



**Willamina City Council
Regular Meeting
Tuesday, May 9, 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 Craig Johnson
Councilor Barry Wilson
Councilor Karl Klym
Councilor Jennifer Pederson
Public Works Director Jeff Brown
City Manager Bridget Meneley
Finance Manager Scott Clark
Library Director Sarah Frost

Absent from Meeting:

Councilor Vickie Hernandez excused absence
Deputy City Recorder Krystal Stevens excused absence

Guests Not Limited to:

Community Member Greg Poupard
East Creek Art Owner Joe Robinson
Yamhill County Commissioner Kit Johnston

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00PM on May 9, 2023.

Library Director Frost took the roll and a quorum was present.

Flag Salute

Agenda additions, deletions, and corrections:

City Manager Meneley removed regular agenda item number one "Backflow Procedures" and will table the item to be discussed at the June meeting.

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Public Input- Business from the Audience:

Community member Greg Poupard said he attended a County Commissioner meeting in April and was impressed with how informative and professional it was. He thanked the people at the City Council meetings for all of their hard work and service. He also commented on how nice the path and fishing is at Hampton Pond and what a good job the City's Code Enforcement has been doing.

Joe Robinson owner of East Creek Art shared information about his property and what they offer visitors. He described their programs and funding. They are looking to expand their facilities on-site and seeking to obtain a non-conforming land use permit from the County for building a safer and more comfortable building. They are asking for community support letters that they can take with them to the County when applying for a permit. Their address is 12251 SW East Creek Road and anyone who wants to visit is welcome.

CORRESPONDENCE – None

PRESENTATIONS –

1. Finance Manager, Scott Clark- Scott said the finances are looking good. There will be a couple of supplemental items for the end of the fiscal year, which is normal.

1. **CONSENT AGENDA**

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

MOTION: Council President Baller moved to approve Meeting Minutes from the April 11, 2023 City Council Meeting and Public Hearing and Meeting Minutes for City Council Goals. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

REGULAR AGENDA

1. **Backflow Procedures** – Tabled for discussion in the June City Council Meeting.
2. **City Manager Evaluation-**
Mayor Skyberg thanked the Council for their professional and kind evaluations of the City Manager. She has found City Manager Meneley to exemplify commitment and dedication. She is articulate, enthusiastic, and tackles endless tasks with grace. She shows honesty and integrity, and her positive nature supports the city staff, Council, and community. She has successfully passed her 6-month review and will remain employed for the City of Willamina.
3. **Pump Track Update**
Public Works Director Jeff Brown said the pump track project has made it past the appeal period and the contract is in progress. He referred to the picture included in the packets and said a video will be provided during the June Council meeting. If the project

progresses according to plan, the inner ring will be completed in the fall of 2023 and the outer ring will be completed in the spring of 2024. There was discussion about whether any other drawings or detailed plans are available for the Council to see. Jeff said there are more available and he could provide those.

4. Rules of Council Procedures

The Council was presented the first portion of the Rules of Council Procedure taken from the City of Sheridan's version of Rules of Council Procedure, to be used for adoption by the City of Willamina. The portion was provided in their Council packets and was read through by each councilor prior to the meeting. There were no comments or changes suggested to what was presented. The size felt manageable to all of the councilors.

INFORMATIONAL REPORTS

1. Chamber Liaison – Mayor Skyberg

Mayor Skyberg reported that there will be a city clean up prior to the Fourth of July. City Manager Meneley was asked to share more details on this event. She said it is happening on June 10, 2023, discussed the details of the event and said the code enforcement Officer Mardette Cook has been doing a lot to help the community get cleaned up. There will be liability forms for volunteers to sign in order to keep them safe.

Mayor Skyberg also discussed the downtown hanging flower baskets and that they are provided by the EID. She said we appreciate the work Jeff Brown does to prepare for their watering system before they are hung.

2. Yamhill County Transit Authority Board Member – Councilor Johnson

Councilor Johnson said the Advisory Board had a meeting on April 27, 2023. They elected him to be the Vice Chairman and the Board is looking for new members. Title 6 Bill of Rights was updated and will go to the Commissioners. The American Disability Act has made Dial-A-Ride possible and is very utilized. They are looking for bus drivers and looking at grants and are considering moving their transportation center.

3. Library Board Liaison – Councilor Hernandez – excused absence, refer to Library Director Report below.

MAYOR'S REPORT – Mayor Skyberg reported that she attended a Fair Housing Council meeting in Salem, a Library Fundraising Committee meeting, and the water intake preconstruction meeting. City Manager Meneley offered additional information about the water intake preconstruction meeting. She specified that there would be weekly progress meetings with the construction team, community awareness events, and notice given to any community members with addresses that will be affected by the construction. The construction timeline is tentative and subject to change.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. **City Manager** – City Manager Meneley discussed the City County Dinner being held on May 18, 2023, the upcoming Budget Committee meeting, the League of Oregon Cities Presidents Regional Meeting on May 11, 2023, the West Valley Resource Fair being held on May 13, 2023 in Lafayette, and the National Night Out event on August 1, 2023. She said the permits for the water intake project are finally approved. She showed the Council the welcome packets that the City staff have put together. These packets will be distributed to FCI for visitors doing trainings as well as to other people new to town working on various construction jobs. She also extended a thank you to Yamhill County Commissioner Kit Johnston for the contact for the railroad.

2. **Library Director** – Library Director Frost discussed the Summer Reading Program. It will include altered weekend hours, a summer splash series in the park, free snacks and lunches provided on consistent days during all summer weeks, and movie nights organized by youth volunteers. She also mentioned a benefit concert being done by Siren Nation from which the Willamina Public Library will receive half of the net profits as a donation. She discussed what the Library Board has been working on as well as the Library Facility Planning Committee and the Library Fundraising Committee. She gave an update on the homelessness response and said their next meeting is June 8, 2023 to discuss emergency shelter services during cold weather events.

3. **Public Works Director** – Public Works Director Jeff Brown discussed the construction beginning for the water intake project. He will offer weekly tours of the project to the Council members to track progress and will be documenting before and after pictures. There was more general discussion about the impacts of the water intake project on the city, wetlands, and what time of year the in-water work can be done. There was more discussion about the construction plans, time-frame and requirements for the project.

Jeff also discussed the progress of the Oaken Hills Park Pump Track project. The foundation for the restroom has been poured and the City will hire someone for pouring the concrete blocks. Plans are moving forward with the design company and they will come in to do asphalt, ramps and grading but public works will be involved with the process. There was discussion about the asphalt thickness and Council seeing more drawings and plans after the contract is finished.

4. **Sheriff's Report (provided in Agenda packet)**
5. **Code Enforcement (provided in Agenda packet)**

COUNCIL COMMENTS

Councilor Johnson asked for an update on the progress of the Ridgeview Heights development. City Manager Meneley said they are getting ready to go to the Planning Commission in June for a preapplication meeting. Their land use application has been approved. There was discussion

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about how many houses they will build, how many phases it is divided into and how the water intake project relates to the homes being built in that project.

Councilor Klym asked if the Soap Box races are still planned for the Fourth of July. City Manager Meneley confirmed that the City has discussed it with their insurance and the races are happening. There was discussion about how to advertise this event to the families in the community.

Council President Baller said she would like the Council to write a letter of support for East Creek Art. She said it is a goal of the City to help establish businesses in town and this would draw people to Willamina for a positive reason.

MOTION: Council President Baller motioned that if the City's legal team approves, the Council will write a positive letter of support for East Creek Art. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

ADJOURN

MOTION: Councilor Pederson moved to adjourn the meeting at 7:20PM. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

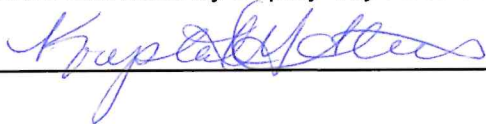
The meeting was adjourned at 7:20PM by Mayor Ila Skyberg.

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



Minutes approved by Mayor Ila Skyberg



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