



**Willamina City Council
Regular Meeting
Meeting Minutes
Tuesday, September 12, 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 Barry Wilson
Councilor Craig Johnson
Councilor Jennifer Pederson
Councilor Karl Klym
Public Works Director Jeff Brown
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens
Library Director Sarah Frost

Absent from the Meeting:

Councilor Vickie Hernandez excused absence
Finance Manager Scott Clark excused absence

Guests Not Limited to:

Public Works Jeff Rosenberry
Community Members Greg & Debbie Poupard
Community Member Kristine Neese
Community Member Nicole Pugh
Yamhill County Commissioner Kit Johnston
Joel Boyce - Green Crest Memorial / Adamson's Inc.
Elizabeth Sagmiller - E and S Consulting via Zoom
Wendy Veliz – PGE via Zoom

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 6:00 p.m.
September 12, 2023.

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

Flag Salute

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS – None

PUBLIC INPUT - None

CORRESPONDENCE -

1. Railroad Articles from the News Register

City Manager Meneley handed out thank you cards to be signed by the council for the individuals that helped with the railroad crossing repairs. Mayor Skyberg drew attention to the articles that were published by the News Register regarding the need and the repairs that took place on the railroad crossing in downtown Willamina. She and City Manager Meneley extended thanks to everyone involved in the effort including the community, City Council, and the Bulletin Board.

2. Letter from Ms. Sarah-John Hitchcock

City Manager Meneley explained that the letter was from community member Sarah-John Hitchcock regarding some items that she had placed on someone else's property and she had been asked to remove. City Manager Meneley stipulated that according to the City's code she is required to remove the items.

3. Email from Thao Tu

Mayor Skyberg explained that she had received the email from Thao Tu requesting that Willamina resolve to display the flag of the Vietnamese American Community.

There was discussion that other groups might request that other flags are displayed in the community if the City starts displaying this flag. There was discussion that Willamina needs only to fly two flags, that of the United States of America and that of the State of Oregon.

Mayor Skyberg concluded with the statement that although the council wishes them well and respects their culture, the council declines to sign a resolution to display the flag of the Vietnamese American Community.

PRESENTATIONS –

1. Joel Boyce – Cemetery proposal -

The cemetery proposal stipulates that Adamson's Incorporated would take over the management and landscaping care of the Willamina Cemetery. It further stipulates that Joel Boyce would perform a complete audit and create a database for all of the cemetery records. His company would also complete larger projects and repairs in the cemetery as needed and approved by council.

2. Elizabeth Sagmiller – TMDL proposal

Elizabeth Sagmiller explained her background in working with stormwater and the DEQ. She gave a presentation explaining what a Total Maximum Daily Load (TMDL) is and what it means for Willamina.

The Department of Environmental Quality (DEQ) is an agent for the United States Environmental Protection Agency (EPA). The final Willamette Basin Mercury TMDL and Water Quality Management Plan (WQMP) states mercury reductions which can be achieved through planned implementation of permits, best management practices, conservation practices and other management strategies to help reduce mercury entering waterways. The DEQ has determined Willamina to be a Designated Management Agent (DMA) for the Willamette Basin. This means that Willamina has been determined to have legal authority over a sector or source contributing to pollutants. DMAs are responsible for implementing strategies and DMA specific TMDL Implementation Plans. In 2022 Elizabeth was hired to create and assist with a TMDL implementation plan specific to the City of Willamina.

Elizabeth went through a presentation describing DEQ's requirements of the City of Willamina moving forward in implementing the plan and what her role is to help Willamina achieve these goals. She will plan on returning for the November City Council meeting to review the annual report she has prepared to submit to DEQ reviewing the City of Willamina's progress during the first year of implementing the approved TMDL plan.

This year, Willamina has accomplished these goals from our TMDL plan:

1. Developed a TMDL implementation plan- submitted to DEQ on time and DEQ approved.
2. Educational material has been completed and posted to the website.
3. Good housekeeping manual has been completed, a requirement in the plan.
4. Staff has received the required training for the year.
5. Erosion control certification has been obtained by city staff.

These are the goals for the upcoming report year starting November 1, 2023:

1. Evaluate the City's financial needs to implement the TMDL plan.
- 2- Implement our second-year activities based on what we did the year before. Similar to the year before but fine-tuned based on the previous year's progress.
- 3- Start the development of our Illicit Discharge and Detection Program, including an Ordinance.
- 4- City staff will continue with training.
- 5- Expand our public education efforts- we have material but haven't addressed target audiences appropriately.
- 6- Annual report at the end of the year.

3. Finance Manager, Scott Clark

City Manager Meneley reported that Finance Manager Scott Clark was on an excused absence due to attending another seminar. She said he had nothing abnormal to update and everything looks as it should.

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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 July 25, 2023 City Council Work Session and the Meeting Minutes from the August 8, 2023 City Council Regular Meeting. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

REGULAR AGENDA

1. PGE Franchise Agreement – Wendy Veliz via Zoom

City Manager Meneley reported that the PGE franchise agreement that was presented to the Council in August of 2023 has been sent to the City's legal team for review. The City is requesting a six month extension to go through March of 2024 to allow time for the review. Each extension must be accompanied by a new Ordinance. Ordinance 23-693 will accompany this extension. The final draft of the PGE franchise agreement will be presented to council for approval.

MOTION: Council President Baller made a motion to approve and enact Ordinance 23-693. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

City Manager Meneley read the first two pages of Ordinance 23-693 aloud. It was noted that the Ordinance contained the wrong date and it will be corrected to say September 12, 2023. She specified that the City did receive written authorization from Wendy Veliz as a representative of PGE accepting the extension as indicating in the Ordinance.

2. Cemetery Management

City Manager Meneley explained the current situation for dealing with the cemetery. She showed the physical files, folders, documents, and notebooks which contain the only records for the cemetery. She stressed the difficulty, possible inaccuracy, and the amount of time it takes to find an accurate record of plots. She reviewed the proposal given by Joel Boyce and what services the costs are associated.

Joel received questions from the Council. There was discussion concerning original documents being sent to the Willamina Museum, making all records searchable and orderly, what kind of maintenance they will be performing, facilitating the memorial day service at the cemetery, grave space inventory and the inputting of all the physical documents into a searchable database.

Joel clarified that most of the work for the cemetery will be locating records and grave sites, cemetery maintenance, and updating and keeping records accurately. It was stipulated that

the current landscaper would receive notice and Adamson's Incorporated would take over on November 1, 2023.

MOTION: Council President Baller moved to authorize City Staff to enter into an agreement for one year with Green Crest Memorial Park/Adamson's incorporated for City of Willamina Cemetery Management, authorize payment to update the database and appoint an appropriate individual to act as point of accountability. Councilor Pederson seconded the motion.

There was discussion regarding the two contracts City Manager Meneley suggested an amendment the motion to reflect one year contract of the monthly cemetery management starting November 1, 2023 with a motion to accept the proposal of the database creation and audit for up to 50 hours and then consult the council as needed.

MOTION: Council President Baller amended motion to reflect what City Manager Meneley said for amending the first motion. Councilor Wilson seconded the motion.

Mayor Skyberg asked if there is a new motion to be made.

MOTION: Councilor Wilson made a motion that the contract is made into two parts- to accept the terms of the monthly contract for the services and as a separate item to contract the services to create the database and audit. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

Council President Baller volunteered to be the council accountability representative for the first year to stay in communication with Joel Boyce and the progress with the cemetery.

3. TMDL Status Update

Mayor Skyberg called for a motion to authorize additional funding for the 2022/2023 TMDL Implementation Plan as presented and included in Exhibit A: Addendum #1 for submittal to DEQ by December 1, 2023. Authorize an onsite visit between City Stagg and Elizabeth Sagmiller, E and S Consulting, LLC, Authorize the request for a return visit un upcoming months to provide a comprehensive view of the projected activities and costs for TMDL year two (November 1, 2023 to October, 2024).

MOTION: Councilor Johnson moved to accept the suggested motion for TMDL. Council President Baller seconded the motion.

There was discussion about whether testing for mercury is done to verify progress on the TMDL implementation plan. Elizabeth stipulated that there is no testing done to our waterways, DEQ tests water ways in bigger cities such as Salem and Portland. The City of Willamina's progress is based on how we implement our plan and comply with the requirements. It is based on the plan not the testing. The DMA's are assumed to reduce mercury entering our local waterways by 75% with our Best Management Practices.

Motion carried with a unanimous vote.

4. Rules of Council Procedures

Mayor Skyberg presented the last section of the revised Council Rules of Procedure. There were no critiques offered. City Manager Meneley said that the entire document will be sent to the City's legal team for review and the Council will be provided with a copy of finished document.

5. Backflow Documents (per request of council, no staff report)

The Council was provided with the requested packet of the papers that were sent out to 267 homes and businesses in Willamina requiring the testing of their backflow devices. Public Works Director Brown said that the City is making a decision on which contractor to choose for those that returned their Contractor Test Option Form.

INFORMATIONAL REPORTS (Items that require no Council action)

1. Chamber Liaison – Mayor Skyberg

Mayor Skyberg reported that the Chamber has been discussing the topics of the upcoming Art Tour in November, the downtown painting of windows with fall décor, and hanging of the Christmas lights on Main Street.

City Manager Meneley reported that she had to share with Chamber that the West Valley Community Campus (WVCC) has been limited on it's usage until the type of occupancy for building is changed with Yamhill County. She said they are working with Fire Marshall Damon Shultz and the State Fire Marshall and have been allowed to use the auditorium for special events only, but the other rooms have been placed on restriction. She said as long as progress is being made they will continue to allow a special permit to allow events such as the Wet Season Music Series to be held in the auditorium. City Manager Meneley expressed that the WVCC Director Amanda Widemark has been very cooperative in working with the plan.

2. Yamhill County Transit Authority Board Member – Councilor Johnson - reported that fares are still free but didn't have anything new to report to the Council.

3. Library Board Liaison – Councilor Hernandez – Out for an excused absence.

MAYOR'S REPORT

Mayor Skyberg reported that she had attended a League of Oregon Cities gathering at the Sheridan Library, "Coffee and Conversation" with representative Lucetta Elmer, a "Meet and Greet" for the first day of school for CTGR, the Rotary Club's annual event at WVCC, a Sheridan/Willamina Chamber event at Navarra Gardens, and she, City Manager Meneley, and Council President Baller met with Beth Wytoski from the Governor's Office.

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INFORMATIONAL REPORTS FROM CITY OFFICERS

1. **City Manager** – City Manager Meneley said she, the Mayor, and Council President Baller met with Beth Wytoksi, she gave them some good ideas and resources. She told them about Oregon Pathways, which could offer funding for the pond levy and walkways. They discussed Oregon Emergency Management for funding opportunities for getting permanent generators for the booster pumps. City Manager Meneley has also spoken with Chief Warden about getting federal funding for generators. She also mentioned the upcoming Trunk or Treat event and the Noise Parade.

She said that there was a meeting with the city engineers about completing the grants for the lift station and the Huddleston Pond levy's geo-tech. She and Deputy City Recorder Stevens will be attending two conferences, the Oregon Association of Municipal Recorders conference, and the League of Oregon Cities conference.

2. **Library Director** – Library Director Frost talked about their transition of the employee kitchen into a community kitchen and pantry. They will track usage of the community kitchen, they had 9 individuals use it on the first day of the soft opening. Local people and gardeners have been donating to it. The hard launch will be in November.

The library has a new Youth Programs Committee, which was formed out of demand for programs and enrichment activities. She also held a meeting with the library directors from Sheridan and Grand Ronde and formed a West Valley collaborative. She will be virtually attending a conference for rural and small libraries in Wichita, Kansas. September and October is library administrative season with a lot of reports, data, and statistics due. The astronomy club is still meeting as well.

4. **Public Works Director Brown** – Public Works Director Brown passed around a piece of a welded joint of the heavy-duty pipe that is being installed in the new waterline. It is more resistant to earthquakes than the usual joints that are used. The intake structure cement has been poured. They are focusing on the in-water work that must be done by the September 30 deadline.

The restrooms at Oaken Hills Park are finished and the long-awaited fixtures are being put in, the Council needs to choose colors to paint the building. Hampton Lumber donated the wood for the ramps for the first part of the pump track and they are scheduled to begin construction on October 16th.

The radar signs are activated and running off a Cloud based system. The first place they will be installed is on Oaken Hills above 3rd Street. They will generate reports for the Sheriffs and keep track of how many cars go up and down the hill and how many are speeding.

There was discussion regarding the depth of the waterline pipes, the date of completion of the waterline, the piping material being new to the west coast and the engineers speak about Willamina and our water intake project around the country because of the contractors choice

of piping material and the amount of funding.

There was also discussion about the pond algae being tested and looking for possible alternative options. Deputy City Recorder Stevens will be getting more information about other options for treatment of the plants and algae in the pond.

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

ADJOURN

MOTION: Councilor Pederson motioned to adjourn the meeting at 8:20 p.m. Council President Baller seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned by Mayor Skyberg at 8:20 p.m.

Time and Date of Next Council Meeting

The next City Council Regular Meeting will be held on October 10, 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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