



**Willamina City Council
Meeting Minutes
Tuesday, January 9, 2024 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 Vickie Hernandez
Councilor Jennifer Pederson
Councilor Barry Wilson
Councilor Karl Klym
Councilor Craig Johnson via Zoom
City Manager Bridget Meneley
Public Works Director Jeff Brown

Absent from Meeting:

Deputy City Recorder Krystal Stevens excused absence
Finance Manager Scott Clark excused absence

Guests Not Limited To:

Public Works Jeff Rosenberry
Community Members Greg & Debbie Poupard
Commissioner Jeremy Gordon
Commissioner Kit Johnston
Ryan Pollard - Polk Co Homelessness Prevention Community Liaison
Deputy Brett Adamski
Sergeant Jacob Herr
Richard Winkel of Dougall Conradie LLC (viz Zoom)

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

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

Flag Salute

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AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

Addition of Deputy Brett Adamski to the Agenda. Deputy Adamski introduced himself and gave a brief history of his work and law enforcement experience. He is now a full-time contracted deputy assigned to Willamina and happy to be serving the community.

PUBLIC INPUT – BUSINESS FOR THE AUDIENCE - None

CORRESPONDENCE – None

Mayor Skyberg requested a ten-minute recess for refreshments in honor of City Manager Meneley's one year anniversary in her role as City Manager.

PRESENTATIONS –

1. Ryan Pollard of Polk County Homelessness Prevention Community Liaison & Commissioner Gordon- 5-year strategic plan.

Commissioner Gordon gave a history of why this work is being done in Polk County. In 2022 the Oregon Legislature gave one million dollars to start eight pilot programs and one selected was to form an outreach for the rural areas of Polk County via the Mid-Willamette Valley Homeless Alliance. The partnership includes the cities of Willamina, Dallas, Monmouth, Independence, Falls City, and Mid-Willamette Valley Community Action Agency. With the one million dollars there were certain criteria that were required. This criterion included setting up an office, hiring two staff members-intensive outreach workers to connect to services, and forming a five year strategic plan. Code Enforcement Officer Mardette Cook is the rep from Willamina.

Ryan Pollard is the Homelessness Prevention Outreach Coordinator with Polk County Community Outreach. The program works with community partners such as community members, sheriffs, and code enforcement to connect with clients. They host work groups, the Partners Aligned Toward Housing Solutions (PATHS) meetings, conference meetings to discuss clients, and interview people experiencing or who have experienced homelessness to get their perspectives of what is lacking in services and what could have helped them get out of their situations. They use this data and evidence to make decisions.

He discussed main points from the Five-Year Plan-

Elevate equity - they work with all groups and minorities including Hispanic, BIPOC and LatinX. They work to identify what barriers there are and decrease them to connect people with resources that are vital to their health. Most of their funding is going towards prevention, working with those that are on the verge of becoming homeless.

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Street outreach - such as having someone stationed at the library so there's a go-to person that people can trust. Their goal is to plant seeds with people in the community so that when they are ready, they know there is a place they can go for help. Many people aren't ready to leave homelessness right away and need time.

Transitional housing and shelters - their goal was to open eighty beds in 2023 and plan to open fifty beds every year after. There is a shelter in Grand Ronde and a youth shelter will be opening in Monmouth soon. Monmouth resource center is open- lot of services including Work Source, Community Action Arches, Home Youth Services- people know there's one place they can access all those services in one.

Rapid rehousing - The state put money specifically towards housing those who are experiencing literal homelessness. Their goal was to house seventy-five households in 2023 and fifty in years after. In rural Polk County Sable Housing and Community Action are their partners and together they have rehoused 89 households in 2023.

Affordable housing - They are working with each of their partner cities to make new affordable housing efforts. Affordable housing means hitting the 30% low-income level. Many people are living paycheck to paycheck and housing rates are going up, but wages are not going up at the same rate. Many people are experiencing homelessness in Polk County and in Willamina. They want to work in Willamina and partner with the city.

Discussion with the council regarding people experiencing homelessness and dealing with addiction. Commissioner Gordon stated that during the Point-In-Time count people were asked about mental health issues or addiction issues in one lump and it was about 50%. Nationally it is about 20% addiction but coupled with mental health issues that number is higher.

Discussion about federal funding for affordable housing. Commissioner Gordon explained that most of their funding has come from State funding and until the emergency funding there was much less funding available. Affordable housing is a big problem for people across the board whether mental illness is present or not. It affects elderly, young couples, families, etc. They are hoping that the Medicaid exemption will allow them to bill for housing needs through the Oregon Health Plan. Rent has increased 35% in the last three years.

Discussion about warming shelters being available in the winter and whether more clients are willing to receive treatment during the colder months when it is a life-or-death situation.

Discussion about students experiencing homelessness. They have McKinney Vento liaisons at the schools. They try to connect them with shelters, offer food, snack bags, warm clothes and discuss their living situation. Eighty-three students in Willamina School

District fit the definition of homeless this year. There are high rates in Willamina and Falls City.

Discussion about the county line in Willamina. They service all of Willamina and partner with Yamhill County because of the Yamhill County side of Willamina.

Discussion about churches being involved. They hold a Faith-In-Action meeting at which all churches who want to be involved come together and discuss all the services they offer and coordinate together with what each church is doing. Really great partnerships have arisen out of that. In rural areas those are huge partners because there's not as much funding. They do recommend some faith-based organizations in the area, some churches pool their funds to offer help to people with direct needs such as broken-down car or utility assistance, etc.

2. **Richard Winkel of Dougall Conradie LLC- Annual Audit Review (provided in Agenda packet) – (presented via Zoom)**
3. **Finance Manager, Scott Clark – excused absence**

CONSENT AGENDA

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

MOTION: Council President Baller made a motion to approve the Meeting Minutes from the December 12, 2023 City Council Regular Meeting and the Meeting Minutes from the December 22, 2023 City Council Special Meeting. Councilor Hernandez seconded the motion. Motion carried with a unanimous vote.

REGULAR AGENDA

1. Acceptance of Audit results

Mayor Skyberg read from the staff report. Richard Winkel joined the meeting via Zoom at 6:45 p.m. Richard presented the audit to the Council and gave explanations.

On page one is the independent auditor's report, stating they believe the statements are correct and city management is responsible for the fair presentation of the financial statements. This means city management is responsible for designed implementation procedures to ensure that the preparation of the financial statements are accurate, and internal control measures to ensure that the financial procedures are approved and recorded accurately.

His responsibility is to perform the audit to obtain reasonable assurance, perform risk assessment, and design the procedures to lower the risk of errors. He exercises judgement

throughout the audit and cannot offer an auditor's opinion on the internal controls but from testing he can say they're designed effectively and appropriately.

The first page explains what the financial statements are. Governmental funds for services to the citizens, and proprietary funds designed to operate to cover their costs such as utilities water and sewer. It summarized how 2022 compares to 2023 with revenues and expenses. They are mostly the same, the only big change was in operating grants and contributions line in business type activities. In 2022 - 1.6 million in grants because of the water project. 2023 was much lower at a more normal level. Statement of financial position activities, capital assets- the largest assets being equipment, buildings, and land. This was followed by cash, long-term obligation and debt. The unrestricted line is how much there is to fund operations without restriction on how it is used.

There is a complicated schedule after that. Functions programs are covered, those being, activities, general government, public safety, highways and streets, water and wastewater, and business type. The first column is the expenses for each, then charges for services and grants under the program revenues and that calculates the gain or loss just from programs. Below that the general revenues, property taxes and franchise taxes, intergovernmental, investment earnings. Change in net position, governmental activities and business activities operating at a positive change in net income.

For the fund basis report the numbers are smaller because the report has removed some of the governmental activities. There are also revenues and expenses for the governmental fund, general fund, street fund, and other funds that are non-major, so they are grouped together as "other" and are discussed in more detail at the back of the report.

The general fund had a positive net change, street fund was a little negative because of spending on some of the capital outlay programs. The general fund was under where it was supposed to be for expenses and the street fund was under budget, but the capital outlay did exceed budget. For water and wastewater, assets and liabilities, revenues and expenses, statement of cash flows, operation activities, cash received from customers, cash paid to employees, both had positive cash flows during the year.

One highlight of the footnotes is the budget policy. The were two-line items that exceeded budget; the capital outlay for streets and debt service principle for the wastewater fund, exceeded budget by \$16,580. The total was still under budget, but the one line was over.

Footnote three lists where the city has cash invested with the bank and LGIP.

There are details about the capital assets, governmental activities, the general fund, and a little bit of the street fund. Also mentioned is land, buildings, and improvements. All capital assets are carried at historical costs which the city paid for them, and their depreciation is reflected through 2023 in the report.

Supplemental schedules were covered, street and parks system development charges, how

much the cash and investments in those funds, revenue, and expenses. Streets brings in the system development charges revenue; parks did not have any revenue during the year. For the budget to actual statements of water and wastewater, water was under budget. For wastewater interest budget was too high, principal budget too low.

In Oregon municipal, they are required to look at some issues of compliance and internal control, making sure that public funds are deposited correctly, debt and budgets and insurance and so forth. In the report they stipulated they found nothing to lead them to believe the city was not in compliance with those requirements, except for the two items that exceeded budget. Regarding internal control, they are not aware of any weaknesses or issues that need to be corrected. Everything was provided to them, all the support they needed so it is a clean audit report.

The financial statements were issued to the state at the end of the year on time to meet the deadline, now it is just up to the council to approve and accept it.

No discussion, Mayor Skyberg thanked him for his attention to detail and hard work.

MOTION: Councilor Hernandez moved the City Council to accept the Annual Financial Report for the Year Ended June 30, 2023, as presented by auditor Richard Winkel. Councilor Wilson seconded. Motion carried with a unanimous vote.

2. Polk County Sheriff's Office RFP

Mayor Skyberg read from the staff report

City Manager Meneley explained the staff report and clarified the reason for revisiting this topic that was already discussed at the previous meeting. She also explained the process and options of voting. She stipulated that a motion does not always have to be made when there is one presented in a staff report. If no one makes a motion, the movement fails, and no action is taken.

Discussion about why Polk County is being considered for the police services discussion. City Manager Meneley clarified that the city's legal team told her that while deciding on police services it is not required that the city take three RFQ's as it would in normal bidding. There was an email from the Sheriff of Polk County to City Manager Meneley to be considered in the discussion.

There was discussion clarifying the motion and discussion regarding the pros and cons of including a third party in the police services discussion.

MOTION: Council President Baller motioned to include Polk Co in the discussion. Councilor Pederson seconded the motion. 5 ayes, one nay. Motion carried.

Discussion about the January 30, 2024, work session coming up and the services that will be discussed during the meeting.

3. Appointment of Budget Officer

Mayor Skyberg read from the staff report.

Discussion about the function of the Budget Officer. The job of the City Manager already includes the duties of a Budget Officer. It was clarified there are checks and balances for the actions of the Budget Officer.

MOTION: Councilor Wilson motioned to appoint the City Manager as the Budget Officer. Councilor Hernandez seconded. Motion carried with a unanimous vote.

4. Master Fee Schedule

Mayor Skyberg read aloud from the staff report.

City Manager Meneley explained that the reason for the special event permit is because CTGR Fire provides many services for the city and the special event permit requires a one-hundred-dollar fee to be paid. Development and land use applications should pay for themselves, it should not cost the city money for someone else wanting to come in and develop. As the cost of contracted planners and engineers accrues, they send an invoice to the city and the city will pass that invoice on to the applicant or developer. The same process applies to special event permits from CTGR Fire and the Master Fee Schedule to ensure that the city is not expected to pay for it with each application.

MOTION: Councilor Hernandez motioned to amend the Master Fee Schedule to include a fee for special event permits in the amount of \$100.00 effective January 1, 2024. Councilor Pederson seconded the motion. Motion carried with a unanimous vote.

Discussion regarding the need for the special events permit. West Valley Community Campus is working with the county to get their building occupancy to change. The space is being used outside of its occupancy, which does not follow the fire code for that occupancy. The permit is required for their events by the Fire Marshall. Permits from other cities were used to form the permit for Willamina. Several other cities charge upwards of \$600 for this permit.

5. Mayor Contest Judging –

Mayor Skyberg read aloud from the staff report.

Mayor Skyberg gave information about the "If I Were Mayor" contest. City Manager Meneley explained that one of the goals of the Council is to engage with the youth of the city and this fits with that goal. The motion is to select the City Council to judge the contest entries.

MOTION: Councilor Hernandez motioned to select the 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. Council President Baller seconded the motion.

Discussion that it involves youth with the council.

Motion carried with a unanimous vote.

6. City Manager evaluation

Mayor Skyberg presented City Manager Meneley's manager evaluation.

City Manager Meneley has exceeded the performance standards. Over the past year she has listened, learned, and acted upon the most critical needs of the city. The Council feels that as the City Manager she has demonstrated outstanding qualities. There has been growth in her performance since her last evaluation. She is professional, kind, caring and shows willingness to learn her job on all levels. They are grateful for her positive manner in dealing with all situations and ability to listen and act accordingly. She has shown unwavering support of our community through civic events and always moving towards the city's goals. She works well with citizens, city staff and the council. Thanks were expressed to City Manager Meneley for all she does for the City of Willamina.

INFORMATIONAL REPORTS

- 1. Chamber Liaison – Mayor Skyberg** – Bob Burr is looking for someone to help with the Christmas Parade this year.
- 2. Yamhill County Transit Authority Board Member – Councilor Johnson**- no report
The YCTA Board will meet in February. The next informational report from Councilor Johnson will be provided at the March 12, 2023, City Council Regular Meeting.
- 3. Library Board Liaison – Councilor Hernandez** – The Library Board took the month of December off so there is nothing to report. The next meeting will happen on January 17, 2024.

MAYOR'S REPORT -

Mayor Skyberg offered thanks to the Yamhill County Commissioners for the candy the previous month. This month she met with the City Manager and Mayor of Sheridan to catch up on what's happening in both cities. Lucetta Elmer met with leaders of cities and law enforcement to discuss the future of Measure 110 and the need to reform the measure. December 14th there was a city staff Christmas gathering at her house. Congresswoman Andrea Salinas visited Willamina and spent most of her time at the school seeing all of their programs, and Public Works Director Brown showed her the progress on the water intake project, and then took her to Huddleston Pond to see the levy deteriorating there. Also attended the ceremony to see the new Sheriff Sam Elliot sworn in which had it was a very

full room. Mayor Skyberg thanked Commissioner Kit Johnston for participating in the Willamina Lights Parade with his Pirate ship.

INFORMATIONAL REPORTS FROM CITY OFFICERS

1. City Manager –

- a. **Zoom Bombing (Deputy City Recorder Stevens)** City Manager Meneley discussed the trend that has been happening more frequently in public meetings accessible via Zoom. They include hate speech and offensive images, the city will be changing the Zoom connection to make it more secure. There was discussion about the kinds of controls that will be added to add more security.
- b. **Backflow Process Update-** The Council has been given backflow process updates in previous meetings. This has to do with water quality and obtaining the certificate of Outstanding Performer for the water system. The only piece that has prevented the city from obtaining the Outstanding Performer certification is the testing of the backflow devices which haven't been tested in some time. We are working closely with the Oregon Health Authority (OHA) and have gone from less than 7% to over 85% tested. 70% test rate is what's needed to comply with OHA. This is an annual requirement that public works and city office staff have worked hard to complete.
- c. **Work Sessions Calendar-** in order to continue to obtain the meeting space free of charge in concordance with the new fee schedule from the CTGR Fire, the city was asked to give all 2024 meeting dates before the new year. This includes Regular City Council meetings, City Council work sessions and regular Planning Commission meetings. Any additional meetings held will incur the meeting room fees, some of which will be passed on as development cost for the applicant.

Each month, the City Council is held on the second Tuesday, Library Board is held at the Library on the third Tuesday, Planning Commission is held on the fourth Tuesday. Beginning in 2024, every month that a fifth Tuesday occurs, a City Council work session will be scheduled. Bridget passed out calendars marking the meetings and the holidays that the City Hall will be closed for the year.

- d. **Council roles and ex-parte communication and Planning Commission Roles-** there have been conversations about whether the city code is too stringent. The City Planner has been reached out to regarding this topic. The Councils' role is to be the voice of the citizens, but there is a fine line between being their voice and the requirement of hearing their concerns in a public quorum and having it be recorded. The City Council is the appellant body for land use applications. This means if someone is going to appeal against a decision

made by the Planning Commission, it comes to the City Council to potentially appeal that. The layer after that is the Land Use Board of Appeals (LUBA) which is super expensive and drawn out and which the city pays for.

There have been questions of what we can do with the development code. There was a grant provided 2.5 years ago, and it was used to go line by line through the Willamina Development Code, and it is based on City of Salem's Development Code. This is the guide that city staff refers to with planning. The City Planner said some cities have a working list of amendments for their development code to add to, but even then, it is a process to get those things changed. She recommended bringing in a third-party expert to share the roles of the Planning Commission and City Council, to do training on planning and land use development. There was discussion about the council liking that idea.

Ex-parte communication means a person discussing things with a council member outside of a public meeting. This could compromise that council member's ability to vote because it could sway their opinion. Council members should redirect people to the public meetings. Willamina does have high fees, but it is in effort for development to pay for itself. City staff work hard for people to receive a yes and try to creatively problem solve. The goal is for land use and development to be safe and responsible. People don't always understand the layers of liability with development.

- e. **Staff Meeting Update-** mostly informational. Thanks were expressed to Mayor Skyberg for hosting city staff for the holiday party. Included in the packet were the employee handbook, contract negotiations, telework policy, improving policies and procedures and creating them where they don't exist yet, talked about work/life balance, and continuous improvement. One of the things was a "Kaizen" approach which stems from a philosophy that Toyota uses. City Manager Meneley wanted to set the tone for the year of accountability and continuous improvement not only as a staff but as a city.

2. Library Director – (excused absence, attending Library meetings)

- 3. **Public Works Director-** Mayor Skyberg expressed thanks for everything Public Works Director Brown did for the visit of Congresswoman Andrea Salinas.

Public Works Director Brown gave an update on the water project. They attempted to turn on the line to the school, had a small problem, too much pressure going up to the school. It went from 30-120 psi then to 90 psi. Optimum is 60-70 psi. They are putting together a plan for fixing that. Likely they will have to put in pressure reducing valves for some of the homes. Working on a new pump house building at water plant, have underground electrical, working on pads and they're building the block building. Tentatively towards the latter part of January putting the new intake line in along

Willamina Creek Road along Hampton Mill. They'll be doing night work at the request of the mill, so it will not interfere with the super mill work trucks coming and going.

Discussion of pump track progress, it is too muddy in the winter right now to work on it. Spring will be drier and will bring in people to work on putting the new trail in. City Manager Meneley was contacted by the OHA, Environmental Protection Agency, and Business Oregon and told that there will be a tour on January 30, 2024, at 1:30 p.m. About ten representatives will visit to tour the water intake project. There was mention that the City of Willamina's project is going to be used as a model because of all the intricacies in making this project happen.

4. Planning Report (provided in Agenda packet)

5. Sheriff's Report (provided in Agenda packet) *NEW FORMAT*

Sergeant Herr- before covid they used to do formal introduction for the Willamina deputies. Willamina has two full time contracted deputies - Brett Adamski and Jeremiah Baker. There has been discussion internally and with City Manager Meneley that the Sheriff's Office hasn't done a great job of giving statistical and interactive accounts of what they provide for the city on a monthly basis. The Sheriff's report's new format is a more detailed and interactive account of what their calls for service look like in Willamina. It shows the resources being received and the ancillary resources being provided that were not outlined in the general sheriff's report before.

The new format shows many more details including all the incident numbers that have been responded to, case numbers. the deputies who responded, number of deputies, time and date, and location of town it's happening. It shows a lot more of what resources the sheriff's office is providing. There are several detectives on staff and that will come to different calls including child abuse, etc. Case numbers are included for cases that go through the sheriff's office when a formal documented police report is taken. They are usually criminal events. There were 158 calls in December including 25 case numbers in December.

Discussion about year-to-year comparison- Herr said he could ask for month-to-month basis. City Manager Meneley asked for that to be provided in the future months.

Thanks were offered by the Councilors for the new format.

6. Code Enforcement (provided in Agenda packet)

COUNCIL COMMENTS

Discussion regarding the Barley treatment to the pond. Dave Hampton had visited, and they discussed the barley. He was concerned about using it in a large pond, he knows it works in small ponds. The DEQ has contacted us about an algae bloom and City Manager Meneley thought we had established that we would do it. There was discussion about the duck weed

in the sewer lagoons, and it would mess up the filtration system to put anything in it. But in the pond we could at least try it in the areas that are affected by algae.

Public Works Director Brown said he will investigate how to do it, look into cost, and whatever is needed to encase it.

It was discussed whether there is anything in place for warming shelters during the cold weather. The city doesn't have a warming shelter, but the library is available Monday through Thursday 11:00 a.m. to 5:00 p.m. and CTGR has put out a flier of all different resources in the tri-city area.

Commissioner Kit Johnston shared about the Point-In-Time (PIT) count coming on January 24, 2024. The Willamina Public Library needs volunteers and there are also twelve open spots on the West Valley Street Team. There are volunteer training times available and a YouTube video. City Manager Meneley said city staff will assist Sarah at the library. Check with YCAP to inquire about the street team.

ADJOURN

MOTION: Councilor Hernandez motioned to adjourn the meeting at 8:05 p.m. Councilor Klym seconded the motion. Motion carried with a unanimous vote.

The meeting was adjourned by Mayor Skyberg at 8:05 p.m.

Time and Date of Next Council Meeting

The next City Council Work Session will be held on January 30, 2024 at 6:00 p.m.
The next City Council Regular Meeting will be held 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>

Minutes submitted by Deputy City Recorder Krystal Stevens



Minutes approved by Mayor Ila Skyberg


