

**City of Willamina
City Council Meeting Minutes
Regular Meeting with Work Session
Tuesday, February 14, 2023 at 6:00 PM**

Location of Meeting:

Minutes taken by Deputy City Recorder Krystal Stevens at:
West Valley Fire Station
825 NE Main Street
Willamina, OR 97396
and via Zoom for remote access

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Craig Johnson
Councilor Vickie Hernandez
Councilor Karl Klym
Councilor Jennifer Pederson
Library Director Sarah Frost
Public Works Director Jeff Brown
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens

Absent from Meeting:

Councilor Barry Wilson

Guest Not Limited To:

Shannon Williams Keller Associates Engineer Project Manager
Yamhill County Commissioner Kit Johnston
Yamhill County Commissioner Mary Starrett
Yamhill County Commissioner Lindsay Berschauer
Community Member Ginny Wymore
Community Member Greg Pompard
Community Member Jim York
Community Member Von Widmer
Community Member Kristine Neese
Community Member Jennifer Eckels
Community Member Katherine Ljungqvist

AGENDA

Mayor Ila Skyberg called the meeting of the City of Willamina City Council to order at 6:25 pm on February 14, 2023.

The City Manager took roll call and a quorum was present.

Flag Salute

Agenda additions, deletions and corrections: None

Public Input- Business from the Audience: None

Correspondence - None

Presentation(s) -

City Manager Bridget Meneley welcomed new Deputy City Recorder Krystal Stevens to the City.

Consent Agenda:

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

MOTION: Councilor Baller moved to approve the meeting minutes from the January 10th Regular City Council Meeting as presented. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

Regular Agenda:

- 1. Water Improvement Project Bid – Shannon Williams, Keller Associates**
Shannon Williams presented to City Council the Apparent Low Responsive bids that had been received for the Willamina Water System Improvements Project A and Project B. Shannon said they are still under review. Based upon Keller's initial review on February 9, 2023 this appeared to be K&E Excavating for both Project A and Project B.

- 2. Library Board Appointments**

Library Director Frost presented two new applicants for the Library Board- Jennifer Eckels and Katherine Ljunqvist. Sarah also requested that Mayor Skyberg authorize a position of the Library Board be dedicated to a representative from the School District.

Mayor Skyberg called for a motion for City Council to approve these appointments to the Library Board.

MOTION: Councilor Hernandez moved to approve the Library Board appointments. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

3. EID Budget Approval

EID Secretary/Treasurer Ginny Wymore spoke about the budget and scope of the EID, brought the list of nominees for the slate of officers, and spoke about what the EID does for the community such as beautification, administrative, business development, parking and community activities.

MOTION: Councilor Hernandez motioned to approve the proposed EID Advisory Committee and accept the slate of officers, annual report, and budget as presented by the EID. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

4. Homelessness Response & Prevention

Library Director Sarah Frost presented results from the Community Conversation which was held on February 2, 2023. Twenty four people attended the meeting including volunteers, library board members, school district staff, the Mayor, the City Manager and others from neighboring communities. A lot valuable information was gathered and important conversations about how to best proceed in handling the homeless situation in our community.

Library Director also shared that she as well as City Manager Bridget Meneley, Mayor Ila Skyberg, and Deputy City Recorder Krystal Stevens attended a tour of the tiny home Village in Grand Ronde.

Library Director said several years ago Oregon State gave an unfunded mandate to each individual municipality that they put an emphasis on providing safe relief to those of their community who are experiencing homelessness. The League of Oregon Cities (LOC) is advocating for small rural communities for the Oregon Legislature to give some funding to assist them in addressing this crisis and adhering to this mandate. If we are awarded this money, Willamina will be receiving approximately \$89,000.

MOTION: Councilor Hernandez moved that the Council authorize staff to continue their community work and discussions on Willamina's Homelessness Response and Prevention, and that they explore emergency shelter response solutions for our community. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

5. Scam Emails / Government Official Emails

City Manager Bridget Meneley spoke about scam emails that city staff and councilors have been receiving in their city emails. She said if something seems fishy don't open it, don't respond to it. There will often be grammatical errors, you

can click on the email address of the sender to see where it originated from. Examples of this are people asking them to purchase gift cards, people requesting changes in their payroll, etc.

Library Director Frost said to help identify each individual better we will set up email accounts with each individual having their own signature. It is imperative that City Council and staff only use their city issued email accounts and use a password to lock their city issued Kindle devices.

INFORMATIONAL REPORTS

1. Chamber Liaison – Mayor Skyberg

Mayor Skyberg said the Chamber is planning on having their annual bark dust sale. They need drivers and loaders to volunteer their time. The bark dust is donated by Hampton Lumber and it is hauled to the site by Walsh trucking.

2. Yamhill County Transit Authority Board Member – Councilor Johnson

Councilor Johnson said the Transit Authority Board is deciding when to initiate charging a fare again. At this time Yamhill County buses are fare-free. The next meeting will be held on February 23, 2023.

3. Library Board Liaison – Councilor Hernandez

Councilor Hernandez said the next Library Board meeting will be held next week. Library Director Frost reported that the Library Board is exploring what a new facility plan will look like, for expanding the library. Tyler Crook is the Library Board chair.

MAYOR'S REPORT- Mayor Skyberg

Mayor Skyberg said January 25, 2023 she attended an event with a lot of discussion on the homelessness mandate, the governors plans, infrastructure, and her priority to address homelessness. February 2, 2023 attended the homelessness response and prevention community discussion. February 9, 2023 attended a small city meeting in Dallas about homelessness prevention. February 10, 2023 attended a tour of the tiny house village in Grand Ronde.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. City Manager – Bridget Meneley

Bridget spoke on how important all networking and connections are within the community and our neighboring communities, and how much we need that community to accomplish current and future goals.

2. Public Works Director – Jeff Brown

Jeff said public works has been down 2 people. A tracer study was conducted at the water treatment plant determining a need to change the location of the booster pump. Jeff also mentioned some new fencing that has been put in at the Tina Miller Park. He also spoke about Oaken Hills Park and the progress being made with installing the bathroom facilities. Hampton lumber donated the roofing materials and the plans are in to the county for a permit. The new solar powered street lights arrived a month ago.

3. Sheriff's Report (provided in Agenda packet)

COUNCIL COMMENTS

- Councilor Johnson introduced Jim York, the new pastor of the Free Methodist Church in Willamina. He has been visiting all over town and is working with other pastors in the area.

ADJOURN

MOTION: Councilor Hernandez moved to adjourn the meeting at 7:25PM. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

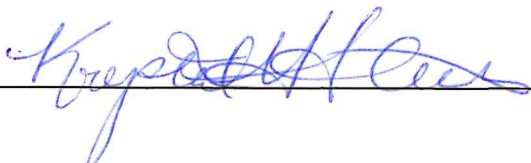
Agenda and Time of Next Meeting

The next City Council Regular Meeting will be held on March 14, 2023 at 6:00 PM
West Valley Fire Station
825 NE Main Street
Willamina, Oregon 97396

Community members are invited to participate via Zoom - access information can be found on the City of Willamina website at <https://www.willamina.oregon.gov>

The meeting was adjourned at 7:25PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder Krystal Stevens



Minutes approved by Ila Skyberg