



**Willamina City Council  
Work Session  
Tuesday, January 30, 2024 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.

CALL TO ORDER

ROLL CALL

FLAG SALUTE

**AGENDA**

1. Yamhill County Sheriff's Office Police Services
2. ODOT Proposed Project – OR18B Curb Ramps Project
3. City Council Goals

**ADJOURN**

Next Council Meeting

City Council Regular Meeting on February 13, 2024 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/88947436404?pwd=L2NDdGtDL0l1d3ZtQXJLbG1BSmNoQT09>

Meeting ID: 889 4743 6404 Passcode: 090740

Find your local number: <https://us02web.zoom.us/j/88947436404>

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[www.willaminaoregon.gov](http://www.willaminaoregon.gov)

## Bridget Meneley

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**From:** Garton, Mark <garton.mark@co.polk.or.us>  
**Sent:** Wednesday, January 24, 2024 8:27 PM  
**To:** Bridget Meneley  
**Subject:** Re: police services

Bridget,

Thanks for reaching out. With that new information I will also withdraw.

Respectfully,

Sheriff Mark Garton

On Wed, Jan 24, 2024, 4:54 PM Bridget Meneley <[MeneleyB@ci.willamina.or.us](mailto:MeneleyB@ci.willamina.or.us)> wrote:

Good afternoon Sheriff,

Would you like provide information to share with the Council for the potential proposal?

Also, I would like to let you know that the CTGR Chief McKnight has been in communication with the new YCSO and let us know today that they are withdrawing themselves from the proposal presentation and further discussions about being considered for the City of Willamina Police Contract.

Bridget Meneley

City of Willamina

City Manager

[411 NE C Street](#)

[Willamina, Oregon 97396](#)

[503.876.2242](tel:503.876.2242)

PUBLIC RECORDS LAW DISCLOSURE

This e-mail is a public record of the City of Willamina and is subject to public disclosure unless exempt from disclosure under Oregon Public Records Law. This email is subject to the State Retention Schedule.

## **Bridget Meneley**

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**From:** Jake McKnight <Jake.McKnight@grandronde.org>  
**Sent:** Wednesday, January 24, 2024 1:30 PM  
**To:** Bridget Meneley  
**Subject:** Willamina police contract

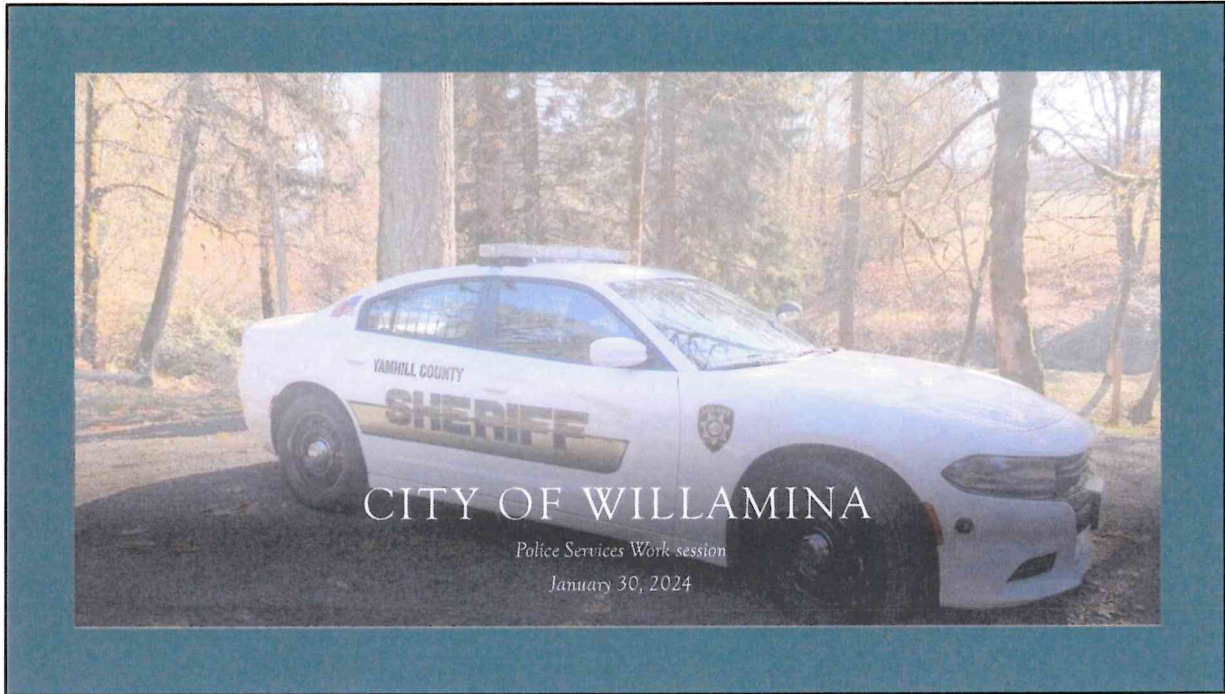
Good Afternoon Bridget,

I wanted to let you know that I had a good talk with the new Sheriff and I believe he has the best interest with the Willamina police contract. I think he will make sure the citizens of Willamina get the services they pay for. After my conversation with him I'm going to withdraw from the process of contracting my PD's services. Thank you for the consideration.

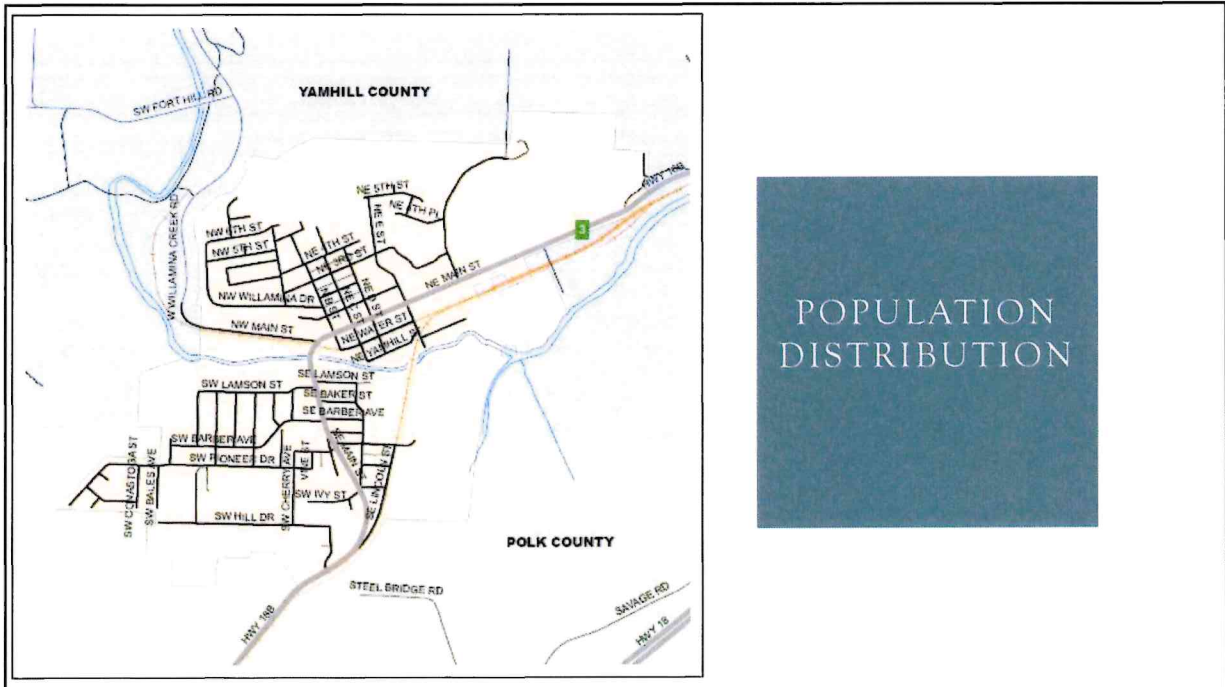
Take Care,

Chief Mcknight

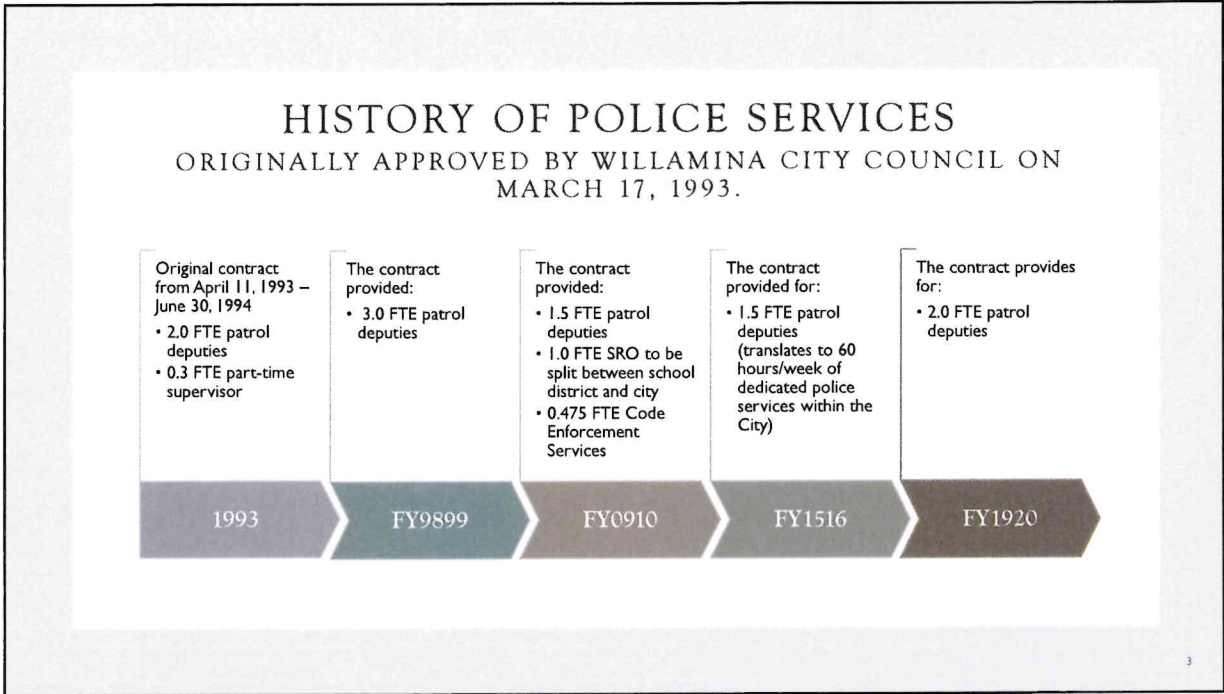
# Willamina City Council Work Session



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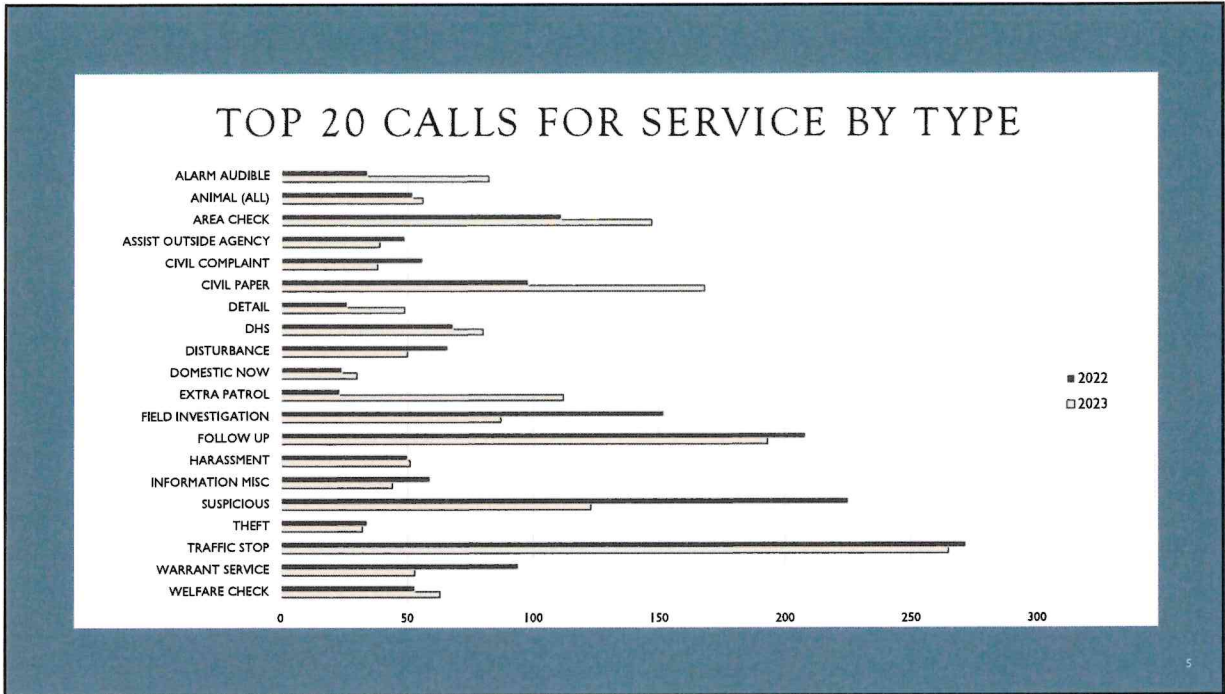
## ACTIVITY OVERVIEW

	Calls for Service	Cases*	Cases Ending in Arrest(s)
2022	2330	383	196
2023	2196	279	103

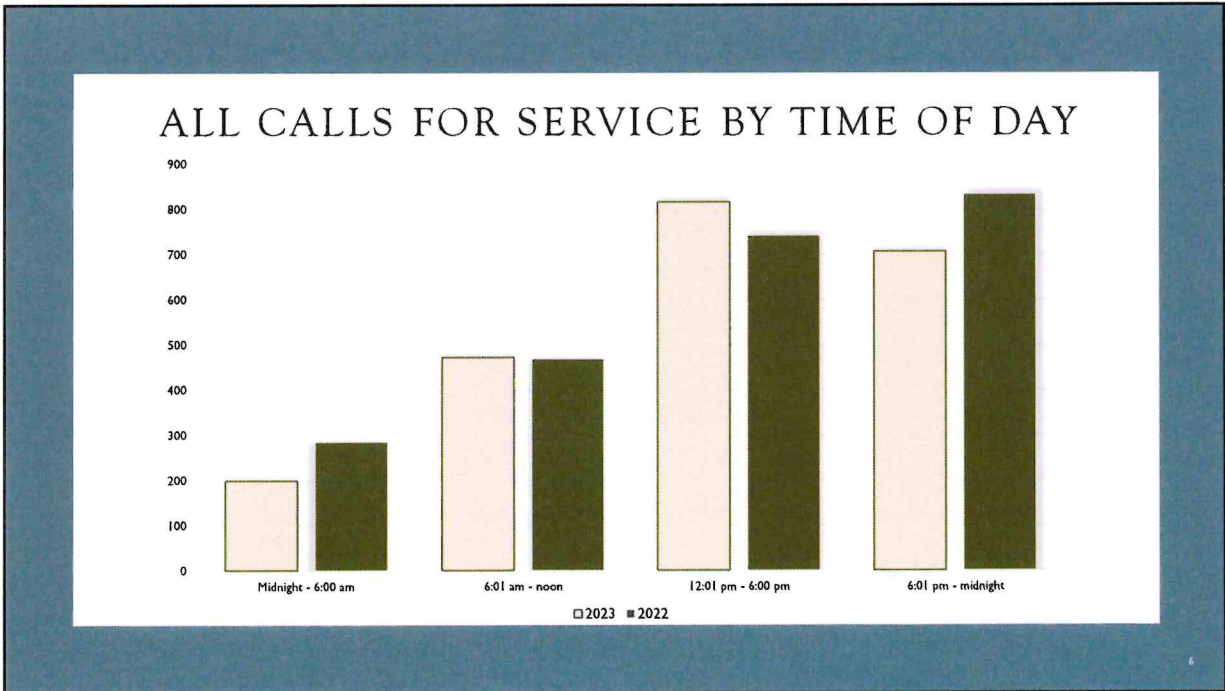
All activity and information contained in this report is limited to activity undertaken by YCSO within the City Limits of Willamina between January 1 and December 31 of the relevant year.

\*Case count is per case number; may represent several charges/defendants

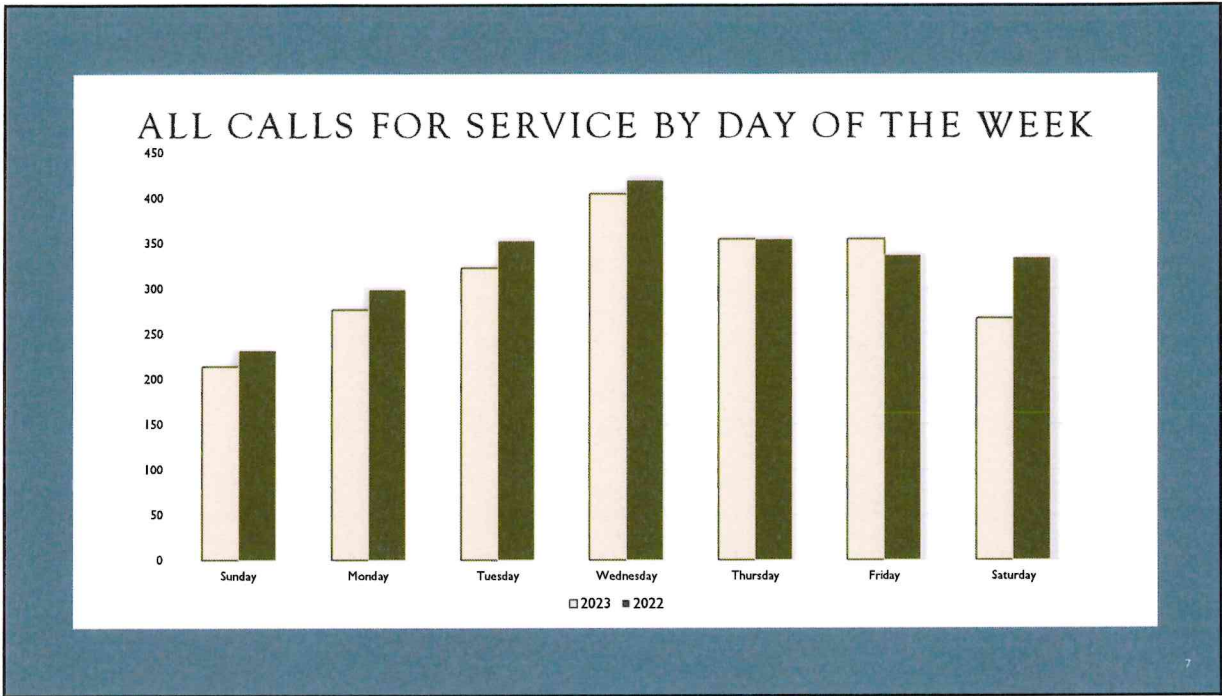
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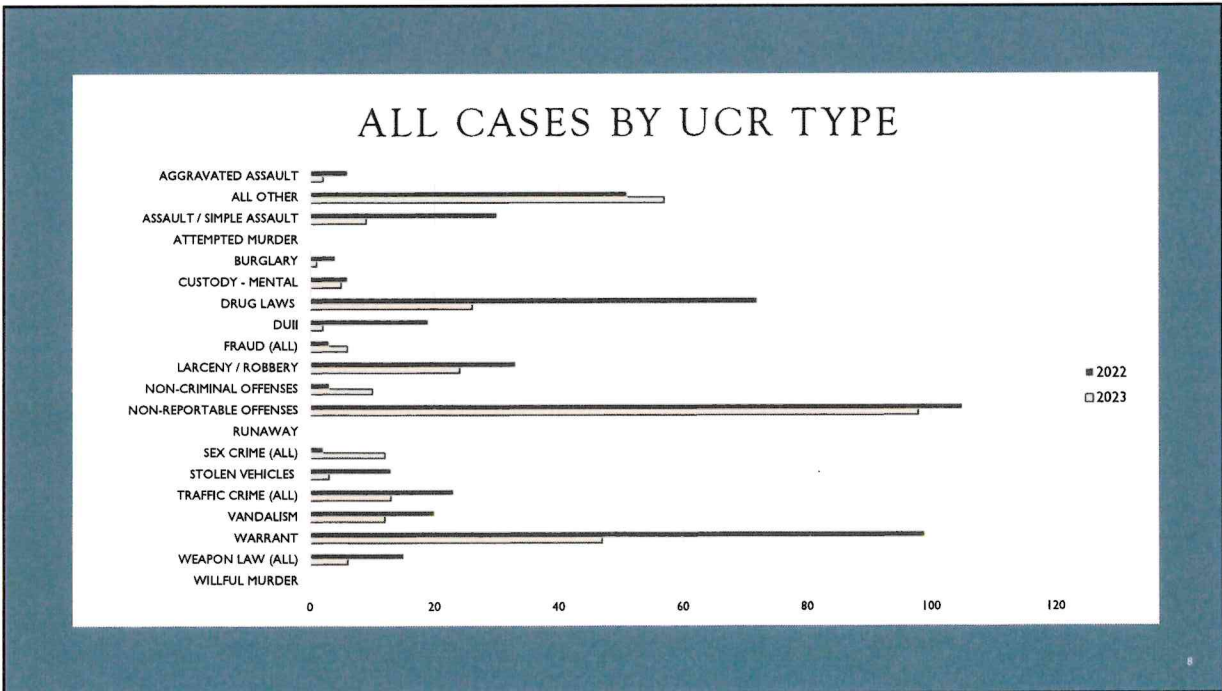
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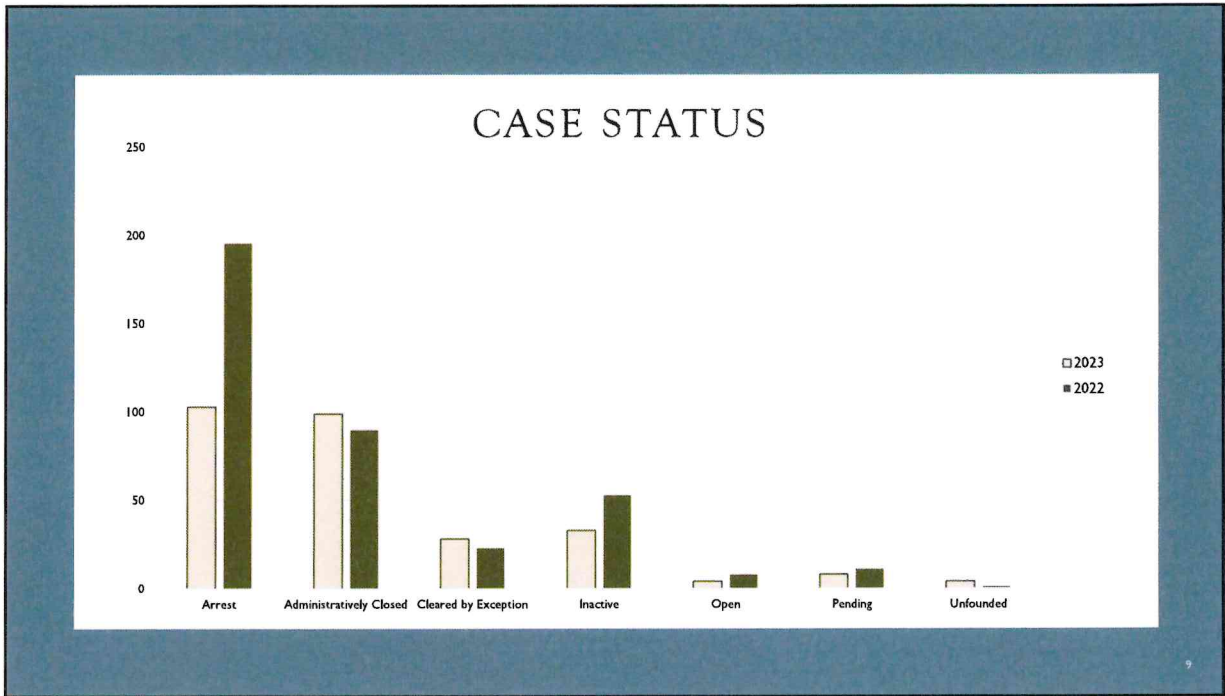
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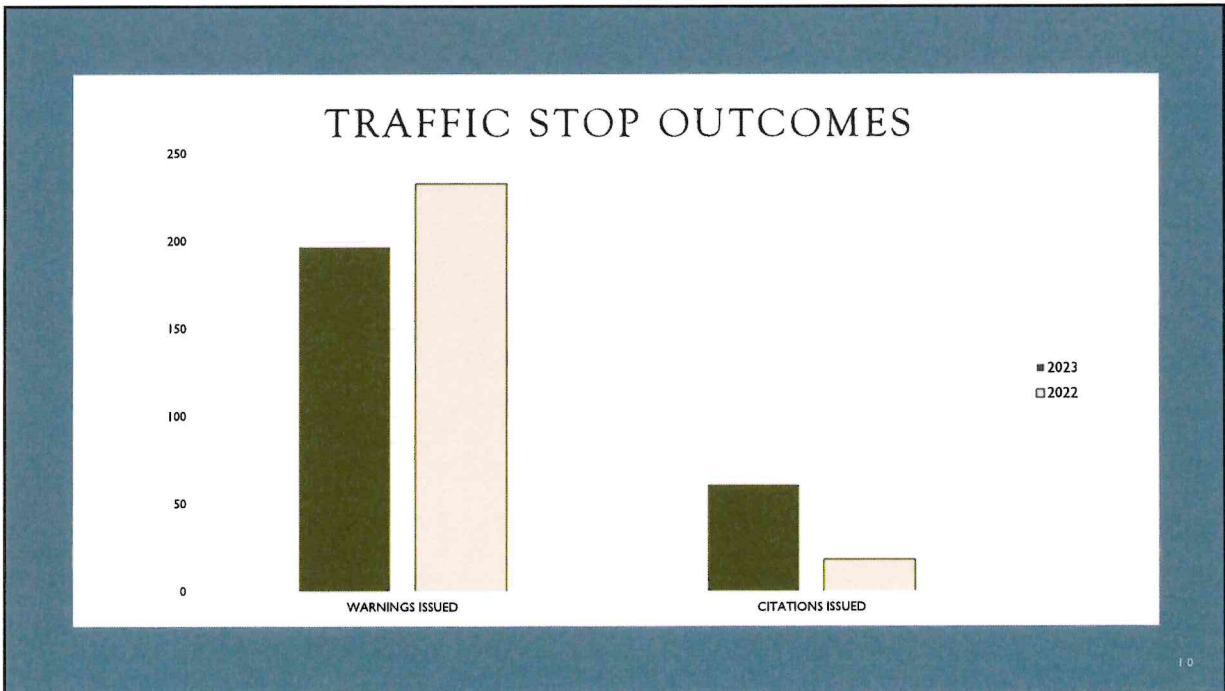
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## ADDITIONAL SERVICES WITH NO DIRECT COSTS

### DETECTIVES

- *Special Investigations Unit*
- 3.0 FTE (Detectives) and 0.5 FTE (Detective Sergeant) for the more complex and lengthy investigation of person crimes.
- *Crime Response Team*
- 2.0 FTE (Detective + Deputy) and 0.5 FTE (Detective Sergeant) for the investigation of crimes with a narcotics nexus.

### SUPPORT SERVICES

- *Civil Unit*
- Responsible for the service of subpoenas for cases related to Willamina incidents.
- *Evidence Management*
- Full-time Evidence Technician who will manage and provide accountability for criminal evidence seizure.
- Tech handles all processing, tracking of submissions to state / local forensic labs, and pulling evidence for trial.
- Secure, alarmed evidence facilities which are audited on a routine basis to confirm compliance with current best practice and state and federal law.
- *Records*
- Manages crime reports, files, state reporting, CJIS requirements, etc.

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## ADDITIONAL SERVICES WITH NO DIRECT COSTS

### COUNTY-WIDE TASK FORCES / MULTI-AGENCY TEAMS

- Domestic Violence Task Force (DVTF)
- Major Crimes Response Team (MCRT)
- Multi-Agency Traffic Team (MATT)
- Multi-disciplinary Child Abuse Team (MCAT)

### VOLUNTEER GROUPS

- Amateur Radio Emergency Service (ARES) and Community Emergency Response Team (CERT) for disaster preparedness and assistance.
- Cadet and Posse programs for community events and education.
- Search and Rescue to assist with rescue of lost persons, disaster response, and community education on safety.
- Volunteer Response Unit perform a variety of support functions.

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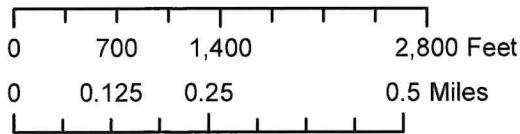
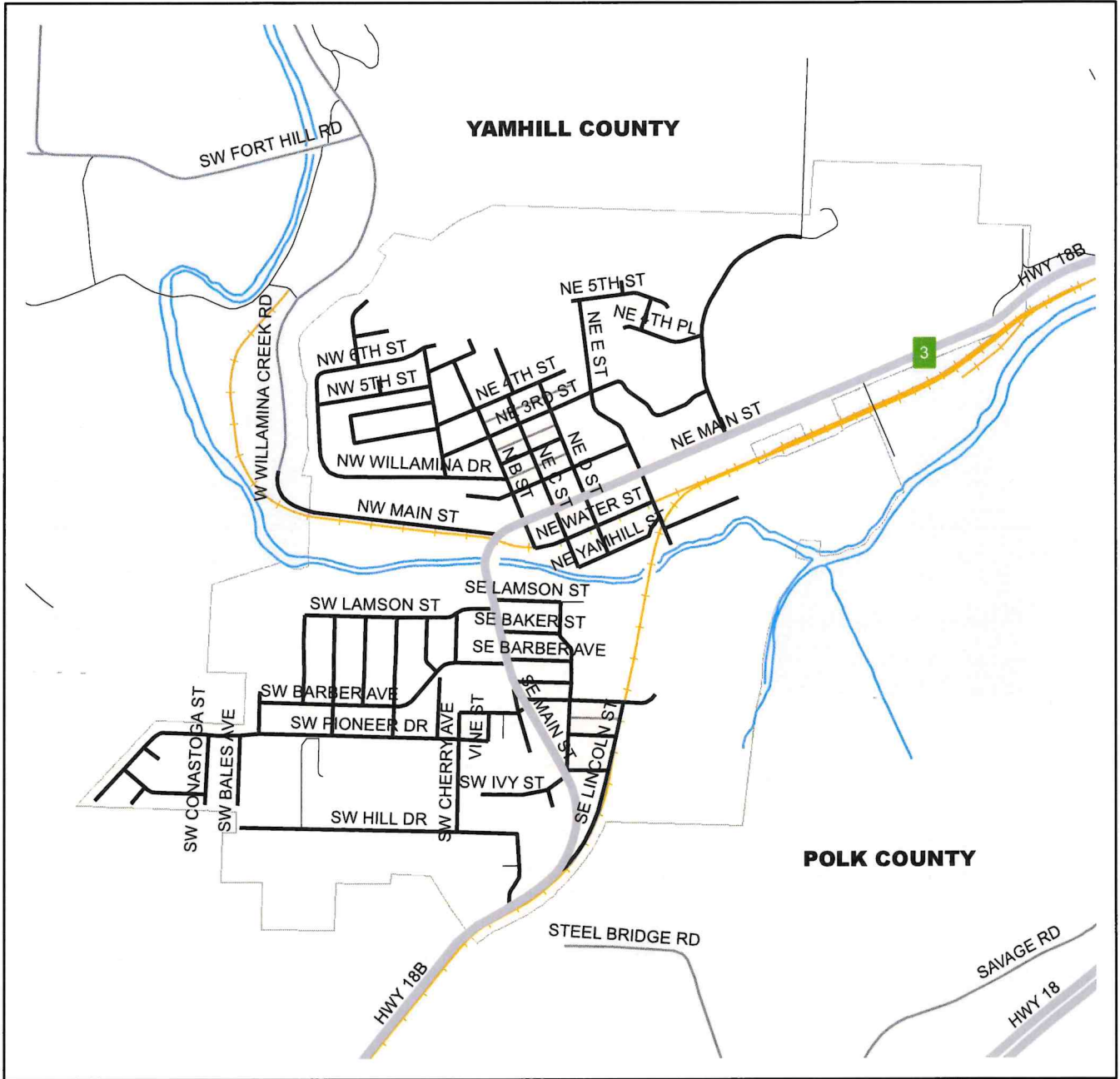
Contract Police Services are founded on the principles of cooperation and partnership.

It's about assisting the City of Willamina with cultivating a sense of community and improving citizens' quality of life. We believe it presents Willamina with a "win-win" arrangement wherein the City sees no loss of local control and the Sheriff's Office continues to strive to better serve citizens of the county.

We believe that there is value in having consistency in law enforcement services on a county-wide basis and, by retaining this responsibility in your city, we can maintain the law enforcement presence and enhance community policing services to Willamina citizens and business owners.



# City of Willamina



**Willamina city limits**  
**Population: 2240 (2020 Census)**

Prepared by Tim VanDeWalle  
 Yamhill Communications Agency  
 January 24, 2024

# CITY COUNCIL GOALS Discussion Meeting Minutes

## April 11, 2023

### 1. INFRASTRUCTURE

#### a. *Water Intake/School Line*

The bid for this project has been awarded and the contract is signed. Preconstruction meeting scheduled for April 20, 2023.

#### b. *Wastewater Master Plan*

We are  $\frac{3}{4}$  of the way through the process of putting this together.

#### c. *Street Projects (SCA/CIP)*

Two street projects were just finished on Barber and Walnut and we just received \$200,000 in reimbursements from those grants. At this point there are no more grants available to us. At this time we are working from a list of all the streets that need work in town and how they qualify for grant money based on a point system. Right now we are at a standstill until we can build up financial reserves to provide a match for more grant money. There will be a discussion with SCA soon but it is not expected that we will qualify for anything at this point.

Councilor Klym requested a copy of the list of streets and their ranking based on the point system.

### 2. CODIFICATION OF MUNICIPAL CODE

- a. It was discussed that this is a big project and it will take some hard work to get our documents in order. Much of the paperwork has been put into storage and is not in an order that is easy to find. It is a work in progress. Deputy City Recorder Stevens will be heading up this project in the near future. It was suggested that we reach out to local colleges in the area to access some free labor time from students who need the experience working with municipal code and records.

### 3. LIVABILITY / BEAUTIFICATION

- a. It was discussed that the bulk of this kind of work falls under the responsibility of the Chamber of Commerce and the EID. There was discussion about helping to drive more spirit and energy surrounding the downtown area. There are grants available to help with beautifying downtown, Main Street Grant. Some buildings are ready to use such as the old bakery building. It was suggested that we reach out to the wood shop class at the high school to build us some planters and other items to donate to the downtown.

### 4. PARKS PROJECTS

#### a. *Oaken Hills Pump Track*

In progress.

#### b. *Hampton Park Bank Stabilization*

This is in process. We have applied for \$4.3 million dollars in grants. We have set aside \$100,000 to pay for studies to be conducted in the near future to determine what the specific issues are with the levy.

#### c. *Update Master Plan*

This has not been started yet.

#### d. *Regional Bike/Pedestrian Pathway – Steel Bridge Route*

This project will be revisited.

## 5. ECONOMIC DEVELOPMENT

### a. *Recruit new business (dependent on TSP adoption / parking / walking)*

TSP has been adopted. A meeting will be taking place soon including an ODOT representative to talk about ADA curbs and different kinds of curbs cities can choose from. There will be a project starting in 2024 to help fit what we have.

### b. *Tourism*

Nothing to report.

### c. *BLM Maintenance Shop Relocation*

This project was stopped by BLM a while ago. Deputy City Recorder Stevens is in the process of trying to contact someone from the BLM and reopen the conversation about possibly moving the shops located on the corner of NE Main Street and NE Oaken Hills Drive in downtown Willamina.

## 6. YOUTH ACTIVITIES

### a. *Youth and Family Activities*

The Oaken Hills Pump Track fits into this category. The Library also has many of the family friendly and youth activities/programming.

It was suggested that we create a youth committee with a liaison that attends the City Council meetings. Perhaps incorporate FFA.

### b. *Safety / Health / Wellness*

Nothing to report. Councilor Wilson made the point that a lot of the construction that has been happening in Willamina is meant to be family friendly with the design of the neighborhoods and the locations of parks and playgrounds etc. He said that part of Health and Wellness is how the community is developing.

## 7. STREETS – SAFETY

### a. *Lighting*

### b. *Bike / Pedestrian Pathways*

### c. *Crosswalks*

In response to all of three of the above “Streets – Safety” subcategories; there was discussion about the general safety of our streets and pathways. The poor condition of many of our streets with potholes and the topic of the railroad crossings near the bridge in downtown Willamina were discussed. This is under jurisdiction of the railroad and ODO and that conversation has to happen between ODOT and the railroad. The community needs to continue to send emails to ODOT concerning the roads and the railroad crossing. There is an upcoming meeting between Bridget, Jeff, a Polk County Commissioner and Ryan from ODOT.

The city is planning to purchase some radar signs to encourage drivers to slow down when entering Willamina. Commissioner Kit Johnston said to contact Mark Lago about borrowing some radar trailers.

It was discussed that information should be put in the City newsletter for community members to continue to send emails to ODOT regarding the deteriorated railroad crossing.

It was suggested that the City Council revisits and updates the City Council goals quarterly instead of yearly. It was also suggested that we discuss the idea of a dog park.



Mayor Robert "Bob" Burr

**Council Members:**

*Rita Baller, Council President  
Craig Johnson  
Ila Skyberg  
Barry Wilson  
April Wooden  
Vacant*

**City Management:**

*City Manager: Kenna L. West  
Finance Manager: Scott Clark  
Public Works Director: Jeff Brown  
Library Director: Sarah Frost*

## 2022 CITY COUNCIL GOALS

### 1. INFRASTRUCTURE

- a. Water Intake/School Line
- b. Wastewater Master Plan
- c. Street Projects (SCA/CIP)

### 2. CODIFICATION OF MUNICIPAL CODE

### 3. LIVABILITY / BEAUTIFICATION

### 4. PARKS PROJECTS

- a. Oaken Hills Pump Track
- b. Hampton Park Bank Stabilization
- c. Update Master Plan
- d. Regional Bike/Pedestrian Pathway – Steel Bridge Route

### 5. ECONOMIC DEVELOPMENT

- a. Recruit new business (dependent on TSP adoption / parking / walking)
- b. Tourism
- c. BLM Maintenance Shop Relocation

### 6. YOUTH ACTIVITIES

- a. Youth and Family Activities
- b. Safety / Health / Wellness

### 7. STREETS – SAFETY

- a. Lighting
- b. Bike / Pedestrian Pathways
- c. Crosswalks

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