



**Willamina City Council  
Regular Meeting  
Tuesday, July 11, 2023 at 6:00 PM**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

In-person attendance is allowed at the City Council meeting. The City also provides access via the Zoom platform. Zoom access information is available at the end of this Agenda.

**AGENDA**

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE

Public Input: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting.

**CORRESPONDENCE – None**

**PRESENTATIONS –**

1. Finance Manager, Scott Clark

Financial reports are now available in the City Council Financial Reports binder which will be present at each City Council meeting. Financial Reports will also be available via email upon request from Deputy City Recorder Krystal Stevens.

**CONSENT AGENDA**

("A listing of routine business items, which are adopted with one motion, without discussion. However, any Councilor may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then not considered after the Consent Agenda items have been voted upon.")

1. Minutes from the May 25, 2023 City Council Special Meeting.
2. Minutes from the June 13, 2023 City Council Regular Meeting.
3. Minutes from the June 20, 2023 City Council Special Meeting.

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## **REGULAR AGENDA**

1. Backflow Procedures
2. Rules of Council Procedures
3. Schedule House Bill 3115 Work Session
4. National Night Out

## **INFORMATIONAL REPORTS (Items that require no Council action)**

1. Chamber Liaison – Mayor Skyberg
2. Yamhill County Transit Authority Board Member – Councilor Johnson
3. Library Board Liaison – Councilor Hernandez

## **MAYOR'S REPORT**

### **INFORMATIONAL REPORTS FROM CITY OFFICERS**

1. City Manager
2. Library Director
3. Public Works Director
4. Sheriff's Report (provided in Agenda packet)
5. Code Enforcement (provided in Agenda packet)

### **COUNCIL COMMENTS**

1. Councilor Klym- Railroad Petition

## **ADJOURN**

### Next Council Meeting

City Council Regular Meeting on August 8, 2023 at 6:00 PM

Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council meetings are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

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## Join Zoom Meeting

<https://us02web.zoom.us/j/82014707655?pwd=NUtYWG1ZcjB2QmE2YlJtNHdPUmNUdz09>

Meeting ID: 820 1470 7655

Passcode: 563061

Find your local number: <https://us02web.zoom.us/u/kbMngRZT9o>

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# Consent Agenda



**Willamina City Council  
Meeting Minutes  
Special Meeting  
Thursday, May 25, 2023 at 5:45 PM**

Minutes taken by Deputy City Recorder Krystal Stevens.

**Location of Meeting:**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Craig Johnson  
Councilor Barry Wilson  
Councilor Vickie Hernandez  
Councilor Jennifer Pederson  
Public Works Director Jeff Brown  
City Manager Bridget Meneley  
Deputy City Recorder Krystal Stevens  
Finance Manager Scott Clark

**Absent from Meeting:**

Council President Rita Baller excused absence  
Councilor Karl Klym excused absence

**Guests not limited to:**

Paul Dilaquante News Register

Mayor Ila Skyberg called the meeting of the City of Willamina City Council to order at 5:55PM on May 25, 2023.

City Manager Meneley took the roll and a quorum was present.

Flag Salute

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**Agenda additions, deletions, and corrections:** None

**CORRESPONDENCE** – None

**PRESENTATIONS** - None

**REGULAR AGENDA**

- 1. Review and appoint, if appropriate the candidates for the budget committee.**

Mayor Skyberg presented the applications for the applicants applying to join the Budget Committee. There were no comments from the City Council.

**MOTION:** Councilor Johnson made a motion that the City Council appoint the Budget Committee applicants. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

**ADJOURN**

Mayor Skyberg adjourned the City of Willamina City Council Special Meeting at 6:00 PM.

**Time and Date of Next Meeting**

The next City Council Regular Meeting will be held on June 13, 2023 at 5:00 PM  
West Valley Fire Station  
825 NE Main Street  
Willamina, Oregon 97396

Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

Minutes submitted by Deputy City Recorder Krystal Stevens

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Minutes approved by Mayor Ila Skyberg

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**Willamina City Council  
Regular Meeting and Public Hearings  
Meeting Minutes  
Tuesday, June 13, 2023 at 5:00 PM**

Minutes taken by Deputy City Recorder Krystal Stevens

**Location of Meeting:**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Council President Rita Baller  
Councilor Craig Johnson  
Councilor Barry Wilson  
Councilor Karl Klym  
Councilor Jennifer Pederson  
Councilor Vickie Hernandez  
Public Works Director Jeff Brown  
City Manager Bridget Meneley  
Finance Manager Scott Clark

**Absent from the Meeting:**

Library Director Sarah Frost excused absence

**Guests Not Limited to:**

Yamhill County Commissioner Kit Johnston  
Paul Dilaquante News Register  
Ernie Martin Recology Valley Operations Manager  
Community Member Jason Mercier  
Community Member Greg Poupard  
Public Works Jeff Rosenberry  
Arnie Bhowmick Aktivov Asset Management (via Zoom)

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 5:00PM on June 13, 2023.

Deputy City Recorder Stevens took the roll and a quorum was present.

Flag Salute

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**Agenda additions, deletions, and corrections:**

City Manager Meneley added Arnie Bhowmick presenting about the proposed contract with Aktivov Asset Management as item number three under presentations. She also added Resolution 22-23-009 to be placed in the packet in front of the Approved Budget document.

**CORRESPONDENCE –**

1. **Community Fair Email** – Mayor Skyberg read an email sent from the Mayor of Lafayette to all the participants of the Community Resource Fair that had been held in Lafayette on May 13, 2023.

**Public Input:**

Community member Jason Mercier approached the Council with questions regarding the right to have a swimming pool on his property without a surrounding fence. He voiced his concern that he had been told by code enforcement that he would receive a daily fine if he did not have a fence in place around his pool. He was assured by City Manager Meneley that this was a misunderstanding based on outdated material with information that was no longer accurate, he will not be receiving a fine, and no fence is required at this time.

**PRESENTATIONS –**

1. **Recology Presentation** – Ernie Martin - Recology Valley Operations Manager. Ernie reviewed the reasons for rates increasing this fiscal year and the proposed rate changes. He discussed the percentages that the rates will increase, the R99 renewable diesel that their vehicles use, the improvements to staffing at their McMinnville office, and price increases Recology is dealing with such as employment and materials. The average customer in Willamina will receive a \$1.43 increase on their monthly bill. Notices will be sent out to the community.
2. **Finance Manager** - Scott Clark- Scott discussed the April statements and that all revenues are coming in as scheduled. He said we may exceed some of the revenue projections, expenses are mostly in line, and he and City Manager Meneley have set up and completed a supplemental budget for this year and it will be presented to Council before June 30, 2023.
3. **Aktivov Asset Management – Arnie Bhowmick**  
Arnie introduced himself and his company. He described the superior performance and benefits of their company over other asset management companies and all the things their software has to offer.

**CONSENT AGENDA**

Mayor Skyberg called for a motion to approve the items on the Consent Agenda.

**MOTION:** Council President Baller moved to approve the Meeting Minutes from the May 9, 2023



Regular City Council Meeting. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

## **PUBLIC HEARINGS**

1. Mayor Skyberg opened the public hearing #1 at 5:27PM

The public hearing was held to receive comments from the general public and questions from the Council, regarding the use of State Revenue Funds in Fiscal Year 2023-2024 Budget.

One question was asked regarding the tax rate increase and it was answered that it is the average increase that is imposed every year.

Mayor Skyberg closed the public hearing #1 at 5:29PM

2. Mayor Skyberg opened the public hearing #2 at 5:29PM

The public hearing was held to receive comments from the general public and questions from the Council, regarding the Approved Budget document for the fiscal year beginning July 1, 2023 as approved by the Budget Committee on May 25, 2023.

Council President Baller asked if there are any funds set aside for matching funds for grants for repairing Huddleston Pond. Scott said after any information is received regarding grants for this, a supplemental budget can be submitted.

Mayor Skyberg closed the public hearing #2 at 5:32PM

## **REGULAR AGENDA**

1. **Fiscal Year 2022-2023 City of Willamina Approved Budget – Resolution 22-23-09**  
Mayor Skyberg read aloud from staff report provided.

**MOTION:** Councilor Hernandez moved to adopt Resolution 22-23-009, adopting the 2023-2024 Budget, making appropriations, and determining, imposing and categorizing taxes in accordance with ORS 294.456, and imposing a tax rate at \$4.2039 per \$1,000. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read aloud the resolution which was to correct the total calculated amount of the City of Willamina Approved Budget. It was noted that the total written on the second page of the resolution was incorrect and it would be corrected.

**2. Fiscal Year 2022-2023 City of Willamina Election to Receive State Revenue Sharing – Resolution 22-23-010**

Mayor Skyberg read aloud from the staff report provided.

**MOTION:** Councilor Johnson moved to adopt Resolution 22-23-010. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read Resolution 22-23-010 aloud.

**3. Resolution 22-23-011, A Resolution approving the proposed 2023-2024 Rate Structure for Recology Western Oregon**

Mayor Skyberg read aloud from the staff report provided.

**MOTION:** Councilor Hernandez moved that the City Council adopt Resolution 22-23-011. Council President Baller seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read Resolution 22-23-011 aloud.

**4. Agreement for Police Services with Yamhill County**

Mayor Skyberg read aloud from the staff report provided.

**MOTION:** Councilor Pederson moved that the City Council authorize the Mayor and City Manager to sign the attached Agreement, and any necessary amendment, for Police Services on behalf of the City of Willamina. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

**5. City Manager Compensation from Evaluation**

Mayor Skyberg read aloud from the staff report provided.

**MOTION:** Councilor Hernandez moved to approve an increase in the current City Manager's yearly salary of \$1,000 based on the results of her six (6) month performance evaluation. Council President seconded the motion. Motion carried with a unanimous vote.

**6. Land Use IGA/Contract with the MWVCOG for FY 2023-2024**

Mayor Skyberg read aloud from the staff report provided.

Two corrections were found on staff report, the date was incorrect and was changed to June 13, 2023, and the word "interim" was removed from the term "City Manager" in the paragraph describing the Issue.

**MOTION:** Councilor Hernandez moved that the City Council authorize the City Manager to sign the attached Land Use Planning Contract on behalf of the City of Willamina as amended. Council President Baller seconded the motion. Motion carried with a

unanimous vote.

## **7. Rules of Council Procedures**

There was some discussion between Councilors about the document provided. City Manager Meneley clarified a misunderstanding. Deputy City Recorder Stevens is expected to rewrite the City of Sheridan Rules of Procedure and tailor it to the specifications of Willamina City Council, and then present each rewritten section before Council for corrections. She will do so with the first two sections that have been provided and re-present these sections in the July City Council Meeting.

## **8. Asset Management**

Mayor Skyberg read aloud from the staff report provided.

**MOTION:** Councilor Hernandez moved to authorize the City Manager to coordinate and sign appropriate documentation to secure Aktivov Asset Management services on behalf of the City of Willamina. Councilor Pederson seconded the motion.

Discussion was held about the asset management system that the City has currently been in contract with. There were several issues with it, one of the most problematic being the cost of training to properly utilize the system, which was available at the estimated cost of \$2,000 per day in addition to the annual fee.

City Manager Meneley and Public Works Director Brown described the benefits of Aktivov and the reasons behind choosing this company specifically. City Manager Meneley explained the benefits of having a GIS map. Discussion of cost and rate increases.

City Manager Meneley explained that the contract with Aktivov has been reviewed by the City's attorney and is now awaiting final approval from the attorney.

**Motion not carried. Council decided to table the motion until next agenda, pending attorney approval.**

## **9. Insurance Coverage Renewal**

Mayor Skyberg read aloud from the staff report provided.

There was discussion about the annual rates increase. Finance Manager Scott Clark explained that in order to budget for that increase, the City Budget reflects an estimate as to the expected increase and if it's more then they submit a supplemental budget.

**MOTION:** Councilor Wilson moved to authorize the City Manager to sign the attached insurance renewal documents on behalf of the City of Willamina. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

**10. July 4, 2023 Coordination**

Mayor Skyberg read aloud from the staff report provided.

**MOTION:** Councilor Hernandez moved to authorize the City Manager to coordinate with the 4<sup>th</sup> of July committee on the 4<sup>th</sup> of July Festival including, but not limited to, the closure of streets and the use of City properties. Councilor Wilson seconded the motion. Motion carried with a unanimous vote.

**11. Lunch Feeding Site**

Mayor Skyberg read aloud from the staff report provided.

**MOTION:** Councilor Pederson moved that the City Council authorize the Willamina School District to use Tina Miller Park and surrounding City owned or controlled areas as a feeding site for the summer lunch program. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

**12. Pump Track Update**

Deputy City Recorder Stevens played the video made to promote the Oaken Hills Pump Track. Some discussion followed the video.

**13. Mandatory Reporting Training for Elected Officials-** This was moved to the end after the Informational Reports because the trainer had not yet arrived.

**INFORMATIONAL REPORTS**

**1. Chamber Liaison – Mayor Skyberg**

Mayor Skyberg discussed the City's clean-up day event and how successful it was, she thanked the City employees for their hard work and organization. She said she also took a tour of East Creek Art and attended a couple other meetings in Salem.

**2. Yamhill County Transit Authority Board Member – Councilor Johnson**

Councilor Johnson described an issue with route 22, even though it runs two evening rides out of McMinnville, the 5pm ride is usually full. There has been discussion about running a second bus during busy times. There are also issues with only having space for 3 bicycles at a time and not having enough space for all of the bicycles.

**3. Library Board Liaison – Councilor Hernandez-** Nothing to report at this time.

**MAYOR'S REPORT –** See above, Mayor Skyberg combined the Mayor's Report with Chamber Liaison report for this month.

**INFORMATIONAL REPORTS FROM CITY OFFICERS**

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1. **City Manager** – City Manager Meneley discussed the Supplemental Budget. She said it needs to be posted in the newspaper and a second City Council meeting must be held by the end of June. She also wanted the Council to have a training on the homelessness state mandate and had invited Patty Mulvihill of the League of Oregon Cities (LOC) to come speak about it to the Council. There was discussion about which date to have this meeting and it was decided that the next meeting would be held on June 20, 2023.
2. **Library Director** – Library Director Sarah Frost excused absence.
3. **Public Works Director** - Public Works Director Brown said there isn't a lot to report on this month. The first of the prescheduled recurring water intake construction meetings will take place on Wednesday June 14, 2023.
4. **Sheriff's Report (provided in Agenda packet)**
5. **Code Enforcement (provided in Agenda packet)** - Councilor Johnson noted that Council needs to encourage Code Enforcement Officer Mardette Cook because she's been having a hard time with some community members while doing her job and she is doing a great job.

## COUNCIL COMMENTS

Council President Baller had a few comments-

1. She asked if the City had asked the attorneys about writing a letter of support for East Creek Art. It was confirmed that the City had received the okay for the Council to write a letter of support.
2. She would like to see better signage in relation to the chemicals being used at the Huddleston Pond.
3. She inquired as to the internet availability outside of the Library building. It was confirmed that the power outlets are on a timer but the internet is not.
4. She gave extreme kudos to Public Works Director Jeff Brown for his in-depth tour of the old water treatment structures and the improvements it has already seen and will be receiving with the next project.
5. She extended thanks to Commissioner Kit Johnston for attending the Willamina City Council meetings and wanting to know what is happening in our town.
6. She discussed a property near the river that needs to be cleaned up before flood season. She said it could damage the trestle carrying the wastewater to the treatment center if the debris were to be swept into the river and pile up against it.

Councilor Klym echoed the concern about chemical use in the Huddleston Pond.

Public Works Director Brown explained to the Council that the product being used to control the seaweed in the pond is natural and safe to use for the wildlife. They have tried multiple other

methods of controlling the seaweed growth including cutting it and that actually increased its growth. They have strict guidelines of what they are allowed to use and they abide by them.

## ADJOURN

**MOTION:** Councilor Hernandez motioned to adjourn the meeting at 6:58PM. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned at 6:58PM by Mayor Skyberg.

## Time and Date of Next Meeting

The next City Council Special Meeting will be held on Tuesday June 20, 2023 at 6:00PM.  
West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

Information regarding the above meeting(s) and Zoom access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

Minutes submitted by Deputy City Recorder Krystal Stevens

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Minutes approved by Mayor Ila Skyberg

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**Willamina City Council  
Special Meeting and Public Hearings  
Meeting Minutes  
Tuesday, June 20, 2023 at 6:00 PM**

Minutes taken by Deputy City Recorder Krystal Stevens

**Location of Meeting:**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Council President Rita Baller  
Councilor Vickie Hernandez  
Councilor Karl Klym  
City Manager Bridget Meneley  
Deputy City Recorder Krystal Stevens

**Absent from Meeting:**

Councilor Craig Johnson  
Councilor Barry Wilson  
Councilor Jennifer Pederson  
Public Works Director Jeff Brown excused absence

**Guests not Limited to:**

Patty Mulvihill League of Oregon Cities Executive Director  
Public Works Jeff Rosenberry

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:16PM on June 20, 2023.

Deputy City Recorder Stevens took the roll and a quorum was present.

Flag Salute

**Agenda additions, deletions, and corrections:** None

**CORRESPONDENCE** – None.

## PRESENTATIONS – None

## PUBLIC HEARING

Mayor Skyberg opened the public hearing at 6:19PM

The public hearing was held to receive comments from the general public and questions from the Council regarding Supplemental Budget. The Budget Officer has submitted proposed revisions to the existing Fiscal Year 2022-2023 City of Willamina budget document that includes revisions to revenue and expenses in the General Fund, Water Fund, Wastewater Fund, Street Fund, Street SDC Fund, Parks SDC Fund and Stormwater SDC Fund.

There were no comments from the public. There were no questions from the Council.

Mayor Skyberg closed the public hearing at 6:21PM

## WORK SESSION

Mayor Skyberg opened the work session at 6:22PM.

### **1. League of Oregon Cities Executive Director Patty Mulvihill regarding State of Oregon House Bill 3115 – Oregon Right to Rest Act.**

Patty explained to the Council what Oregon House Bill 3115 means.

Patty began by asking if the City currently has any ordinances in place that regulate someone sitting, sleeping, lying, keeping warm and dry, or taking precaution from the elements on city property. City Manager Meneley answered that the City does not and Patty confirmed that means the City is in compliance with this House Bill and Federal Law. There has been a strong misconception that cities have to enact an ordinance addressing these actions by July 1, 2023. What the House Bill does say, is that if a city does have any ordinances in place that restrict someone from doing any of these five things, then the ordinance is required to have objectively reasonable time, place, and manner restrictions in place. Meaning it can only regulate the time, place and manner of those five things. This only applies to public property such as parks, streets, sidewalks, alleys etc.

Taking precaution from the elements means reasonable protection from the elements. The attorneys Patty has collaborated with believe this to mean a tarp or tent, sleeping bag, etc.- rudimentary precautions from the elements. Strictly so people don't freeze to death and they can keep out of the rain.

Establishing time, place and manner can take many different shapes. It could be



something like regulating times people are permitted to be in a space, it could be designating a space for them to be permitted to rest or camp, it could be establishing only where it is prohibited. It is important to note, if we send someone to a specific location, the City will be liable for any safety problems, injuries or deaths that occur.

There was lots of discussion about many topics including people camping in RVs and cars, parking those on public streets, camping in parks and on public property, the City's ability or inability to ask those people to move, the process of moving campsites and storage of belongings. There are stringent stipulations on the moving of campsites. There was also much discussion about the political and legal actions that are happening on city levels, in the 9<sup>th</sup> Circuit Court, all the way up to the United States Supreme Court.

Patty encouraged the City and the Council to have thoughtful community discussions that include community resource people, the local food bank, churches, the county mental health director, law enforcement officers, community members who have experienced homelessness, fire department, emergency response workers - as versatile of a group that they can gather. Amongst that group of people they need to have several conversations regarding this topic in our community- determine what we need as a city to regulate our public spaces. CIS has an attorney on call who will help cities draft their ordinance for free and we can work with the CIS attorney to make sure the ordinance is legal. It is important to be thorough, empathetic, and very thoughtful in making these ordinances and show the work we put in to establishing these ordinances. This is essential because it will make it possible for the City to be confidently defended when sued.

Patty recommended that we look at the processes and ordinances of the City of Medford and the City of the Dalles to use as good examples and guides to follow the steps they took.

Mayor Skyberg closed the work session at 7:09PM.

## **REGULAR AGENDA**

### **1. Resolution 22-23-012, A Resolution authorizing appropriations, amending the Fiscal Year 2022-2023 Budget and reallocating funds between and within Funds for Fiscal Year 2022-2023.**

City Manager Meneley explained the purpose and meaning of the supplemental budget and Council read through it silently. Short discussion interpreting items on supplemental budget.

**MOTION:** Councilor Hernandez moved to adopt Resolution 22-23-012 with amendments. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

City Manager read the resolution aloud.

## **2. Follow up about Backflow Discussion**

City Manager Meneley read aloud from the staff report. She discussed the current process of handling required backflow device testing from residents and presented the proposed backflow letter and Test Option Form drafted by the City attorneys. DEQ is asking the City to streamline their process of requiring this backflow testing. According to the City Charter, failure to provide proof of having a backflow tested will result in a resident's water being shut off.

Currently, the City will send residents who are required to have their backflow device tested a series of three letters indicating this requirement and requiring them to provide proof to the City that it was done. If they do not comply after the three letters, their water will be shut off.

The proposed change would be to send residents one letter with the option of signing a waiver to allow the City to send a licensed backflow tester out to test their backflow device at their expense. If there is no response after the first letter, the City will then hang a door hanger giving them an additional fifteen days. If they do not comply at that point their water will be shut off.

Discussion between councilors was held prior to a motion being made.

**MOTION:** Councilor Klym moved to table this decision until the next City Council meeting. There were two nay's. Motion declined.

**MOTION:** Councilor Hernandez moved to authorize the City Staff to move forward to modify the backflow device communication in order to gather all the information that the City Council would like to know about the processes. Council President Baller seconded the motion. Motion carried with a unanimous vote.

## **3. Asset Management follow up discussion.**

Mayor read aloud from staff report provided.

**MOTION:** Councilor Hernandez moved to authorize the City Manager to coordinate and sign appropriate documentation to secure Aktivov Asset Management services on behalf of the City of Willamina. Council President Baller seconded the motion.

There was discussion concerning the resolution of the concerns with the contract brought to attention by the City attorney and the cost and contracts of the service.

Motion carries with a unanimous vote.

## **INFORMATIONAL REPORTS – All dismissed for this session.**

- 1. Chamber Liaison – Mayor Skyberg**
- 2. Yamhill County Transit Authority Board Member – Councilor Johnson**
- 3. Library Board Liaison – Councilor Hernandez**

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**MAYOR'S REPORT**

**INFORMATIONAL REPORTS FROM CITY OFFICERS**

1. **City Manager** – City Manager Meneley expressed her appreciation to the Council for walking alongside of the City staff as we are learning and taking time to read the paperwork provided to them.
2. **Public Works Director** – excused absence

**COUNCIL COMMENTS**

Councilor Klym presented a question about beginning work on an ordinance addressing the House Bill 3115. There was discussion and it was decided that topic can be added to the next agenda.

**ADJOURN**

**MOTION:** Councilor Hernandez moved to adjourn the meeting at 7:51PM. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned at 7:51PM by Mayor Ila Skyberg.

**Time and Date of Next Meeting**

The next City Council Regular Meeting will be held on July 11, 2023 at 6:00 PM  
West Valley Fire Station  
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Community members are invited to join via Zoom - access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

Minutes submitted by Deputy City Recorder Krystal Stevens

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Minutes approved by Mayor Ila Skyberg

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# Regular Agenda

**City Of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JULY 11, 2023**

**TO: MAYOR AND CITY COUNCIL  
FROM: BRIDGET MENELEY, CITY MANAGER  
SUBJECT: AUTHORIZE CITY STAFF TO MODIFY THE BACKFLOW PREVENTION DEVICE  
COMMUNICATION AND PROCESSES**

**ISSUE**

Shall City Council authorize the City Staff to modify the backflow device communication and processes?

**RECOMMENDATION:**

Staff recommends the City Council authorize the City Staff to modify the backflow device communication and processes.

**SUMMARY AND BACKGROUND**

Oregon State Health Division and Code of the City of Willamina, section 51.18(I) requires annual operational test for the backflow prevention device(s) installed on residential water service lines.

Title\_V\_Public Works letter K in section 51.18 states:

*(K) Failure of the customer to cooperate in the installation, maintenance, testing or inspection of backflow prevention devices required by this chapter or by state law shall be grounds for the termination of water service to the premises.*

**FACTS AND FINDINGS**

1. Department of Environmental Quality (DEQ's) monitor's City Staff processes and compliance of the required annual testing of the backflow prevention device(s).
2. In previous years up to three letters may be sent to a resident, with additional reminders to comply with the requirements for backflow testing.
3. To streamline the process and remain in compliance, City Staff would like to modify the internal process for notifications and reminders to a total of 45 days of notice prior to shut off.
4. The proposed change would be to send residents one letter with the option of signing a waiver to allow the City to send a licensed backflow tester out to test their backflow device at their expense. If there is no response after the first letter, the City will then hang a door hanger giving them an additional fifteen days. If they do not comply at which point their water will be shut off as outlined in the City Charter.
5. City Staff would also like to obtain bid proposals from at least three (3) backflow prevention device certified testers and offer an optional service to local residents who can decide to have a certified testers provide test results to the City and then City Staff will bill the resident for the service.

**Proposed Motion:** *I move to authorize the City Staff to modify the backflow device communication and process to the proposed plan as discussed.*

*Bridget Meneley*  
\_\_\_\_\_  
Bridget Meneley, City Manager

Exhibits: A – Letter drafted by City Attorney  
B – City of Willamina Code 51.18



**Mayor Ila Skyberg**

**Council Members:**

Rita Baller, Council President  
Craig Johnson  
Barry Wilson  
Vickie Hernandez  
Karl Klym  
Jennifer Pederson

**City Management:**

City Manager: *Bridget Meneley*  
Finance Manager: *Scott Clark*  
Public Works Director: *Jeff Brown*  
Library Director: *Sarah Frost*

DATE  
NAME  
ADDRESS

Dear Current Resident/ Owner:

According to our records, it is time to schedule an annual operational test for the backflow prevention device(s) installed on your water service, as required by the Oregon State Health Division and Code of the City of Willamina, section 51.18(I). For your convenience, we have attached a list of State Certified Backflow Assembly testers in Yamhill and Polk counties and a Contractor Test Option Form (if you would prefer the City to complete this test for you and bill you on your next water bill).

Please have each device tested, or complete the attached Contractor Test Option Form, within the next 30 days (if any device fails the test, the device must be repaired and retested). Send a copy of the completed (passing) test report(s) to, Backflow Preventer Control, 411 "C" St, Willamina, OR 97396 within this 30 day period. Please note that if you do not provide the City with a copy of the completed test report(s) for the backflow prevention device(s) within the next 30 days, the City may terminate your water service to this property.

If your property does not have a backflow device please complete the attached form and return it to City Hall no later than [September 3, 2023]. If you are unsure if your property has a backflow device, please contact City Hall at (503) 876-2242 and we will have someone check for you. You may also call Brenden Ashworth at (503) 437-7007 if you have any questions. In the meantime, we will look forward to hearing from you within the next 30 days.

Thank you for our cooperation.

Sincerely,

*Brenden Ashworth*

Brenden Ashworth  
Cross-Connection Backflow Prevention Specialist  
(503) 437-7007 (Mobile)

Enclosure: State Certified Backflow Assembly (note: see enclosure of this letter for list) and Contractor Test Option Form

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*{00848920; 1 }An Equal Opportunity Employer*

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

[www.willaminaoregon.gov](http://www.willaminaoregon.gov)



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Finance Manager: *Scott Clark*  
Public Works Director: *Jeff Brown*  
Library Director: *Sarah Frost*

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

### Contractor Test Option Form

According to our records, it is time to schedule an annual operational test for the backflow prevention device(s) installed on your water service to [address], as required by the Oregon State Health Division and Code of the City of Willamina, section 51.18(I). If you wish to have the City complete this required test on your behalf, please sign this Form and return it to Backflow Preventer Control, 411 "C" St, Willamina, OR 97396 within 30 days of the date stated above.

By signing and returning this Form to the City, you agree to the following:

1. City and City's chosen certified inspector may enter onto the property indicated above in order to complete the required backflow prevention device(s) inspection and testing at any time during reasonable working hours. You may request a copy of the completed test(s) from the City following completion of such testing.
2. The City shall include all costs and expenses associated with this annual test in your next water bill for the property indicated above.
3. To the fullest extent permitted by law and the Code of the City of Willamina, Section 51.20, you agree to defend, indemnify, and hold the City harmless from and against any and all costs, repairs, and other expenses that result from the acts or omissions of the City's chosen certified inspector and this inspection and testing.

Please return this signed form within 30 days from the date on this Form. Please note that if you do not return this signed Form or complete this annual test yourself within 30 days, the City may terminate your water service to the property indicated above.

Resident/Owner: \_\_\_\_\_

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

actual or potential connection or structural arrangement between a public or a consumer's potable water system and any other source or system through which it is possible to introduce into any part of the potable system any used water, industrial fluid, gas or substance other than the intended potable water with which the system is supplied. Bypass arrangements, jumper connections, removable sections, swivel or change-over devices and other temporary or permanent devices, through which or because of which backflow can or may occur, are considered to be **CROSS-CONNECTIONS**.

**HAZARD, DEGREE OF.** Derived from the evaluation of a health, system, plumbing or pollution hazard.

**HAZARD, HEALTH.** An actual or potential threat of contamination of a physical or toxic nature to the public potable water system or the consumer's potable water system that would be a danger to health.

**HAZARD, PLUMBING.** An internal or plumbing type cross-connection in a consumer's potable water system that may be either a pollution or a contamination type hazard. This includes but is not limited to cross-connections to toilets, sinks, lavatories, wash trays, domestic washing machines and lawn sprinkling systems. Plumbing type cross-connections can be located in many types of structures including homes, apartment houses, hotels and commercial or industrial establishments.

**HAZARD, POLLUTIONAL.** An actual or potential threat to the physical properties of the water system or the potability of the public or the consumer's potable water system but which should not constitute a health or system hazard, as defined. The maximum degree of intensity of pollution to which the potable water system could be degraded under this definition would cause a nuisance or be aesthetically objectionable or could cause minor damage to the system or its appurtenances.

**HAZARD, SYSTEM.** An actual or potential threat of severe danger to the physical properties of the public or consumer's potable water system, or a pollution or contamination which would have a protected effect on the quality of the potable water in the system.

**HEALTH DIVISION OFFICER.** The Oregon State Health Division Officer, or authorized agent.

**POTABLE WATER SUPPLY.** Any system of water supply intended or used for human consumption or other domestic use. (Ord. 529, passed 5-9-1985)

#### **§ 51.17 CROSS-CONNECTIONS PROHIBITED.**

(A) The installation or maintenance of a cross-connection which will endanger the water quality of the potable water supply system of the city shall be unlawful and is prohibited. Any such cross-connection now existing or hereafter installed is hereby declared to be a public hazard and the same shall be abated.

(B) The control or elimination of cross-connections shall be in accordance with this chapter and in compliance with the Oregon Administrative Rules Chapter 333, Public Water Systems, Section 42-230. The Superintendent shall have the authority to establish requirements more stringent than state regulations if he or she deems that the conditions so dictate. The city shall adopt rules and regulations as necessary to carry out the provisions of this chapter.

(C) The Building Official is hereby authorized to enforce the provisions of this chapter in the inspection of existing, new and remodeled buildings. (Ord. 529, passed 5-9-1985) Penalty, see § 51.99

#### **§ 51.18 BACKFLOW PREVENTION DEVICES.**

(A) No water service connection to any premises shall be installed or maintained by the city unless the water supply is protected as required by state law and regulation and this subchapter. Service of water to any premises shall be discontinued by the city if a backflow prevention device required by this subchapter is not installed, tested and maintained, or if it is found that a backflow prevention device has been removed, bypassed, or if unprotected cross-connection exists on the premises. Service will not be restored until the conditions or defects are corrected.

(B) The customer's system should be open for inspection and tests at all reasonable times to



authorized representatives of the city to determine whether cross-connections or other structural or sanitary hazards, including violations of these regulations, exist. When such a condition becomes known, the Superintendent shall deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with the state and city statutes relating to plumbing and water supplies and the regulations adopted pursuant thereto.

(C) An approved backflow prevention device shall also be installed on each service line to a customer's water system at or near the property line or immediately inside the building being served, but in all cases, before the first branch line leading off the service line.

(D) Backflow prevention devices shall be installed under circumstances, including but not limited to the following:

- (1) Premises having an auxiliary water supply;
- (2) Premises having cross-connections that are not correctable, or intricate plumbing arrangements which make it impractical to ascertain whether or not cross-connections exist;
- (3) Premises where entry is restricted so that inspections for cross-connections cannot be made with sufficient frequency or at sufficiently short notice to assure that cross-connections do not exist;
- (4) Premises having a history of cross-connections being established or reestablished;
- (5) Premises on which any substance is handled under pressure so as to permit entry into the public water supply, or where cross-connection could reasonably be expected to occur. This shall include the handling of process waters and cooling waters;
- (6) Premises where materials of a toxic or hazardous nature are handled in such a way that if back-siphonage should occur, a serious health hazard might result; and
- (7) The following types of facilities will fall into 1 of the above categories where a backflow

prevention device is required to protect the public water supply. A backflow prevention device shall be installed at these facilities unless the city determines that no hazard exists:

- (a) Lumber and plywood mills;
- (b) Laboratories and clinics;
- (c) Metal plating industries;
- (d) Sewage treatment plants;
- (e) Food or beverage processing plants;
- (f) Petroleum processing or storage plants;
- (g) Facilities with fire service lines as specified by Oregon State Health Division; and
- (h) Others specified by the city.

(E) The type of protective device required shall depend on the degree of hazard which exists:

(1) An air-gap separation or a reduced-pressure-principle backflow prevention device shall be installed where the public water supply may be contaminated with sewage, industrial waste of a toxic nature or other contaminant which could cause a health or system hazard; or

(2) In the case of a substance which may be objectionable but not hazardous to health, a double check valve assembly, air-gap separation, or a reduced-pressure-principle backflow prevention device shall be installed.

(F) Backflow prevention devices required by this chapter shall be installed under the supervision and with the approval of the city.

(G) Any protective device required by this chapter shall be approved by the Superintendent.

(H) These devices shall be furnished and installed by and at the expense of the customer.

(I) (1) It shall be the duty of the customer-user at any premises where backflow prevention

devices are installed to have certified inspections and operational tests made at least once per year. In those instances where the Superintendent deems the hazard to be great enough he or she may require certified inspections at more frequent intervals.

(2) These inspections and tests shall be at the expense of the water user and shall be performed by a certified tester approved by the Superintendent. It shall be the duty of the Superintendent to see that these timely tests are made. The customer-user shall notify the Superintendent in advance when the tests are to be undertaken so that the Superintendent or a representative may witness the tests if so desired.

(3) These devices shall be repaired, overhauled or replaced at the expense of the customer-user whenever the devices are found to be defective. Records of these tests, repairs and overhaul shall be kept and copies sent to the Superintendent.

(J) No underground sprinkling device will be installed without adequate backflow prevention devices.

(K) Failure of the customer to cooperate in the installation, maintenance, testing or inspection of backflow prevention devices required by this chapter or by state law shall be grounds for the termination of water service to the premises.  
(Ord. 529, passed 5-9-1985)

#### **§ 51.19 CROSS-CONNECTION INSPECTION.**

(A) No water shall be delivered to any structure hereafter built within the city or within areas served by city water until the same shall have been inspected by the city for possible cross-connections and been approved as being free of same.

(B) Any construction for industrial or other purposes which is classified as hazardous facilities where it is reasonable to anticipate intermittent cross-connections, or as determined by the Superintendent, shall be protected by the installation of 1 or more backflow prevention devices at the point of service from the public water supply or any other location designated by the city.

(C) Inspections shall be made at the discretion of the Superintendent of all buildings, structures or

improvements for the purpose of ascertaining whether cross-connections exist. These inspections shall be made by the city.  
(Ord. 529, passed 5-9-1985)

#### **§ 51.20 LIABILITY.**

This section shall not be construed to hold the city responsible for any damage to persons or property by reason of the inspection or testing herein, or the failure to inspect or test by reason of approval of any cross-connections.  
(Ord. 529, passed 5-9-1985)

### ***RATES AND CHARGES***

#### **§ 51.30 BILLS DUE.**

For the purpose of making and collecting charges for water used by consumers, all water bills for each month shall be due and payable 15 days after the date of billing.  
(Ord. 529, passed 5-9-1985)

#### **§ 51.31 DELINQUENT PAYMENTS.**

(A) All charges for water supplied during any month shall be paid not later than 30 days after billing date. If the charges are not paid prior to the thirty-first day after billing, the water may be turned off for any premises against which these charges have been made. On failure to comply with the rules and regulations established as a condition to the use of water, or on failure to pay the water rents in the time and manner provided in this chapter, the water shall be shut off until there is compliance or there is payment of the amount due to the time the water is again turned on. There shall be a charge, the amount to be set by resolution, for the expense of turning the water on after it has been shut off pursuant to the provisions of this section.

(B) If a renter of property moves from the premises and leaves an unpaid water rent, the owner shall be notified of the amount of the arrearage and given 30 days in which to pay. If amounts remain unpaid after 30 days, the Clerk shall report the



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## Attention Councilors-

This is an updated draft of the first three chapters of the previously presented City of Sheridan Council Rules of Procedure, adapted and personalized for Willamina. It has been edited, taken away from and added to in order to fit our own procedures. Please read it thoroughly and bring any comments, additions or corrections to share at the council meeting on July 11, 2023.

City of Willamina

# COUNCIL RULES OF PROCEDURE

July 2023

# CHAPTER 1 – General Governance

## I. Rules of Procedure.

- A. These Rules of Procedure shall be posted in a conspicuous, visible location within city hall, and shall be posted on the city website. Copies of these rules shall be available to the public upon request.
- B. Unless otherwise provided by charter, ordinance or these rules, the procedure for council meetings, and any subcommittee of a city council, shall be guided by Robert's Rules of Order, 11th Edition.
- C. Members of the council are encouraged to avoid invoking the finer points of parliamentary procedure found within Robert's Rules of Order when such points will obscure the issues before the council and confuse members of the public.
- D. Whenever these rules and Robert's Rules of Order conflict, these rules shall govern.

## II. Quorum. A quorum is required to conduct official city business.

- A. Fifty percent plus one of the members of the council shall constitute a quorum. If there is not a quorum of the voting members, then the mayor may declare himself/herself a voting member under the city charter. Vacancies in office do not count towards determining a quorum.
- B. In the event a quorum is not present, the members of council present may adjourn the meeting or may continue the meeting, provided they take no action or deliberate toward any decisions.

## III. Presiding Officer.

- A. The mayor shall preside over all meetings. The mayor shall retain all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.
- B. In the mayor's absence the president of the council shall preside over the meeting. The president of the council shall be afforded all rights and privileges of the office of the mayor as set out in the city charter when acting in this capacity.
  - 1. The president of the council shall retain all rights and privileges of a member of council when acting in this capacity.
- C. If both the mayor and the president of the council are absent from the meeting, the following procedure shall be utilized to determine who is the presiding officer:

1. The city recorder shall call the council to order and call the roll of the members.
2. Those members of council present shall elect, by majority vote, a temporary presiding officer for the meeting.
3. Should either the mayor or the president of the council arrive, the temporary presiding officer shall relinquish control of the meeting immediately upon the conclusion of the item presently being discussed.
4. The temporary presiding officer shall retain all rights and privileges of a member of council when acting in this capacity.

**IV. Other Elected and Appointed Officers.**

- A. City Recorder. The city recorder shall be the parliamentarian and shall advise the presiding officer on any questions of order.
- B. Deputy City Recorder. The deputy city recorder shall keep the official minutes of the council.
- C. City Manager. The city manager is required to attend all meetings of the council and is permitted to participate in any discussion; however, the city manager has no authority to cast a vote in any decision rendered by the council.
- D. City Attorney. The city attorney may attend any meeting of the council, and will give an opinion, either written or oral, on legal questions.

**V. Agendas.** The city manager shall prepare an agenda for every council meeting.

- A. Agendas and informational material for meetings shall be distributed to the council at least three (3) days preceding the meeting.
- B. No council approval shall be required for an agenda of any meeting.
- C. The city manager may place routine items and items referred by staff on the agenda without council approval or action.
- D. The city manager may remove any items on the consent agenda, any item of old business, any resolution, or any ordinance placed for first reading from the agenda at any time prior to the time the meeting is convened. The presiding officer shall announce such removal under agenda additions, deletions and corrections.
- E. A member of the council who wishes to have an item placed on the agenda shall advise the city manager at least one week prior to the meeting.

**VI. Order of Business.** The order of business for all regular meetings shall be as follows, however when it appears to be in the best interest of the public, the order of business may be changed for any single meeting by the mayor or a member of the council with council consensus:

1. Call to Order.
  2. Roll Call.
  3. Pledge of Allegiance.
  4. Agenda Additions, Deletions and Corrections.
  5. Public Input.
  6. Correspondence.
  7. Presentations.
  8. Consent Agenda.
  9. Public Hearings.
  10. Regular Agenda.
  11. Informational Reports from Chamber Liaison, Yamhill County Transit, Library Board, Mayors Report.
  12. City Officers Reports from City Manager, Library Director, Public Works Director, Sheriff's Report and Code Enforcement.
  13. Council Comments.
  14. Adjournment.
- A. Call to Order. The presiding officer shall call all meetings of the council to order. The call to order shall note the date, time and location of the meeting so that it may accurately be reflected in the minutes.
- B. Roll Call. The deputy city recorder shall conduct a roll call to determine which members of the council are present and which are absent.
1. The attendance shall be properly reflected in the minutes.
  2. If roll call determines that a quorum is not present, the members of council present may adjourn the meeting or may continue the meeting provided they take no action or deliberate toward any decisions.
- C. Agenda Additions, Deletions and Corrections. Any corrections needed may be brought to the councils attention at this time. This may include any mistakes on the agenda or items needing to be added or removed from the agenda. All changes to the agenda will be noted and included in the minutes of the meeting.
- D. Public Input.
1. One period for public comment will be reserved for every regular meeting of the council. Each period shall not exceed a maximum of 30 minutes unless a majority of council members present vote to extend the time. Members of the public may speak about any topic, including items placed on the agenda other than public hearings.
  2. Persons wishing to speak during public comment must sign the City

Council Visitor's Sign-In Sheet with the person's name and place of residence.

3. If a member of the public wishes to speak on an item that is scheduled for a public hearing at that same meeting, the speaker shall wait until that public hearing. Public comment shall not be used to testify about a quasi-judicial land use matter, to testify on an item that is not a public matter, to testify on a matter which has been or is scheduled to be heard by a hearings official, or to provide or gather additional testimony or information on any matter after the official record has been closed on any matter which has been the subject of a public hearing.
  4. Speakers are limited to three minutes. Generally, the speakers will be called upon in the order in which they have signed in on the City Council Visitor's Sign-In Sheet. Speakers shall identify themselves by their names and by their place of residence. Speakers may state their mailing address. The presiding officer may allow additional persons to speak if they have not signed the speaker's roster and sufficient time is left in the 30-minute period.
  5. Should there be more speakers than can be heard for three minutes each during the 30-minute period provided for public comment, the presiding officer may sort the requests to speak in order to afford the greatest opportunity for each topic to be heard.
  6. Council members may, after obtaining the floor, ask questions of speakers during public input. Council members shall use restraint when exercising this option and shall attempt to limit questioning to no more than three minutes. The presiding officer may intervene if a council member is violating the spirit of this guideline.
  7. Speakers may play electronic audio or visual material during the time permitted for their comment. Speakers may utilize city-provided audio or visual equipment located in the council chambers as a part of their comment, but must provide the materials in a readable format to city staff prior to the meeting so that it may be installed on the city's equipment to avoid a delay or disruption of the meeting.
- E. Correspondence. Any correspondence that the city manager wishes to share with the council may be presented during this time. No council actions are required.
- F. Presentations. Any person wishing to present information for the council to consider may give a pre-approved presentation before the council during this time. Presentations must be requested prior to city council meetings and will be included on the agenda. The chief financial officer will have a standing presentation at each meeting.  
City councilors may ask questions of those presenting.  
No presentation information may be voted upon during the presentations portion of the meeting. Any votes that must be conducted pertaining to



presentations will be included in the regular agenda portion of the meeting.

G. Consent Agenda. In order to expedite the council's business, the approval of minutes and other routine agenda items shall be placed on the consent agenda.

1. All items on the consent agenda shall be approved by a single motion unless an item is pulled for further consideration.
2. Any item on the consent agenda may be removed for separate consideration by any member of the council.
3. For the purposes of this rule, separate consideration means any proposal to adopt a different course of action than that recommended in a staff report, a determination that debate on a proposed course of action is deemed desirable, any questions to staff on an item, or any item where a member of council must declare a conflict of interest.

H. Public Hearings Generally.

1. A public hearing may be held on any matter upon majority vote of the council. Public hearings may be held to consider legislative, quasi-judicial or administrative matters.
2. Persons wishing to speak shall sign the "hearing roster" with the person's name and address prior to the commencement of the public hearing at which the person wishes to speak.
3. The presiding officer shall announce at the commencement of any public hearing the subject of the hearing as it is set forth on the agenda. The presiding officer shall then declare the hearing open.
4. Each person shall, prior to giving testimony, give his or her name, indicate whether they are a resident of the city, and give their address. All remarks shall be addressed to the presiding officer and not to any particular council member.
5. Speakers at hearings on legislative or administrative matters, other than legislative land use matters, will be limited to three minutes. Speakers at a hearing on a quasi-judicial matter, other than a quasi-judicial land use matter,

shall be subject to the following time limits:

- a. Staff presentation (15 minutes total or as allowed by the presiding officer).
- b. Applicant or affected party (15 minutes). Quasi-judicial hearing only.
- c. Appellant, if other than applicant (10 minutes). Quasi-judicial hearing only.
- d. Other interested persons (3 minutes per person).

e. Questions of staff (No time limit).

f. Rebuttal by applicant or party. The scope of rebuttal is limited to matters which were introduced during the hearing (7 minutes total).

6. Council members may, after recognition by the presiding officer, ask clarifying or follow up questions of individuals providing testimony after that individual has completed his or her testimony. Questions posed by council members should be to provide clarification or additional information on testimony provided. Questions should not be used as an attempt to lengthen or expand the testimony of the individual. Council members shall be expected to use restraint and be considerate of the meeting time of the council when exercising this option. The presiding officer may intervene if a council member is violating the spirit of this guideline.

7. Council members may, after the presentation of testimony of all interested persons, ask clarifying or follow-up questions of staff. Questions posed by city council members should be to provide clarification or additional information on testimony provided.
8. The presiding officer may exclude or limit cumulative, repetitious, or immaterial matter. The presiding officer may order the testimony, alternating those speaking in favor and those in opposition, or have all speaking in favor testify, followed by all those in opposition. The presiding officer, with the approval of the council, may further limit the time and/or number of speakers at any public hearing; provided that the presiding officer shall announce any such restrictions prior to the commencement of the testimony. In the event of large numbers of interested persons appearing to testify, the presiding officer, to expedite the hearing, may in lieu of testimony call for those in favor of the pending proposal or those in opposition to rise and direct the deputy city recorder to note the numbers in the minutes.
9. At the end of public testimony and questions of staff, the presiding officer shall initiate deliberations and the council will either; take action by motion on the matter; continue the hearing; or keep the record open for additional written testimony. During deliberations, each member of the council shall have the opportunity to comment on or discuss testimony given during the public hearing.
10. A copy of any written testimony or physical evidence, which a party desires to have introduced into the record of the hearing, shall be submitted to the city recorder at the time of the hearing. Communications concerning quasi-judicial matters received prior to the hearing are ex parte contacts, and a council member receiving any such communication must disclose the fact that such a communication has been received, and the content of the communication.
11. Documents submitted to the city as evidence or written testimony during a public hearing are public records. If such a document contains the name, address, including email address, and telephone number of the person, then

it will be included in the record of the proceeding. Because the name, address, including email address, and telephone number are part of a public record, this information will be generally disseminated to the public, and must be disclosed if a public records request is submitted for the documents. A person who believes such disclosure would present a danger to his or her personal safety, and who wishes to exempt his or her address, including email address, and telephone number from disclosure must submit a written request for non-disclosure to the city recorder pursuant to ORS 192.368(1).

12. The presiding officer shall declare the hearing closed.

- I. Regular Agenda. The city manager will present all topics needing review or deliberation by city council on the regular agenda. Each item may include, but is not limited to, staff reports, resolutions, ordinances and other supporting documents. The council is expected to review all documents provided in the agenda packet prior to the council meeting. Items requiring motions may be voted on during this period of time.
- J. Informational Reports. Reports can be given to the council during this time by the mayor and appointed representatives from the chamber of commerce, Yamhill County transit authority board, and the library board.
  - 1. When appropriate, reports to the council can include written materials which are provided to the council at least three days in advance of the meeting.
  - 2. Oral reports to the council should generally not exceed 10 minutes in length.
  - 3. The council may ask questions of the presenter upon conclusion of the report being given.
- K. City Officers Reports. Reports can be given to the council during this time by the city manager, library director, public works director, sheriff's report and code enforcement.
  - 1. When appropriate, reports to the council will include written materials which are provided to the council at least three days in advance of the meeting.
  - 2. Oral reports to the council should generally not exceed 10 minutes in length.
  - 3. The council may ask questions of the presenter upon conclusion of the report being given.
- L. Council Comments. Council members may use this time to address topics not the agenda, make announcements, or ask questions not pertaining to the listed agenda items.
- M. Adjournment. The presiding officer shall call for a motion to adjourn the meeting. The time of meeting adjournment will be noted and reflected in the minutes.

## CHAPTER 2 – Meeting Time, Location and Frequency

- I. **Regular meetings.** The council normally shall meet on the second Tuesday of each month. Meetings shall begin at 6:00 p.m. unless otherwise noticed in accordance with Oregon's public meetings law.
- II. **Special meetings.** Special meetings may be called by the presiding officer, by request of three members of the council, or by the city manager.
  - A. Notice of the special meeting shall be given to each member of the council, the city manager, the city website, each local newspaper, and radio and television station which has on file a written request for notice of special meetings.
  - B. Notice of the special meeting shall be given to the mayor, all members of the council, and the city manager by phone call, text message, or email.
  - C. Special meetings shall be noticed in accordance with Oregon's public meetings law, and, at a minimum, shall be noticed at least 24 hours prior to the meeting taking place.
- III. **Emergency meetings.** Emergency meetings may be called by the presiding officer, by the request of three members of council, or by the city manager.
  - A. Notice of the emergency meeting shall be given to each member of the council, the city manager, and each local newspaper, and radio and television station which has on file a written request for notice of special meetings.
  - B. Notice of the emergency meeting shall be given to the mayor, all members of the council, and the city manager by phone call, text message, or email.
  - C. Emergency meetings are those meetings called with less than 24 hours' notice and the council shall identify why the meeting could not be delayed 24 hours immediately after calling the meeting to order.
  - D. The minutes for any emergency meeting shall specifically identify why the meeting constituted an emergency and was necessary.

- IV. Executive Sessions.** Executive sessions may be called for a lawful purpose by the presiding officer, by the request of three members of council, by the city manager with the concurrence of the presiding officer or three council members, or by the city attorney.
- A. Only the mayor, members of the council, the city manager, and persons specifically invited by the city manager or the council shall be allowed to attend executive sessions.
  - B. Representatives of recognized news media may attend executive sessions, other than those sessions during which the council conducts deliberations with persons designated to carry on labor negotiations, or where the matter involves litigation, and the news media is a party to the litigation.
- V. Work Sessions.** Work sessions are permitted to present information to the council so that the council is prepared for regular or special meetings.
- A. All work sessions are subject to Oregon's public meetings law and must be noticed accordingly.
  - B. Work sessions are intended to allow for preliminary discussions, and the council would normally not take formal or final action on any matter at a work session, but may take action if the council deems action to be necessary.
  - C. Work sessions are to be scheduled by the city manager.
  - D. The city manager is to invite any relevant staff to work sessions so that the sessions are as productive as possible.
- VI. Holidays.** In the event a regular meeting falls on a holiday recognized by the city, the regular meeting for that month will be held on Wednesday, the next evening.
- VII. Location.** Council meetings shall be held at West Valley Fire District Station.
- A. Council meetings and Work Sessions shall be held at West Valley Fire Station or such other meeting place within the city as shall be specified in the notice for the meeting.
  - B. Training sessions may be held outside of the city's jurisdictional limits, provided no deliberations toward a decision are made.
  - C. Interjurisdictional meetings may be held outside of the city's jurisdictional limits, but should be held as close as practical to the city, and such meetings shall be located within the jurisdictional boundaries of the other government entity.
  - D. No council meeting shall be held at any place where discrimination on the basis of an individuals' race, religion, color, sex, national origin, ethnicity, marital status, familial status, age, sexual orientation, source of income or disability is practiced.

**VIII. Notice.** The city recorder shall provide notice of all meetings in accordance with Oregon's public meeting law.

**IX. Attendance.** Members of the council shall advise the city manager if they will be unable to attend any meetings. Under the charter, a council position shall be deemed vacant if the member of council is absent from the city for more than 60 days without council permission or absent from all meetings of the council within a 90-day period.

## CHAPTER 3 – Ordinances and Resolutions

- I. Ordinances.** All ordinances considered by and voted upon by the council shall adhere to the rules outlined herein.
- A. Numbering. The city recorder shall number all ordinances with a consecutive identification number during each calendar year, in the order of their introduction.
- B. Preparation and Introduction.
1. All ordinances shall, before presentation to the council, have been approved by the city attorney, or the city attorney's designee.
  2. Ordinances shall be introduced by a member of the council. Except that, upon the request of the council, an ordinance may be introduced by the city manager or the city attorney, with a member of the council moving further action on such ordinance upon completion of the introduction.
  3. No ordinance shall relate to more than one subject, which shall be clearly expressed in its title, and no ordinance, or section thereof, shall be amended or repealed unless the new ordinance contains the title of the ordinance or section amended or repealed.
- C. Calendar of Ordinance.
1. Before moving the reading of an ordinance, the council may direct that:
    - a. A public hearing on the ordinance be held;
    - b. Refer the ordinance to committee for review and recommendation;
    - c. Refer the ordinance to the city manager for further revision;
  2. The City Council may:
    - a. Pass the ordinance after three readings in accordance with the city charter; or
    - b. Reject the ordinance in whole or in part.
- II. Resolutions.** All resolutions considered by and voted upon by the council shall adhere to the rules outlined herein.
- A. Numbering. The city recorder shall number all resolutions with a consecutive identification number during each calendar year, in the order of their introduction. Each number shall be followed by the last two digits of the year in which the resolution was introduced.
- B. Preparation and Motion for Adoption.
1. Resolutions shall be proposed for adoption by motion of a member of the council.

C. Calendar of Resolution.

1. A The council may direct that:
  - a. A public hearing on the resolution be held;
  - b. Pass the resolution by an affirmative vote of a majority of the council present when a quorum is present; or
  - c. Reject the resolution in whole or in part.
2. All resolutions when introduced for first reading shall be identified by title and number.
3. All proposed amendments to a resolution shall be made orally or in writing and may be made by interlineation upon the resolution.

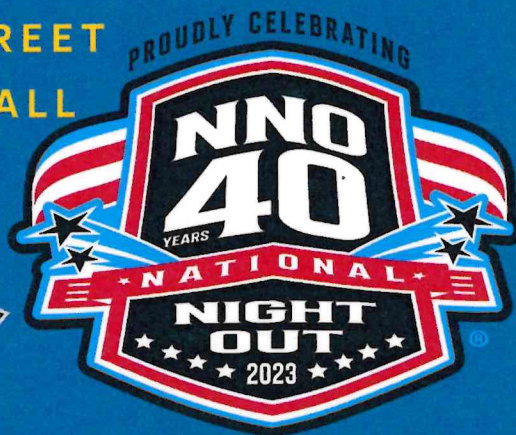


# NATIONAL NIGHT OUT

**AUGUST 1, 2023 6-8PM**

**CORNER OF 'C' STREET AND 1ST STREET  
BETWEEN THE LIBRARY AND CITY HALL**

**WILLAMINA, OR FREE ADMISSION**

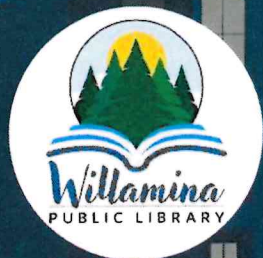


POLICE • COMMUNITY PARTNERSHIPS



**TOGETHER, WE ARE MAKING COMMUNITIES  
SAFER, MORE CARING PLACES TO LIVE AND WORK**

**BOUNCE HOUSE • DUNK TANK  
OUTDOOR GAMES • POPCORN • SNOW  
CONES • HOT DOGS • AND MORE!**

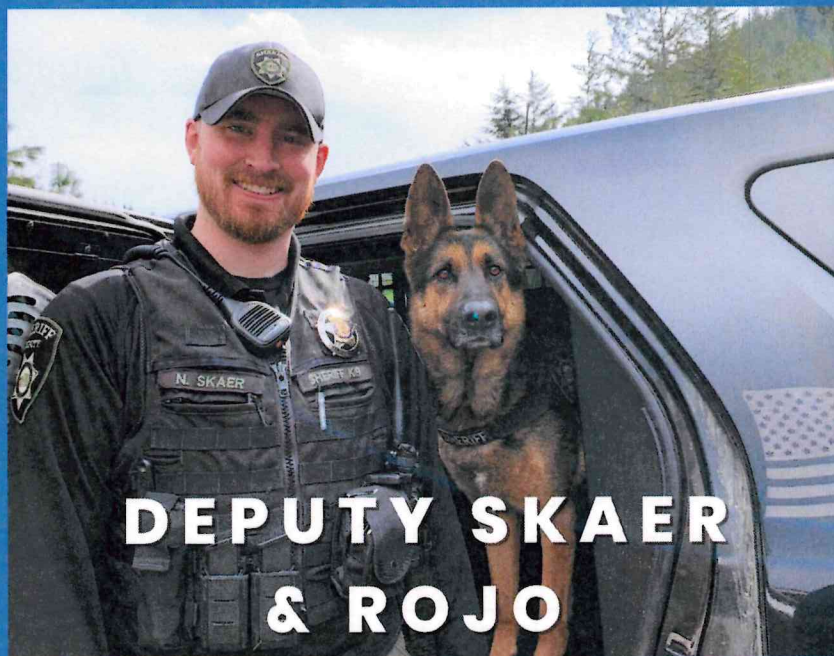


**OLD CROW**



# DUNK THIS DEPUTY

K-9 Program Fundraiser



DEPUTY SKAER  
& ROJO

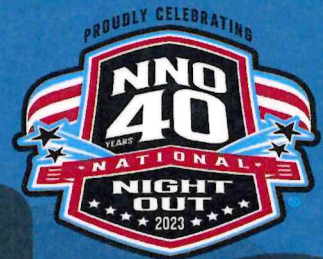


**AUGUST 1, 2023 6-8PM**

During Our National Night Out Event

**\$1 FOR 3 BALLS**

(CASH ONLY)



POLICE • COMMUNITY PARTNERSHIPS

TOGETHER, WE ARE MAKING COMMUNITIES  
SAFER, MORE CARING PLACES TO LIVE AND WORK



**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 6/1/2023 to 6/30/2023**

City	UCR Description	6/1/2022 to 6/30/2022	6/1/2023 to 6/30/2023	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	0	1		1	7
	Arson	0	0		1	1
	Burglary-Business	3	0			4
	Burglary-Residence	1	0			5
	Larceny	5	0		15	37
	Motor Vehicle Theft-Auto	0	0		1	10
	Rape	0	0		1	
	Robbery	0	0		1	1
	<b>Part 1 Total</b>	<b>9</b>	<b>1</b>	<b>-88.89 %</b>	<b>20</b>	<b>65</b>
Part 2						
	All Other	1	1		10	19
	Animal Problems	0	0		2	1
	Disorderly Conduct	0	1		1	8
	Drug Laws	8	4	-50.00 %	21	66
	DUII	2	1	-50.00 %	2	23
	Forgery	0	0		2	1
	Fraud	0	0		2	5
	Sex Offenses	0	0		3	6
	Simple Assault	3	3		9	21
	Stolen Property	1	0			5
	Tresspass/Prowler	0	1		6	17
	Vandalism	4	2	-50.00 %	4	25
	Weapons	0	2		4	17
	<b>Part 2 Total</b>	<b>19</b>	<b>15</b>	<b>-21.05 %</b>	<b>66</b>	<b>214</b>
Part 3						
	All Other	11	7	-36.36 %	40	144
	Non-Reportable Offenses	8	6	-25.00 %	59	131
	<b>Part 3 Total</b>	<b>19</b>	<b>13</b>	<b>-31.58 %</b>	<b>99</b>	<b>275</b>
	<b>Total For WILLAMINA</b>	<b>47</b>	<b>29</b>	<b>-38.30 %</b>	<b>185</b>	<b>554</b>

June 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
6/5/23	5TH ST		CONCERNED ABOUT THE VEGETATION THAT IS GROWING ON THE UTILITY EASEMENT UP ON 5TH ST. WILL GO UP AND SEE WHO IS RESPONSIBLE FOR CLEAN UP.	TALKED TO THE 3 RESIDENCES THAT HAVE TALL GRASS AND BLACKBERRY BUSHES ON THE UTILITY EASEMENT AND THAT THEY WOULD TAKE CARE OF IT BY MONDAY. WILL CHECK BACK IN AFTER THE WEEKEND.	WENT UP ON 6/12/23 AND SOME OF THE STICKERBUSHES HAVE BEEN CUT BACK AND SOME OF THE AREA HAS BEEN MOWED. WILL KEEP AN EYE OUT ON THE GROWTH OF VEGETATION BACK THERE ALONG THE FENCE LINE
6/5/23	ADAMS ST		THE PROPERTY ON ADAMS ST HAS TALL GRASS, WEEDS, TREE HANGING ACROSS ROAD	I PUT A DOOR HANGER ON THE DOOR FOR THE RESIDENT TO DO A CLEAN UP. THEY HAVE 10 DAYS TO CLEAN UP	THE GRASS HAS BEEN CUT. HOWEVER THE TREE IS STILL OUT IN THE ROAD AREA. WILL CHECK BACK IN TO SEE IF THE TREE WILL BE TRIMMED. THE PROPERTY OWNER CALLED ME ABOUT THE TREE BRANCHES OUT IN THE ROAD. SHE GOT A QUOTE TO GET THE TREE TRIMMED AND ASKED IF SHE COULD EXTEND THE DEADLINE OUT TILL MONDAY 6/19/23. I TOLD HER THAT WAS FINE AND THAT IF SHE NEEDED MORE TIME TO LET ME KNOW AND WE CAN WORK ON EXTENDING OUT HER TIME. WENT BY TO CHECK ON TREE 6/20/23 AND THE TREE BRANCHES HAVE NOT BEEN TRIMMED BACK FROM THE ROAD.
6/5/23	ADAMS ST		AT THE END OF ADAMS AND MAIN ST THE TREE BRANCHES HANG OUT AND YOU CAN'T SEE LEFT DOWN MAIN ST UNLESS YOU PULL UP PRETTY FAR ON THE ROAD INTO THE MAIN ST.	I CALLED THE PROPERTY OWNER AND HE SAID HE WOULD TRIM THE TREE BRANCHES BACK. WILL CHECK BACK IN COUPLE OF DAYS.	THE OWNER OF THE PROPERTY CAME IN AND THANKED ME FOR LETTING HIM KNOW ABOUT THE BRANCHES. HE WENT AND TRIMMED UP THE TREES. I NEED TO GET A HOLD OF THE PROPERTY OWNER AND LET HIM KNOW WE NEED MORE OF THE BRANCHES CLEARED TO SEE BETTER AT STOP SIGN.
6/5/23	ADAMS ST		SHRUBS THAT ARE OVER GROWN AND BLOCKING THE CLEAR VISION OF PULLING OUT FROM THE STOP SIGN	TALKED TO THE RENTER OF THE PROPERTY AND HE SAID HE DOESN'T TRIM THE TREES OR SHRUBS THAT THE PROPERTY OWNER DOES THAT SO I WILL GET AHEAD OF PROPERTY OWNER	TALKED TO THE PROPERTY OWNER AND THEY ARE WAITING ON A QUOTE ON TRIMMING UP THE HEDGES. IF THE QUOTE IS TO HIGH SHE WANTED TO WAIT FOR VOLUNTEER DAY. WILL CHECK IN ON UPDATE. WENT BY ON 6/20/23 AND THE BUSHES HAVE BEEN TRIMMED BACK AND CUT DOWN IN HEIGHT.
6/6/23	ADAMS ST		NEGLECTED BURNING	THE PERSON WAS CONCERNED THAT THE CITY WAS BURNING ILLEGALLY. YAMHILL COUNTY HAS CLOSED THEIR BACKYARD BURNING. THE CITY SHOPS ARE IN POLK COUNTY SO YOU CAN BURN TODAY UP UNTIL 7PM PER THE POLK COUNTY BURN LINE. THEY WILL CLOSE THEIR BACKYARD BURN ON THE 6/16/23 AS OF RIGHT NOW. THAT MAYBE SUBJECT TO CHANGE DUE TO DRY WEATHER.	NO FOLLOW UP. THE CITY IS NOT IN ANY VIOLATIONS.
6/7/23		WORKED ON CITY WIDE CLEAN UP. TOOK LOTS OF CALLS ON WHAT WE ARE ACCEPTING AND HAD MEETING TO FINALIZE THE DETAILS ON CLEANUP DAY			
6/7/23	PIONEER DR		TALL GRASS AND WEEDS GROWING OVER HIS FENCE.		THIS IS A FOLLOW UP ON THE TALL GRASS AND WEEDS GROWING ON SOMEONE ELSE'S PROPERTY. WE HAVE A MEETING SCHEDULED ON MONDAY 6/12/23 @ 10:00AM TO DISCUSS WHAT NEEDS TO BE CLEANED UP AND OFF THE OTHER PROPERTY FENCING. 6/11/23 MET WITH THE PROPERTY OWNER TODAY AND THE PERSON CONCERNED ABOUT THE BRUSH AND TALKED WITH EACH OTHER. THE PROPERTY OWNER AGREED TO CLEAR THE STICKER BUSHES AND IVY AWAY FROM THE FENCING.

June 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
6/7/23	PIONEER DR		TALL GRASS AND WEEDS GROWING OVER HIS FENCE.	TALKED TO PATRICIA ABOUT THE TALL GRASS AND WEEDS. SCOTCHBROOM ON THEIR PROPERTY. THEY INFORMED ME IT WAS FOREST LAND SO I WILL CHECK WITH THE FIRE DEPARTMENT AND ODF ABOUT ANY INFORMATION ON MAINTAINING PROPERTY WITHIN THE CITY LIMITS. PATRICIA ASKED TO TALK ABOUT IT IN 2 WEEKS BECAUSE THEY ARE IN THE PROCESS OF BUILDING RIGHT NOW AND NEED TIME. I TOLD HER TO CALL ME IN 2 WEEKS.	I WILL GO BY TODAY 6/28/23 TO GET IN TOUCH WITH PATRICIA ABOUT MOVING THE GRASS PROPERTY ON PIONEER DR. SHE HASN'T GOT IN TOUCH WITH ME AT ALL AND SHE ASKED FOR 2 WEEKS AND THAT WAS ON 6/7/23.
6/7/23	MAIN ST		BURNIN DEBRIS	TALKED TO RESIDENT ABOUT THE BURNING. HE SAID HE HAD A BATTERY EXPLODE AND CAUGHT A BAG OF CLOTHES ON FIRE. HE RUSHED IT OUTSIDE SO IT DIDN'T CATCH HIS HOUSE ON FIRE AND HE SAID HE PUT WATER ON IT TO PUT IT OUT. I ASKED HIM IF HE NEEDED THE FIRE DEPT TO COME OUT HE SAID NO AND SHOWED ME THE FIRE WAS OUT.	I CALLED TO PERSON WHO REPORTED THE FIRE AND LOUD BOOM AND TOLD THEM THAT IT WAS OUT AND WHAT HAPPENED. NOTHING FURTHER.
6/10/23		CITY WIDE CLEAN UP DAY		WENT OVER TO LOOK AT THE VEHICLE NEED TO FIND MAYBE VIN NUMBER IN THE DOOR OF THE VEHICLE. FOUND THE VIN ON THE DOOR. WILL RUN THE PLATE TO SEE WHO THE VEHICLE BELONGS TO.	CITY WIDE CLEAN UP WENT AMAZING I THINK EVERYONE WORKED WELL TOGETHER AND GOT IN THERE AND DID THEIR PART. CAN'T WAIT FOR THE NEXT PROJECT TO BEAUTIFY THE CITY.
6/12/23	C ST		ABANDONED VEHICLE IN HIS BACK YARD VW JETTA VIN# 3VWVD67A2GM3669 AND HAS MISSING NUMBER.	TALKED TO BRIDGET AND SHE SAID THE CITY IS RESPONSIBLE TO MAINTAIN THAT SO WILL HOPEFULLY GET SOMEONE UP THERE TO CLEAN IT UP. WILL CHECK BACK IN AND GET A RESULT.	DEPUTY SKAER WENT OVER TO HELP ME FIND THE VIN IN THE DOOR AND IT BELONGS TO A GENTLEMAN IN MCMINNVILLE. WILL TRY TO MAKE CONTACT WITH THE INDIVIDUAL. THE VEHICLE IS A 2016 VW JETTA VIN # 3VWVD67A2GM366918. I HAVE CALLED SEVERAL TIMES TO GET A HOLD OF THE VEHICLE OWNER BUT THEY DON'T HAVE VOICEMAIL SET UP SO I TEXT THEM ON 6/14/23 @ 10:26AM. WAITING TO SEE IF I GET A REPLY. ON 6/20/23 NO REPLY ON THE CALLS OR TEXT TO THE NUMBER I HAD FOR THE OWNER OF THE CAR SO I TOOK A CARD OVER THE THE RENTER FOR CLYDE DAWKINS AND HE CAN CALL TO HAVE IT TOWED HIMSELF. I PUT INFO IN MY JUNE COMPLAINT FORM AREA. NOTHING FURTHER ON MY END.
6/12/23	SW OAK ST		ABOUT THE GRASS/DEBRIS IN THE ROADWAY THAT IS PILING UP	TALKED TO BRIDGET AND SHE SAID THE CITY IS RESPONSIBLE TO MAINTAIN THAT SO WILL HOPEFULLY GET SOMEONE UP THERE TO CLEAN IT UP. WILL CHECK BACK IN AND GET A RESULT.	BRIDGET AND I TALKED TO JEFF AND WE WANT SWEEP THE ROAD BECAUSE IT IS GRAVEL BRIDGET AND I WENT UP THERE TO BRAINSTORM HOW WE COULD DO A CLEAN UP AROUND THAT AREA. WILL GET BACK HOPEFULLY WITH AN IDEA.
6/12/23	SW CHERRY ST		ROTTING MEAT LEFT IN A FREEZER BY HER BACK FENCE	PROPERTY OWNER WAS WANTING HELP ON A SOLUTION TO REMOVE A FREEZER THAT HAS ROTTING MEAT AND FLYS GATHERING BY HER FENCE. THE SMELL IS AWFUL AND MAKES HER GAG. SHE CONTACTED THE OWNER OF SAID PROPERTY AND WAITING FOR THEM TO CALL HER BACK.	THE PROPERTY OWNER OF THE BAD FREEZER CONTACTED THE OTHER PERSON AND SAID THEY WOULD GO TAKE CARE OF THE BAD FREEZER TODAY 6/12/23. NOTHING FURTHER AT THIS POINT ON MY END.
6/12/23	NW HIGHLANDS LOOP		EXCESSIVE BARKING OF DOGS	WENT OVER TO THE PROPERTY OF THE BARKING DOGS. OWNERS WERE OUT WALKING THE DOGS BUT TALKED TO ONE OF THE HOMEOWNERS MOM AND GAVE HER MY CARD AND OUR ORDINANCE CHAPTER 90. ANIMALS PUBLIC NUISANCE (5) DISTURBS ANY PERSON BY UNREASONABLY FREQUENT OR PROLONGED NOISES.	ON THE WAY BACK I SEEN THE OWNERS OF THE DOGS WALKING THEM AND STOPPED AND HAD A CONVERSATION WITH THEM ABOUT THE DOGS AND THEY WERE VERY APOLOGETIC AND SAID THEY WOULD TRY TO MAKE SURE THEY DIDN'T CONTINUE TO BARK. THEY SAID THAT THEY HAVE HAD THINGS STOLEN FROM THEIR PROPERTY AND THERE ARE DEER THAT ROAM AROUND THE OPEN FIELD AREA BY THEIR FENCE. NOTHING FURTHER AT THIS TIME.
6/12/23	JAMES ST	CODE ENFORCEMENT @10:15AM	CAR PARKED ON A NO PARKING THIS SIDE OF STREET AREA	TALKED TO THE OWNER OF THE FORD FOCUS OR LIC # 949 DME ABOUT PARKING IN A NO PARKING AREA	THE OWNER OF THE VEHICLE WENT AND MOVED HER VEHICLE TO THE OTHER SIDE OF THE STREET AND APOLOGIZED FOR PARKING THERE. SHE SAID SHE DIDN'T SEE THE SIGN. NOTHING FURTHER FROM ME.

June 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
6/13/23	ASH ST	GOT TO GO ON A TOUR OF EAST CREEK ART WITH THE CHAMBER. FUN EXPERIENCE. THANK YOU	WENT UP TO ASH STREET AND THE ROAD WAS BLOCKED BY A TRUCK AND TRAILER PROPERTY OWNER IS DOING WORK ON HIS DRIVEWAY AND REPLACING SIDE FENCING WITH COTTAGE STONES. HE IS WORKING WITHOUT PERMITS THROUGH THE CITY AND THE DRAINAGE NEEDS TO BE LOOKED AT BY JEFF TO MAKE SURE HE IS IN COMPLIANCE ON NOT HAVING IMPROPER DRAINAGE.		THE PROPERTY OWNER CAME DOWN TO CITY HALL TO FILL OUT A FENCE PERMIT. WILL CHECK BACK IN TO SEE IF JEFF APPROVED OF THE DRAINAGE. ON THE DRAINAGE THE PROPERTY OWNER NEEDED TO EXTEND IT FURTHER OUT.
6/14/23	SW MAIN ST	HAD A MEETING IN DALLAS FOR P.A.T.H.S CODE ENFORCEMENT @ 10:30AM	OVER GROWN STICKER BUSHES AND YARD IS A MESS, BOAT IN YARD AND DEBRIS EVERYWHERE	HE NEEDS TO CLEAN UP THE PROPERTY	6/27/23 I HAVE NOT SEEN ANY CLEAN UP ON THIS PROPERTY SINCE I HUNG THE DOOR HANGER ON 6/14/23. I WILL SEND A LETTER OUT AS MY NEXT STEP.
6/14/23	PIONEER DR		WHO IS RESPONSIBLE FOR THE PATHS CLEARING BETWEEN HER HOUSE	I TALKED TO JEFF AND HE SAID HE HAS NO IDEA WE HAVE NEVER CLEARED ANY BRUSH BETWEEN THOSE 2 HOUSES. ACROSS THE STREET THE CITY HAS MOWED THAT PATH AND A CITY RESIDENT HAD HELPED TO KEEP THAT PATH CLEARED FOR THE STUDENTS TO WALK FROM WILLAMINA DR ACROSS TO PACIFIC HILLS.	I WILL CALL CONCERNED RESIDENT TODAY 6/15/23 TO TELL HER WHAT I FOUND OUT.
6/15/23	MAIN ST	CODE ENFORCEMENT @10:15AM	LOTS OF DEBRIS AND THE PLACE HAS TRASH AROUND IT. A RESIDENT HAD MOVED OUT OF WILLAMINA AND TO SHERIDAN WAS WONDERING WHEN THEIR VEHICLE WOULD BE REMOVED FROM THE FRONT OF THERE HOME/GATE	THE PROPERTY NEEDS TO HAVE A MAJOR CLEAN UP. TRASH AND GARBAGE EVERYWHERE. THE GRASS AND WEEDS NEED TO BE MOWED AND TAKEN CARE OF.	PROPERTY OWNER CALLED ME BACK AND LEFT A MESSAGE WILL CALL HER BACK TODAY 6/20/23 I CALLED @ 7:59AM AND LEFT MESSAGE WITH PROPERTY OWNER. I SENT AN EMAIL TO THE PROPERTY OWNER ON 6/21/23 WITH PICTURES ATTACHED TO EMAIL 6/22/23. HAVE BEEN EMAILING PROPERTY OWNER AND SHE HAS GOT A HOLD OF HER TENANTS AND TOLD THEM THAT THEY NEED TO START CLEANING UP.
6/20/23	3RD ST	HELPED COVER OFFICE		I CALLED THE OWNER OF THE VEHICLE BUT NO ANSWER AND THE VOICEMAIL WAS FULL SO I SENT A TEXT WAITING FOR A RESPONSE FOR WHEN THEY WILL MOVE THE VEHICLE.	I TRIED TO CALL THE CAR OWNER AGAIN 6/21/23 BUT THE MAILBOX IS FULL AND I CAN'T LEAVE A MESSAGE. I FINALLY GOT A HOLD OF THE VEHICLE OWNER ON 6/27/23 AND HE SAID HE WILL BE BY ON 6/29/23 OR THE WEEKEND TO GET THE VEHICLE AND TAKE IT TO SHERIDAN. I TOLD HIM IF ITS NOT MOVED BY MONDAY I WAS GOING TO TAG IT. WILL CHECK BACK ON MONDAY 6/29/23
6/22/23	NE YAMHILL ST	CODE ENFORCEMENT @ 9:00AM	DEBRIS AND BUSHES NEED TO BE TRIMMED UP AND CLEANED UP	TALKED WITH THE PROPERTY OWNERS EX WIFE AND ASKED FOR THE PROPERTY TO BE TIDIED UP AND SHE WAS REALLY NICE ABOUT IT. CHECK BACK IN 10 DAYS 7/3/23	
6/22/23	NE YAMHILL ST	CODE ENFORCEMENT @9:00AM	PROPERTY HAS LOTS OF DEBRIS AND TRASH ALL OVER.	THE PROPERTY NEEDS TO BE PICKED UP AND CLEANED/CHECK BACK IN 10 DAYS 7/3/23	
6/22/23	NE YAMHILL ST	CODE ENFORCEMENT @ 9:00AM	PROPERTY HAS LOTS OF DEBRIS AND TRASH ALL OVER.	THE PROPERTY NEEDS TO BE PICKED UP AND CLEANED. STICKER/BUSHES CUT BACK AND SCRAP CLEARED OUT. CHECK BACK IN 10 DAYS 7/3/23	
6/22/23	NE YAMHILL ST	CODE ENFORCEMENT @ 9:00AM	PROPERTY HAS LOTS OF DEBRIS AND TRASH ALL OVER AND DISCARDED VEHICLES ON IT. CAMP TRAILERS	THE PROPERTY NEEDS TO BE CLEANED UP. LOTS OF DISCARDED VEHICLES AND STUFF ALL OVER THE YARD. CHECK BACK IN 10 DAYS 7/3/23	

June 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
6/22/23	NW MAIN ST		ABANDONED VEHICLE WITH TRASH IN THE BACK OF IT. DEBRIS IN FRONT YARD, JUST A MESS	THE PROPERTY OWNER NEEDS TO CLEAN UP ALL THE DEBRIS AND MOVE THE TRUCK INTO HIS CARPORT AND JUST DO A BIG CLEAN UP. CHECK BACK IN 10 DAYS 7/3/23.	
6/22/23	OAKEN HILLS DR		DOG AT LARGE AND POOPING IN PARK	TALKED TO THE OWNER OF THE DOG. THE DOG KEEPS ESCAPING THE BACK YARD AND HE IS TRYING TO FIX THE FENCE BUT THE DOG IS DIGGING OUT OUR SQUEEZING OUT OF ANOTHER AREA. I GAVE HIM AN OFFICAL WARNING AND CREATED A FILE ON THE DOG. I HAVE GIVEN 2 VERBAL WARNINGS ALREADY.	
6/22/23	HILL DR		BACK YARD BURNING . THE BURN BAN IS IN AFFECT FOR BOTH YAMHILL AND POLK COUNTY	THEY NEED TO NOT BURN ANYTHING DUE TO BURN BAN IN EFFECT.	I GOT AHOLD OF THE DAUGHTER WHO LIVES HERE AND SHE SAID SHE DIDNT REALIZE THERE WAS A NUMBER TO CALL FOR BURNING. HER FRIEND TOLD HER ABOUT IT AND SHE CALLED IT AND IMMEDIATELY PUT THE FIRE OUT . SHE APOLOGIZED TO ME THAT I HAD TO COME OUT TO TELL HER THAT . HOPEFULLY WE HAVE NOTHING FURTHER ON THIS NOW THAT SHE KNOWS TO CALL BEFORE SHE BURNS.
6/27/23		WENT TO A ENCOMPASS MEETING IN MCMINNVILLE W/ BRIDGET, HEIDI (SHERIDAN CITY MANAGER) DEYCIA (CODE ENFORCEMENT FOR SHERIDAN)			
6/27/23		DID DOOR HANGERS ALL DAY FOR CITY THEY ARE 48HR WATER WARNINGS THEY HAD 100 OF THEM			
6/27/23	FIR ST		GARAGE LEANING TOWARDS HER GARAGE AND MAY FALL	NEEDS TO FIX THE GARAGE TO MAKE IT STABLE	TALKED TO THE PROPERTY OWNER ABOUT THE GARAGE AND HE SAID THAT IT IS STABLE EVEN THOUGH IT DOESNT LOOK LIKE IT. HE HAS TALKED TO THE PERSON THAT IS CONCERNED ABOUT THE GARAGE BEFORE AND HE SAID HE WOULD REACH OUT AGAIN TO HER ABOUT IT AND TRY TO GET IN THERE TO FIX IT BECAUSE IT IS ON HIS LIST OF TO DO'S . WILL CHECK BACK IN TO SEE WHERE THEY ARE AT WITH THIS CONCERN
6/27/23	FIR ST		DOG WHINING AND IS IT BEING TAKEN CARE OF	WENT BY TO TALK TO THE PEOPLE AT THIS RESIDENCE AND THE DOG IS IN GOOD HEALTH AND HE IS A HUSKY NAMED MAX. HE HAS A BOWL OF WATER ON THE SIDE OF THE HOUSE THAT IS KINDA DOWN IN A HOLE BECAUSE HE LIKES TO SPILL IT AND HE HAS A POOL THEY FILL WITH WATER SO HE CAN SPLASH IN IT HE LIKES WATER. HE IS IN THE FRONT YARD MOST OF THE TIME BECAUSE THEY ARE TRYING TO GET THE BACK YARD CLEANED UP FROM NEEDLES AND DEBRIS BACK THERE TO MAKE IT SAFE FOR HIM TO BE BACK THERE.	DOG IS IN GOOD HEALTH NOTING FURTHER ON MY END.

June 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
6/27/23	HILL DR		LIGHT CONNECTED TO A UTILITY POLE THAT BELONGS TO PGE.	I WAS OUT DOING DOOR HANGERS AND SHE STOPPED ME WITH HER CONCERN ABOUT A LIGHT THAT THEY HAD PUT UP ON PGE UTILITY POLE. SHE SAID THAT IT SPARKS AND NOT SURE IF IT IS SUPPOSE TO BE ON THERE. I CAME BACK TO TALK TO DEPUTY SKAER AND BRIDGET ABOUT IT AND WE CALLED PGE AND THEY SAID ABSOLUTELY NOT AND PUT IN AN EMERGENCY REQUEST TO HAVE SOMEONE COME OUT TO LOOK AT IT AND TAKE IT DOWN.	I WILL LOOK TO SEE WHAT IS BEING DONE AND SEE IF THERE IS ANY FOLLOW UP ON OUR END. 6/27/23 BRIDGET CALLED PGE AND THEY ARE GOING TO COME OUT AND REMOVE THAT LIGHT OFF THERE POLE. IT IS NOT AUTHORIZED LIGHTING AND YOU CAN'T PUT THINGS ON THE UTILITY POLES THEY BELONG TO PGE.
6/27/23	PACIFIC HILLS DR	CODE ENFORCEMENT @ 6:00PM	A LITTLE KID WAS OUT RIDING HIS 4 WHEELER ON THE PUBLIC STREET.	I WAS OUT DOING DOOR HANGERS AND A LITTLE KID CAME HAULING UP ON 6TH STREET ON HIS 4 WHEELER. I STOPPED HIM AND TOLD HIM HE CAN'T RIDE ON OUR PUBLIC STREET AND I HAD HIM TAKE ME TO HIS HOUSE. I FOLLOWED HIM ALL THE WAY DOWN TO PACIFIC HILLS DR. I TOLD HIM TO GO GET HIS PARENTS SO I COULD TALK TO THEM. THE MOM CAME OUT SO I TOLD HER HE CAN'T BE RIDING HIS 4 WHEELER IN OUR STREETS THAT IT WAS ILLEGAL. SHE SAID SHE DIDN'T KNOW SHE THOUGHT IT WAS OK BECAUSE IT WAS JUST WILLAMINA. I TOLD HER IT DOESN'T MATTER WHERE YOU LIVE ITS STILL INSIDE OUR CITY LIMITS AND THAT IF HE NEEDS A PLACE TO RIDE THEY NEED TO TAKE HIM OUT INTO THE WOODS OR OUT ON THE SAND. I TOLD HER DEPUTY SKAER WOULD BE BY LATER TO TALK TO THEM ABOUT IT THAT I WILL REPORT THIS TO HIM. ALSO I HAD A COMPLAINT ABOUT A 4 WHEELER GOING UP WILLAMINA DRIVE AND UP TALKED TO THE PROPERTY OWNER ABOUT HIS BUSHES AND TREE THAT NEEDS TO BE TRIMMED BACK FOR CLEAR VISION CLEARANCE. HE SAID THAT HE WOULD DO IT.	I FOLLOWED UP WITH DEPUTY SKAER LATER THAT EVENING AND HE SAID HE WENT AND TALKED TO THE DAD OF THE KID AND THAT HE UNDERSTOOD AND AT THIS POINT NOTHING FURTHER UNLESS I SEE OR GET MORE COMPLAINTS THAT IT IS CONTINUING, HOWEVER SINCE DEPUTY SKAER TALKED TO THEM I THINK WE WON'T HAVE ISSUES
6/27/23	SW CHERRY ST		SHRUBS NEED TO BE TRIMMED BACK ON THIS PROPERTY FOR CLEAR VISION CLEARANCE	I TALKED TO THE CONCERNED CITIZEN AND TOLD HIM THAT HE WOULD NEED TO TALK TO A DEPUTY ABOUT THIS AND THAT I WOULD TALK TO DEPUTY SKAER ABOUT IT AND HE CAN ALSO CALL NON EMERGENCY TO GET SOMEONE TO COME UP THERE AT THAT TIME.	NOTHING FURTHER ON MY END.
6/27/23	SW HILL DR		NEIGHBORS ACROSS THE STREET ARE DOING DRUGS AND LOTS OF TRAFFIC IN AND OUT OF THE NEIBORS PLACE	I TALKED TO ONE OF THE RENTERS OF THIS PROPERTY AND ASKED HIM TO SEE IF HE COULD GET A HOLD OF THE PROPERTY OWNER TO TRIM THE TREE BRANCHES THAT ARE HANGING LOW AND YOU CAN'T SEE LEFT	
6/28/23	SW HILL DR		TREE NEEDS TRIMMED BACK ON THE LEFT SIDE OF THE STREET FROM CHERRY ST.	PROPERTY NEEDS TO BE CLEANED UP A LOT. THE HOUSE IS VACANT AND FALLING APART.	THE GRASS HAS BEEN MOWED AROUND THE OUTSIDE OF THE PROPERTY BUT NOT UP AND AROUND THE HOUSE. TREES NEED TRIMMED BACK AND THE GARAGE IS LEANING AND LOOKS LIKE IT IS ABOUT TO FALL DOWN. WILL CONTINUE TO MONITOR THIS PROPERTY FOR CLEAN UP. TOOK UPDATED PICTURES ON 6/29/23 ON THE GRASS BEING MOWED.
6/29/23	SW IVY ST	CODE ENFORCEMENT	PROPERTY CLEAN UP GRASS MOWED PROPERTY LOOKING DILAPIDATED		



June 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
6/29/23	SW HILL DR		BURNING GARBAGE AND BACK YARD WAS A MESS WITH TRASH		I HAVE BEEN WORKING WITH THIS RESIDENCE ON CLEAN UP SINCE 2/08/23. THEY HAVE SUCCESSFULLY CLEANED OUT THEIR BACK YARD AND GOT RID OF THE GOOSE THAT WAS BACK THERE. THEY CAME TO OUR CITY WIDE CLEAN UP AND GOT RID OF A LOT OF GARBAGE AND ALSO THEY GOT THEIR OWN DUMPSTER DONATED FROM THE TRIBE TO HELP CLEAN UP THE REMAINING DEBRIS AND GARBAGE IN THE BACK YARD. THE GOOD NEWS IS THIS PLACE HAS BEEN CLEANED UP AND THE NEIGHBORS THANKED THEM FOR CLEANING UP. I'M CLOSING THIS CASE ON MY END ON 6/29/23. : ) YEAH