

Consent Agenda



**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.

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

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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

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.
West Valley Fire Station
825 NE Main Street
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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



**Willamina City Council
Virtual Only Special Meeting
Meeting Minutes
Friday, December 22, 2023 at 5:00 p.m.**

VIRTUAL ONLY

Minutes taken by Deputy City Recorder Krystal Stevens

Location of Meeting:

Virtual Only via Zoom

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller at 5:10 p.m.
Councilor Craig Johnson
Councilor Barry Wilson
Councilor Karl Klym
Councilor Jennifer Pederson
Councilor Vickie Hernandez
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 5:00 p.m.

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

Flag Salute did not take place due the nature of the virtual meeting.

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS- None

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE- None

CORRESPONDENCE – None

REGULAR AGENDA

Mayor Skyberg introduced the Land Donation Agreement- Resolution 22-23-013. (Amended later by renumbering to Resolution 23-24-001) Clarification was requested.

City Manager Meneley explained the history behind Resolution 22-23-013. The land donation agreement began in 2021 with Resolution 21-22-004 being approved by the Council. This was an effort by the city to grant a temporary and permanent easement to itself. If done properly this transaction can be done legally, but it is not typical for a property owner, because of a doctrine called “merger” under the law.

The current city attorney recommended having the Council approve the last land donation agreement through a Resolution 22-23-013.

There was discussion regarding the location of the lots being donated. There are three lots located in and behind the Oaken Hills neighborhood. Two of them are thin strips of land referred to as “spite strips”, which are intended to trigger land use development processes in order to obtain the right to pass over them. One of the spite strips is located at the end of the pavement on NE F Street, one of the spite strips is closer to NE Oaken Hills Drive, and one is a triangular piece at NE 4th Place and NE Oaken Hills Drive. The triangular piece was donated with the condition that it will one day be a park.

The reason for the special meeting was because the other party involved in the land use acquisition has filed for permits, gone to the Planning Commission, and worked with the city for the last two years. Those permits will expire at the beginning of 2024. Out of courtesy to the developer who has invested financially in the permit process and is not to blame for the delay, a special meeting was called to adopt this Resolution.

MOTION: Councilor Johnson moved that the City Council adopt Resolution 22-23-013. Councilor Klym seconded the motion.

There was discussion about the name Hobbs Park being named after the person who owned the company OR-AK who donated the three lots which includes the property for the park. The type of park that it will be is yet to be determined.

Motion passed with a unanimous vote.

City Manager Meneley informed the Council that we learned, in the future all land acquisitions need to be started at the title company. This will streamline the entire process and save time and money for the city.

COUNCIL COMMENTS

ADJOURN

MOTION: Councilor Klym motioned to adjourn the meeting at 5:15 p.m.

The meeting was adjourned by Mayor Skyberg at 5:15 p.m.

Time and Date of Next Council Meeting

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Minutes submitted by Deputy City Recorder Krystal Stevens

Minutes approved by Mayor Ila Skyberg



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Location of Meeting:

Virtual Only via Zoom

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller at 5:10 p.m.
Councilor Craig Johnson
Councilor Barry Wilson
Councilor Karl Klym
Councilor Jennifer Pederson
Councilor Vickie Hernandez
City Manager Bridget Meneley
Deputy City Recorder Krystal Stevens

Mayor Skyberg called the meeting of the City of Willamina City Council to order at 5:00 p.m.

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

Flag Salute did not take place due the nature of the virtual meeting.

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS- None

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE- None

CORRESPONDENCE – None

REGULAR AGENDA

Mayor Skyberg introduced the Land Donation Agreement- Resolution 22-23-013. (Amended later by renumbering to Resolution 23-24-001) Clarification was requested.

City Manager Meneley explained the history behind Resolution 22-23-013. The land donation agreement began in 2021 with Resolution 21-22-004 being approved by the Council. This was an effort by the city to grant a temporary and permanent easement to itself. If done properly this transaction can be done legally, but it is not typical for a property owner, because of a doctrine called “merger” under the law.

The current city attorney recommended having the Council approve the last land donation agreement through a Resolution 22-23-013.

There was discussion regarding the location of the lots being donated. There are three lots located in and behind the Oaken Hills neighborhood. Two of them are thin strips of land referred to as “spite strips”, which are intended to trigger land use development processes in order to obtain the right to pass over them. One of the spite strips is located at the end of the pavement on NE F Street, one of the spite strips is closer to NE Oaken Hills Drive, and one is a triangular piece at NE 4th Place and NE Oaken Hills Drive. The triangular piece was donated with the condition that it will one day be a park.

The reason for the special meeting was because the other party involved in the land use acquisition has filed for permits, gone to the Planning Commission, and worked with the city for the last two years. Those permits will expire at the beginning of 2024. Out of courtesy to the developer who has invested financially in the permit process and is not to blame for the delay, a special meeting was called to adopt this Resolution.

MOTION: Councilor Johnson moved that the City Council adopt Resolution 22-23-013. Councilor Klym seconded the motion.

There was discussion about the name Hobbs Park being named after the person who owned the company OR-AK who donated the three lots which includes the property for the park. The type of park that it will be is yet to be determined.

Motion passed with a unanimous vote.

City Manager Meneley informed the Council that we learned, in the future all land acquisitions need to be started at the title company. This will streamline the entire process and save time and money for the city.

COUNCIL COMMENTS

ADJOURN

MOTION: Councilor Klym motioned to adjourn the meeting at 5:15 p.m.

The meeting was adjourned by Mayor Skyberg at 5:15 p.m.

Time and Date of Next Council Meeting

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Minutes submitted by Deputy City Recorder Krystal Stevens

Minutes approved by Mayor Ila Skyberg

Regular Agenda

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 09, 2024**

TO: MAYOR AND CITY COUNCIL

FROM: BRIDGET MENELEY, CITY MANAGER

**SUBJECT: ACCEPTANCE OF ANNUAL FINANCIAL REPORT FOR THE YEAR
ENDED JUNE 30, 2023.**

ISSUE

Shall the City Council Approve accept the Annual Financial Report for the Year Ended June 30, 2023, as presented by auditor Richard Winkle?

FACTS AND FINDINGS

1. The City is required to have a financial audit completed on an annual basis.
2. The City engaged Richard Winkel, CPA, an independent auditor to perform those annual financial audits.
3. The Auditor presented the report during the City Council Regular Meeting on January 9, 2024.

RECOMMENDATION:

City staff recommends the City Council accept the Annual Financial Report for the Year Ended June 30, 2023, as presented by auditor Richard Winkle.

Proposed Motion: I move that the City Council accept the Annual Financial Report for the Year Ended June 30, 2023, as presented by auditor Richard Winkle.

Bridget Meneley

Bridget Meneley, City Manager

Annual Financial Report for the Year Ended June 30, 2023.

**City Of Willamina
Staff Report –
FOR THE CITY COUNCIL MEETING OF JANUARY 9, 2024**

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

ISSUE

Shall City Council authorize the City Manager and Mayor to engage in discussions with the Polk County Sheriff's Office in addition to the discussions taking place between Yamhill County Sheriff's Office and the Confederated Tribes of Grand Ronde Tribal Police Department 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. 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.
3. 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.
4. 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.
5. 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.
6. On December 12, 2023, City Council voted to allow the City Manager and the Mayor to continue in discussion with both YCSO and CTGR Tribal Police 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.
7. At the December 12, 2023 City Council meeting, a vote to authorize including Polk County Sheriff's Office in the discussions concerning police coverage for the city, was made without a quorum therefore postponing the conversations and requiring a new motion and vote to be held during the next City Council meeting on January 9, 2024.

ACTION REQUESTED/PROPOSED MOTION(S)

- 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 JANUARY 9, 2024**

TO: MAYOR AND CITY COUNCIL
FROM: BRIDGET MENELEY, CITY MANAGER
SUBJECT: APPOINTMENT OF 2024-2025 BUDGET OFFICER

ISSUE

Shall the City Council appoint the City Manager as the Budget Officer?

RECOMMENDATION:

Appoint the City Manager as the Budget Officer.

FACTS AND FINDINGS

1. In accordance with state law, the City Council must designate one person to serve as Budget Officer, unless otherwise provided by City Charter. See ORS §294.331(1) State law further provides that the City Council shall establish a budget committee in accordance with ORS §294.414 The City of Willamina Code of Ordinances, Title III, Chapter 30, Section 30.15 provides that the City Manager will prepare and transmit to the Council an annual city budget.

Proposed Motion: I move that we appoint the City Manager as the Budget Officer.

Bridget Meneley
Bridget Meneley, City Manager

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 9, 2024**

TO: MAYOR AND CITY COUNCIL
FROM: CHRISTINE TALLEY, PLANNING CLERK
SUBJECT: FEE SCHEDULE AMEDEMMENT

ISSUE

Shall the City Council amend the master fee schedule to include the special use permit fee charged to the City by the Confederated Tribes of Grand Ronde Emergency Services?

RECOMMENDATION:

Amend the master fees schedule to include a fee for special event permits in the amount of \$100.00.

SUMMARY AND BACKGROUND

The City of Willamina regularly works with the Confederated Tribes of Grand Ronde Emergency Services (CTGRES) for Fire Marshal services. The Fire Marshal provides expertise and assistance to the City of Willamina regarding planning and fire code compliance.

The fire code allows a special event permit to be used for events that occur on public or private property that do not fall within the designated use of the building/property. City Staff worked with the Fire Marshal to develop a special event permit for the City of Willamina, taking inspiration from the cities of McMinnville and Sherwood.

The City Council has been notified that a new fee schedule would be implemented by CTGRES. This fee schedule addresses costs for Fire Marshal services, classes, and facility use.

The fee for special use permits from CTGRES is \$100.00. This fee will be charged to the City and invoiced on a monthly basis.

The Planning Commission and City Council have been very clear that “development should pay for itself”. Therefore, past practice of the City of Willamina is to pass on costs for services from third parties to the applicant.

Proposed Motion: *I move the City Council to amend the Master Fee Schedule to include a fee for special event permits in the amount of \$100.00 effective January 1, 2024.*

Christine Talley

Christine Talley, Planning Clerk

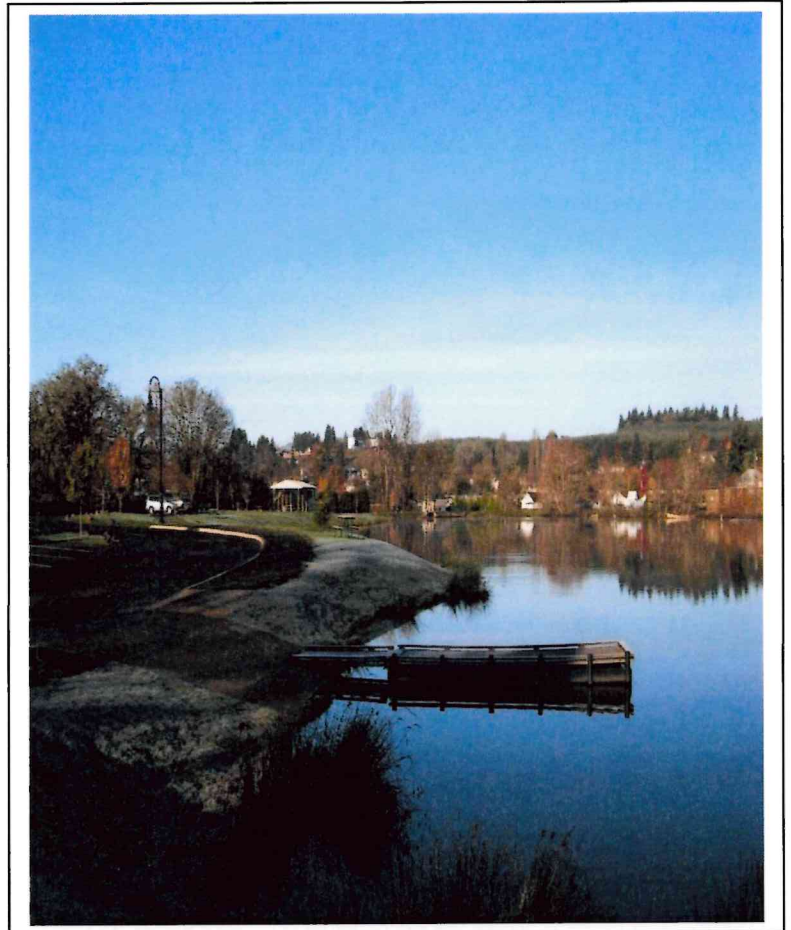
Attachments:

Amended Master Fee Schedule
CTGRES Fee Schedule

Master Fee Schedule



City of Willamina



CITY OF WILLAMNA MASTER FEE SCHEDULE

Description	Fee
Administration-General	
Building Compliance Application	100.00
Business License Annual Renewal	75.00
Business License Initial Application	100.00
Business License Past Due	10.00/month up to 50.00
Business License Transfer or Assign	50.00
Color Copy of Zone Map	6.00/map
Copies-Black/White 11 by 17	1.00/page
Copies-Black/White 8 ½ by 11	.75/page
Copies-Black/White 8 ½ by 14	1.00/page
Copies-Color 11 by 17	1.50/page
Copies-Color 8 ½ by 14	1.25/page
Copies-Color 8 ½ by 11	1.00/page
Electronic Documents Sent by Email/FTP	15.00
Fax	1.50/page
General Records Search (City Staff)	25.00
Liquor License Application New	100.00
Liquor License Change of Ownership	75.00
Liquor License Renewal	35.00
Liquor License Special Event	35.00
Maps and Other Nonstandard Size Docs	25.00
Printed copy of any City Code	25.00
Scanned Copies to PDF to 11x17	1.25/page
Scanned Large Copies to PDF	Actual Cost
Public Record Request	
Public Records Request Digital File	15.00/CD/DVD or Copies
Public Records Request ref. ORS 192.440 *Plus the actual hourly cost for staff research fee and cost of copies	0.00*
Research Fee per hour (City Staff) Level 2	40.00/hour
Public Records Review (City Attorney) Level 3	215.00/hour
Municipal Court	
Fail to Appear for Trial	35.00
Returned Check	35.00
State Presumptive Class A - ORS 153.019	440.00
State Presumptive Class B - ORS 153.019	265.00

CITY OF WILLAMNA MASTER FEE SCHEDULE

State Presumptive Class C - ORS 153.019	165.00
State Presumptive Class D - ORS 153.019	115.00
Traffic School Class A	NA
Traffic School Class B	150.00
Traffic School Class C	100.00
Traffic School Class D	75.00
Trial	35.00
Court Administrative Fee	25.00
Permits	
Event Permit	No charge
Special Event Permit	100.00
Sign Permit-Commercial/Industrial Zones-Staff Review	100.00
Sign Permit-Non Commercial/Industrial Zones-Staff Review	100.00
Planning	
All applications shall be assessed a 10% administration fee based on the application costs.	10% added
Annexations/Zone Change	2,500.00
Appeals to Council 50% of the Application Fee of action appealed	2,500.00
Code Interpretation	100.00
Comprehensive Plan Amendment/Zone Change	2,500.00
Conditional Use Permit	600.00
Construction Application Fee -5% of actual Construction Cost	2%
Lot Line Adjustment	350.00
Multiple Applications- Most expensive Application fee in full plus ½ of application fee for other applications	
Home Occupations-Staff Review-	100.00
Non-Conforming Use Determination-Planning Commission Review	600.00
Non-Conforming Use Determination-Staff Review	100.00
Partition	1,000.00
Plan Review Fee (pre-platted subdivision and infill lots)	2,500.00
Planned Unit Development (PUD)	1,800.00
Pre-Application Conference	450.00
Request for Land Use Approval Extension	600.00
Similar Use Determination	600.00
Site Plan Review	600.00
Subdivision – Final Plan	2,500.00

CITY OF WILLAMNA MASTER FEE SCHEDULE

Subdivision-Preliminary Plat - \$750 plus \$450.00 per lot up to the maximum of	2,500.00
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CITY OF WILLAMNA MASTER FEE SCHEDULE

Temporary Mobile Home Placement	50.00
Variance Application	600.00
Lien Search	
Per Property Address	25.00
Public Safety Fee	
Ordinance 678 – Public Safety Fee per utility account July 2020 through June 2021	10.52
Ordinance 678 – Public Safety Fee per utility account July 2021 through June 2022	11.47
SDC System Development Charges – Single Family Dwelling Unit	
Water System Development Charge – Per Service	4,600.00
Sewer System Development Charge – Per Service	5,128.00
Transportation System Development Charge – Per Service	4,142.00
Storm-water System Development Charge – Per Service	433.00
Parks System Development Charge – Per Service	5,126.00
Total System Development Charges – Per Service	19,429.00
Connection Fees – Single Family Dwelling Unit	
Water Connection Fee– Per Service	550.00
Sewer Connection Fee– Per Service	150.00
Double Check Valve Includes Box– Per Service	250.00
Total Connection Fees – Per Service	950.00
Utility Billing	
*Pursuant to Resolution 17.18.011	
Meter Size	Base Rate by Size
5/8	42.25
3/4	42.25
1	67.58
1 1/2	84.47
2	153.65
6	844.71
8	2,534.08
10	3,378.78
12	4,730.28
F-3/4	42.25
1-2	956.60
1-3/4	76.55
1-8	38.27

CITY OF WILLAMNA MASTER FEE SCHEDULE

Utility Billing continued					
Rate	Description	Service	Base Amount	per 100 cubi	15% surcharge
105	Apt > 4 Units	Water – Meter	169.01	5.08	25.35
109	Business	Water – Meter	84.49	5.08	12.67
111	Car Wash	Water – Meter	84.49	5.08	12.67
114	Willamina Lumber	Water – Meter	3,826.32	1.53	573.95
115	Meter - 2 inch	Water – Meter	168.96	5.08	25.34
123	Single Family (W1)	Water – Meter	42.24	5.08	6.34
300	Single Family (S1)	Sewer	73.98	0	11.10
304	Car Wash -Sewer (SCW)	Sewer	140.81	0	21.12
305	Grocery Store (SF)	Sewer	179.34	0	26.9
309	Vacation Rate (SH)	Sewer	23.22	0	3.48
310	Laundry Sewer (SL)	Sewer	369.43	0	55.41
312	Willamina Lumber (SLW)	Sewer	894.00	0	134.10
313	House/Cabins (SPS)	Sewer	213.07	0	31.96
315	Café/restaurant (ST1)	Sewer	177.29	0	26.59
317	Café/restaurant (ST3)	Sewer	236.46	0	35.47
318	Café/restaurant (ST4)	Sewer	112.35	0	16.85
321	Willamina Lumber New	Sewer	3,826.21	0	573.93
322	High School New	Water – Meter	844.70	5.08	0
901	Exterritorial Water Surcharge	Exterritorial Water Service		15%	
1001	Exterritorial Sewer Surcharge	Exterritorial Sewer Service		15%	
1201	Utility Rate	Utility Rate	3.00		
1300	NSF Check Fee	NSF Check Fee	35.00		
1901	Late Fee	Penalty	5.00		

CITY OF WILLAMNA MASTER FEE SCHEDULE

The rate codes below have a base rate of \$42.25 and commodity rate of \$5.08 and extraterritorial charge of 15% not listed above.

103 Vacation Rate, 106 Duplex, 107 3-Plex, 108 4-Plex or Multi Units, 110 Rays Grocery, 111 Car Wash, 112 Group Home, 113 Laundry, 116 House Cabin, 117 3/4"Base Rate, 118 Café Restaurant, 119 Business -1, 120 Café Restaurant, 121 Café Restaurant (T4), 122 Café Restaurant (T6)

The rate codes below have a base rate of \$73.99 and an extraterritorial charge of 15% not listed above.

301 Apartment/Duplex (SA), 302 Business -Sewer (SB), 303 Church - Sewer (SC), 308 Group Home (SGH), 314 Senior Rate (SS), 320 ST 6

VIOLATIONS OF THE MUNICIPAL CODE - CODE ENFORCEMENT	Penalty
Violation of the City of Willamina Municipal Code may result in the following fees or penalties. Each day that a violation exist is a separate offense. Title IX General Offenses (<i>this list does not include all offenses</i>)	
Ordinance 466 – Chapter 90 Animals – §90.03 Dog required to be on a leash - §90.99 Penalty	250.00
Ordinance 682 – Chapter 93 Nuisances - §93.07(B)(12) No parking of any type of vehicle in the front yard or yard areas adjacent to a street - §93.99 Penalty	300.00
Ordinance 670 – General Regulations – Amending Title IX – Chapter 91 Abandoned Vehicles	50.00
Ordinance 683 – Chapter 96 RV Parking - §96.02(A) Occupation of an RV not allowed without permit - §96.08 Penalty	150.00 1 st 300.00 2+
Amended Ordinance 534 – Chapter 93 Nuisances – §93.07 Nuisances Affecting the Public Safety (B) (1) Unnecessary noise.	300.00
Ordinance 684 – Chapter 93 Nuisances - §93.06(B)(2) No accumulation of debris, rubbish, etc. on private property or sidewalks - §93.99 Penalty	300.00
Ordinance No. 673 – Title XIII, Chapter 132 - Offenses Against Public Peace – §132.09 Smoking in Public Places	100.00
Ordinance 676 – IX, Chapter 90 Animals – Picking up after your dog	300.00



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)

CITY OF WILLAMINA



Special Event Permit Application Packet and Guidelines

For events that occur on public or private property that do not fall within the designated use of the building/property.

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INSTRUCTIONS FOR COMPLETING THE SPECIAL EVENT PERMIT APPLICATION

Careful completion of the form will help to avoid delays in processing. It is important to follow the instructions and provide clear and accurate information. Submit all necessary documents with the application.

1. Complete Special Event Permit Application (see Application Checklist)
2. Obtain a Certificate of Insurance from your insurer. The Certificate must:
 - a) List the name and date(s) of the event
 - b) State the limits of liability are as follows:
General Liability of \$2,000,000 for death or bodily injury and property damage;
Personal of \$2,000,000
Per Occurrence of
\$2,000,000 Fire Insurance
of \$50,000
 - c) Name the City of Willamina, its Elected and Appointed Officials, Officers, Agents, Employees, and Volunteers as Additional Insured and any additional agencies as required.

**THE CITY WILL NOT ACCEPT ANY CERTIFICATE OF INSURANCE
WITHOUT THE ADDITIONAL INSURED LANGUAGE.**

3. Submit **completed** Special Event Permit Application and all additional required materials at **least two (2) weeks** prior to the event to:

City of Willamina
411 NE C Street Willamina, OR 97396
Phone (503) 876-2242

Please make a copy of all submitted materials for your records

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT FOR COMPLETION AND A NEW TWO (2) WEEK TIMELINE BEGINS ONCE IT IS RESUBMITTED. APPLICANTS MAY BE CHARGED FOR EXTRA TIME SPENT ON FOLLOW-UPS FOR INCOMPLETE OR INADEQUATE INSURANCE SUBMISSIONS.

After submitting all forms, your application will be sent to all departments that will be involved in providing services or permits for the event. You will be notified if the event has been approved. Do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events. Therefore, you are encouraged not to make any other arrangements for your event until approval from the City has been received.

Special use event permits are limited to four per address per calendar year.

City of Willamina Special Event Permit Application



APPLICATION CHECKLIST

To apply for a Special Event Permit, please complete and submit the following **at least two (2) weeks in advance of your scheduled event date.**

The following sections MUST be completed by the event coordinator for ALL EVENTS:

- General Event Information and Event Details
- Attached Site Plan
- Attached Sanitation Plan
- Certificate of Liability Insurance
- All applications must be signed and dated**

If this event is an athletic event, parade, requires a street closure, exceeds parking capacity, or requires crowd control or security the application MUST include:

- Attached Traffic Control Plan/Athletic Event Plan
- Event Street and Sidewalk Use Section

If this event is requesting a street closure the application must have an:

- Attached Property Owner Notification form

If this event is required to obtain a Noise Ordinance Variance the application must have an:

- Attached map showing the exact location of the involved sound that includes the surrounding areas
- Attached Property Owner Notification form
- Attached list of addresses notified

Some events may require an:

- Attached Security Plan

OLCC Permits

- OLCC Temporary Sales License (TSL) Permit* – If alcohol use is planned in the public right-of-way for any event, submit all Oregon Liquor Control Commission (OLCC) permits with your application. The City of Willamina (local government as stated on the application will process the first portion and then contact you to take the City approved application to OLCC (503) 872-5000).

West Valley Fire District

- The Fire Marshal will be notified of your event and may have additional requirements. They will be noted on the approval page of the application.

City of Willamina Special Event Permit Application



APPLICATION FORM

**Residents are defined as the sponsoring organization whose official address is in the Willamina City Limits. Event coordinators who live in Willamina and are representing organizations outside of Willamina City Limits do not qualify for resident status.*

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED 2 WEEKS PRIOR TO THE EVENT.**

*Please type or print legibly. Incomplete applications will not be processed. Submit the completed application with all of the applicable items on the materials checklist. Applicants are encouraged to use Willamina maps or another electronic mapping tool for the plan. ****If main street is affected, an application will need to be submitted no later than 60 days prior for additional permitting through ODOT.***

GENERAL EVENT INFORMATION

Event Type (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Concert/Performance | <input type="checkbox"/> 5K | <input type="checkbox"/> Parade/Procession |
| <input type="checkbox"/> Wedding | <input type="checkbox"/> 10K | <input type="checkbox"/> Street Closure |
| <input type="checkbox"/> Party/Reception | <input type="checkbox"/> Half Marathon | <input type="checkbox"/> One Day Event |
| <input type="checkbox"/> Festival | <input type="checkbox"/> Walk | <input type="checkbox"/> Multiple Day Event |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Bike Ride/Race | <input type="checkbox"/> Small Community Event (100-500 people) |
| <input type="checkbox"/> Car Show | | <input type="checkbox"/> Large Community Event (500+ people) |
| <input type="checkbox"/> Farmers/Street Market | | |
| <input type="checkbox"/> Other _____ | | |

Name of Event	New event? <input type="checkbox"/>	Return Event? <input type="checkbox"/>
	Route/Plan change? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Exact Address of Event

Event Date(s)	Total Number of Consecutive Days
---------------	----------------------------------

Hours of Event	Step-off Time <i>(For athletic events only)</i>
to	

Set Up/Assembly Date and Time	Break Down Date and Time
-------------------------------	--------------------------

Phone Number/Website for Public Information	Estimated Attendance <i>(participants & spectators)</i> # /day	Last year's Actual Attendance <i>(If applicable)</i>
---	--	---

Describe the Event's Community and/or Cultural Benefit
--

Name of Sponsoring Organization	Contact Person from Sponsoring Organization
---------------------------------	---

Sponsoring Organization's Physical Address	City	Zip
--	------	-----

Sponsoring Organization Type <input type="checkbox"/> Individual <input type="checkbox"/> Commercial <input type="checkbox"/> Govt. <input type="checkbox"/> Non-Profit	Tax ID Number (501 (c) 3/Federal Employee ID or Social Security #)
--	--

City of Willamina Special Event Permit Application



GENERAL EVENT INFORMATION (Continued)

Name of Organizer/Coordinator (Responsible Party)		Email Address	
Phone Number		Cell Number	FAX Number
Responsible Person "onsite" Day of Event			Cell Number Day of Event
<i>The person listed above must be in attendance for the duration of the event and immediately available to City officials.</i>			
Professional Organizer or Event Planner Hired By You to Produce this Event – Name/Company			
Professional Organizer Address		City	Zip
Phone		Email	
Are you serving/selling food at your Event?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how many vendors? _____ <input type="checkbox"/> Served <input type="checkbox"/> Sold <i>If yes, contact Yamhill or Polk County for Temporary Restaurant License</i>	
Are you serving/selling alcohol at your Event?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how many vendors? _____ <input type="checkbox"/> Served <input type="checkbox"/> Sold <i>If yes, you must submit an OLCC TSL Application with the Special Event Permit Application</i>	
Are you selling merchandise at your Event?	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, how many vendors? _____	
Is your event a parade/procession, athletic event or require a street closure?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<i>If yes, you must complete the Event Street & Sidewalk Use Section <u>and</u> attach a Traffic Control Plan. Please refer to the Special Event Resource Guide for More Information.</i>	
Will there be sound amplification?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<i>If yes, you include the origin of the sound on the required site plan. After review by the City Manager you may be required to notify the public within 400 ft.</i>	
Will your event require electricity/generators?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<i>If yes, include generator locations, source of electricity, and all electrical needs on the required Site Plan</i>	
Has the event already been publicized or are the promotional materials created?	<input type="checkbox"/> No <input type="checkbox"/> Yes	<i>If yes, include a copy of flyer/signs/mailling or description of efforts</i>	

City of Willamina
Special Event Permit Application



EVENT DETAILS

SECURITY/SAFETY

Will you be hiring security personnel? Yes No
If yes, list company name _____

Please describe your procedures for crowd control and internal security.
(attach additional sheets as needed)

VOLUNTEERS

How many volunteers are working the event? _____

What will the volunteers wear to identify themselves as volunteers?

CONSENT AND LIABILITY

I, THE UNDERSIGNED, ACKNOWLEDGE AND UNDERSTAND THAT I AM RESPONSIBLE TO COMPLY WITH THE INFORMATION, RESTRICTIONS AND CONDITIONS OF THE PERMIT WHEN ISSUED. I HEREBY ACKNOWLEDGE RESPONSIBILITY FOR PENALTIES ASSOCIATED WITH NON-COMPLIANCE WITH THE PERMIT CONDITIONS, WHETHER OR NOT I AM PRESENT AT THE TIME OF THE VIOLATION. _____(INITIALS)

I hereby certify the foregoing statements to be true and correct, and agree to defend, indemnify and hold harmless the City of Willamina, its City Council, officers, agents, employees and volunteers from and against any and all loss, claims, damages, liability, such claim or suit arising from or in any manner connected to the requested activity. I also agree, if approved, to comply with all permit conditions, and understand that failure to comply with any condition, or any violation of law, may result in the immediate cancellation of the event, revocation of the permit, forfeiture of deposit, denial of future events, criminal prosecution and/or administrative citation (s), fines.

Print Your Name _____

Signature _____ Date _____

Please submit your completed form and all additional required materials to:
City of Willamina
411 NE C Street
Willamina, OR 97396
Phone (503) 876-2242

Please make a copy of all submitted materials for your records

City of Willamina
Special Event Permit Application



OFFICE USE ONLY

CITY OF WILLAMINA

Date Received: _____

Approval Signature: _____ Date: _____

Printed Name: _____

Comments:

WEST VALLEY FIRE DISTRICT

Date Received: _____

Approval Signature: _____ Date: _____

Printed Name: _____

Comments:



SITE PLAN

To ensure proper review of your event, it is required that you attach a site plan. Based on your event site plan and components, the Fire District may require an inspection of your venue at your cost before or during the event.

INSTRUCTIONS: A detailed narrative is required. A map may also be submitted, but will not serve as a substitute to the written narrative. Hand drawn maps will not be accepted for required plans. Willamina maps are available at www.willaminaoregon.gov. Other electronic mapping tools include Google Maps, PowerPoint files etc.

Attach a Site Plan with the following items clearly shown if applicable:

- An outline of the entire event venue, including the names of all streets or areas that are part of the venue
- Location of all platforms, scaffolding, bleachers, grandstands, canopies, tents, and other temporary structures
- Location and description of sound stages (height and size), description of amplified sound, sound checks (time and date), musical entertainment (number of performers, type of music)
- Detailed food vendors (FV), cooking area configurations, cooking methods (gas grills, propane etc.)
- Location and description of beverage vendors both non-alcoholic (NAB), alcoholic beverages/wine and beer gardens (AB) along with number of serving stations at each location
- Location of retail merchants/vendor booths (V)
- Location of large tents (200 sq. feet)
- Location of portable toilets (T)
- Location of hand washing sinks (HWS)
- Generator locations, source of electricity, and all requirements (E)
- Location of public entrances and exits
- Identification of all event components that meet accessibility standards (ADA)
- Location of fencing, barriers and/or barricades
- Location of fire lane (FL)
- Location of First Aid (+)
- Location of fire extinguishers (FE)
- Other related components not listed above (e.g. special equipment etc.)

DO NOT FILL OUT THIS PAGE. THESE ARE GUIDELINES FOR CREATING A SITE PLAN.



TRAFFIC CONTROL PLAN

To ensure proper review of your event, it is required that you attach a traffic control plan. Events that involve full/partial closure or blockage of City streets (parades, street closures and athletic events) to control traffic flow must also complete an Event Street and Sidewalk Use. **Main Street is a state highway and requires additional permitting through ODOT to use. If Main Street is used an event application will need to be submitted no later than 60 days prior to the event and submitted to ODOT.**

INSTRUCTIONS: A detailed narrative is required. A map may also be submitted, but will not serve as a substitute to the written narrative. Hand drawn maps will not be accepted for required plans. Willamina maps are available at www.willaminaoregon.gov. Other electronic mapping tools include Google Maps, PowerPoint files etc.

Attach a Traffic Control/Athletic Plan with the following items clearly shown if applicable:

- Set-up/tear down times
- Staging, loading and assembly areas (all). Please use a Site Plan to show staging area details.
- All parking and shuttles
- Certified Flaggers/Course Marshals/Police and volunteer locations
- How the course(s) will be marked
- Location of fire lane (FL)
- Location of First Aid and/or medical personnel (+)
- Traffic flow. Description of how traffic will be directed
- Procedures for crowd control

DO NOT FILL OUT THIS SECTION. THESE ARE GUIDELINES FOR CREATING A TRAFFIC CONTROL/ATHLETIC PLAN.



SANITATION PLAN

INSTRUCTIONS: Attach a Sanitation Plan with the following items clearly shown if applicable:

- Location of restrooms and hand washing units. If using existing City facilities, please include service schedule if required.
- Location of garbage cans, dumpsters and recycling collection**
- If there will be food preparation, include provisions for disposing of cooking waste
- Post-event clean up, recycling plans and garbage disposal

DO NOT FILL OUT THIS SECTION. THESE ARE GUIDELINES FOR CREATING A SANITATION PLAN.

***Event coordinators are required to provide garbage dumpsters specifically for their event. Use of existing garbage cans/dumpsters for local residents and business use is prohibited without permission.*

City of Willamina
Special Event Permit Application



AMPLIFIED NOISE (*Noise Ordinance Variance Application*)

Areas within 400 feet of the source of the involved sound:

- Residential Commercial Industrial

Date(s) and Time – When the involved sound will be emitted		
	Between (Start Time)	And (End time)
	Between (Start Time)	And (End Time)
	Between (Start Time)	And (End Time)

What is the physical characteristic of the involved sound? (*i.e. live band, boom box, microphone, DJ, location of amplification*)
(ALSO REQUIRED: Include the origin of the sound on the required Site Plan)

Why is a variance being sought?

PROCESS: Within five business days of the submission of an application for a variance, the City Manager (or designee) will determine if the requested variance could have a substantial impact on the surrounding areas and require public notification. If such notification is required, the decision will not be made until ten business days after the completion of the public notice and required documents are submitted to the Event Coordinator. The City Manager must consider such factors as the potential impacts on businesses and noise sensitive properties within four-hundred feet, the time of day, the day of the week, the proposed type and amount of amplification, and any secondary noise consequences.

NOTIFICATION DOCUMENT: If the City Manager determines that the requested variance may have a substantial impact on the surrounding areas the required public notification document must include the following;

- The nature and substance of the variance being requested, including the provision(s) of this Ordinance from which the variance is being requested
- The location, date(s), and time(s) for which the variance is being requested
- The name of the event to which the variance relates, if applicable
- The name and contact information of the applicant
- The name and contact information for the City Manager (*Bridget Meneley at meneleyb@ci.willamina.or.us*)
- A statement that all interested persons may file written comments on the application with the City Manager and stating a deadline for such comments which is ten business days after the date of the notice

NOTIFICATION: The applicant must;

- Post notice along the nearest public road at the boundaries of the property containing the sound source so that the notice is visible from the public road
- Provide a copy of the notice to the City for publication on the City’s website**
- Deliver written notice to the owner or occupant of each property that is located within three-hundred feet of the property line of the property containing the sound source
- Provide a list to the City of the owner or occupant addresses to which the written notice was delivered**

City of Willamina
Special Event Permit Application



PROPERTY OWNER NOTIFICATION FORM – Required for “Hard” Closures

Applicants shall provide an application and a notification form signed by all residents/businesses within the area to be seriously impacted by any requested temporary street closure or any request which might have significant impact on area tenants. Failure to inform such tenants shall be cause for direct denial. If a house is vacant, indicate that on the notification form. If your event will have amplified sound it may require a Noise Ordinance Variance Permit, which also requires a separate notification form.

Contact Person _____

Phone number _____ Cell Phone _____

Street Closures (Not Athletic Events with Rolling Closures or Parades)

The Undersigned hereby petition the City of Willamina to close

Between _____ and _____ (Street) for an event to be held on
 _____ (Street) _____ (Street)
 _____ from _____ until _____

By signing below, we abutting residents affected by the proposed closure, acknowledge notification of the above listed street closure.

	NAME (Signature)	ADDRESS	PHONE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

You may attach additional sheets, if necessary. Do not submit this form until signatures are gathered.

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF JANUARY 9, 2024.**

TO: MAYOR AND CITY COUNCIL

FROM: KRYSTAL STEVENS, DEPUTY CITY RECORDER

SUBJECT: JUDGING PANEL FOR “IF I WERE MAYOR” CONTEST ENTRIES

ISSUE

Shall City Council act as judging panel for all entries and select the winners from each category, for the local “If I Were Mayor” contest?

SUMMARY AND BACKGROUND

Mayor Skyberg has agreed to participate in a city-wide competition as a part of state-wide competition hosted by Oregon Mayors Association (OMA). The contest is titled “If I Were Mayor”. Deputy City Recorder Stevens, City Manager Meneley, and Mayor Syberg spoke Willamina School District Superintendent Carrie Zimbrick about the contest, and she consented for the Willamina School District to participate. The invitation has been extended to all of the homeschoolers that the Willamina Public Library serves as well.

Each Mayor promotes a local contest by the same name to select one local winner in each of the three categories:

- Elementary School (grades 4 -5) – Poster (Photo of poster can be PNG, JPEG, or PDF files)
- Middle School (grades 6 – 8) – Essay (Word, PowerPoint, or online essay format)
- High School (grades 9 – 12) – Digital Media Presentation (MP4 or online video format)

Prizes will be awarded to the winner of each category at the city level. Once the local contest is complete, the first-place winning entry will be submitted from each category to OMA by the deadline of April 5, 2024 to be eligible for the statewide competition.

- Statewide winners are determined by OMA’s Student Contest Selection Committee, comprised of Mayors from across the state.
- The Mayors of the cities of the students who win in the statewide competition will be notified in May 2024. It is the responsibility of the Mayor to notify the winners. The Mayors of the cities of students who do not win will not be notified.
- First-place statewide winners and their legal guardian(s)/parent(s) will be recognized at an awards luncheon held during the OMA Summer Conference in Klamath Falls at the Running Y Ranch on July 20, 2024. Staff will contact the legal guardian(s)/parent(s) of statewide winners in June to arrange travel to the conference.
- Prizes for first, second and third-place winners of the statewide competition are dependent on funding available. Prizes in 2023 included \$500.00 for first-place winners, \$300.00 for second-place winners and \$100.00 for third-place winners.
- First-place winners will be recognized by a press release sent to the local media, acknowledgement in the OMA quarterly newsletter and on the OMA website.

RECOMMENDATION:

City of Willamina
Staff Report
For City Council Meeting of January 9, 2024
Page 2

Proposed Motion: *I move to select City Council to act as the judging panel for all entries and select the winners from each category, for the local "If I Were Mayor" contest.*

Krystal Stevens

Krystal Stevens, Deputy City Recorder

Attachments: Mayor Contest Essay Rubric, Mayor Contest Poster Rubric, Mayor Contest Digital Media Presentation Rubric

Scoring Rubric Persuasive Essay



SCORE:

	4	3	2	1
Content and Point of View	Focus on consistent and strong point of view	Focus on consistent point of view	Focus on single point of view	Point of view missing or not readily apparent
	Main ideas, novel ideas, and evidence of higher-order thinking	Several main ideas and supporting details	Two or three main ideas supporting and extending point of view	Content deviates from point of view or topic
	All readily apparent counterarguments considered and refuted	At least one counterargument considered		
Arguments and Evidence	Abundant arguments and evidence	Three or four arguments and points of evidence for each main idea	One or two arguments and points of evidence for each main idea	Arguments and evidence lacking
	Arguments logical, factually sound, and researched	Arguments logical, factually sound, and supported with research or details	Arguments logical or factually sound	Arguments based on opinions, arbitrary statements, or flawed logic
	Opinions supported by logic, facts, and research, or expressed implicitly through presentation of logic, facts, and research	Opinions supported by logic, facts, or research	Some opinions	Unconvincing
Organization and Clarity	Organization moves from point of view to arguments to details with smooth transitions and flow	Organization moves from point of view to main ideas to arguments	Organization centered around point of view and main ideas	Organization scattered, disjointed
	Introduction and conclusion naturally incorporated	Some transitions	Basic conventions of writing and grammar	Grammar and writing conventions poor
	Persuasive writing believable, convincing, and eloquent	Introduction and conclusion		
	Mastery of writing and grammar conventions	Proper writing and grammar conventions		

May be copied for classroom use.

Art Project Grading Rubric: NAME: _____ Per: _____

Your Score:		A 4 points	B 3 points	C 2 points	D or F 1 point
___/4	Content Accuracy and Relevance	*Understanding of topic is very evident and message is very clear and positive.	Understanding is partially clear and message is somewhat clear and relevant.	Understanding is unclear or the message isn't clear or relevant.	Understanding is unclear and message is incorrect or negative.
___/4	Graphics: photos, pictures, and/or wording	*Graphics are very creatively displayed.	Graphics are somewhat creatively displayed.	Graphics are a bit creative.	Lacking creative graphics.
___/4	Attractiveness	*Looks really good in design, layout, and neatness.	Looks good in design, layout and neatness.	Is acceptably attractive though it may be a bit messy.	Is messy or poorly designed. seems time was not taken to complete it.
___/4	Grammar	*No grammatical mistakes. (Spelling)	Just one or two grammatical mistakes. (Spelling)	Several grammatical mistakes. (Spelling)	There are many grammatical mistakes. (Spelling)
___/	16/16 = A 15/16 = A- 14/16 = B 13/16 = B-	12/16 = C 11/16 = D+ 10/16 = D- 9/16 = F			

Art Project Grading Rubric: NAME: _____ Per: _____

Your Score:		A 4 points	B 3 points	C 2 points	D or F 1 point
___/4	Content Accuracy and Relevance	*Understanding of topic is very evident and message is very clear and positive.	Understanding is partially clear and message is somewhat clear and relevant.	Understanding is unclear or the message isn't clear or relevant.	Understanding is unclear and message is incorrect or negative.
___/4	Graphics: photos, pictures, and/or wording	*Graphics are very creatively displayed.	Graphics are somewhat creatively displayed.	Graphics are a bit creative.	Lacking creative graphics.
___/4	Attractiveness	*Looks really good in design, layout, and neatness.	Looks good in design, layout and neatness.	Is acceptably attractive though it may be a bit messy.	Is messy or poorly designed. seems time was not taken to complete it.
___/4	Grammar	*No grammatical mistakes. (Spelling)	Just one or two grammatical mistakes. (Spelling)	Several grammatical mistakes. (Spelling)	There are many grammatical mistakes. (Spelling)
___/	16/16 = A 15/16 = A- 14/16 = B 13/16 = B-	12/16 = C 11/16 = D+ 10/16 = D- 9/16 = F			

Scoring Rubric Multimedia Presentation



SCORE:

	4	3	2	1
Content and Ideas	Topic treated thoroughly	Topic treated completely	Presentation focused on topic	Presentation irrelevant to topic
	Strong evidence of novel ideas, conclusions, and extensions	Topic supported with several main ideas and details	One or two readily apparent main ideas about topic	Topic mentioned, but without exploring meaning or depth
	Topic, ideas, and conclusions supported with details	Evidence of higher-order thinking	Some digressions	
	Media presents topic in novel, engaging way	Media used with some mastery	Media use competent	Media use weak
Format and Presentation	Media used with mastery	Media format engages audience and connects with topic	Media format used to connect audience and topic	Audience awareness lacking
	Presentation entertaining and informative	Conventions of media format apparent	Conventions of media format present (e.g., maps with keys, video clips showing self-contained scenes)	
	Conventions of media format enhance presentation	Main Components are self-explanatory	Components require explanation	
	Organization clear, even when unconventional	Organization clear, focused, and sequential	Organization centered around topic	Organization choppy, disjointed
Organization and Clarity	Major components related to topic, other components, and audience	Each major component related strongly to topic and to other components	Each major component related to topic	Major components presented without sequence or connection

May be copied for classroom use.

Zoombombing and Hate Speech

Deputy City Recorder Stevens recently attended a Zoom discussion concerning a new trend called Zoombombing that has been happening pretty frequently to cities all over. People are joining the meetings under false names and during the public input portion of the meeting will use hate speech and share disturbing images. This has happened to cities such as Eugene, St. Helens, Beaverton, Estacada, Corvallis, and others. Zoombombing examples include screensharing disturbing material, use of profanity and racial obscenities. Often comments will initially sound standard but then will devolve into offensive speech.

In some of these instances there were advance signs that the virtual speakers could be disruptive, such as signing up with suspicious names or emails or displaying odd behavior like persistently raising a hand during an inappropriate time.

These are some of the common names that have been used:

Nat Sochman
John Earnest
Andy Zemite
Jim Adkisson
Anne Flanke
Zeke Isle
Rudy Hess

At this point our Zoom link is accessible for anyone who wants to join for all public meetings. We as a city will be addressing the issue and tightening our security surrounding who can access the Zoom link and at what capacity.

Many cities are using the webinar feature of Zoom for their meetings so they have a lot more control over their meetings. Some also require pre-approval, such as by noon the day of the meeting, to share during public input. Some cities offer livestreaming options (YouTube, public access channel) and do not publish Zoom links. For those cities, Zoom links are provided upon request to meeting presenters or commenters to limit vulnerabilities. Cities that allow commenters to request to participate during the meeting, must allow that same opportunity for both in-person and virtual attendees.

We must be careful while adopting practices in an effort to prevent Zoombombing, that we do not unintentionally limit public participation as a result.

Protected speech vs. Hate Speech-

During a meeting, the distinction between protected speech and hate speech is often the decision of the chair. It is important to consult with the City Attorney on what speech and what responses to that speech are allowable in your public meetings. It is important to determine when disruptive community commenters infringe on the rights of other meeting attendees and require staff intervention.



Mayor Ila Skyberg

Council Members:

Rita Baller, Council President
Craig Johnson
Barry Wilson
Vickie Hernandez
Karl Klym
Jennifer Pederson

City Management:

City Manager: *Bridget Meneley*
Finance Manager: *Scott Clark*
Public Works Director: *Jeff Brown*
Library Director: *Sarah Frost*

**CITY OF WILLAMINA
ALL STAFF MEETING
Willamina Public Library, 9:00 a.m., December 14, 2023**

MINUTES

Attendance

City Staff: Bridget Meneley, Sarah Frost, Karla Johnson, Christine Talley, Jeff Rosenberry, Johnathan Taylor, Krystal Stevens, Mardette Cook, Karen Justen, Thomas Holt, Brenden Ashworth, Richard Guscott, Jeff Brown

Guests: Sal (LiUNA! Rep)

- I. Welcome – Bridget Meneley
- II. Employee Handbook Updates – Bridget Meneley
 - a. The handbook has been reviewed by the City attorney and CIS. It is still a draft. Bridget reviews important items that have been changed or need to be addressed, listed below.
 - b. Page 1: Discussion of being able to report an issue or file a complaint to someone other than your direct supervisor.
 - c. Page 1-5, Harassment & Bullying: There is a difference. CIS will be providing training.
 - d. Page 4, Other resources: The City insurance has benefits staff may be unaware of, such as special benefits for surgery. Training to be provided.
 - e. Page 10, Meal Periods & Rest Breaks: Everyone needs to take their lunch and 15-minute breaks. Emphasis on not talking about work during lunch and breaks.
 - f. Page 11, Overtime: Will be revisited.
 - g. Page 13, Reporting Changes to Personal Data: It's important to notify the city if you have a change in address, phone number, marital/partner status, etc. This should be done through a Personal Action Form. Ask your immediate supervisor or City Manager.
 - h. Page 14, Performance Reviews: Performance reviews sound scary but they actually include positive feedback, constructive criticism, goal setting and can help you receive pay increases.
 - i. Page 14, Attendance & Punctuality: Inform your supervisor if you're going to be absent, preferably by e-mail or a phone call. The City is also obligated and working on posting a schedule for people who are in or out of the office.
 - j. Page 16, Sick Leave: There is a new Oregon Sick Leave Law that staff will receive training on. Documentation may be required if staff are out of the office for more than 3 days on sick leave. There will be a *confidential* calendar implemented to

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track sick leave for employees to be able to acknowledge as well as provide an opportunity talk about potential accommodation with management when they may otherwise feel uncomfortable coming forward.

- k. Page 18, Donated Sick Leave: Previously other types of leave were not able to be donated to a fellow employee's sick-leave bank. Language has been added to allow the City Manager to make exceptions and approve the donation of other types of leave.
- l. Page 18, Holidays: Updated the number of acknowledged holidays to "ten", accommodation for Juneteenth and Indigenous people's day. Removed language regarding special accommodation for military members during "Veteran's Day" (this is a state law and does not need to be referenced in the Employee Handbook).
- m. Page 19, Floating Holiday: Management was unaware of this item in the handbook. Language indicates there is an additional "holiday" that staff may use during the year. However, Bridget will work with Managers to determine for certain if that is the case. Clarification to be provided.
- n. Page 20, Bereavement Leave: Added language that the City may require certification of the need for leave, such as copies of notice.
 - i. **Jeff Brown** indicated that the number of bereavement leave days may be in conflict with the Union Contract. He will clarify.
 - ii. Discussion of who qualifies to be in the Union. **Sarah Frost** suggested tabling for separate discussion on specifics for interested staff members.
- o. Page 20, Jury Duty: **Jeff Brown** states that in years past the City paid for jury duty leave, but required the stipend provided by the County to be turned over to the City. **Bridget** does not believe that is a legal practice, will follow up on laws regarding Jury Duty stipend.
- p. Page 23, EAP: EAP is another benefit available to staff that pays for counseling. More training to be provided.
- q. Page 25, Prohibited Conduct: There is a discrepancy in the language regarding zero tolerance. **Bridget** will clarify with management and the City attorney.
- r. Page 29, Mobile Devices Policy: Explains how staff may use their personal and work phones. *Do not use your personal device for work-related discussions.* Record requests may ask for an employee's personal text messages if they were used for City business.
 - i. **Bridget** will provide clarification on whether employees should even use their personal phones to "call-in".
 - ii. Management will meet and determine a process for who receives a work phone.
- s. Page 32, social media & confidentiality: Emphasis on maintaining city confidentiality online and in person. Staff encouraged not to engage in social media conversations regarding City business, however the handbook offers guidelines for how to do so appropriately.
- t. Page 34, Ethics: Training to be provided.
- u. Page 34-35 Open Door Policy: Open and honest information between managers and employees should be common practice.
- v. Page 35 Criminal Arrests and Convictions: DMV has a reporting system which ensures that everyone in the City is insurable. Potential training TBD.