



**Willamina City Council
Regular Meeting and Public Hearings
Amended Meeting Minutes
Tuesday, June 13, 2023 at 5:00 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
Councilor Vickie Hernandez
Public Works Director Jeff Brown
City Manager Bridget Meneley
Finance Manager Scott Clark
Deputy City Recorder Krystal Stevens - Amended

Absent from the Meeting:

Library Director Sarah Frost excused absence

Guests Not Limited to:

Yamhill County Commissioner Kit Johnston
Paul Daquilante News Register – Amended
Ernie Martin Recology Valley Operations Manager
Community Member Jason Mercier
Community Member Greg Poupard
Public Works Jeff Rosenberry
Arnie Bhowmick Aktivov Asset Management (via Zoom)

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 5:00PM on June 13, 2023.

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

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Agenda additions, deletions, and corrections:

City Manager Meneley added Arnie Bhowmick presenting about the proposed contract with Aktivov Asset Management as item number three under presentations. She also added Resolution 22-23-009 to be placed in the packet in front of the Approved Budget document.

CORRESPONDENCE –

1. **Community Fair Email** – Mayor Skyberg read an email sent from the Mayor of Lafayette to all the participants of the Community Resource Fair that had been held in Lafayette on May 13, 2023.

Public Input:

Community member Jason Mercier approached the Council with questions regarding the right to have a swimming pool on his property without a surrounding fence. He voiced his concern that he had been told by code enforcement that he would receive a daily fine if he did not have a fence in place around his pool. He was assured by City Manager Meneley that this was a misunderstanding based on outdated material with information that was no longer accurate, he will not be receiving a fine, and no fence is required at this time.

PRESENTATIONS –

1. **Recology Presentation** – Ernie Martin - Recology Valley Operations Manager. Ernie reviewed the reasons for rates increasing this fiscal year and the proposed rate changes. He discussed the percentages that the rates will increase, the R99 renewable diesel that their vehicles use, the improvements to staffing at their McMinnville office, and price increases Recology is dealing with such as employment and materials. The average customer in Willamina will receive a \$1.43 increase on their monthly bill. Notices will be sent out to the community.
2. **Finance Manager** - Scott Clark- Scott discussed the April statements and that all revenues are coming in as scheduled. He said we may exceed some of the revenue projections, expenses are mostly in line, and he and City Manager Meneley have set up and completed a supplemental budget for this year and it will be presented to Council before June 30, 2023.
3. **Aktivov Asset Management – Arnie Bhowmick**
Arnie introduced himself and his company. He described the superior performance and benefits of their company over other asset management companies and all the things their software has to offer.

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 9, 2023 Regular City Council Meeting. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

PUBLIC HEARINGS

1. Mayor Skyberg opened the public hearing #1 at 5:27PM

The public hearing was held to receive comments from the general public and questions from the Council, regarding the use of State Revenue Funds in Fiscal Year 2023-2024 Budget.

One question was asked regarding the tax rate increase and it was answered that it is the average increase that is imposed every year.

Mayor Skyberg closed the public hearing #1 at 5:29PM

2. Mayor Skyberg opened the public hearing #2 at 5:29PM

The public hearing was held to receive comments from the general public and questions from the Council, regarding the Approved Budget document for the fiscal year beginning July 1, 2023 as approved by the Budget Committee on May 25, 2023.

Council President Baller asked if there are any funds set aside for matching funds for grants for repairing Huddleston Pond. Scott said after any information is received regarding grants for this, a supplemental budget can be submitted.

Mayor Skyberg closed the public hearing #2 at 5:32PM

REGULAR AGENDA

1. **Fiscal Year 2022-2023 City of Willamina Approved Budget – Resolution 22-23-09**
Mayor Skyberg read aloud from staff report provided.

MOTION: Councilor Hernandez moved to adopt Resolution 22-23-009, adopting the 2023-2024 Budget, making appropriations, and determining, imposing and categorizing taxes in accordance with ORS 294.456, and imposing a tax rate at \$4.2039 per \$1,000. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read aloud the resolution which was to correct the total calculated amount of the City of Willamina Approved Budget. It was noted that the total written on the second page of the resolution was incorrect and it would be corrected.

2. Fiscal Year 2022-2023 City of Willamina Election to Receive State Revenue Sharing – Resolution 22-23-010

Mayor Skyberg read aloud from the staff report provided.

MOTION: Councilor Johnson moved to adopt Resolution 22-23-010. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read Resolution 22-23-010 aloud.

3. Resolution 22-23-011, A Resolution approving the proposed 2023-2024 Rate Structure for Recology Western Oregon

Mayor Skyberg read aloud from the staff report provided.

MOTION: Councilor Hernandez moved that the City Council adopt Resolution 22-23-011. Council President Baller seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read Resolution 22-23-011 aloud.

4. Agreement for Police Services with Yamhill County

Mayor Skyberg read aloud from the staff report provided.

MOTION: Councilor Pederson moved that the City Council authorize the Mayor and City Manager to sign the attached Agreement, and any necessary amendment, for Police Services on behalf of the City of Willamina. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

5. City Manager Compensation from Evaluation

Mayor Skyberg read aloud from the staff report provided.

MOTION: Councilor Hernandez moved to approve an increase in the current City Manager's yearly salary of \$1,000 based on the results of her six (6) month performance evaluation. Council President seconded the motion. Motion carried with a unanimous vote.

6. Land Use IGA/Contract with the MWVCOG for FY 2023-2024

Mayor Skyberg read aloud from the staff report provided.

Two corrections were found on staff report, the date was incorrect and was changed to June 13, 2023, and the word "interim" was removed from the term "City Manager" in the paragraph describing the Issue.

MOTION: Councilor Hernandez moved that the City Council authorize the City Manager to sign the attached Land Use Planning Contract on behalf of the City of Willamina as

amended. Council President Baller seconded the motion. Motion carried with a unanimous vote.

7. Rules of Council Procedures

There was some discussion between Councilors about the document provided. City Manager Meneley clarified a misunderstanding. Deputy City Recorder Stevens is expected to rewrite the City of Sheridan Rules of Procedure and tailor it to the specifications of Willamina City Council, and then present each rewritten section before Council for corrections. She will do so with the first two sections that have been provided and re-present these sections in the July City Council Meeting.

8. Asset Management

Mayor Skyberg read aloud from the staff report provided.

MOTION: Councilor Hernandez moved to authorize the City Manager to coordinate and sign appropriate documentation to secure Aktivov Asset Management services on behalf of the City of Willamina. Councilor Pederson seconded the motion.

Discussion was held about the asset management system that the City has currently been in contract with. There were several issues with it, one of the most problematic being the cost of training to properly utilize the system, which was available at the estimated cost of \$2,000 per day in addition to the annual fee.

City Manager Meneley and Public Works Director Brown described the benefits of Aktivov and the reasons behind choosing this company specifically. City Manager Meneley explained the benefits of having a GIS map. Discussion of cost and rate increases.

City Manager Meneley explained that the contract with Aktivov has been reviewed by the City's attorney and is now awaiting final approval from the attorney.

Motion not carried. Council decided to table the motion until next agenda, pending attorney approval.

9. Insurance Coverage Renewal

Mayor Skyberg read aloud from the staff report provided.

There was discussion about the annual rates increase. Finance Manager Scott Clark explained that in order to budget for that increase, the City Budget reflects an estimate as to the expected increase and if it's more then they submit a supplemental budget.

MOTION: Councilor Wilson moved to authorize the City Manager to sign the attached insurance renewal documents on behalf of the City of Willamina. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

10. July 4, 2023 Coordination

Mayor Skyberg read aloud from the staff report provided.

MOTION: Councilor Hernandez moved to authorize the City Manager to coordinate with the 4th of July committee on the 4th of July Festival including, but not limited to, the closure of streets and the use of City properties. Councilor Wilson seconded the motion. Motion carried with a unanimous vote.

11. Lunch Feeding Site

Mayor Skyberg read aloud from the staff report provided.

MOTION: Councilor Pederson moved that the City Council authorize the Willamina School District to use Tina Miller Park and surrounding City owned or controlled areas as a feeding site for the summer lunch program. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

12. Pump Track Update

Deputy City Recorder Stevens played the video made to promote the Oaken Hills Pump Track. Some discussion followed the video.

13. Mandatory Reporting Training for Elected Officials- This was moved to the end after the Informational Reports because the trainer had not yet arrived.

INFORMATIONAL REPORTS

1. Chamber Liaison – Mayor Skyberg

Mayor Skyberg discussed the City's clean-up day event and how successful it was, she thanked the City employees for their hard work and organization. She said she also took a tour of East Creek Art and attended a couple other meetings in Salem.

2. Yamhill County Transit Authority Board Member – Councilor Johnson

Councilor Johnson described an issue with route 22, even though it runs two evening rides out of McMinnville, the 5pm ride is usually full. There has been discussion about running a second bus during busy times. There are also issues with only having space for 3 bicycles at a time and not having enough space for all of the bicycles.

3. Library Board Liaison – Councilor Hernandez- Nothing to report at this time.

MAYOR'S REPORT – See above, Mayor Skyberg combined the Mayor's Report with Chamber Liaison report for this month.

INFORMATIONAL REPORTS FROM CITY OFFICERS

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1. **City Manager** – City Manager Meneley discussed the Supplemental Budget. She said it needs to be posted in the newspaper and a second City Council meeting must be held by the end of June. She also wanted the Council to have a training on the homelessness state mandate and had invited Patty Mulvihill of the League of Oregon Cities (LOC) to come speak about it to the Council. There was discussion about which date to have this meeting and it was decided that the next meeting would be held on June 20, 2023.
2. **Library Director** – Library Director Sarah Frost excused absence.
3. **Public Works Director** - Public Works Director Brown said there isn't a lot to report on this month. The first of the prescheduled recurring water intake construction meetings will take place on Wednesday June 14, 2023.
4. **Sheriff's Report (provided in Agenda packet)**
5. **Code Enforcement (provided in Agenda packet)** - Councilor Johnson noted that Council needs to encourage Code Enforcement Officer Mardette Cook because she's been having a hard time with some community members while doing her job and she is doing a great job.

COUNCIL COMMENTS

Council President Baller had a few comments-

1. She asked if the City had asked the attorneys about writing a letter of support for East Creek Art. It was confirmed that the City had received the okay for the Council to write a letter of support.
2. She would like to see better signage in relation to the chemicals being used at the Huddleston Pond.
3. She inquired as to the internet availability outside of the Library building. It was confirmed that the power outlets are on a timer but the internet is not.
4. She gave extreme kudos to Public Works Director Jeff Brown for his in-depth tour of the old water treatment structures and the improvements it has already seen and will be receiving with the next project.
5. She extended thanks to Commissioner Kit Johnston for attending the Willamina City Council meetings and wanting to know what is happening in our town.
6. She discussed a property near the river that needs to be cleaned up before flood season. She said it could damage the trestle carrying the wastewater to the treatment center if the debris were to be swept into the river and pile up against it.

Councilor Klym echoed the concern about chemical use in the Huddleston Pond.

Public Works Director Brown explained to the Council that the product being used to control the seaweed in the pond is natural and safe to use for the wildlife. They have tried multiple other

methods of controlling the seaweed growth including cutting it and that actually increased its growth. They have strict guidelines of what they are allowed to use and they abide by them.

ADJOURN

MOTION: Councilor Hernandez motioned to adjourn the meeting at 6:58PM. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned at 6:58PM by Mayor Skyberg.

Time and Date of Next Meeting

The next City Council Special Meeting will be held on Tuesday June 20, 2023 at 6:00PM.
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



