



**Willamina City Council  
Meeting Minutes  
Tuesday, November 14, 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 Vicki 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

**Guests Not Limited To:**

Community Members Greg & Debbie Poupard  
Public Works Jeff Rosenberry  
News Register Paul Daquilante  
YCSO Captain Sam Elliot  
YCSO Undersheriff Brandon Bowdle  
YCSO Sgt. Jacob Herr  
Willamina School District Superintendent Carrie Zimbrick  
CTGR Police Chief McKnight  
Recology Western Oregon Dan Blue  
Recology Western Oregon Ernie Martin

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:02 p.m.

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

Flag Salute

## **AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS**

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE-

**CORRESPONDENCE** – None

## **PRESENTATIONS –**

1. Dan Blue – Recology Western Oregon- Dan presented the council with a rough quote for establishing a recycling depot in Willamina. The recycling depot would provide receptacles for cardboard, glass and plastic. He also discussed the option and pricing for lawn debris collection, both at the recycling depot or as a bin at each household. A worst-case scenario was given with the most expensive prices, stipulating that the prices could be reduced based on the services decided upon. For bi-weekly residential lawn debris collection, the cost would add a monthly twenty dollar increase to all residents of Willamina receiving services.
2. Jennifer Eckels – Electric Cars- Not present at meeting.
3. Carrie Zimbrick – Willamina School District- Superintendent Zimbrick presented to the council a bond that the school district is attempting to pass on the May 2024 ballot. If approved, the bond would be given an equal match from the State of Oregon to make it a total of \$5 million for the school district. The money would be used to add five classrooms, enhance security, parking, fencing, walkways and improve the traffic flow. The school district would like to add a culinary arts program for the high school and bring back the elementary music program.

There was discussion about a second egress from the school property and Superintendent Zimbrick said ODOT has said no to an extra access coming off Highway 18. The school district has considered making an emergency access off Hauser Road.

4. Finance Manager, Scott Clark- The financials for September are in good shape. In November the city will see property tax revenues coming in. For the audit- everything has been sent and the audit is on track.

Mayor Skyberg called for one more opportunity for public input if any visitors had misunderstood the time to speak. There was no public input.

## **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 the October 10, 2023

City Council Regular Meeting. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

## **REGULAR AGENDA**

### **1. Yamhill County Sheriff's Office Contract Discussion**

Mayor Skyberg read aloud from the provided staff report and called for a motion.

**MOTION:** Council President Baller motioned that the Council authorize staff and the mayor to enter into discussions with the Sheriffs Department and the Confederated Tribes Police Department. Councilor Wilson seconded the motion.

City Manager Meneley said Sergeant Herr and Captain Elliot had come to answer any questions regarding the recent change in staffing and schedule. She stipulated that all other conversation regarding Yamhill County Sheriff's Office (YCSO) and Confederated Tribes of Grand Ronde (CTGR) Tribal Police and logistics of service would not be discussed at this meeting.

Captain Elliot stood and discussed the services that YCSO provides to the city and the recent change in staffing. He specified that Willamina pays for two full time contracted deputies, and YCSO has been contracting with Willamina for 30 years. The former contracted deputy for Willamina was Nathan Skaer and he has moved positions to rural patrol. Deputy Jeramiah Baker has taken his place as a contracted deputy for Willamina alongside Deputy Brett Adamski. It was discussed that Deputy Nathan Skaer's trained narcotics dog Rojo, would still be working in the West Valley if his services are needed. Captain Elliot said typically deputies cycle through their contracted positions every two years.

City Manager Meneley told the Council she had been approached by CTGR Police with the opportunity to contract with them instead of YCSO, offering 3 full time deputies and 1 supervisor.

Motion carried with a unanimous vote.

### **2. Land Use Planning and Business Processes**

City Manager Meneley said its exciting that there are several new businesses, land use opportunities and developments in town. Sometimes businesses open or land use is done without following the city development codes. This was included as an agenda item so it could be opened to the Council for discussion. Oregon is more stringent than most states with development codes.

In addition, Christine Talley has taken over planning for the city and is working on building a report of current development to provide each month to the Council. We have been working on streamlining the building and development processes. The application fees pay for the contract city planner and contract city engineers.

### **3. City Manager Evaluation Preparation Discussion**

Mayor Skyberg said she had been planning on having the evaluation forms available at the meeting but will provide the evaluation forms for this at the December meeting. She iterated that City Manager Meneley has been doing a great job.

## **INFORMATIONAL REPORTS**

- 1. Chamber Liaison – Mayor Skyberg-** The Chamber has been discussing the Christmas Lights Parade and the staging location has been changed to the school campus.
- 2. Yamhill County Transit Authority Board Member – Councilor Johnson-** Had their quarterly meeting and they have a new committee member. A new customer code of conduct update was processed in case a customer needs to be removed from a bus for their conduct. Rides are still fareless. The buses have been parking in a gravel lot for a long time and they are relocating to the shop across the street from the Heritage Museum outside of McMinnville. It will have four bays for working on the buses and an administrative office.
- 3. Library Board Liaison – Councilor Hernandez-** Library usage is up, a lot more people coming in. Implemented a new self-checkout station. First West Valley Newsletter went out from Willamina, Grand Ronde and Sheridan. All three directors have been meeting to collaborate. Next meeting for the Library Board will be in November 28, 2023 via Zoom.

## **MAYOR'S REPORT**

Mayor Skyberg said she met to discuss the proposed school bond, she will be participating in a youth "If I Were the Mayor" contest, and attended City County dinner at Spirit Mountain Casino.

## **INFORMATIONAL REPORTS FROM CITY OFFICERS**

- 1. City Manager-**
  - a. General Updates** City Manager Meneley gave a recap of a meeting that occurred between city staff and representatives from the BLM regarding the land swap of their downtown Willamina Maintenance Shops property. The meeting was successful, but it was discussed that a land swap would be a long and complicated process with the federal government. The positive side of the

meeting was a partnership was formed with the BLM and the city can move forward with open communication from them.

- b. Conference Updates** City Manager Meneley gave a summary of her time attending a finance conference and the League of Oregon Cities conference. She discussed having a city staff and council luncheon and ornament exchange in December 14, 2023.
- c. Krystal Stevens Conference Updates-** Deputy City Recorder Stevens attended a court administration conference and will be taking over court for the city. She provided the council an update on the use of barley straw for addressing pond algae growth and gave an update on Sheridan's treatment of their pond.

She also provided information regarding the "If I Were the Mayor" contest that the mayor will be participating in with the youth of the community. She shared that Mayor Skyberg, City Manager Meneley and herself met with Superintendent Zimbrick and discussed the contest. It will be promoted through the school district and through the public library for the homeschool community.

- 2. Library Director-** Library Director Frost discussed the 2022-2023 annual statistics report, the numbers have grown. The library has stayed busy since the end of the summer. The library has established a larger food pantry/community kitchen space complete with a refrigerator. The space had 99 visits during the month of October. Thanksgiving food bags will be handed out as well. The library participated in the art tour and had over 200 visitors during that time. The fundraising committee's 501c3 is almost reestablished. An article was included for the council to read that was written about the library. There was discussion about the homeschool group and the group of students from the high school that come to visit the library every week. There was discussion about the collaboration of the libraries of the West Valley which consists of working with Sheridan and Grand Ronde libraries.
- 3. Public Works Director-** a progress update was provided regarding the progress on the Oaken Hills Pump Track and restrooms. An update was provided about the progress of the water intake project; the intake structure is not complete but is usable. The waterline from the treatment plant to the school is chlorinated and pressure tested. Work is being done on 5<sup>th</sup> street and it is a new pressure zone. Work on the raw waterline will begin after the January 1, 2024.

There was discussion about the glass windows on the top of the walls of the restrooms at Oaken Hills Park being a potential problem if not covered by a plexiglass to protect it. This could potentially create a liability for the city. There was also a concern of privacy in the restrooms, related to the possibility of the backyards behind the restrooms having a view into them. Public Works Director Brown said he believes people will not be able to

see inside the restrooms and city staff will inquire about the glass liability.

- 4. Sheriff's Report-** Sergeant Jacob Herr shared that Deputy Baker is getting acclimated to being in Willamina and he discussed various community events that YCSO participated in such as Red Ribbon Week at the school district and the Christmas Lights Parade.

- 5. Code Enforcement**

## **COUNCIL COMMENTS**

There was discussion that the trunk or treat event was well attended and possibly adding more lighting for the parking lot next year.

There was discussion regarding the testing of fish in the pond and the timing of when to do it.

Public Works Director told the council that the water at the top of the pond is draining through the overflow into the South Yamill River, but the drains are plugged during the treatment to prevent run off into the river. There was discussion about beginning treatment of the pond with the use of barley straw while there isn't an active algae problem. There were differing opinions regarding the treatment of the pond. There was discussion of testing the water in the pond for contaminants due to the health and safety concerns. If the testing was done, DEQ would potentially take over the testing and the control of what happens with the pond after that point. If the test results are not favorable, it could mean the pond may be shut down. City staff will work on next steps.

## **ADJOURN**

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

The meeting was adjourned by Mayor Skyberg at 8:12 p.m.

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

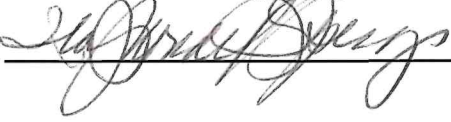
The next City Council Regular Meeting will be held on December 12, 2023 at 6:00 p.m.  
West Valley Fire Station  
825 NE Main Street  
Willamina, OR. 97396

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

  
\_\_\_\_\_