



**Willamina City Council
Meeting Minutes
Tuesday, December 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 Craig Johnson
Councilor Barry Wilson
Councilor Karl Klym
Councilor Jennifer Pederson
Finance Manager Scott Clark
Library Director Sarah Frost

Absent from Meeting:

Councilor Vickie Hernandez excused absence
City Manager Bridget Meneley excused absence
Public Works Director Jeff Brown excused absence

Guests Not Limited To:

Public Works Jeff Rosenberry
Keller Associates Shannon Williams
YCSO Captain Sam Elliot
CTGR Police Chief Jake McKnight

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

Library Director Frost expressed her appreciation for Mayor Skyberg's leadership and wished her a happy birthday. City Manager Meneley had coordinated a small birthday celebration to take place during the City Council meeting with dessert. There was an eight minute recess

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during the festivities.

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS- None

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE- None

CORRESPONDENCE – None

PRESENTATIONS –

1. **Finance Manager, Scott Clark-** October revenues are right on schedule and expenses are coming in as expected. City has made budget for projected property tax revenues. Audit is going along just fine.

There was discussion about whether the city has funds available to pay for testing of the pond water. Finance Manager Clark explained how the general fund and the reserve fund works and said there was not enough to cover it from these funds.

2. **Keller Associates, Shannon Williams –** Discussed the chemical called Fluridone that the City of Willamina currently uses to treat the plant growth in Huddleston Pond. Fluridone is widely used across the country to control the growth of wide leaf aquatic plants. Each chemical comes labeled with strict application procedures set by the EPA. There are legal ramifications if these chemicals are not used according to their label.

When Fluridone is applied according to the label it has historically been shown to not be toxic to fish and not bioaccumulate in fish. Research has shown that the fish are safe to consume fourteen days after application if the label rules are followed.

To test the water in the pond would be expensive and would require several tests in order to show the true story of what is going on in the pond. Other options would include exploring other aquatic herbicides, posting information on pond treatment on the city's website and bulletin boards, and posting notification signs on the docks when treatment occurs directing them to the city's website for more details.

There was discussion on testing the fish in the pond. This test would be called a Bioassay. If any concerning amounts of chemicals were to be found from testing, the EPA could become involved.

The Council showed interest in possibly continuing the conversation regarding testing the pond and discussing alternative herbicide options at a work session.

CONSENT AGENDA

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

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MOTION: Council President Baller moved to approve the Meeting Minutes from the November 14, 2023 City Council Regular Meeting. Councilor Johnson seconded the motion. Motion carried with a unanimous vote.

REGULAR AGENDA

1. Police Services - Due Diligence Process Update-

Mayor Skyberg read from the staff report provided.

MOTION: Council President Baller made a motion for purposes of discussion. Councilor Pederson seconded the motion.

Library Director Frost explained that the information in the staff report did not contain many differences from the first time this topic was brought to the Council. It was meant to clarify the next steps the Council would like to see the city take moving forward in the conversation process. There was discussion regarding when a new contract would go into effect and that Yamhill County Sheriff Office (YCSO) is currently in contract with the city until July 1, 2024. There was discussion clarifying the meaning of each of the proposed motions.

Motion for purposes of discussion carried with a unanimous vote.

MOTION: Councilor Pederson motioned for conversations to continue with both Confederated Tribes of Grand Ronde (CTGR) Police and Yamhill County Sheriff's Office. Council President Baller seconded the motion. Motion carried with a unanimous vote.

MOTION: Councilor Pederson motioned that the Polk County Sheriff's Office is included in the conversations with the City Staff. No second was offered.

Some members of the Council expressed the need for clarification on the topic. There was discussion that Polk County Sheriffs Office has made a formal request with City Manager Meneley to be included in the city's conversation with CTGR Police and YCSO. There was the opinion discussed that in effort to do due diligence, all options should be considered in the decision-making process. There was discussion of how often Polk County Sheriff's Office has been present serving the community up to this point, and the fact that the south side of Willamina is located in Polk County.

MOTION: Council President Baller motioned to include Polk County Sheriff's Office in police services conversations. Councilor Pederson seconded the motion. Three council members voted in favor. Two council members abstained from voting.

It was determined that a quorum was present at the meeting. The Second Edition of Robert's Rules Chapter 3 states, "A *quorum* is the number of members who must be present to legally

transact business. The number is usually stated in the bylaws.” (Second Edition Roberts Rules in Plain English, 2005 p. 8)

Chapter 1, Section II of the City of Willamina City Council Rules of Procedure states:

II. Quorum. *A quorum is required to conduct official city business.*

A. *Fifty percent plus one of the members of the council shall constitute a quorum.*

In addition, the Second Edition of Robert's Rules Chapter 13 states, *“In all methods of voting, abstentions are not counted. Only the number of votes cast is counted in determining a majority or two-thirds vote unless a special rule is stated in the bylaws.”* (Second Edition Roberts Rules in Plain English, 2005 p. 103)

With two abstentions taking place during the vote for this motion, only three council members' votes were counted. Therefore, the quorum did not participate in active voting for this motion and no action on this motion could be determined by the Council at this time. The Council will revisit this proposed motion during the City Council Regular Meeting scheduled for January 9, 2024.

2. Water Quality Sampling of Huddleston Pond

Mayor Skyberg read aloud from the staff report provided.

MOTION: Council President Baller motioned to start notifying the public when the city will be using the herbicide Fluridone in the ways listed in the staff report. Councilor Wilson seconded the motion.

Library Director Frost explained that this motion is the quickest and most cost-effective impact that can be made for City Staff and Public Works until a work session regarding the sampling of Huddleston Pond can take place. It is due diligence for the city as a whole.

Motion carried with a unanimous vote.

3. Library Ordinance 694

Mayor Skyberg read aloud from the staff report provided.

MOTION: Council President Baller made a motion for discussion. Councilor Johnson seconded the motion.

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Library Director Frost explained that in 2021-2022 the Library Board took on two projects, one of which was to update the Library Board section of the City Charter to set clear expectations for future Library Board members, Library Directors and governing bodies as to what their role is within the library. Existing charter language was kept, updated, and some new language was added. The Library Board updated and approved the changes in 2022 and passed it on to the City Manager at the time. It has been revisited now as Ordinance 694.

Motion to approve Ordinance 694 carried with a unanimous vote.

Library Director Frost Read Ordinance 694 aloud.

4. Planning Commission – member resignation recommendation

Mayor Skyberg read aloud from the staff report provided.

MOTION: Councilor Pederson moved 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. Councilor Wilson seconded the motion. Motion carried with a unanimous vote.

5. Regularly Scheduled Work Sessions

Library Director Frost explained that there had been a request to visit the idea of keeping a place holder for work sessions during the regularly scheduled city council meetings.

The Council discussed preferring work sessions to be scheduled on separate days from the regularly scheduled city council meetings. The Council will discuss the topic further at the next city council meeting.

6. City Manager Evaluation

Mayor Skyberg thanked the Council for completing the evaluation forms and decided to wait until City Manager Meneley was present to present the evaluation she had prepared. She stipulated that the evaluation was very good and City Manager Meneley has been doing very well. They are thankful for what she has done and continues to do for the city.

INFORMATIONAL REPORTS

- 1. Chamber Liaison – Mayor Skyberg-** said the Chamber will be taking the latter part of month of December off. They were partially responsible along with the city for the tree lighting, parade, and Santa's visit. Bob Burr and his wife have organized the parade for

several years and will not be doing the parade again next year.

2. **Yamhill County Transit Authority Board Member – Councilor Johnson-** Their next meeting quarterly meeting will be in January of 2024. The county commissioner appointed Councilor Johnson to another three-year board member term through 2026.
3. **Library Board Liaison – Councilor Hernandez-** Excused absence.

MAYOR'S REPORT- Mayor Skyberg attended a retirement celebration for Bill Dickson, a former UPS driver in the West Valley area for thirty years. She attended a meeting at the Sheridan Museum about an online zoning platform called Urban Form. Attended a discussion with Lucetta Elmer called the Addiction Roundtable regarding Measure 110. Captain Sam Elliot offered his feedback of the event and the value of getting input at the event from so many rural communities about the failure of Measure 110.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. **City Manager-** Excused absence. Library Director Frost spoke in her place.
 - a. **Code of Conduct-** is identified as a need but no update available at this time.
 - b. **CTGR Facility Use Application and Fee Schedule-** informational for Council to see the new charges for the facility.
 - c. **Employee Staff Meeting and Christmas Ornament Exchange-** City Hall and the Library will be closed Thursday December 14, 2023, for needed staff training and a Christmas celebration at Mayor Skyberg's house.
2. **Library Director-** Library Director Frost- the library has received two grants. The Oregon Community Foundation has awarded \$20,500 for technology improvements and purchasing hot spots. The John Henry Eldred Jr Foundation has awarded \$2500 to add items to the youth collection. The library statistics are still up coming off of the summer months. Thankful for staff and volunteers. Library will be closed the last week of December and the winter celebration is planned for the first week of January.

There was discussion about what a tremendous job they are doing with the library and how full Storytime has been.

3. **Public Works Director-** Excused absence
4. **Sheriff's Report (provided in Agenda packet)**
5. **Code Enforcement (provided in Agenda packet)**

COUNCIL COMMENTS- None

ADJOURN

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MOTION: Councilor Pederson motioned to adjourn the meeting at 7:13 p.m. Councilor Wilson seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned by Mayor Skyberg at 7:13 p.m.

Time and Date of Next Council Meeting

The next City Council Regular Meeting will be held on January 9, 2023 at 6:00 p.m.
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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


