



**Willamina City Council  
Regular Meeting  
Tuesday, December 12, 2023 at 6:00 p.m.**

West Valley Fire Station  
825 NE Main Street  
Willamina, OR 97396

In-person attendance is allowed at the City Council meeting. The City also provides access via the Zoom platform. Zoom access information is available at the end of this Agenda.

**AGENDA**

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE

Public Input: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting.

**CORRESPONDENCE** – None

**PRESENTATIONS –**

1. Finance Manager, Scott Clark  
Financial reports are now available in the City Council Financial Reports binder which will be present at each City Council meeting. Financial Reports will also be available via email upon request from Deputy City Recorder Krystal Stevens.
2. Keller Associates, Austin Emmerick and Shannon Williams  
Water Quality Sampling of Huddleston Pond

**CONSENT AGENDA**

("A listing of routine business items, which are adopted with one motion, without discussion. However, any Councilor may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then not considered after the Consent Agenda items have been voted upon.")

1. Minutes from the November 14, 2023 City Council Regular Meeting.



## REGULAR AGENDA

1. Police Services - Due Diligence Process Update
2. Water Quality Sampling of Huddleston Pond
3. Library Ordinance 694
4. Planning Commission – member resignation recommendation
5. Regularly Scheduled Work Sessions
6. City Manager Evaluation

## INFORMATIONAL REPORTS (Items that require no Council action)

1. Chamber Liaison – Mayor Skyberg
2. Yamhill County Transit Authority Board Member – Councilor Johnson
3. Library Board Liaison – Councilor Hernandez

## MAYOR'S REPORT

## INFORMATIONAL REPORTS FROM CITY OFFICERS

1. City Manager
  - a. Code of Conduct
  - b. CTGR Facility Use Application and Fee Schedule
  - c. Employee Staff Meeting and Christmas Ornament Exchange
2. Library Director
3. Public Works Director
4. Sheriff's Report (provided in Agenda packet)
5. Code Enforcement (provided in Agenda packet)

## COUNCIL COMMENTS

## ADJOURN

### Next Council Meeting

City Council Regular Meeting on January 9, 2023 at 6:00 p.m.

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>

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that



appropriate communication assistance can be arranged. The City of Willamina Council meetings are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/81425451050?pwd=c2NKT25KVXpYTi9aL1pRZnNidVBLUT09>

Meeting ID: 814 2545 1050

Passcode: 762421

Find your local number: <https://us02web.zoom.us/u/kenyWcJrog>

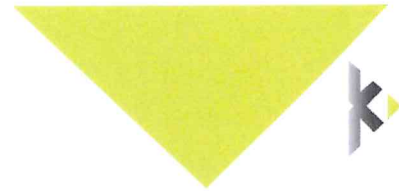
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## Technical Memorandum

**TO:** Bridget Meneley, City Manager, City of Willamina  
**FROM:** Austin Emmerick, EI; Shannon Williams, PE  
**DATE:** December 7, 2023  
**SUBJECT:** Water Quality Sampling of Huddelston Pond

The City Council has expressed concerns about the use of fluridone, a liquid herbicide used annually by City staff to control invasive weeds in the pond. Keller Associates understands that there may be a concern about consumption of fish collected from the pond after treatment with the herbicide.

The following provides information on Fluridone, its uses, how it interacts with the environment, and outlines potential cost implications for additional actions.

### 1. FLURIDONE

Fluridone is a slow-acting, aquatic herbicide primarily used to control broad-leaved aquatic weeds. Fluridone acts by interrupting a target plant's ability to photosynthesize sunlight. It is typically applied in either a liquid or pellet form. The effect on plants is typically evident within 7-to-10 days after initial application, however targeted plant mortality rates are typically achieved within 90 days of application.<sup>1</sup>

Fluridone is harmful to humans and domestic animals if swallowed, absorbed through the skin or inhaled.

U.S. Environmental Protection Agency (EPA) and the manufacturer both have specific herbicide application requirements which are followed by City staff. It is typically applied to the pond in the spring when water temperatures are higher. City staff shut down the overflow discharge to the South Yamhill River for several days after application to avoid releasing the herbicide downstream.

This herbicide has been extensively evaluated by state and federal regulators because it is applied to sensitive natural resources where fish and other aquatic species can be exposed to it. Fluridone, when applied according to the manufacturer's label instructions, has been shown to not pose a risk to waterfowl or wildlife or invertebrates such as crawfish. In general, the exposure time is limited because Fluridone quickly disperses or dilutes to levels which have been shown to not affect aquatic species, or breaks-down to its base compounds (i.e., carbon, hydrogen, and organic acids)<sup>1</sup>.

Fluridone has been shown to not accumulate in fish<sup>1</sup> above the concentration of that treated in water which is a main driver for limitations on application rates. In other words, this means that the herbicide does not accumulate in the tissues of the fish, increasing the potential damage caused to other organisms when ingested (e.g., bioaccumulation). The Washington Department of Ecology completed an assessment of the use of fluridone and found that smaller / younger fish did see a reduction in population after treatment but that it was likely due to the reduction in plant cover<sup>2</sup>

There are currently no label restrictions for water treated with Fluridone for drinking, swimming, or fishing. The U.S. EPA does not allow irrigation for 14 days after treatment and restricts use within ¼ mile of any potable water intake<sup>3</sup>. Neither of these conditions are applicable to the City's use of the herbicide.

The main routes of human exposure to fluridone include contact with pond water after treatment, drinking the pond water, and ingestion of fish collected from the pond. Dosing limits are set by the US EPA based

<sup>1</sup> [Cornell Cooperative Extension | Fluridone FAQ \(csetompkins.org\)](https://www3.cornell.edu/extension/faq/fluridone)

<sup>2</sup> [0903033.pdf \(wa.gov\)](https://www3.epa.gov/pesticides/chem_search/ppls/067690-00032-20220204.pdf)

<sup>3</sup> [https://www3.epa.gov/pesticides/chem\\_search/ppls/067690-00032-20220204.pdf](https://www3.epa.gov/pesticides/chem_search/ppls/067690-00032-20220204.pdf)







on toxicology through the main sources of exposure. Again, when applied according the EPA approved label, fluridone was shown to not be toxic to aquatic organisms.

## 2. INVESTIGATION OF THE POND

A full sediment survey and bioassay of fish within the pond would be necessary to assess the potential toxicity of residual levels of Fluridone. The bioassay and sediment survey could include:

Item	Estimated Cost
A permit from the Oregon Department of State Lands and US Army Corps of Engineers to collect samples below the water line of the pond	\$10,000 to \$15,000
Boat rental	\$5,000
Rental of sediment sampling equipment	\$5,000
Draft and Final Sediment Sampling Report	\$8,000 to \$15,000
Field work, assume 2 people, 2 days	\$5,000 to \$8,000
Laboratory testing	\$1,000 per sample
Bioassay sampling	\$2,000 to \$4,000 per sample depending on the chemical and specimen
Data analysis / reporting – the report would need to assess the potential toxicological effects on fish or humans when ingesting fish from the pond	\$18,000 to \$25,000
<b>Potential Range of Costs</b>	<b>\$81,000 to \$100,000+</b>

Neither the Oregon DEQ nor the USEPA have target clean up levels for fluridone in the environment because it is a permitted herbicide. A cleanup and action plan would need to be developed in conjunction with the regulatory agencies. This is both time consuming and costly for a chemical which is being used according to its USEPA approved label. The estimated costs above do not include coordination with Oregon DEQ and/or US EPA.

## 3. OTHER OPTIONS

Below are other options that could be considered in lieu of sampling:

- Explore other aquatic herbicide. Other herbicides may not be as effective, requiring more frequent treatment.
- Institute a public notice process:
  - Post information on pond treatment on the City's website and bulletin boards.
  - Post notification signs at the docks when treatment occurs directing them to the City's website for more information.



# Consent Agenda





**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 YSCO 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

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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





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Minutes approved by Mayor Ila Skyberg

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# Regular Agenda



**City Of Willamina  
Staff Report –  
FOR THE CITY COUNCIL MEETING OF DECEMBER 12, 2023**

**TO: MAYOR AND CITY COUNCIL  
FROM: BRIDGET MENELEY, CITY MANAGER  
SUBJECT: POLICE CONTRACT DUE DILIGENCE PROCESS UPDATE**

**ISSUE**

Shall City Council continue to authorize the City Manager and Mayor to engage in discussions with the Yamhill County Sheriff's Office and/or the Confederated Tribes of Grand Ronde Tribal Police Department and/or Polk County Sheriff's Office regarding questions and concerns on the subject of coverage and services, as part of the due diligence process, with a focus on current and future police coverage for the City of Willamina?

**SUMMARY AND BACKGROUND**

1. For 30 years the City of Willamina has contracted with the Yamhill County Sheriff's Office (YCSO) for Police Services. The current contract states that the County shall provide Two (2) patrol deputy full-time equivalent positions. A number of ancillary services are also provided.
2. The Confederated Tribes of Grand Ronde Police Department (CTGR-PD) currently provides one school resource officer, which was negotiated between the Willamina School District and the CTGR-PD. Additionally, they provide mutual aid support to YCSO.
3. In late August or early September 2023, CTGR-PD Chief Jake McKnight and Officer Derek Trombla visited the City of Willamina City Hall, after participating in an event at the local school district, to request an impromptu meeting with City Manager (CM) Bridget Meneley. City Staff contacted CM Meneley via telephone to let her know of the request; CM Meneley let them know she was on her way to the office. Upon arrival, the three met in the Conference room.
4. Chief McKnight explained that approximately six (6) years ago City Management approached CTGR-PD to inquire about providing contracted services for the City of Willamina. Chief explained that, at the time of that request, the department was not at a point where they would be able to enter into a contract with the City of Willamina.
5. Long term City Staff shared that they remember informal discussions about contracting with CTGR-PD had taken place a few times and as recent as 2021/2022.
6. During the meeting with CM Meneley, Chief McKnight shared that their department was at a point where they would like to discuss the possibility of entering into a contract with the City of Willamina. He explained their department had been increasingly experiencing additional requests for mutual aid coverage in the City of Willamina. With that in mind, he discussed providing an offer for three (3) officers who would also have a working supervisor to support them. It was also mentioned that they may potentially be able to offer a lower contracted rate than what our City is currently paying. Part of the discussion included bringing the Jurisdictions together to communicate.
7. Also discussed was the opportunity for additional community-oriented events with some potentially sponsored by CTGR-PD.



8. CM Meneley regularly meets with City Councilor Baller and Mayor Skyberg to discuss a variety of topics that arise throughout the month and to discuss potential City Council agenda items. During the September 11, 2023, meeting, CM Meneley shared Chief McKnight's informal proposal for police services. It was discussed that CM Meneley would reach out to the YCSO to meet with them about upcoming transitions between the City of Willamina's contract Deputies and ask some general questions about the contract, as CM Meneley needed to be able to confidently understand the content and agreement within the current contract.
9. On Monday October 23, 2023, Captain Elliot, Sergeant Herr, Deputy City Recorder Krystal Stevens, and CM Meneley met at the City Hall Conference room. Clarifying questions about the contract were discussed, including the informal proposal and the reasoning behind CTGR-PD's communicating with the City as discussed during the initial meeting with Chief McKnight.
10. Days prior to the November 14, 2023, Regular City Council meeting, CM Meneley began receiving inquiries from various sources about CTGR-PD taking over the City of Willamina Police Contract. Due to the influx of questions, CM Meneley communicated with the City Attorney who advised to obtain full Council authorization prior to engaging in further discussions with either Police Jurisdiction.
11. Under advisement, the following question was added to the November 14, 2023, City Council agenda, with the caveat of not engaging in discussions about the current contract nor engaging in discussions about entering into a contract with CTGR-PD due to contractual obligations. *"Shall City Council authorize City Staff to enter discussions with the Yamhill County Sheriff's Office and the Confederated Tribes of Grand Ronde Tribal Police Department regarding the questions and concerns for coverage for the City of Willamina?"*
12. On November 14, 2023, the City Council provided authorization for CM Meneley, alongside Mayor Skyberg, to engage in discussions about the contract and the offer from CTGR-PD.
13. On November 28, 2023, Polk County Sheriff contacted CM Meneley inquiring about the process to submit a proposal. Contracts with other public entities are exempt from contracting rules under ORS 279.025.
14. If Council votes to continue moving forward, City Attorney recommends a work session as the next step.
15. On December 5, 2023, the CTGR-PD offer was clarified to offer two (2) full time officers and a working supervisor. The School Resource Officer would continue to work at the School District.
16. As shared by both departments, Yamhill County Sheriff's Office and the Confederated Tribes of Grand Ronde Tribal Police Department work very well together and provide mutual aid for both jurisdictions when needed.

## **ACTION REQUESTED/PROPOSED MOTION(S)**

### **Motion 1 Options:**

- a. Considering the clarified proposal from the Confederated Tribes of Grand Ronde Police Department, City Staff recommends that the Council move to authorize Mayor Skyberg and City Manager Meneley to continue with scheduled





conversations with both Jurisdictions about potential ways to improve the level of service. Or

- b. Considering the clarified proposal from the Confederated Tribes of Grand Ronde Police Department, City Staff recommends that the Council move to authorize Mayor Skyberg and City Manager Meneley to continue with scheduled conversations with Yamhill County Sheriff's Office about potential ways to improve the level of service.

**Motion 2 Options:**

- a. City Staff recommends that the Council move to authorize including Polk County Sheriff's Office in police contracting services conversations. Or
- b. City Staff recommends that the Council move to authorize communicating with Polk County Sheriff's Office that Council will not be inviting the department to participate in police contracting services conversations at this time.

Bridget Meneley

Bridget Meneley, City Manager



**City Of Willamina  
Staff Report –  
FOR THE CITY COUNCIL MEETING OF DECEMBER 12, 2023**

**TO: MAYOR AND CITY COUNCIL  
FROM: BRIDGET MENELEY, CITY MANAGER  
SUBJECT: WATER QUALITY SAMPLING OF HUDDLESTON POND**

**ISSUE**

Shall City Council authorize City Staff to institute a public notice process to include posting information on pond treatment on the City's website and bulletin boards and post notification signs, utilizing proper sign presentation displays, at the docks when treatment occurs, directing them to the City's website for more information.

**SUMMARY AND BACKGROUND**

1. The City Council has expressed concerns about the use of Fluridone, a liquid herbicide used annually by City staff to control invasive weeds in the pond. Keller Associates understands that there may be a concern about consumption of fish collected from the pond after treatment with the herbicide.
2. This herbicide has been extensively evaluated by state and federal regulators because it is applied to sensitive natural resources where fish and other aquatic species can be exposed to it. Fluridone, when applied according to the manufacturer's label instructions, has been shown to not pose a risk to waterfowl or wildlife or invertebrates such as crawfish.
3. There are currently no label restrictions for water treated with Fluridone for drinking, swimming, or fishing. The United States Environmental Protection Agency (U.S. EPA) does not allow irrigation for 14 days after treatment and restricts use within ¼ mile of any potable water intake. Neither of these conditions are applicable to the City's use of the herbicide.
4. A full sediment survey and bioassay of fish within the pond would be necessary to assess the potential toxicity of residual levels of Fluridone. Neither the Oregon DEQ nor the U.S. EPA have target clean up levels for Fluridone in the environment because it is a permitted herbicide.
5. A cleanup and action plan would need to be developed in conjunction with the regulatory agencies. The estimated cost for this study has an estimated starting cost of \$81,000 (eighty one thousand dollars) which is both time consuming and costly for a chemical which is being used according to its U.S. EPA approved label.

**ACTION REQUESTED/PROPOSED MOTION(S)**

**Motion**

City Staff recommends that the Council move to authorize City Staff to institute a public notice process to include posting information on pond treatment on the City's website and bulletin boards and post notification signs, utilizing proper sign presentation displays, at the docks when treatment occurs, directing them to the City's website for more information.

*Bridget Meneley*

Bridget Meneley, City Manager

**Exhibit (s)**

- a. Keller Associates
  - Technical Memorandum – Water Quality Sampling of Huddleston Pond



**City Of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF DECEMBER 12, 2023**

**TO: MAYOR AND CITY COUNCIL  
FROM: SARAH FROST, LIBRARY DIRECTOR  
SUBJECT: ORDINANCE 694, AN ORDINANCE OF THE CITY COUNCIL OF WILLAMINA  
AMENDING CHAPTER 31 OF THE WILLAMINA MUNICIPAL CODE  
CONCERNING THE LIBRARY BOARD**

**ISSUE**

Shall the City Council adopt the recommended Library Board Charter updates, as adopted by the Willamina Library Board, through Ordinance 694, an ordinance amending Chapter 31 of the Willamina Municipal Code concerning the Library Board?

**SUMMARY AND BACKGROUND**

1. In October 2021, The Willamina Library Board moved to create a committee of Board Members to review and update, if necessary, the existing Library Board Charter. The committee was made up of Tracy Dillon, Dave Buswell, and Robyn Onstot.
2. In March 2022, the Library Board adopted updates to the Library Charter; as recommended by the committee.
3. This project was paused due to the City Management transition and the movement of Library Director, Sarah Frost.
4. Upon returning to the Library, Library Director Sarah Frost resumed working with the Library Charter during the new 2023-2024 Board year. In September 2023, city attorney Heather Martin reviewed the adopted Library Board Charter.
5. The adopted Library Charter includes the current language as written in Chapter 31. Additional sections have been added to better reflect current library practices and goals.

**ACTION REQUESTED/PROPOSED MOTION**

City Staff recommends that the Council move to adopt Ordinance 694, an ordinance of the City Council of Willamina amending Chapter 31 of the Willamina Municipal Code concerning the Library Board.

Exhibit:

- A. Proposed Chapter 31

Sarah Frost

Sarah Frost, Library Director



**ORDINANCE NO. 694**

**AN ORDINANCE OF THE CITY COUNCIL OF WILLAMINA AMENDING CHAPTER 31 OF THE WILLAMINA MUNICIPAL CODE CONCERNING THE LIBRARY BOARD**

**WHEREAS**, the City Council established a public library under Chapter 31 of the Willamina Municipal Code in accordance with ORS 357.400 to ORS 357.621 through Ordinance 496 (September 25, 1980) and amended through Ordinance 572 (December 8, 1994); and

**WHEREAS**, the City’s Library Board discussed updates to Chapter 31 to reflect current library practices and goals; and

**WHEREAS**, on March 15, 2022, the Library Board adopted the updates to Chapter 31 in substantially the same form as Exhibit A and recommends that the City Council adopt these updates as well; and

**WHEREAS**, the City Council finds it in the public interest to update Chapter 31 with the proposed changes as set forth in Exhibit A

**NOW, THEREFORE, THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:**

Section 1. Chapter 31.01 through 31.06 are repealed in their entirety and replaced with the attached Exhibit A.

Section 2. This Ordinance shall be effective thirty days after its passage.

Passed and adopted by the City Council of the City of Willamina this \_\_\_\_ day of \_\_\_\_\_, 2023, by the following votes.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Approved by the Mayor on this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Ila Skyberg, Mayor

ATTEST

\_\_\_\_\_  
Krystal Stevens, Deputy City Recorder





## EXHIBIT A

### 31.01 CITY LIBRARY ESTABLISHED

The City library heretofore established is hereby re-established (ORD. 496, passed 9-25-1980) under the provisions of O.R.S. 357.400 to 357.621. It shall be known as the Willamina Public Library.

### 31.02 LIBRARY MISSION STATEMENT

The mission of the Willamina Public Library is to provide programs and resources that are designed to 1) promote early childhood literacy, 2) prepare young adults to explore trade, professional, and academic careers, and 3) make knowledge available to members of a rural population who lack the means to access information and resources elsewhere.

### 31.03 LIBRARY OBJECTIVES

Library objectives shall include but are not limited to the following:

- A. To promote joy through reading;
- B. To facilitate lifelong learning by offering programs for all citizens;
- C. To assemble, preserve, and administer educational and recreational materials that maintain the City's connection to regional, national, and international events and ideas;
- D. To serve the community as a center of reliable information;
- E. To educate the community on how to access information using emerging technologies;
- F. To cooperate with other City organizations, agencies, and institutions in providing collaborative programs or services to meet community needs;
- G. To provide educational materials and programs in support of local school initiatives;
- H. To provide recreational materials and programs that enhance the quality of life for local citizens;
- I. To sustain an ongoing assessment of Library activities in line with the culture of the Oregon State Library system.

### 31.04 LIBRARY SERVICES

Library services shall include but are not limited to the following:

- A. Books, audio and visual material, and access to electronic resources;
- B. Active learning spaces, study spaces, and meeting spaces;
- C. Public use computers;
- D. Interlibrary loans within CCRLS (Chemeketa Cooperative Regional Library Service) serving Marion, Polk, and Yamhill counties;
- E. Youth Services that promote early childhood literacy including:
  - a. Storytime for preschool-aged children and their families;
  - b. Hands-on crafts and activities to engage children and their families;
  - c. Early literacy kits for children and their family
- F. Youth Services that promote pathways to trade, professional, and academic careers including:
  - a. STEAM (Science. Technology. Engineering. Art. Math.) programming;
  - b. Tabletop gaming;



- c. Outreach and volunteer opportunities

### 31.05 LIBRARY PARTNERS

Library partnership and collaboration shall include, but is not limited to, the following:

- A. Chemeketa Cooperative Regional Library Service (CCRLS) serving Marion, Polk, and Yamhill counties as a member library.
  - a. CCRLS contract is reviewed yearly by the Library Director and City Manager for continued partnership.

### 31.06 LIBRARY FINANCING

The library shall be financed through the use of General Fund monies, revenues obtained from the operation of the library, grants, gifts, donations, bequests received and designated to be used for library purposes, and any tax levies that may be authorized by the electors.

### 31.07 LIBRARY BOARD

The Library Board previously established is hereby re-established (Ord. 496, passed 9-25-1980) under the provisions of O.R.S. 357.460 to 357.490.

- A. The Library Board shall consist of a minimum of 5 but no more than 7 members appointed by the Mayor and confirmed by the City Council.
  - a. A Library Board position may be reserved for representation from the Willamina School District.
- B. Members of the Library Board in office at the time this subchapter takes effect may continue in office for the terms for which they have been appointed.
- C. The term of office of each member subsequently appointed is 4 years and:
  - a. No person shall hold office for more than 2 full consecutive terms; and
  - b. Any person may be appointed again to the Library Board after an interval of 1 year.
- D. A Library Board position may become vacant for the following reason(s):
  - a. Death;
  - b. Resignation from office;
  - c. Term expiration; or
  - d. Nonattendance of Library Board meetings without prior notice for more than 2 consecutive meetings, upon concurrence of the remainder of the Library Board that a vacancy for this reason shall exist.
- E. A vacancy on the Library Board, unless caused by the expiration of a term of office, shall be filled by appointment in the same manner as original appointments and shall be for the remainder of the unexpired term of office of the member who leaves the office vacant.

### 31.08 LIBRARY BOARD OFFICERS

Under the provisions of O.R.S. 357.470, the Library Board shall meet and organize by the election of a chairperson from among its members. The librarian shall serve as secretary to the board and keep a record of its actions.



- A. The Library Board may establish and alter rules and regulations for its government and procedure, but the rules and regulations shall be subject to the approval of the City Council.
- B. The Library Board shall schedule meetings not less frequently than monthly, with the exception of the months of July, August, and December.
- C. The Library Board may choose to make available any media that permits all participants to communicate adequately with each other during a meeting. A person participating in a meeting by such means is deemed to be present at the meeting. Any Board Member participating in a meeting pursuant to this section who is entitled to a vote at that meeting may vote in accordance with the media that the Library has made available.

### 31.09 DUTIES OF THE LIBRARY BOARD/LIBRARIAN

#### A. The Library Board shall:

- 1. Keep informed about current trends in library services and administration;
- 2. Study library growth and needs in Willamina and its vicinity;
- 3. Develop and recommend to the City Council long-range plans for library service and facilities, consistent with city priorities and with state, regional, and national goals pertinent to libraries;
- 4. Participate in the planning for library facilities;
- 5. Recommend to the City Council types of library service for the city and vicinity;
- 6. Investigate sources of funding for library services and facilities;
- 7. Participate in the annual budgetary process of the City as that process pertains to the library;
- 8. Recommend to the City Council policies conducive to efficient and effective operation of the library;
- 9. Review and recommend to the City Council terms for contracts and working relationships with other public agencies regarding library service;

#### B. The Librarian shall:

- 1. Make an annual report to the State Library on a form supplied by the State Library.



**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF DECEMBER 12, 2023**

**TO: MAYOR AND CITY COUNCIL**  
**FROM: BRIDGET MENELEY, CITY MANAGER**  
**SUBJECT: VACANCY ON THE PLANNING COMMISSION**

**ISSUE**

Shall City Council accept the recommendation of the Planning Commission to declare a vacancy on the Planning Commission and direct staff to publish the vacancy and collect applications for the appointment?

**SUMMARY AND BACKGROUND**

On October 24, 2023 Commissioner Jason Foose tendered his letter of resignation as a City of Willamina Planning Commissioner. This resignation is in accordance with the Willamina City Charter. *Charter, Chapter VII, Section 27(2)(C)&(F)*

The City Council may now declare that position open and direct City staff to publish the vacancy. Once authorized, City staff will publish the opening, reach out to those persons who applied for the previous open Commission position, if possible, collect any submitted applications, and then bring those applications to the Planning Commission for review and recommendation. This will be done in accordance with Willamina City Charter. *Charter, Chapter XXXI, Section 17(A) & Section 15(D)*

**RECOMMENDATION:**

**Proposed Motion:** *I move to declare a vacant position on the Planning Commission, authorize City staff to publish the opening, reach out to prior applications if possible, and collect applications for review during the appropriate Planning Commission Meeting.*

*Bridget Meneley*  
Bridget Meneley, City Manager





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**From:** jason foose <[rls43185@gmail.com](mailto:rls43185@gmail.com)>

**Sent:** Friday, October 6, 2023 7:39:18 AM

**To:** Bridget Meneley <[MeneleyB@ci.willamina.or.us](mailto:MeneleyB@ci.willamina.or.us)>; Krystal Grace Stevens <[StevensK@ci.willamina.or.us](mailto:StevensK@ci.willamina.or.us)>

**Subject:** Planning commission ineligibility

Dear colleagues and friends of the Commission,

I regret to inform you that I have relocated outside of the Willamina address range. As of October 1st I am ineligible to serve on the planning commission. Feel free to reach out to me anytime at the County Surveyor's office. I'm always available as your resource.

Best regards,

Jason Foose





# Confederated Tribes of Grand Ronde Emergency Services

9615 Grand Ronde Rd. Grand Ronde, OR 97347 503-879-3473



## Fee Schedule

### Fire Marshal Services\*:

- Driveway Inspection - \$150
- Special Use Permits - \$100
- Any needs above the standard process for the above services or services for large construction projects will be charged at \$75 per hour.

\*Services rendered will be billed to the party requesting services. This may be the landowner, contractor, or City.

### CPR Classes:

- Internal Classes – CTGR personnel and affiliates
  - CPR - \$50
  - CPR/First Aid - \$75
  - BLS (medical providers) - \$25
- External Classes – Community members
  - CPR - \$75
  - CPR/First Aid - \$100
  - BLS (medical providers) - \$30

### Other Classes:

- Other classes such as fire extinguisher use, youth fire safety, defensible space or similar classes can be coordinated on an as needed basis. Cost will be based on required staff time, class size and location.

### Facility Use:

- Station 25 – Grand Ronde
  - Facility use currently not available due to construction
- Station 28 – Willamina
  - \$10 per hour or \$50 per day (additional fees may apply if CTGR time for set up, clean up or other assistance is required)



## **Library November 2023 Monthly Report, Sarah Frost, Library Director**

The big news for our library is we were awarded 2 grants in November:

Oregon Community Foundation: \$20,500 for Technology Improvements and Additions

John Henry Eldred Jr Foundation: \$2,500 for Youth Material

These grants mean exciting work for our team moving into 2024 as we work towards the acquisition and processing of library material and technology.

### **Library Patron Visits: 802**

\*this does not include programs held outside operational hours and/or that are held off-site

\*this does include visits during the Art Tour when we were open 8-5 Friday and Saturday

### **Number of Library Pantry uses: 66**

### **Programs Held: 12**

#### **Attendance: 106**

Book Club (monthly)

Homeschool Hangout (weekly)

Fiber Enthusiasts (monthly)

Astronomy Club (monthly)

Minecraft Club (monthly)

Warhammer TTRPG (monthly)

Transitional Student Studies (weekly)

Passive: Take-home crafts

Passive: Scavenger Hunt

### **Circulation: 1605**

#### **Self Checkout Circ: 56**

\*number of item checkouts and renewals

### **Hold Item Pull: 1026**

\*number of items pulled from our shelves to fill holds within CCRLS

\*CCRLS: Chemeketa Cooperative Library Service

### **Friends of the Library, Love our Library**

501c3 Friends of the Library Board is scheduled to meet the first Tuesday at 6:30PM.

Love our Library Fundraising Committee meeting is January 14, 2:00 PM.

Next Fundraiser: Wet Season Music at WCC, February 17

### **Library Board:**

The Library Board met on November, 28.

Meeting minutes are available upon request. Recordings are also available on YouTube.

The Library Board recesses in December. The next meeting will be held on January 16.



November 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
11/11/23	CHERRY ST	CODE ENFORCEMENT	PARKED WHERE A NO PARKING THIS SIDE OF ROAD AREA	I ASKED THE BOSS OF THE CREW HOW LONG THEY WOULD BE THERE AND HE SAID JUST FOR ANOTHER HOUR OR SO AND THEY WOULD BE LEAVING. I LET THEM STAY THERE TO FINISH THE JOB.	NOTHING FURTHER ON MY END
11/11/23	HUDDLESTON / HAMPTON POND	CODE ENFORCEMENT	DOGS NOT ON LEASH AT POND	I ASKED THE OWNERS OF THE DOGGIES TO PLEASE HAVE A LEASH ON THEM WHEN THEY ARE AT THE POND. THEY DID HAVE LEASHES ON THE PERSON THEY JUST NEEDED TO PUT THEM ON THE DOGS.	THEY LEASHED THE DOGS AND TOLD ME THEY KNOW THAT THEY ARE SUPPOSED TO HAVE THEM ON BUT WHEN THEY ARE NOT AROUND PEOPLE THEY LIKE TO UNLEASH THEM. I JUST TOLD THEM THAT I UNDERSTOOD HOWEVER BEING IN A PUBLIC PLACE IT IS THE RULES TO HAVE THEM LEASHED.
11/21/23	WASHINGTON ST	CODE ENFORCEMENT	ABANDONED VEHICLE ON PUBLIC STREET. TRUCK LIC #DMM 523 1978 FORD PU HOOKED UP TO A BLACK TOYOTA 4 RUNNER LIC # 597 KRP	BROKEN DOWN VEHICLE ABANDONED ON PUBLIC STREET. NEEDS TO BE MOVED IN 72HR OR I WILL TAG FOR TOW ON MONDAY 11/16/23	THE TRUCK HAS BEEN MOVED OUTSIDE OF TOWN. NOTHING FURTHER ON MY END.
11/6/23	HILL DR		LOTS OF TRASH AND DEBRIS ON PROPERTY AND NEIGHBORS COMPLAINING OF RATS	NEEDS TO CLEAN OUT ALL GARBAGE	THIS IS A FOLLOW UP ON THIS PROPERTY FROM AUGUST. THE RENTER IS SICK TODAY SO WE COULDN'T MEET W/ PROPERTY OWNER ON THE CLEAN UP. I WENT UP TO TAKE PICTURES 11/6/23 OF THE TRAILER FULL OF GARBAGE THAT THEY HAVE PICKED UP BUT NEEDS TO BE DUMPED AT THE LANDEFILL. WE RESCHEDULED OUR MEETING FOR 11/13/23 @10:30 AM. TO SEE WHAT NEEDS TO STILL BE DONE. ON 11/13/23 WENT UP TO THIS RESIDENCE FOR AN UPDATE ON THE PROGRESS OF THE CLEAN UP AND TOOK MORE PICTURES TO UPDATE THE FILE. THEY HAVE EMPTY ONE TRAILER FULL OF GARBAGE. THE RESIDENT SAID IT WAS \$170.00 TO EMPTY THIS TRAILER. THEY ARE IN THE PROCESS OF FILLING THE TRAILER BACK UP AND WILL DO ANOTHER DUMP RUN IN 2 WEEKS. I WILL MEET BACK UP WITH THEM ON 11/27/23 @ 10:30 AM. THE LANDLORD DIDN'T SHOW AT THIS MEETING SO I WILL CALL AND DO AN UPDATE WITH HIM.
11/7/23		HELPED COVER THE FRONT OFFICE TODAY OFF FOR MY HOLIDAY VETERAN'S DAY			THANK - YOU TO ALL THE MEN AND WOMEN WHO SERVED FOR THIS COUNTRY. YOU HAVE SACRIFICED SO MUCH TO KEEP OUR COUNTRY SAFE. GOD BLESS YOU AND YOUR FAMILY
11/9/23					LATER IN THE DAY THE LADY THAT I HAD TALKED TO ABOUT HER DOG, HER HUSBAND CAME IN TO TALK TO ME ABOUT THE DOG BEING OFF THE LEASH. HE TOLD ME THAT SHE LIKES TO PLAY FETCH WITH THE DOG THAT'S WHY IT'S OFF THE LEASH. I INFORMED THE HUSBAND THAT IT IS IN OUR ORDINANCE THAT WHEN A DOG IS IN PUBLIC IT NEEDS TO BE ON A LEASH (CHAPTER 90 ANIMALS) 90.03 DOGS REQUIRED TO BE ON LEASH. UNFORTUNATELY HE WASN'T HAPPY ABOUT THAT. WE DISCUSSED IT MORE AND HE LEFT WITH THE UNDERSTANDING THAT THE DOG HAS TO BE LEASHED. BRIDGET ALSO HAD A CONVERSATION WITH HIM ON ME DOING MY JOB AND KEEPING THE CITY AND RESIDENCES SAFE AND FEEL LIKE THEY CAN GO TO THE POND WITH OR WITHOUT A DOG AND THAT THEY WILL FEEL SAFE TO WALK AROUND THE POND KNOWING THAT THE DOGS WILL BE LEASHED AND IN CARE OF THE OWNER. HE WOULD LIKE TO SEE A DOG PARK HERE SOMEWHERE WHERE THE DOGS CAN RUN AROUND FREE TO PLAY AND FETCH BALLS. I TOLD HIM I WOULD PASS THAT ALONG TO THE CITY MANAGER.
11/13/23	HUDDLESTON POND	CODE ENFORCEMENT @ 8:25 AM	DOG NOT ON LEASH AT THE POND	GOT A CALL FROM PUBLIC WORKS OF A FORD RANGER LIC # YOA 320. PARKED AT THE POND OVER NIGHT. WENT DOWN TO TAKE A LOOK AND TAKE PICTURES. PULLED UP OUR CAMERAS AT THE POND TO FIND OUT WHY THE TRUCK HAD BEEN LEFT THERE. ENDS UP THE TRUCK BROKE DOWN AND SO THE OWNER HAD CALLED FOR HELP BUT THEY COULDN'T GET IT STARTED. HE ENDED UP GETTING A RIDE OUT OF THERE. WILL CHECK BACK TO SEE IF IT HAS LEFT. THE OWNER LIVES IN SHERIDAN.	ON 11/15/23 THE TRUCK HAS BEEN REMOVED FROM THE POND TODAY. NOTHING FURTHER ON MY END.
11/13/23	HUDDLESTON POND		TRUCK PARKED OVER NIGHT AT POND		





November 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
11/20/23		HELPED COVER THE FRONT OFFICE TODAY			PUBLIC WORKS DIRECTOR JEFF TOLD ME THAT THE GARBAGE HAD BEEN PICKED UP AND THAT THE GUY WHO HAD DROPPED IT OFF SAID HE DIDN'T KNOW THAT HE COULDN'T DO THAT. JEFF TOLD HIM THERE WAS SIGNS POSTED SAYING NO GARBAGE AND HE SAID HE DOESN'T READ SIGNS. HE PICKED UP THE GARBAGE AND GOT EDUCATED ON THE RULES AT THE SAME TIME. NOTHING FURTHER ON MY END
11/20/23	771	TOOK THE DAY OFF FOR THANKSGIVING	TRASH PUT ON THE DEBRIS PILE AND PUBLIC WORKS	WENT TO RESIDENCE TO TALK TO THEM ABOUT THE GARBAGE THAT WAS PUT ON THE DEBRIS PILE. THE ELDERLY LADY SAID SHE DIDN'T KNOW IT COULDN'T GO ON IT AND SHE HAD SOMEONE ELSE TAKE IT DOWN THERE FOR HER. I ASKED HER TO PLEASE HAVE IT PICKED UP AT THE END OF THE DAY OR TOMORROW. SHE SAID SHE WOULD HAVE SOMEONE GO GET IT.	
11/22/23		CLOSED FOR THANKSGIVING			
11/27/23			RESIDENTS HAVE THE METER BOX COVERED WITH A BUNCH OF STUFF BLOCKING METER	THE OWNERS DAD WAS LETTING US KNOW THAT THE CAR HAD BEEN TOWED IN AND IS FACING THE WRONG DIRECTION AND HE WILL GET IT MOVED AS SOON AS HE CAN. HE WILL BE FIXING IT FOR HER.	PUBLIC WORKS SAID HE DIDN'T GO BACK UP THERE SO IF HE NEEDS ANYTHING HE SAID HE WOULD LET ME KNOW.
11/28/23	CROSSROADS CHURCH		HIS DAUGHTERS CAR WAS TOWED AND THE TOW TRUCK DROPPED THE CAR OFF FACING THE WRONG WAY	TALKED TO THE VFW PERSON AND THEY HAD ASKED FOR THE TRUCK AND DEBRIS REMOVED FROM THEIR PROPERTY. THE PERSON THAT OWNS THE PROPERTY TOLD THEM THAT THEY WOULD HAVE IT MOVED BY MONDAY HOWEVER IT IS STILL THERE AND HAS BEEN FOR WEEKS. VFW SAID THEY WILL HAVE IT TOWED ON TUESDAY 11/29/23 ID ITEMS ARE NOT REMOVED.	TRUCKS HAVE BEEN REMOVED FROM THE PROPERTY. NOTHING FURTHER ON MY END.
11/28/23	VFW	HELPED PUBLIC WORKS HANG 48 HR DOOR HANGERS	TRUCKS AND TRASH ON THEIR PROPERTY		
11/28/23			VEHICLE BEING TAKEN APART AND WHEEL MISSING	THE RED JETTA OWNER SAID EVERYTHING WAS FINE AND THAT THE CAR ISN'T RUNNING AND THAT HE WAS TRYING TO GET IT FIXED SO HE COULD MOVE IT. ALSO HE WAS FIXING THE TIRE.	NOTHING FURTHER ON MY END. I CALLED THE PERSON BACK ABOUT THE VEHICLE AND SHE WAS HAPPY WITH ME FINDING OUT WHAT WAS GOING ON WITH IT.
11/28/23	581		ILLEGAL BURN PILE ON CITY STREET AND THERE IS NO BURNING TODAY ACCORDING TO THE BURN HOTLINE	THE PEOPLE AT THIS RESIDENT HAD A PILE OF WOOD FROM THE HOUSE BURNING ON OUR CITY STREET. I WENT UP TO LET THEM KNOW THEY CANT BURN ON OUR PUBLIC STREET AND THAT THERE IS A BURN HOTLINE THEY NEED TO CALL TO MAKE SURE THEY COULD BURN EACH DAY. SHE PUT THE FIRE OUT AND WILL MOVE IT TO A SECURE BURN RING OR BARREL IN THE BACKYARD. SHE SAID SHE DIDN'T KNOW SHE COULDN'T DO THAT. I WILL CHECK BACK ON WED 11/29/23 TO MAKE SURE THE PILE OF BURNED BEBRIS IS OFF PUBLIC STREET.	WENT BY ON 11/30/23 AND THE BURN PILE HAS BEEN PICKED UP AND CLEANED UP FROM THE ROAD. NOTHING FURTHER ON MY END.
11/28/23	210				



November 2023 Code Enforcement Daily Log

Date	Location	Code Enforcement	Concern	Correction	Follow-up
11/28/23	263	CODE ENFORCEMENT	ROLL AWAY BINS FROM WOW PARKED IN THE STREET ON A NO PARKING AREA	CALLED AND TALKED TO WOW ABOUT THE BINS PARKED ON THE STREET AND IN A NO PARKING AREA. THIS IS A SMALL STREET AND THERE ARE NO SAFETY CONES OR ANYTHING OUT ON THE STREET. I REQUESTED THAT THE BINS BE MOVED OFF THE STREET AND INTO THE DRIVEWAY. WOW SAID SHE WOULD GET BACK WITH ME ABOUT THESE BINS BEING MOVED HOWEVER IT IS THE END OF THE DAY FOR THEM SO MAYBE TOMORROW. WILL WAIT FOR A RESPONSE.	WENT BY ON 11/30/23 AND THE BINS HAVE BEEN REMOVED OF THE STREET. NOTHING FURTHER ON MY END.
11/30/23	531		TRAVEL TRAILER IN DRIVEWAY OUT IN STREET	TALKED TO THE OWNER OF THE RV AND ASKED HIM TO MOVE IT FURTHER IN HIS DRIVEWAY IT IS STICKING OUT ONTO THE PUBLIC STREET. THIS IS A HAZZARD FOR MOTORISTS DRRIVING ON THAT STREET AND COULD RUN INTO THE FRONT OF IT IF THEY DONT SEE IT. I AKED HIM TO PUT CONES OUT OR THE SOMETHING ON IT SO ITS VISIBLE FOR CARS PASSING. HE SAID HE WOULD AND THAT HE WOULD MOVE IT TOMORROW. I WILL CHECK BACK ON MONDAY 12/4/23	





**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 11/1/2023 to 11/30/2023**

City	UCR Description	11/1/2022 to 11/30/2022	11/1/2023 to 11/30/2023	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	0	0		1	7
	Arson	0	0		1	1
	Burglary-Business	1	0			4
	Burglary-Residence	1	0		4	5
	Larceny	3	1	-66.67 %	23	37
	Motor Vehicle Theft-Auto	0	1		3	10
	Rape	0	0		1	
	Robbery	0	0			1
	<b>Part 1 Total</b>	<b>5</b>	<b>2</b>	<b>-60.00 %</b>	<b>33</b>	<b>65</b>
Part 2						
	All Other	1	1		17	19
	Animal Problems	0	0		2	1
	Disorderly Conduct	1	0		4	8
	Drug Laws	5	0		28	66
	DUII	0	0		3	23
	Forgery	0	0		2	1
	Fraud	1	0		2	5
	Kidnapping	0	0		1	
	Liquor Laws	0	0		1	
	Sex Offenses	0	0		8	6
	Simple Assault	0	3		25	21
	Stolen Property	0	1		1	5
	Tresspass/Prowler	4	1	-75.00 %	11	17
	Vandalism	1	0		12	25
	Weapons	0	1		7	17
	<b>Part 2 Total</b>	<b>13</b>	<b>7</b>	<b>-46.15 %</b>	<b>124</b>	<b>214</b>
Part 3						
	All Other	7	6	-14.29 %	68	144
	<b>Total For WILLAMINA</b>	<b>43</b>	<b>25</b>	<b>-41.86 %</b>	<b>334</b>	<b>554</b>





**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 11/1/2023 to 11/30/2023**

City	UCR Description	11/1/2022 to 11/30/2022	11/1/2023 to 11/30/2023	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
	Non-Reportable Offenses	18	<b>10</b>	-44.44 %	109	131
	Part 3 Total	25	<b>16</b>	-36.00 %	177	275
	<b>Total For WILLAMINA</b>	43	<b>25</b>	-41.86 %	334	554

