

**City of Willamina
City Council Meeting Minutes
REGULAR MEETING
Tuesday, March 14, 2023 at 6:00 PM**

Location of Meeting:

Minutes take by Deputy City Recorder Krystal Stevens
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 Barry Wilson
Councilor Karl Klym
Councilor Jennifer Pederson
Public Works Director Jeff Brown
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens
Finance Manager Scott Clark

Absent from Meeting:

Guests Not Limited To:

Carol Joa Juliette's House
Katie Bowman Juliette's House
Community Member Kristine Neese
Community Member April Carothers
Shannon Williams Keller Associates

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00 PM on March 14, 2023.

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

Flag Salute

Agenda additions, deletions, and corrections:

Deputy City Recorder Stevens said she had made some errors on the March 14, 2023 Meeting of the City Council agenda and on the February 14, 2023 City Council Work

Session meeting minutes. Two of the errors were not including the year after the date on both the agenda and the work session meeting minutes. The other error was that the Library Liaison was to present a document included in the agenda packet regarding the homelessness response, and there was not a document provided in the packet.

Public Input – Business from the Audience -

Jack Scott, a member of the Willamina Fourth of July Committee, presented to the Council the idea of reinstating the downhill races as part of the Willamina Fourth of July events. This event involves kids building their own non-motorized carts to race.

CORRESPONDENCE – Juliette’s House request, Homeward Bound Pets financial request

PRESENTATIONS –

- 1. Juliette’s House** – Carol Joa and Katie Bowman from Juliette’s House presented information and statistics regarding child abuse in Oregon and Yamhill County. They stated that by law elected officials and City Councilors are required to do a training on child abuse. Protect Our Children and Stewards of Children offer trainings for learning how to recognize and react responsibly to signs of child abuse. They could come out to do a training for the Council.

They also spoke about recognizing April as National Child Abuse Prevention Month. They would like to supply Willamina with pinwheels, signage, yard signs and posters to put up around the city. They also requested that Willamina do a “pinwheel garden” as we have in the past. They would like to put something in the local Bulletin Board and put out brochures. Carol Joa offered the suggestion that the library make a display of some materials and books about the topic.

A community member attending the council meeting asked about what Juliette’s House does to address and prevent child abuse. Katie Bowman answered that they offer age-appropriate educational curriculum to schools, they do adult trainings on recognizing and responding to signs of child abuse, they also offer online-safety training for children, as well as offering clinical services and resources to families with children who have experienced abuse.

- 2. Finance Manager, Scott Clark** – reviewed the city’s finances and said things are looking great, we’re right on track. It was discussed that the City doesn’t have any extra room in the budget to put money towards the Huddleston Pond erosion. We will have to find other sources of funding to put towards that issue.
- 3. Homeward Bound Pets** – City Manager Meneley presented this request for funding on behalf of Homeward Bound Pets because their representative was not able to make it. They are asking for a donation of \$3,000. City of Willamina donated money to them a few years ago.

4. **Shannon Williams, Keller Associates** – Shannon explained the grants that the city applied for to address both the Huddleston Pond erosion and the 2 lift station projects. The grants were applied for through the office of Senator Jeff Merkley, requesting Congressionally Directed Spending funds and a FEMA Disaster Aversion Grant. The FEMA grant is meant to prevent disaster such as the Huddleston Pond erosion. Paying for both of these projects will take many sources of funding to finance these them including funding from various sources including the Environmental Protection Agency, grants and bonds through the State Legislature, the general state budget and the selling of Lottery Bonds.
Shannon explained the difference between emergent and urgent situations. She said Huddleston Pond is an example of an urgent situation that has not become emergent yet. Emergent in this situation would indicate that the levy has broken and the pond is actively draining causing damage to the rivers, embankments, the city of Willamina, our water treatment ponds and the drinking water of cities downstream from the pond.
If we were to declare a state of emergency it could cause us to not qualify for important preventative grants such as the FEMA grant we were able to apply for.

CONSENT AGENDA

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

MOTION: Council Chair Baller moved to approve the meeting minutes from February 14, 2023 City Council Meeting and Work Session as presented. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

REGULAR AGENDA

1. **Homeward Bound Pets Financial Request** – City Manager Meneley spoke on Homeward Bound's behalf due to their spokesperson being unable to attend. Their funding request was for \$3,000. There was discussion held about this topic and a suggestion was made for the City to sponsor a fundraiser to make a donation to them such as a bake sale/bingo night. It was agreed that a Saturday night in early May would work best.

MOTION: Councilor Hernandez moved that the City Council look into doing a fundraiser to help contribute funding to Homeward Bound Pets. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

2. **Juliette's House – Proclamation**

Mayor Skyberg read aloud the proclamation to declare April 2023 to be National Child Abuse Awareness Month and Council discussed it.

MOTION: Councilor Hernandez motioned that the City Council approve the signing of the proclamation by Mayor Skyberg. Councilor Pederson seconded the motion.

Motion carried with a unanimous vote.

City Manager Meneley stated that all state and elected officials are mandatory reporters which means they must complete a mandatory training on child abuse. Juliette's House will send staff to do a training for us. The Council opted for a one hour training session to take place after a City Council meeting.

3. Rules of Council Procedures

City Manager Meneley handed out a copy to all councilors of the City of Sheridan City Council Rules of Procedure and the League of Oregon Cities (LOC) Model Rules of Procedure for Council Meetings. She said the Council needs to put together their own list of Rules for Council Procedures. It is possible to adopt the model from the LOC and make changes to personalize it to Willamina. There was discussion about this topic and it was decided that the Council would take the handouts home to go through them and discuss it at the next Council meeting.

4. City Council Goals

City Manager Meneley handed out a staff report and Council goals from 2022. Councilor Johnson suggested the Council Goals be added to the next work session.

5. School District Athletic Banner

Mayor Skyberg added an agenda item from Coach Hughes of the Willamina School District to have the City purchase a banner at the cost of \$40, to hang on the fence surrounding the new high school track and the football field to support the school athletic program.

MOTION: Councilor Hernandez motioned that the City of Willamina purchase a banner to support the Willamina School District athletics program. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

A donation of \$40 to cover the cost was given by an anonymous community member in attendance of the meeting.

INFORMATIONAL REPORTS

- 1. Chamber Liaison – Mayor Skyberg** – Mayor Skyberg said there is the last Wet Season Music fundraiser 7-9 at the West Valley Campus on Saturday. She reported that Sheridan is looking for a place to open a waterway that will go all the way to Newberg. It would be a place to put in boats, kayaks and canoes. She said Grenfell Park so far looks to be the best option.
- 2. Yamhill County Transit Authority Board Member – Councilor Johnson** – Councilor Johnson said he doesn't have any new information to report. The board is still looking at reinstating fares and working with community leaders with projects

throughout the district on how to spend funds.

- 3. Library Board Liaison – Councilor Hernandez** – Councilor Hernandez reported that the library is still operating on limited hours and Library Assistant Karla Johnson continues to work behind the scenes. Christine Talley, from City Hall, has been filling in to run the library while Library Director Sarah Frost has been on vacation. She said at the Library Board meeting, Library Director Frost gave an update on the homelessness response. Library Board Member Jennifer Eckles was elected to be the new co-chair of the Library Board and the new library building facility was discussed. She said the library is open on the fourth Saturday of every month for a program day and for the Astronomy Club meeting. The next Library Board meeting is March 21, 2023 at 6:00PM.

MAYOR'S REPORT – Mayor Skyberg

Mayor Skyberg said she attended a Polk County Service Integration meeting on March 7th, 2023. She said she wrote two support letters to contribute to applying for the Congressionally Directed Spending grants. She also attended two fundraiser teas, on March 5 and March 12, 2023 and attended a meeting regarding emergency funding on March 9, 2023.

INFORMATIONAL REPORTS FROM CITY OFFICERS

- 1. City Manager – Bridget Meneley -**
Bridget referenced the two handouts she had given to each councilor regarding the grants that were applied for the week prior. She discussed how last minute the applications were turned in and how hard Public Works Director Jeff Brown, Mayor Skyberg and city engineer Shannon Williams of Keller Associates worked to help get all the information needed together. The total amount requested for the Huddleston Pond was 4.2 million. The total for the two lift stations was 4.3 million. She said the City also has 2 million of CDS grants ear marked for us that we are still waiting on. She said we are watching for any other money available that we can apply for to get for Huddleston Pond.
- 2. Library Director, Homelessness Response Liaison – No report provided**
Library Director Frost was on a scheduled vacation and no report was given.
- 3. Public Works Director – Jeff Brown -**
Jeff said the Water Intake Project is moving forward. He said the pump track should be progressing. It consists of two parts and if contracts are signed before April then a good portion of it should be built by the fall of 2023. The next portion of it should be finished by June of next year.
- 4. Sheriff's Report (provided in Agenda packet)**

COUNCIL COMMENTS

Councilor Hernandez asked about getting the Council packets via email instead of on

printed paper every month to reduce paper usage. It was discussed that several of the councilors appreciate having a printed copy of the Council packet for their reference. The point was also discussed that the councilors are supposed to be keeping their physical records of the Council packets for a certain amount of years. This is why the boxes have been provided for filing them.

City Manager Meneley reminded councilors that they need to submit their Statements of Economic Interest with the Ethics Commission. This opens up March 15th, 2023 and it only takes about 5-10 minutes, Deputy City Recorder Stevens is available to assist.

City Manager Meneley also said there is a League of Oregon Cities meeting called President's Regional Meeting which will be held May 11, 2023 11:00am-1:00pm in Dallas, OR. She encouraged all councilors to attend if they can, it is supposed to be a very important meeting.

City Manager Meneley asked what the best way is to communicate with the councilors. Several of the councilors do not access their emails regularly, but decided email was still the best way and they would work on accessing them more frequently.

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 April, 11 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 Mayor Ila Skyberg


