosnan
Guest (not limited to):
Chief Fred Hertel
Deputy Derek Trombla
Marian Lucas
Dennis Weeks
Recca Maze
Ginny Wymore
Garry Brooks
Patty Brooks

Absent from Meeting: Councilor Bob Burr

Mayor Ila Skyberg called the regular meeting of the City Council to order at 6:00 PM on September 10, 2019 at West Valley Fire. Deputy City Recorder Bernard called the roll and quorum was present. Mayor Skyberg led in the flag salute.

I. Approval of Agenda

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

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 announced two addition to the agenda 1) Appointment to the Library Board added as No. 3 under the Regular Agenda, and 2) Ordinance No 679. An Ordinance amending section 2.102 of the Willamina Development Code. Added as No. 4 under the Regular Agenda.
2. Correspondence
Mayor Ila Skyberg
Mayor Skyberg brought attention to the email letter, which requested the renaming of the City of Willamina Museum in memory of Charlene Brown who was one of the founders and curator of the

museum.

City Manager West commented that if the Council would like Council Wooden to comment on the letter, as she is also a curator of the museum after the Deputy City Recorder read into the record the letter. Council Wooden recommended the name remain the City of Willamina Museum, however, name a wing in the museum after Charlene. Councilor Baller said if that is a motion, she second the motion.

Mayor Skyberg announced the motion and the second and asked for further discussion. There was none.

MOTION: Councilor Wooded moved to name a wing in the museum after Charlene Brown. Councilor Baller seconded the motion. Motion carried with Councilors, Baller, McKnight, Wooden, Johnson, and Lawson all in favor.

3. Presentations

Mayor Ila Skyberg
Fire District Update Chief Hertel

Mayor Skyberg introduced Fire Chief Hertel who presented the Council with a handout detailing the Sheridan/SW Polk and West Valley Fire Districts pilot regionalization of their fire and emergency medical services. He said the reason for his presentation was to bring the City Council up to date on the status of the local three districts. The handout included maps of the service areas, which the Chief said, totaled 535 miles of coverage. He detailed the benefits of regionalization of the three districts in the handout, which also answered in the handout under sections titled; What is changing? When will the change go into effect? Why are the three fire agencies considering regionalization? Whose idea was it to Regionalize? Will the current programs and community projects continue? The answers were all explained.

Next, Mayor Skyberg introduced a special honor and inscribed plaque to Yamhill County Sheriff Deputy Trombla who was retiring after 33 years of public service. Deputy Trombla accepted the honor graciously and spoke to the audience. He thanked everyone present and shared his long history of service, which he said was his honor to serve the community. He added that he is retiring, however, would still be around accepting a position in the McMinnville School District to start soon after his retirement. The Council then took a break to celebrate and returned at 6:30 to regular session.

After returning, Mayor Skyberg read the National Preparedness Month's Proclamation. Mayor Skyberg declared that she Mayor Skyberg of Willamina declare that September is known as National Preparedness Month. Also, join cities across Oregon to encourage everyone to build a home inventory of their personal property, and make sure they are financially prepared and insured for a disaster.

5. Consent Agenda

Mayor Ila Skyberg
Mayor Skyberg called on Council President Baller for a motion. Councilor Baller moved to approve the consent agenda and read the items on the consent agenda:

1. Check Registers July 1 to 31, 2019
2. Financials July 31, 2019
3. Minutes from the August 1, 2019 City Council Meeting.

MOTION: Council President Baller moved to approve the Consent Agenda. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Johnson, and Lawson.

7. Public Hearing - LA 2019 Amendment To The Development Code

Mayor Skyberg closed the Regular session and announced it was time to open the public hearing. Mayor Ila Skyberg introduced Lisa Bronson with the Council of Governments.

City Planner Bronson read a script in its entirety at the opening of the hearing.

**City of Willamina
City Council
Legislative Hearing Announcement**

BACKGROUND

A Legislative process is used when the City of Willamina considers proposed amendments to the City's Development Code.

STATEMENT

The public hearing that the City Council is about to open is conducted using a legislative process. A legislative process is used when amendments propose a law that would apply, generally, to the community.

The purpose of the City Council's public hearing is to consider amendments to Willamina's Development Code.

At the conclusion of the City Council public hearing, the City Council may either approve, approve with revisions, deny, or take no action on the proposed amendments. If amendments are approved, the City Council also adopts an ordinance that provides an effective date for the amendments.

The public hearing proceeds first with the staff report and the report is considered part of the record. After a summary of the amendments is presented, interested parties are given an opportunity to testify.

Any party testifying before the Council must give their name and address for the record.

The public hearing is open.

We are now ready for the presentation of the staff report.

City Planner Bronson then reviewed the staff report in its entirety.

The planner pointed out the details of the legislative amendment to the code, which were changes to reduce the lot size in the R-2 zone from 6,000 to 5000 and reduce the interior side back from 7 feet to 5 feet. She added the change to the frontage requirement of 25 feet. The legislative review required proper notices. Lisa said the Council initiated the review on July 19, 2019 as stated in the attached minutes shown in Exhibit C. Notices were published in the News-Register on August 20, 2019. Notices were sent to DLCD. Also, request for comments was sent to the City Engineer and there were no comments.

Lisa said this is a type IV legislative process.

Lisa then went over the findings in the proposal. She said that the proposal does fall into the moderate density in the comprehensive plan. This proposal works out to be six units per acre. In addition, staff finds that it falls in line with the comprehensive plan goal 1 housing.

Lisa concluded that based on the findings the Staff and City of Willamina Planning commission recommend approval.

Mayor Skyberg then asked if there were anyone in favor to speak. There was none. Mayor Skyberg asked if there were anyone against who wanted to speak. There was none. Mayor Skyberg asked if there were questions or comments from the audience. There was none.

She asked if there were any questions or comments from Council. Councilor Baller said she felt it was time to do something like this as land is depleting. She said the necessity is becoming more obvious.

MOTION: Councilor McKnight moved to approve LA-19-01 and adopted the findings as presented by staff in the staff report. Councilor Wooden seconded. Motion carried with Councilors Baller, McKnight, Wooden, Johnson and Lawson all in favor.

8. Manner Of Recruiting Planning Commissioners

Mayor Ila Skyberg stated the question, "Shall the City Council approve Resolution 19-20-002 directing and authorizing City staff on the advertisement locations for all future advertising of Planning Commission Vacancies?"

MOTION: Councilor Johnson moved that the City Council approve Resolution 19-20-002 directing and authorizing City staff on the manner in which future Planning Commission vacancies are advertised. Council Baller seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Johnson, and Lawson all in favor.

City Manager West commented that the City is two down planning commissioners. She explained Staff is looking approval and method of advertising moving forward without having to return to Council each time the need arises to advertise. So there discussion vacant planning commission via city website, reader board, city hall and local publication.

9. Official City Of Willamina Flower

Mayor Ila Skyberg stated the question, "Shall the City Council adopt one of five nominated flowers as the Official Flower of the city of Willamina?"

MOTION: Councilor Wooden moved that the City Council adopt the sweet pea as the official Willamina flower. Councilor McKnight Seconded. Motion carried with Councilors Baller, McKnight, Wooden, Johnson, and Lawson all in favor.

City Manager West explained that the Sweet Pea with blooms early next summer is not a perineal it is scented and not a pollinator. The other four included dwarf lilac.

10. Appointment to the Library Board

Mayor Ila Skyberg explained the issued. She said it was one of the hardest responsibilities of Mayor to choose an appointment to the Library Board when there is one open seat and two candidates. Mayor Skyberg shared that she has seen an exceptional quality in Mr. Abrames. She said he is always there when asked and just always there at the library. Mayor Skyberg appointed George Abrames.

Mayor Skyberg then stated the questions, "Shall the City Council confirm the Mayor's appointment to the Willamina Library Board?"

MOTION: Councilor Baller moved to approve the Mayor's appointment of George Abrames to the Willamina Library Board. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Johnson and Lawson all in favor.

MOTION: Councilor Baller moved to send a thank you card to Jeri St. Onge the other applicant. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Johnson and Lawson all in favor.

11. Ordinance 679 – An Ordinance Amending Section 2.202 of the Willamina Development Code.

MOTION: Councilor Baller moved to approve Ordinance 679 to be read in full and then by title only. Councilor Johnson seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Johnson and Lawson all in favor.

MOTION: Councilor Baller moved to approve Ordinance 679 as amended. Councilor Johnson seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Johnson and Lawson all in favor.

12. Public Input

Mayor Ila Skyberg announced that it was time for public input and called those who signed in to speak. They were Marian Lucas, Dennis Weeks, Recca Maze, Ginny Wymore, Garry Brooks and Patty Brooks. The comments address the event fee of \$35.00 and asked Council to consider not charging the fee and not requiring proof of a certificate of insurance.

MOTION: Councilor Baller moved that staff proceed with the event permit process and that the fees be waived while staff reviews comparable geographic and/or sized cities in regard to the requirements and amounts of the event permit fees being charged, and a fee proposal based on the cost of staff time to the city and the fees charged by comparable cities is provided to the council for its review. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Johnson, and Lawson all in favor.

13. Mayor Report

Mayor Skyberg announced she would pass to save time.

14. Council Liaison Reports

Cemetery Liaison Baller reported that the Polk County Cemetery savers are working up at the cemetery 3 days a week. They reset headstones and clean headstones. The work shows the care that has gone into all their work. Rita referenced her own family and their headstones reset. She added that we are always looking for new members to the cemetery committee.

15. Chamber Liaison Wooden reported that the Bridge the Gap is scheduled for September 14, 2019 from 10 am to 2 pm. In addition, The West Valley Visioning community dinner held August 14 at 85 people in attendance. The Kiwanis Duck Races sold 1400 duck tickets. Clair is working on the Fire Engine brakes; it may be on display for Bridge the Gap.

The Library Luau Fundraiser on August 24, in Lamson Park was a success.

16. Yamhill County Transit Liaison Johnson reported on New Bus Riders Brochures. The Transit now offers regular service on Saturday from Grand Ronde to WinCo.

17. Reports from City Officers

Mayor Skyberg called on Madam City Manager. City Manager West reported on the last two years accomplishments under her leadership. City Manager West shared the multitude of changes to City Hall, Library, and Museum. Also, to the many streets that were paved which included 4th Street, D Street, 1st Street, B Street, Lamson Street and patched Baker Street. City Manager West explained how all the many improvements in the city were funded by Grants totaling \$835,900.

MOTION: Councilor Wooden moved to adjourn. Councilor McKnight seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Johnson and Lawson all in favor

The next meeting will be held at 6:00 PM on October 8, 2019 at:
West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Mayor Ila Skyberg adjourned the meeting at 8:00 PM.

Minutes submitted by Deputy City Recorder, Debbie Bernard _____

Minutes approved by Mayor Ila Skyberg _____

City Of Willamina City Council
Meeting Minutes
December 10, 2019
6:00 PM

Location of Meeting:

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

Present at Meeting:

Council President Rita Baller
Councilor Bob Burr
Councilor Craig Johnson
Councilor Theresa McKnight
City Manager Kenna West
Public Works Director Jeff Brown
Deputy City Recorder Debbie Bernard
City Planner Lisa Brosnan
City Attorney Spencer Parsons
City Engineer Peter Olsen
City Engineer Jessie Fields
Guests (not Limited To:)
Harold Miller
Peter Scherbaker
Mary Jane Hollinger

Absent from Meeting:

Mayor Ila Skyberg - excused
Councilor April Wooden - excused
Councilor Roberta Lawson – excused

Council President Baller called the regular meeting of the City of Willamina City Council to order at 6:00 PM on December 10, 2019 at the West Valley Fire District. Council President Baller led in the flag salute. Deputy City Recorder took the roll and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Public Input
Council President Baller
Councilor Baller called on Mary Jane Hollinger to speak. Ms. Hollinger asked the Council to consider a city slogan. She added that other cities have slogans, and she would like to see the City of Willamina develop a City slogan.
2. Consent Agenda
Council President Baller
Councilor Baller called on Councilor Burr for a motion. Also, to read the items within the consent agenda.

Councilor Burr read three items:

1. Check Registers from October 31, 2019 (informational)
2. Financials October 31, 2019 (informational)
3. Minutes from the November 12, 2019 City Council Meeting

MOTION: Councilor Burr moved to approve the items listed on the Consent Agenda. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Johnson, and McKnight all in favor.

3. Regular Agenda – Initiation of Code Amendments
Council President Baller called for a motion.

MOTION: Councilor McKnight moved to approve the initiation of the Development Code and Zone Map Amendments and the continuation of the work begun by the Planning Commission to provide recommendations for such Amendments to the City Council. Councilor Johnson seconded the motion. Motion carried with Councilors McKnight, Johnson, and Burr all in favor.

City Manager West explained that the City received a grant award of over \$20,000 from the Yamhill County Economic Development Fund to complete an update of the City of Willamina Development Code. She added that the Planning Commission and Council representatives have started the work through the past two Planning Commission work sessions and worked on proposed amendments to the C-1 and C-2 zone, which it is hoped will come to Council in January. A quarterly schedule of work sessions is proposed to complete the project within one year.

4. Public Hearing – Zone Change Application ZC/CPMA 2019-02 Zone Change/Comprehensive Plan Amendment
Councilor Baller read the Land Use Planning Public Hearing Procedures.

LAND USE PLANNING PUBLIC HEARING PROCEDURES

CHAIR: Good evening, my name is Rita Baller. I am the Council President of the City of Willamina and I will be presiding over the Public Hearing. The public hearing is now open. This is the time and place set for the public hearing in the matter of Zone Change and Comprehensive Plan Map Amendment 2019-02. Oregon land use law requires several items to be read into the record at the beginning of each public hearing. The city planner will read the material; your patience is appreciated as the statements are read.

PLANNER: The applicable criteria upon which this case will be decided are found in the Development Code, Section 3.102. The specific criteria are summarized in the staff report and will be reviewed during this hearing. [[[Note: the ORS requiring the particular statement is in brackets for each statement.]]]

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

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

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

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

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

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

open, it will be for a minimum of seven days, with a short rebuttal period thereafter afforded to the applicant.

Council President Baller: Questions for the audience: Are there objections to the notice that was sent in this case? Are there objections to the jurisdiction of the Council to hear and decide this case? There were none.

Council President Baller: Questions for the Council: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council? Council President Baller declared she had discussed the case with several people that included the City Engineer, Staff, and abutting property owner prior to the meeting, however, it would not have any bias or effect should she be able to vote, and, in this case, she is not voting. City Attorney Spencer Parsons called for a point of order. He asked if anyone in the audience wanted to challenge the Council President's declaration of ex-parte contact. There were none.

Council President Baller: We are now ready for the staff report.

City Planner Lisa Brosnan briefed the Staff report.

Planner Brosnan started by explaining that before the Council, there was a proposal for a zone change and a comprehensive plan amendment. In addition, before continuing with the hearing, she announced that the applicant would like to postpone the hearing to a time certain of January 14, 2020 and have time to work on possible configurations. Planner Brosnan added that staff would like time to work with the applicant.

Council President Baller called for a motion to extend the time for the applicant to meet with Staff and discuss the case further.

MOTION: Councilor Burr moved to approve extending time to the applicant to discuss the case with the Staff and return on January 14, 2020. Councilor McKnight seconded the motion. Motion carried with Councilor Burr, Johnson, and McKnight all in favor.

City Attorney Spencer Parsons explained to the Council the applicant signed to extend the 120 Rule to March 10, 2020.

Council President Baller closed the public hearing and opened the regular session.

Council President Baller asked for Liaison Reports:

Council President Baller, there was no current report on the Cemetery Committee.

Councilor Baller YCOM Liaison reported that she resigned from the YCOM Board due to health reasons.

Council President Baller asked the Councilors if they would like to report on the Chamber as Councilor Wooden was absent. Councilor Burr said that the Parade was an enormous success with more floats in the parade this year than last.

Council President Baller asked for reports from City Manager Kenna West. City Manager West reported on several items:

1. Shelving – City Manager West said Public Works Director Brown went to surplus and secured an amazing deal on shelving for City Hall and the Library
2. Fir Street – Manager West said that the City is moving forward on the repair of Fir Street. The Public Works Director met with the City Engineer today to discuss the project, and the paving is planned to begin before Spring.
3. Christmas Presents – The Staff at City Hall will provide a wrapped present to those known in the community that may need some Christmas Cheer.
4. Library Renovation – The renovation of the Library will begin in February 2020. The Library will be closed for the full month of February to complete the renovation. Public Works Director Brown reported that the project includes repainting the inside, new lighting, new carpet, and new windows in the rollout doors. City Manager West explained that the Oregon Community Foundation Grant will pay for these improvements.

Councilor Burr asked who is doing the work on the renovation. City Manager West responded that the City Public Works Director Brown will do the work.

5. City Manager West reported that she sent in the necessary executed document to move forward with adding the Willamina High School to the future water line improvement that will serve the School by integrating them into the awarded grant. Manager West reported the City can now move forward on the design part of the project plan.
6. Parks – The new equipment for Tina Miller Park is on its way, which will make this the first park in Willamina to have ADA compliant equipment.
7. The Staff drew names for the Turkey and Ham give away. The names will be announced in the Newsletter.

Councilor Baller asked about the trailer reported set on fire in Lamson Park. City Manager West responded that the City communicated with the owner of the trailer who had threatened to burn it down. However, Code Enforcement was on site, and no damage occurred.

Councilor Baller called for a motion to adjourn.

MOTION: Councilor Burr moved to adjourn at 7:00 PM. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, McKnight and Johnson all in favor.

V. Time of Next Meeting

The next meeting will be held at 6:00 PM on January 14, 2020 at:
West Valley Fire Station
825 NE Main St.
Willamina, Oregon 97396

The meeting was adjourned at 7:00 PM by Council President Rita Baller.

Minutes submitted by Deputy City Recorder Debbie Bernard_____

Minutes approved by Council President Rita Baller_____

City Of Willamina
Minutes of the Meeting of the City Council
March 12, 2019
6:00 PM

Location of Meeting:

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

Present at Meeting: Mayor Ila Skyberg

Councilor April Wooden
Councilor Theresa McKnight
Councilor Roberta Lawson
Councilor Craig Johnson
Councilor Bob Burr
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Guest (not limited to:)
News-Register Reporter Paul Daliquante
Juliette's House, Carole Joa

Absent from Meeting: Councilor Rita Baller

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on March 12, 2019 at West Valley Fire Station by Mayor Ila Skyberg. The Flag salute was recited. The Deputy City Recorder called for the roll, and a quorum was present.

I. Approval of Agenda

The Agenda for the meeting was distributed and unanimously approved with 2 additions and one deletion.

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 announced two additions to the agenda 1) the Oath of Office for Theresa McKnight, 2) 2019 City Council Goals. Also under presentations the deletion of the Yamhill County Transit.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg called for Public Input. She asked James Daley to speak. Mr. Daley stated his name and address. He addressed the Council regarding an old issue he brought to Council in September 2018 regarding tall bushes at the corner of 3rd and B St. he said they had not been cut down. He also said that the public signs are unreadable. Mr. Daley ran over the 3 minutes allowed under public input.

Mayor Skyberg then called upon the Edward Schmidt who gave his name and address. He brought Council his concerns regarding the tall bushes at 3rd St. and B St. He also had concerns about the public signs in addition to potholes that need repair.

3. Presentations

Mayor Ila Skyberg

Mayor Skyberg introduced the first speaker on the Agenda, Ronnie Vostinak from Homeward Bound Pets. Ms. Vostinak requested a \$300.00 donation from the City of Willamina for Homeward Bound Pets. Ms. Vostinak explained the Angel Fund that helps all families in Yamhill County with low-cost spay and neuter services. She said last year the Angel Fund spent \$18,063 and \$2,700 in administrative costs for services provided to the community.

4. Juliette's House - Carole Joa

Mayor Ila Skyberg

Mayor Skyberg then called upon Carole Joa from the Juliette's House to speak. Mark Russell, President/CEO of the Juliette's House and Carole Joa addressed the Council. Mr. Russell shared their vision of a caring community, free of child abuse, where everyone is invested in raising healthy children, and to provide compassionate intervention through prevention. Mr. Russell said their hope is to end child abuse in Yamhill County. Ms. Joa spoke next and introduced the Blue Pinwheel Campaign. She explained that April is Child Abuse Prevention Month and she was promoting the campaign by asking people to wear blue on April 10, 2019. She explained that the blue pinwheels placed in yards would show support for the campaign to end child abuse. Their organization has asked the local police to put blue ribbons on their cars to bring attention to child abuse prevention. Ms. Joa also stated the Council can sign a proclamation which she provided to the Deputy Recorder to show their support.

Next Mayor Skyberg called the Sherry Dawkins representing the Mud Drags to speak. Sherry explained she was present to ask council for permission to use city property for the Mud Drags on June 1 and 29, 2019.

MOTION: Councilor Wooden moved to allow the fourth of July Committee the use of city property for the Mud Drags on June 1 & 29, 2019. Councilor Burr

seconded the motion. Motion carried with Councilors Wooden, Johnson, Burr, and Lawson all in favor.

5. Oath Of Office

Mayor Ila Skyberg

Mayor Skyberg asked for the Oath of Office be given to Theresa McKnight. The Deputy City Recorder gave the Oath of Office and swore in Councilor McKnight.

6. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked for a motion to approve the Consent Agenda. Councilor Burr moved to approve the items on the Consent Agenda. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, McKnight, Burr, Johnson, and Lawson all in favor.

Councilor Burr read the items on the Consent Agenda:

1. Check Registers from January 1 to 31, 2019 (information only)

2. Financials January 31, 2019

3. Minutes from the February 12, 2019 City Council Meeting

7. Lease of Parking Lot for City Library Use

Mayor Ila Skyberg

Councilor Burr recused himself due to an actual conflict and left the room during the discussion and vote on this issue. Mayor Skyberg asked for a motion to approve the lease of a parking lot for the Library's use.

MOTION: Councilor Johnson moved to approve the proposed lease agreement and to authorize the City Manager to sign on behalf of the City. Councilor Wooden seconded the motion. Motion carried with Councilors Wooden, McKnight, Johnson, and Lawson all in favor.

8. Polk County Partnership with The Cemetery Savers

Mayor Ila Skyberg

Mayor Skyberg asked "Shall the City Council approve a partnership between the City of Willamina and the Polk County Cemetery Savers?"

MOTION: Councilor Wooden moved that the City partner with Polk County Cemetery Savers to repair and refurbish the Willamina Historic Cemetery. Councilor Lawson seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

9. Willamina Historic Cemetery Committee Appointments

Mayor Ila Skyberg

Mayor Skyberg asked “Shall the Mayor appoint Meg Commerford, Mike Nolan, and Howard Alkire to fill the vacant seats on the City of Willamina Historic Cemetery Committee?”

Mayor Skyberg then appointed Meg Commerford, Mike Nolan, and Howard Alkire to fill the vacant seats on the City of Willamina Historic Cemetery Committee.

10. Proposed 2019 City Council Goals

Mayor Ila Skyberg

Mayor Skyberg asked “Shall the City Council approve the attached 2019 Council Goals and authorize the City Manager to integrate these goals into the City’s policies and operations?”

MOTION: Councilor Wooden moved to approve the presented Council Goals and integrate them into the City’s policies and operations. Councilor Lawson seconded the motion.

Councilor Johnson moved to amend the 2019 Goals to add under No. 8 item IV. Youth Council and to integrate the amended goals into the City’s policies and operations. Councilor Burr seconded the motion. Motion carried with Councilors Wooden, McKnight, Johnson, Burr, and Lawson all in favor.

11. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg reported she attended the Small Cities Luncheon along with Councilor Wooden which was hosted in Dayton. Along with Councilor Wooden and McKnight, she attended the Water Task Force headed by Commissioner Kulla held at West Valley Fire in Willamina. And last she attended an awards banquet in Keizer on the February 20th.

12. Council Liaison Reports

Mayor Skyberg

Cemetery Committee Liaison (Councilor Baller)

Councilor Baller was absent.

Chamber Liaison (Councilor Wooden)

Councilor Wooden reported that the Chamber has the 2nd sign up by the Wallace Bridge. The Wet Season is this Saturday night. The “learn to burn” is in April and the recent Downtown Loan Fund application was approved by the EID.

Library Liaison (Councilor Lawson)

Councilor Lawson reported that the library floor remodel looks great. The carpet portion of the remodel is coming in November 2019. The Board is meeting on March 19th to congratulate everyone for their hard work on the remodel.

YCOM Board (Councilor Baller)

Councilor Baller was absent

Yamhill County Transit Authority Board Member (Councilor Johnson)
Councilor Johnson reported the Bus on Route 22 now has a wrap on it. The wrap cover shows a map where the bus travels. That particular bus goes to Hillsboro, Forest Grove, McMinnville, Willamina, and Grande Ronde. They changed the stop on highway 99 and Big 5 location as it was hazardous for patrons.

13. Information Reports from City Officers

Mayor Ila Skyberg

Mayor Skyberg called for the City Manager report. City Manager Kenna West reported several items to the Council from the recent past. The City Manager said there was an “amazing visit and city tour” with the Tribe on Monday and it was very successful. She added the City was awarded a \$500,000 CDBG grant for our water intake relocation project to pay for planning, engineering, environmental assessment. The beginning of our wayfinding program for the West Valley area has started, and she will be working with the three local entities Sheridan, Willamina and The Confederated Tribes of Grand Ronde. The budget training on March 6, 2019 had 60 attendees. The City will join The Tribe on Friday to tour Tribal lands. On March 19th the Library will host an event at 10:00 am and there will be treats. Also in November, the Small Cities meeting will be hosted by Mayor Skyberg at her beautiful home.

Sheriff's Report

Mayor Ila Skyberg

Mayor Skyberg made mention of the Sherriff's report attached and the information calendar.

14. Adjourn

Mayor Skyberg asked for a motion.

MOTION: Councilor Wooden moved to adjourn at 7:00 PM. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, Wooden, McKnight, Johnson, and Lawson all in favor.

IV. Time of Next Meeting

The next meeting will be held at 6:00 PM on April 9, 2019 at:

West Valley Fire Station

825 NE Main St.

Willamina, Oregon 97396

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

Minutes submitted by Deputy City Recorder, Debbie Bernard

Minutes approved by Mayor Ila Skyberg

**City Of Willamina
City Council Regular Meeting
Minutes
October 8, 2019
6:00 PM**

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Council President Baller
Councilor McKnight
Councilor Wooden
Councilor Burr
Councilor Johnson
Councilor Lawson
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Yamhill County Sheriff Deputy Joshua Schmidt
Yamhill County Sheriff Sgt. Russ Vandewettering
Guest (not limited to:)
Ginny Wymore
News-Register Report Paul Daliquante

Mayor Ila Skyberg called the regular meeting of the City of Council to order at 6:00 PM on October 8, 2019 at the West Valley Fire Station. Deputy City Recorder Bernard called the roll, and a quorum was present. Mayor Skyberg led in the flag salute.

I. Approval of Agenda

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

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 announced the addition of an application for the Willamina Planning Commission under the regular agenda as number one.

2. Public Input

Mayor Ila Skyberg

Mayor Skyberg called on Ginny Wymore under public input. Ginny offered a big thank you to Bridge the Gap partakers from The City Willamina Staff, Sherriff, and West Valley Fire. Ginny said the event was huge this year. Ginny presented Council with an invitation to the Coastal Hills Art Tour on November 8th and 9th. She said the Tea Room is a go. There is a free shuttle available during the event. She described the new artists as a good mixture of the arts.

Councilor Wooden commented that if it were not for Ginny, this would not have happened.

3. Presentations

Mayor Ila Skyberg

Mayor Skyberg introduced Yamhill County Sheriff's Deputy Schmidt, who spoke and shared some of his backgrounds. Deputy Schmidt came from Helena, Montana, about one year ago. His last four years as a deputy were in Helena, Montana.

Councilor Baller asked Deputy Schmidt what has been the most exciting thing on his new job.

Deputy Schmidt is the field-training officer who trains others coming out of the academy; he said he was humbled to help others and to share his training knowledge. Sgt Russ Vandewettering accompanied Deputy Schmidt.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called on Council President Baller for a motion to approve the consent agenda and read the items on consent.

1. Check Registers from August 1 to 31, 2019
2. Financials August 3, 2019

3. Minutes from the September 10, 2019 City Council Meeting

MOTION: Council President Baller moved to approve the Consent Agenda. Councilor Burr seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Burr, Johnson, and Lawson all in favor.

3. Regular Agenda

Mayor Skyberg

Mayor Skyberg stated the question, Shall the City Council appoint Shana Reid to the Willamina Planning Commission? Mayor Skyberg asked for a motion.

MOTION: Councilor McKnight moved that the City Council appoint Shana Reid to the Willamina Planning Commission. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Burr, Johnson, and Lawson all in favor.

Mayor Skyberg asked for any discussion.

Councilor Baller asked if there was another vacancy. City Manager West responded that there is another vacancy, and we hope to fill it as soon as possible.

4. Mayors Report

Mayor Skyberg

Mayor Skyberg reported that she attended the Sheridan Town Hall meeting October 3, 2019 with Congresswomen Suzanne Bonamici speaking who spoke on the Oregon Congress and answered questions from local citizens regarding their concerns.

5. Council Liason Reports

Mayor Skyberg called on Cemetery Committee Liaison Baller to report. Councilor Baller reported there was no meeting.

Chamber Liason Wooden reported there are 30 artists signed up for the Art Tour. Also, volunteers are working on the Christmas lights.

Library Liaison Lawson reported that the Library Board Meeting is on the 15th at 9:00 AM. On Halloween, the library will hold a special event at the library.

YCOM Board Liason Baller reported their meeting canceled.

Yamhill Country Transit Liason Johnson reported that there were 218 riders on Saturday, and Willamina was well represented. Their next meeting is at the end of October.

6. Report From City Officers

Mayor Skyberg

City Manager West reported she attended the Oregon Main Street Conference in Tillamook. Large and Small Cities met to talk about their downtowns and how to improve them. The program focused on how to find grants and how to get people to their downtowns.

City Manager West shared that the City is working on a Development Code Update. In addition, the City received an \$18,000 Nike Community Impact Fund, Grant. The City to have a handicap merry-go-round at the Tina Miller Park. On Wednesday, October 16, 2019 at 9:00 AM at the Hampton Pond, the Hampton staff to place a specially built ADA ramp to go in the water at 9:00 AM.

Last, regarding the Trunk or Treat Event, the street in front of City Hall and the Library, the intersection at C Street and 1st Street, and C Street in front of the parking lot is blocked off. The staff dress-up theme is Alice and Wonderland.

7. Adjourn

Mayor Skyberg

Councilor Burr moved to adjourn. Councilor Wooden seconded the motion. Motion carried with Councilors Baller, McKnight, Wooden, Burr, Johnson, and Lawson all in favor.

IV. Time of Next Meeting

November 12, 2019 at 6:00 PM is the next meeting:

West Valley Fire Station

825 NE Main St.

Willamina, Oregon 97396

Mayor Ila Skyberg adjourned the meeting at 7:00 PM.

Minutes submitted by Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg
