



**Willamina City Council  
Regular Meeting  
Meeting Minutes  
Tuesday, July 11, 2023 at 6:00 p.m.**

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 Barry Wilson  
Councilor Craig Johnson  
Councilor Jennifer Pederson  
Councilor Karl Klym  
Public Works Director Jeff Brown  
City Manager Bridget Meneley  
Deputy City Recorder Krystal Stevens

**Absent from the Meeting:**

Library Director Sarah Frost excused absence  
Finance Manager Scott Clark excused absence

**Guests Not Limited to:**

Paul Daquilante News Register  
Community Members Greg & Debbie Poupard  
Community Member Jim York

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:02 p.m. on July 11, 2023.

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

Flag Salute

**AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS - None**

---

An Equal Opportunity Employer

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

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

**PUBLIC INPUT** - None

**CORRESPONDENCE**- None

**PRESENTATIONS** –

1. **Finance Manager, Scott Clark**- Due to Scott's absence, City Manager Meneley briefly reported that Scott said things are going well and on target.

**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 25, 2023 City Council Special Meeting, the Meeting Minutes from the June 13, 2023 City Council Regular Meeting, and the Meeting Minutes from the June 20, 2023 City Council Special Meeting. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

**REGULAR AGENDA**

**1. Backflow Procedures**

City Manager Meneley read aloud from the staff report. She explained the backflow letter and Contractor Test Option Form. Both documents were drafted by the city's legal team. The city has been out of compliance on backflow testing for a substantial amount of time and the Oregon Health Authority (OHA) has been over gracious with allowing the city to extend the time frame to move into compliance. The city is currently on a corrective action plan to move into compliance. If the OHA were to withdraw this plan the city would receive fines of \$100 per day per violation.

Public Works Director Jeff Brown explained that the city charter states that annual testing of backflow devices is a requirement or water service will be shut off. The OHA reported that the city has been testing exceptionally well and this is the only thing lacking. City Manager Meneley said it is because the city has been testing so outstandingly that it has not been moved into noncompliance and received fines.

There was discussion about residents who need a device installed, the city has some for purchase. There was discussion about if public works employees could be trained to test the devices themselves. Public Works Director Brown said no it is not possible, there is not enough manpower and they don't have the legal right to touch residents water systems beyond the meters. The council would like to see the door hangers when they are ready.

Discussion took place prior to a motion.

---

*An Equal Opportunity Employer*

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

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

Councilor Hernandez had nothing to report because the Library Board is not meeting for the summer months.

City Manager Meneley said Library Director Frost had asked her to report that sixty three people attended the summer reading event in the park on July 11, 2023. After the event the library was busy and several families came in to sign up for new library cards and to participate in the summer reading program. On July 15, 2023 there is a stargazing event and July 16, 2023 the movie "Jungle Cruise" will be shown at the library.

## **MAYOR'S REPORT**

Mayor Skyberg reported that the Willamina Fourth of July event was wonderful. She offered thanks to Public Works Director Jeff Brown and his crew for all their work on the event. She suggested the council sends a thank you card to the Fourth of July Committee and to the pyrotech that put on the fireworks display.

Firefighter Jennifer Colton who oversaw the fireworks display was brought down from the upstairs of the fire station to see the council. She was applauded and thanked for all her hard work with the display. She said if anyone wants to see a video recording of the fireworks display it is available on YouTube. She also offered if any of the councilors want to be down with her team during the fireworks display next year, they are welcome to be there.

## **INFORMATIONAL REPORTS FROM CITY OFFICERS**

### **1. City Manager**

City Manager Meneley reported that one of the city's office staff has resigned due to her family moving out of the area. She thanked the council for their questions surrounding the backflow procedure because it caused her to reach out and she has made some great connections with both the OHA and DEQ. She discussed the progress of the implementation of Aktivov, the city's new asset management software company. She has also been working on updating all staff's job descriptions.

City Manager Meneley gave an update on grants. The Small City Allotment (SCA) grant is due July 31, 2023. She also had a meeting with Business Oregon, Keller Associates engineers and Public Works Director Brown to discuss the grants for the lift stations and Huddelston Pond levy.

Public Works Director Brown specified that the SCA grant funds will be used to improve Hill Drive and to provide ADA compliant sidewalks and ramps in town including the intersection of 3<sup>rd</sup> Street and Oaken Hills Drive.

### **2. Library Director – Library Director Frost excused absence**

### **3. Public Works Director**

Public Works Director Brown reported that the water intake project is moving forward. The dates for in-water work will be from July 15, 2023 through September 15, 2023. There has been a lot of bank work done, brush clearing, clearing a road to the water treatment plant, and most of the pipe for the project has been received. The pipe is called C900, it is a special kind that is welded together instead of using fittings. There was discussion about tours, and he specified that anyone going on a tour will be provided with proper safety gear including a hard hat and safety vest. There will be at least four large signs printed and posted with details and a map showing the plans for the project. These will be put in key areas around town where the public can view them and get information about the project.

Public Works Director Brown gave details on the progress of the Oaken Hills pump track. Contracts have been signed with American Ramp Company and they will begin work on the outer ring of the pump track in September. The inner ring will be constructed in the spring with projected completion in June of 2024. Three solar lights have been installed in the park. These lights start bright at dark and after three or four hours they dim to twenty percent power. They have been installed for safety in the park after dark. The intention is to provide dim lighting that will not disturb the residents living near the park. He said the bathrooms are progressing, the concrete and block work is done and has gone through inspection. There was discussion concerning the moisture that collects in that part of the park during the wet season. Part of the construction process will address drainage for that portion of the park. The trail to the track will be kept out of the moisture.

#### **4. Sheriff's Report (provided in Agenda packet)**

#### **5. Code Enforcement (provided in Agenda packet)**

### **COUNCIL COMMENTS**

#### **1. Councilor Klym- Railroad Petition**

Councilor Klym asked the council if they would be in support of drafting up a letter and all signing it to send to ODOT regarding the Willamina downtown railroad crossing. In addition, he would like to make a petition for community members to sign and have a table to collect signatures at the National Night Out event (NNO).

Council President Baller said it was a great idea and offered thanks to Councilor Klym for bringing this suggestion to the council. She suggested putting a notice on the city website about the petition and sending a letter to Hampton asking for their cooperation and signatures for the petition.

City Manager Meneley specified that she had cleared this idea with the city attorney and it is fine. Councilor Hernandez mentioned the website where a citizen can lodge a complaint about the railroad crossing. Public Works Director gave the website as

ask.odot.gov and specified the location of the crossing as Highway 157 and mile post 2.5 and Willamina Creek Road. It was discussed that flyers should be handed out with that information on them at the petition table during the NNO.

**MOTION:** Councilor Klym moved “that the council write a letter to ODOT, council members in favor sign the letter, and that the council has a table at the National Night Out event to collect community member signatures on a petition to be sent to ODOT regarding the Willamina railroad crossing.” Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

Councilor Klym asked if there was anything else that the city could use to help the algae in the pond instead of chemicals. He suggested doing more research into possible options.

Public Works Director Brown stated he sent samples to Portland State and it has been determined to be a kind of an aquarium algae. He said cutting it has only made it flourish more. The only way he knows to control it is to block off it's light.

There was discussion about other possibilities such as sterile carp or cutting the seaweed multiple times.

**MOTION:** Councilor Klym moved that the city research alternative options for controlling the algae in the pond. Council President Baller seconded the motion. Motion carried with a unanimous vote.

## **ADJOURN**

**MOTION:** Councilor Hernandez moved to adjourn the meeting at 7:27 p.m. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned by Mayor Skyberg at 7:27 p.m.

## **Time and Date of Next Council Meeting**

The next City Council Regular Meeting will be held on Tuesday August 8, 2023 at 6:00 p.m.  
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



---

Minutes approved by Mayor Ila Skyberg



---

---

An Equal Opportunity Employer

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

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