



**Willamina City Council
Meeting Minutes
Tuesday, October 10, 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 Craig Johnson
Councilor Barry Wilson
Councilor Karl Klym
Councilor Jennifer Pederson
Finance Manager Scott Clark
Public Works Director Jeff Brown
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens

Absent from Meeting: None

Guest Not Limited To:

Community Members Greg & Debbie Poupard
Community Member Kristine Neese via Zoom
Public Works Jeff Rosenberry

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00 p.m.

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

Flag Salute

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS -

City Manager Meneley noted two changes to the agenda:

1. Removal and reschedule of Dan Blue Recology Western Oregon presentation
2. Removal and reschedule of Jennifer Eckles Electric Cars presentation.

PUBLIC INPUT – None

CORRESPONDENCE – None

PRESENTATIONS –

1. **Finance Manager Scott Clark** – Scott said the City is right on track for August revenues and expenses are looking good. He said he has gone through the first thirty-two items on the list for audit.

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 September 12, 2023, City Council Regular Meeting. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

REGULAR AGENDA

1. Keller Recommendation – Stop Sign Discussion

City Manager Meneley discussed the provided information regarding a citizen's request for adding a stop sign to the four-way intersection of SW Fir St and SW Barber Ave. The council was presented with a recommendation from City Engineers Keller Associates to add a fourth stop sign. City Manager Meneley said that city staff and the Senior Contract Deputy were consulted and do not recommend the idea of adding a fourth stop sign. Public Works Director Brown stipulated that stopping on a hill would be unsafe in the winter road conditions. There was agreement from multiple councilors that it would be an unsafe place for vehicles and school buses to stop in winter conditions.

MOTION: Council President Baller made a motion to leave the intersection as it is. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

2. Pond Discussion -

Deputy City Recorder Stevens shared with the council about attending a meeting with the Yamhill County Soil & Water Conservation District and Greater Yamhill Watershed Council (YSWCD), research that had been done regarding the current herbicide used by Public Works in the Huddelston Pond, and research done for alternative methods of getting rid of the invasive aquatic plant and algae growth issues.

City Manager Meneley presented information given to her by Public Works Director Brown regarding a sample of the invasive aquatic plant in the Huddelston Pond that he had sent to Portland State University (PSU) in 2014. The expert from PSU had identified the plant to be a plant called Brazilian Waterweed. Her recommendation from the Department of Ecology was to use the chemical Fluoridone. This chemical is commonly

used in ponds to control it. She specified that this weed reproduces by rooting fragments of the plant, so it is difficult to get rid of. Traditional cutting only makes it flourish more.

There was discussion about the algae bloom image DEQ had published. Public Works Director Brown said it has been identified as a plant called Duck Weed.

There was discussion about the effective use of barley straw for controlling algae growth. The use of sterile carp for the invasive weed was discussed. Public Works Director Brown said Oregon Department of Fish and Wildlife (ODFW) recommended against using carp in the Huddleston Pond. There was discussion about what Sheridan uses in their pond. The Sheridan Pond is much smaller than Huddleston Pond. The City is not able to drain Huddleston Pond or disturb the bottom of it. There was discussion regarding the aeration of the pond and the overflow for the pond. There was discussion of any possible negative effects of using barley.

Deputy City Recorder Stevens told the Council that Jordan Anderson and Keith Nasman from the YSWCD will be visiting Huddleston Pond in Willamina on Monday October 23, 2023, at 4:30 p.m. All the councilors were invited to the meeting.

There was discussion of steps moving forward. Deputy City Recorder Stevens said she would check with Sheridan to see how they treat their pond, investigate any negative effects of the use of barley straw in ponds, and investigate alternative treatments for controlling invasive aquatic plants.

MOTION: Councilor Johnson made a motion to table the conversation until the next council meeting. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

3. December TMDL Work Session -

City Manager Meneley told the Council that Elizabeth Sagmiller of E & S Consulting would like to return to do a work session regarding next steps of the TMDL Implementation. The work session is scheduled for 5:00 p.m. on December 12, 2023, before the regular city council meeting. Dinner will be provided.

INFORMATIONAL REPORTS

- 1. Chamber Liaison – Mayor Skyberg** - Chamber has been working on replacing some of the light bulbs for the swag that hangs over the streets for Christmas and have added more snowflakes this year.
- 2. Yamhill County Transit Authority Board Member – Councilor Johnson** – The Board has a meeting this month and he will give a report next month. For now, fares are still

free.

- 3. Library Board Liaison – Councilor Hernandez** – was not able to attend the last meeting. She referred to the report from Library Director Frost that was included in the council packet. The October Library Board meeting will be held via Zoom only.

MAYOR'S REPORT

Mayor Skyberg reported that she met with City Manager Meneley and the Mayor and City Manager from Sheridan. They discussed development code, home occupation licenses, and importance of networking and working together.

Mayor Skyberg said she attended two days of the Main Streets of Oregon Conference in Independence and really enjoyed it. She also attended a meeting at the Huddleson Pond in Willamina with Representative Lucetta Elmer and House Representative Rayfield, Public Works Director Brown and City Manager Meneley to discuss the state of the bank erosion, hopefully to get some funding. Also visited the pump track.

Deputy City Recorder Stevens mentioned learning that Hood River took over the maintenance and care of an ODOT street going through their downtown to have complete control over the use of the street.

INFORMATIONAL REPORTS FROM CITY OFFICERS

- 1. City Manager** – City Manager Meneley reported on several conferences that the city staff attended in the month of October. She also reported that the Code Enforcement vehicle is currently broke down and the city is looking for a repair for it.

City Manager Meneley spoke about the conference for Main Streets of America and how their program works with upgrading downtown areas. She discussed the conferences for the League of Oregon Cities, Oregon Association of Court Administration and Oregon Association of Financial Officers. She said it is currently open enrollment time for City employee's insurance. She also discussed the visit from Representative Lucetta Elmer and House Speaker Dan Rayfield regarding the requested levy funds that they are going to try again to receive this year.

City Manager Meneley gave an update on the pond levy funding. She said the City originally had \$100,000 dollars set aside for Geotech engineering using an 80-20 grant, which is 80% fund with a 20% grant. The city is now going to ask for up to 30% for design planning, will hear from Finance Manager Clark to assess what the city can give. The city also is waiting to hear back on some Congressional funding dollars that have been earmarked for the city and now have been applied for.

City Manager Meneley discussed the topic of the next Planning Commission meeting,

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intentionally clarifying that information should not be overshared with the City Council because any appeals for decisions made by the Planning Commission will be brought to the City Council for review. She discussed phases three- six of Tim Wenger's Ridgeview Heights Subdivision that the Planning Commission will review. They will meet on October 24, 2023, at 6:00 p.m.

The State required backflow device testing moving forward with the goal to have 69%-93% by November 20, 2023. In December City Staff will meet with Oregon Health Authority to review the progress and request that the correction plan be deemed complete. .

There are currently four businesses in the city that have not gone through the proper steps to become businesses with permitting and licensing. The city is working with them to get them to move their business applications forward.

2. **Library Director** – Library Director Frost was on an excused absence and provided a library report for the council which is included in the Council packet. City Manager Meneley shared that the library has been having trouble with their internet and there is work being done to repair it as soon as possible.
3. **Public Works Director** – Public Works Director Brown shared the attached pictures of the new water intake structure, pictures of the in-water work, and inside with the doors and screens. He said that the restrooms at Oaken Hills Park are finished and approved by the building inspector and are now just waiting for the solar powered locks to arrive and be installed. He said the equipment for the outer ring of the pump track is scheduled to be delivered on the October 16, 2023, and the ramp company crew will come later in the month to install it.

City Manager Meneley said there will be a groundbreaking ceremony at the beginning of construction on the pump track and she will email the council when they decide on a date so the councilors can attend it if they want to.

There was discussion of whether there are other places on the South Yamhill Riverbanks where any erosion has been happening heading through Willamina. Public Works Director Brown said he hasn't noticed any; he has noticed some settling but not erosion.

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

COUNCIL COMMENTS

1. Council President Baller commented on how nice the flowers are in town. She also shared that she would like to have a quarterly update on approved housing, construction, and businesses happening in town. City Manager Meneley gave a short

recap of the most recent activities regarding those items. It was explained that Planning Commission only meets when there is an agenda and there have been a limited number of meetings during 2023. Phases of the Ridgeview Heights, infill project on Cherry Street that was approved almost two years ago is under construction, and business applications are being processed for several new businesses.

2. Mayor Skyberg commented on how much work Public Works Director Brown puts into making sure the flower baskets are taken care of. He designed and installed that water irrigation systems that water the annual baskets, he preps the areas for basket delivery, and cleans up the systems preparing them for winter.

3. Councilor Klym asked that if anyone has any pictures of Huddleston Pond when it is at the height of algae and plant growth season, please bring them to the visit with the representatives from the YSWCD.

4. Councilor Hernandez mentioned that the grocery store has new owners.

ADJOURN

MOTION: Councilor Hernandez motioned to adjourn the meeting at 7:34 p.m. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

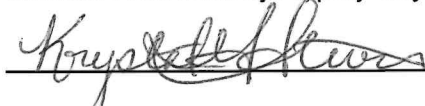
The meeting was adjourned by Mayor Skyberg at 7:34 p.m.

Time and Date of Next Council Meeting

The next City Council Regular Meeting will be held on November 14, 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



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