

CITY COUNCIL GOALS Discussion Meeting Minutes

April 11, 2023

1. INFRASTRUCTURE

a. *Water Intake/School Line*

The bid for this project has been awarded and the contract is signed. Preconstruction meeting scheduled for April 20, 2023.

b. *Wastewater Master Plan*

We are $\frac{3}{4}$ of the way through the process of putting this together.

c. *Street Projects (SCA/CIP)*

Two street projects were just finished on Barber and Walnut and we just received \$200,000 in reimbursements from those grants. At this point there are no more grants available to us. At this time we are working from a list of all the streets that need work in town and how they qualify for grant money based on a point system. Right now we are at a standstill until we can build up financial reserves to provide a match for more grant money. There will be a discussion with SCA soon but it is not expected that we will qualify for anything at this point.

Councilor Klym requested a copy of the list of streets and their ranking based on the point system.

2. CODIFICATION OF MUNICIPAL CODE

- a. It was discussed that this is a big project and it will take some hard work to get our documents in order. Much of the paperwork has been put into storage and is not in an order that is easy to find. It is a work in progress. Deputy City Recorder Stevens will be heading up this project in the near future. It was suggested that we reach out to local colleges in the area to access some free labor time from students who need the experience working with municipal code and records.

3. LIVABILITY / BEAUTIFICATION

- a. It was discussed that the bulk of this kind of work falls under the responsibility of the Chamber of Commerce and the EID. There was discussion about helping to drive more spirit and energy surrounding the downtown area. There are grants available to help with beautifying downtown, Main Street Grant. Some buildings are ready to use such as the old bakery building. It was suggested that we reach out to the wood shop class at the high school to build us some planters and other items to donate to the downtown.

4. PARKS PROJECTS

a. *Oaken Hills Pump Track*

In progress.

b. *Hampton Park Bank Stabilization*

This is in process. We have applied for \$4.3 million dollars in grants. We have set aside \$100,000 to pay for studies to be conducted in the near future to determine what the specific issues are with the levy.

c. *Update Master Plan*

This has not been started yet.

d. *Regional Bike/Pedestrian Pathway – Steel Bridge Route*

This project will be revisited.

5. ECONOMIC DEVELOPMENT

a. Recruit new business (dependent on TSP adoption / parking / walking)

TSP has been adopted. A meeting will be taking place soon including an ODOT representative to talk about ADA curbs and different kinds of curbs cities can choose from. There will be a project starting in 2024 to help fit what we have.

b. Tourism

Nothing to report.

c. BLM Maintenance Shop Relocation

This project was stopped by BLM a while ago. Deputy City Recorder Stevens is in the process of trying to contact someone from the BLM and reopen the conversation about possibly moving the shops located on the corner of NE Main Street and NE Oaken Hills Drive in downtown Willamina.

6. YOUTH ACTIVITIES

a. Youth and Family Activities

The Oaken Hills Pump Track fits into this category. The Library also has many of the family friendly and youth activities/programming.

It was suggested that we create a youth committee with a liaison that attends the City Council meetings. Perhaps incorporate FFA.

b. Safety / Health / Wellness

Nothing to report. Councilor Wilson made the point that a lot of the construction that has been happening in Willamina is meant to be family friendly with the design of the neighborhoods and the locations of parks and playgrounds etc. He said that part of Health and Wellness is how the community is developing.

7. STREETS – SAFETY

a. Lighting

b. Bike / Pedestrian Pathways

c. Crosswalks

In response to all of three of the above “Streets – Safety” subcategories; there was discussion about the general safety of our streets and pathways. The poor condition of many of our streets with potholes and the topic of the railroad crossings near the bridge in downtown Willamina were discussed. This is under jurisdiction of the railroad and ODO and that conversation has to happen between ODOT and the railroad. The community needs to continue to send emails to ODOT concerning the roads and the railroad crossing. There is an upcoming meeting between Bridget, Jeff, a Polk County Commissioner and Ryan from ODOT.

The city is planning to purchase some radar signs to encourage drivers to slow down when entering Willamina. Commissioner Kit Johnston said to contact Mark Lago about borrowing some radar trailers.

It was discussed that information should be put in the City newsletter for community members to continue to send emails to ODOT regarding the deteriorated railroad crossing.

It was suggested that the City Council revisits and updates the City Council goals quarterly instead of yearly. It was also suggested that we discuss the idea of a dog park.



**Willamina City Council
Meeting Minutes
Regular Meeting and Public Hearing
Tuesday, April 11, 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
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
Library Director Sarah Frost

Absent from Meeting:

Council President Rita Baller

Guests Not Limited To:

Community Member Kristine Neese
Yamhill County Commissioner Kit Johnston

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00PM on April 11, 2023.

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

Flag Salute

Agenda additions, deletions, and corrections:

An agenda item was added to the list as item one. The item was the staff report and document presenting "Findings Justifying an Exemption from Traditional Competitive Bidding."

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Public Input – Business from the Audience - None

CORRESPONDENCE – None

PRESENTATIONS –

1. Finance Manager, Scott Clark

Scott said our finances are looking good and revenue is coming in. We will receive PGE franchise fees for March. There will be a supplemental budget put together and that will be provided in June for City Council meeting. No issues with the upcoming audit which will start in September. Deputy City Recorder Stevens explained the Financial Reports binder and that financial reports are available for the Council via email upon request.

CONSENT AGENDA

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

MOTION: Councilor Johnson moved to approve the meeting minutes from March 14, 2023 Regular City Council Meeting as presented. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

Mayor Skyberg closed the City Council meeting at 6:07PM

PUBLIC HEARING

Mayor Skyberg opened the public hearing at 6:07PM

The public hearing was held to receive comments from the general public and questions from the Council, regarding the exemption of the Oaken Hills Pump Track project from the competitive bidding requirement.

A community member asked for a description of the pump track.

The council presented some questions for clarification on the exemption and reasons for it. There was discussion about how the company for design and construction was decided upon.

Mayor Skyberg closed the public hearing at 6:20PM

REGULAR AGENDA

(Addition) Exemption of Oaken Hills Pump Track Bidding Process

A staff report and a document from Keller Associates was presented. There was a discussion about the Oaken Hills Pump Track project. The City's attorney has been working with our Senior Project Engineer from Keller to navigate the appropriate process since October of 2022. When working with our Legal team questions arose about how the bidding process American Ramp Company utilized. ARC used Sourcewell, which the City of Willamina is a member of; our legal team discovered that Oregon's procurement processes aligned a little differently and Oregon contractors were given an opportunity to place bids.

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Keller communicated with four different contractors; one bid was provided and came in higher than American Ramp Company. ARC has already completed the conceptual design which was paid for by a private donor. This company will complete both phases of the contract with assistance from contractors and City Staff. With Council approval for the exemption, there is a required appeal process that will need to remain open for seven (7) days. If the decision is not appealed, the City attorney will work with ARC and Keller to secure the contract and begin construction.

1.

MOTION: Councilor Pederson moved to approve the exemption of the Oaken Hills Pump Track contract from traditional competitive bidding and use Sourcewell as the method of Design Build team qualifications-based selection. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

2. Reminder SEI Completion

Deputy City Recorder Stevens explained to the councilors that she is now the jurisdictional contact for Willamina for the State Ethics Commission. She specified that two councilors still needed to complete their surveys by April 15, 2023.

3. Staff Report Discussion

City Manager Meneley told the Council that staff reports can sometimes feel redundant and unnecessary and asked them how they felt about them. There was discussion and it was decided that the Council finds them helpful for explaining topics and for offering the City's recommendations.

4. Follow Up on Homeward Bound Fundraiser

Councilor Hernandez and City Manager Meneley clarified that the City is not legally allowed to organize a fundraiser for Homeward Bound. The most we could do is help facilitate and advertise but we cannot be responsible for handling or managing the funds.

5. Date for Child Abuse Prevention Training

It was decided that the Child Abuse Prevention Training will take place directly after the June City Council meeting. The regular City Council meeting time will be moved ahead to 5:00PM and the training will take place after.

6. Rules of Council Procedures

The Council discussed making Willamina's own Rules of Council Procedures by adapting what Sheridan City Council had for their own. It was decided the Deputy City Recorder Stevens would separate Sheridan's Rules of Council Procedures into manageable sections and each month the Council would review the provided sections to modify and adapt it for Willamina's document.

7. City Council Goals

The Council discussed the 2022 City Council Goals and what had been accomplished from that list. Refer to attached *City Council Goals Discussion Meeting Minutes*.

INFORMATIONAL REPORTS (Items that require no Council action)

1. **Chamber Liaison – Mayor Skyberg** - Mayor Skyberg reported that last Friday the Willamina Chamber of Commerce hosted the Sheridan Chamber of Commerce at Coyote Joes and it was a great meeting.
2. **Yamhill County Transit Authority Board Member – Councilor Johnson-** Councilor Johnson had nothing new to report. The Board will meet again on the 3rd Thursday of the month.
3. **Library Board Liaison – Councilor Hernandez** – Councilor Hernandez said the Library Board met on March 21,2023 and will meet again next week. They discussed the homelessness response and prevention, the Summer Reading Program and the Kindergarten Kick Off. The fundraising committee will have a meeting Sunday April 16, 2023. The fourth Saturday of the month is the programming Saturday with lots of activities and services available. The City is looking into getting the Library Board City emails.

MAYOR’S REPORT

Mayor Skyberg attended the Technical Assistance for Rural Development Roundtable hosted by Andrea Salinas on April 6, 2023. She attended “coffee and Conversation” the next day with Lucetta Elmer in McMinnville where the centers of discussion were Oregon’s lenient drug laws, illegal drug usage, mental illness and treatment, and the lack of affordable housing.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. **City Manager** – City Manager Meneley thanked Mayor Skyberg for attending those meetings. We have a full staff that is working hard to cross train in every area at the City Hall so we are available for the community. She discussed the change of hours of operation, incoming calls ringing in multiple offices, monthly managers meetings and quarterly all staff meetings.
2. **Library Director, Homelessness Response Liaison** – Library Director Frost reported that the February Homelessness Response meeting went well. There was discussion about what does emergency response look like and shelter during cold weather events. March and April community partners from Grand Ronde and Sheridan and churches attended. She is partnering with a program out of Polk County called PATHS which is Providing Assistance Towards Housing Solutions. She will be attending a meeting in Dallas on April 20, 2023 about funding. She will be meeting with the LOC moving forward in our rural communities. She said lately people in our own community have been coming forward to her asking for help because they are hearing about the work she’s doing. She is helping to connect them to resources through Polk County.
3. **Public Works Director** – Public Works Director Jeff Brown discussed the Water Intake Project saying the contract is signed and they are waiting for a start date. There is a preconstruction meeting scheduled for the end of the week. The Oaken Hills project restrooms are waiting on plumbers to finish so the concrete can be poured. There will be hot asphalt patches poured to fill in potholes as time allows.
4. **Sheriff’s Report (provided in Agenda packet)**

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5. **Code Enforcement (provided in Agenda packet)** – This was the first report included in the Council packet from new Code Enforcement Officer Cook. She is open to suggestions and will continue to include a report for each Council packet.

COUNCIL COMMENTS

1. Councilor Hernandez said she had attended a Neighborhood Watch meeting at the VFW. Corinne Sullivan was the lead on starting the group. Deputy Flood was present at the meeting discussing crime prevention and what the group needs to do to create a Neighborhood Watch. The next meeting is scheduled for May 1, 2023. She encouraged them to let the City know what they are doing.
City Manager Meneley reiterated that as an elected City official Councilors are not allowed to speak as officials but as community members. It is hard to keep the distinction between the two so she encouraged people to be careful when attending meetings as community members. It must be completely separate from the City.
2. Mayor Skyberg presented the Oregon Association of Water Utilities plaque for 30 years of participation.
3. Councilor Klym thanked Yamhill County Commissioner Kit Johnston for attending the meeting.

ADJOURN

MOTION: Councilor Hernandez moved to adjourn the meeting at 7:57PM. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

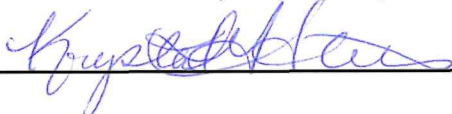
The meeting was adjourned at 7:57PM by Mayor Ila Skyberg.

Agenda and Time of Next Meeting


The next City Council Regular Meeting will be held on May 9, 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>

Minutes submitted by Deputy City Recorder Krystal Stevens



Minutes approved by Mayor Ila Skyberg



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