

**City of Willamina
City Council Meeting Minutes
REGULAR MEETING
December 12, 2022
6:00 pm**

Location of Meeting:

Minutes Taken by Deputy City Recorder Bridget Meneley located at:
West Valley Fire Station
825 NE Main Street
Willamina, Oregon
and via Zoom for remote access

Present at Meeting:

Mayor Robert "Bob" Burr
Council President Rita Baller
Councilor Craig Johnson
Councilor April Wooden
Councilor Ila Skyberg
Councilor Vickie Hernandez
Councilor Barry Wilson
Interim City Manager Sarah Frost
Public Works Director Jeff Brown
Deputy City Recorder Bridget Meneley

Absent from Meeting:

Guests Not Limited To:

Mayor Robert Burr called the meeting of the City of Willamina City Council to order at 6:05 pm on December 13, 2022.

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

Flag Salute

Agenda additions, deletions, and corrections:

Public Input – Business from the Audience – None.

Correspondence – None

Presentation(s):

Rich Winkle presented the Annual Financial report for the fiscal year ending June 30, 2022. A copy of the financial report will be posted to the City of Willamina website.

Finance Manager Scott Clark provided a monthly update stating that the budget is in good shape. A bulk of the property tax revenues will be deposited; revenues and expenses are in line. Rich Winkle's audit is thorough and precise.

- Financial Consultant Kathy Taylor reiterated that Rich completed a fabulous audit. A few minor discrepancies due to "rounding up." Kathy also stated that Scott is doing a great job as well.
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I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Consideration of Open Issues

Consent Agenda:

Mayor Bob Burr

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

MOTION: Council President Baller moved to approve the consent agenda as presented. Councilor Wooden seconded the motion. Motion carried with a unanimous vote.

Regular Agenda:

Acceptance Of Annual Financial Report for the Year Ended June 30, 2022

Mayor Burr stated the question shall the City Council accept the Annual Financial Report for the year ended June 30, 2022?

Interim City Manager Sarah Frost reviewed and summarized the staff report.

MOTION: Councilor Wooden moved to accept the Annual Financial Report for the Year Ended June 30, 2022, pending corrections. Council President Hernandez seconded the motion. Motion carried with a unanimous vote.

Discussion: Council President Baller shared that she feels the City is lucky to have such a great finance team made up of Rich Winkle, Kathy Taylor, and Scott Clark.

Appointment of the 2023-2024 Budget Officer

Mayor Burr stated the question shall the City Council appoint the incoming City Manager as the Budget Officer?

MOTION: Councilor Johnson moved that City Council appoint the incoming City Manager as the Budget Officer. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

Resolution 22-23-008, Acceptance of the 2022 Election Results

Mayor Burr stated the question shall the City Council adopt Resolution 22-23-008, accepting the November 8, 2022 General Election Results?

MOTION: Councilor Hernandez moved that City Council adopt Resolution 22-23-008. Councilor Wilson seconded the motion. Motion carried with a unanimous vote.

INFORMATIONAL REPORTS

1. Chamber Liaison – Mayor Burr for Councilor Wooden

- Korrine Sullivan approached the Chamber wanting to organize the 2022 Willamina Light contest; Chamber provided \$300 for the cost of flyers and ballots.
- Salvation Army bell ringers are needed and individuals can contact Kenny Johnstone.
- Blanket Drive is going on through the winter months; Churches and local community members are collecting them so the Deputies can pass them out to anyone in need.
- City Light parade was a great success with 55 floats.
- Music will be playing during the December 17, 2022 toy give away at Coyote Joes.

2. Yamhill County Transit Authority Board Member – Councilor Johnson

Councilor Johnson shared discussion was about the distribution of funds.

3. Library Update – Councilor Hernandez

- Discussions are happening about new Library Facilities and potential locations.
 - o Business Oregon has Grant opportunities available.
- Winter Celebration is scheduled for December 20 and December 21, 2022.
- Richie Gustcott's last day will be December 31, 2022.
- No Library Board meeting in December and the Library will be closed from December 22, 2022 through January 2, 2023.
- Sarah reported that Jeff helped her find the 2001 & 2008 mock ups for the Library board who is very excited to be working on the facility planning.

4. Mayor's Report – Mayor Burr

- Mayor shared that he is thankful for a wonderful community that supported his family business as a Pharmacist and was grateful he could give back by being a City Councilor and then the Mayor for the past two years. He enjoyed his time having fun working with the Council, members didn't raise their voices and even the members didn't agree they got along very well. Mayor also expressed thanks to all the City Staff.

5. City Manager's Report – Sarah Frost

- Announced that she will continue to take lead on the homeless initiatives. Several members of City Staff and Council planned to attend the January 2023 training that will be presented by the LOC. (League of Oregon Cities)
- Continuing to assist Bridget with daily operations and Library Staff.
- She will join the Mid Valley Parenting Steering Committed to find ways to make parenting classes more readily available to parents.
- Code Enforcement interviews are scheduled, the Deputy City Recorder interviews will be schedule for January, and the posting for the Public Works Utility Tech will be posted on Friday December 16, 2022.

6. Public Works Report

- The notice to proceed with the Pump Track
 - o Beginning phases of construction will be 6 solar street lights and some work on the restroom designs.
 - Originally the budget was for 5 but with a reduction in cost they were able to purchase a 6th one.
- Water project is going out to bid in the next few weeks with construction planned to begin in Spring 2023.

Council Comments:

- Councilor Wooden shared that being a City Councilor was never on her “bucket list,” her first term was a little rough but everything worked out and she has enjoying working the last 6 years with everyone. She also encouraged the upcoming City Council to revisit the Transportation System Plan specifically the bicycle paths and truck traffic concerns.
- Councilor Johnson expressed his gratitude for departing Public Works employee Ashley for all her fabulous work in the parks. She mowed lots of grass, was a great team participant, and did a great job on the website design. City Council thanks her for her service.

ADJOURN

MOTION: Councilor Hernandez moved to adjourn the meeting at 7:32PM. Councilor Wooden seconded the motion. Motion carried with a unanimous vote.

Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on January 10, 2023 at:
West Valley Fire Station
825 NE Main Street
Willamina, Oregon 97396

Community members invited to participate via Zoom – link will be provided at www.willaminaoregon.gov

The meeting was adjourned at 7:32PM by Mayor Bob Burr.

Minutes submitted by Deputy City Recorder Bridget Meneley



Minutes approved by Mayor Bob Burr


