



Mayor Corey L Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Tony
Mariah Woodward, Honorary City Councilor

City Staff:

City Recorder, Sue C Hollis
Library: Melissa Hansen & Denise Willms
Office Coordinator: Debra Bernard
Office Specialist: Amber Deibel
Public Works Director: Jeff Brown

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, September 12, 2013

7:00 PM

- I. **Roll Call**
- II. **Flag Salute**
- III. **Approval of Minutes**
 1. **Regular Session of August 8, 2013**
- IV. **Public Input**
 1. **Request to Close Streets in Pacific Hills Estates
(Jason Phillips, Westonehomes@comcast.net)**
 2. **Thank You from Sheldon Oil Company**
- V. **Old Business**
 1. **Report on Investigation of 3rd Street and Oaken Hills Resident Complaints
(Sgt Vandewettering – Verbal)**
 2. **Second Reading and Adoption of Ordinance #650, City of Willamina
Ordinance Granting Union Pacific Railroad License to Use City Right of Way,
as Amended**
 3. **Renewal of Oregon Public Works Emergency Response Cooperative
Assistance Agreement with ODOT**
 4. **City Vision (Councilor Hill)**
 5. **Kevin Nortness Request re New Library**
- VI. **New Business**
 1. **Discussion of Additional Uses for the Library (Councilor St Onge)**
 2. **Special Meeting to Finalize and Adopt Emergency Operations Plan**
- VII. **Mayor's Report**

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VIII. Council Liaison Reports

1. Chamber Liaison (Councilor Hill)
2. School Board Liaison (Councilor Toney)
3. YCOM Board (Councilor Baller)
4. Strategic Planning Focus Group (No Meeting in September)
5. Planning Commission Code Development Project Update

IX. Council Committee Reports

1. Finance Committee
 - a. Minutes of Meeting of September 10, 2013 (Handout)
 - b. Report of Bills Paid – August 1-31, 2013
 - c. Reimbursement for Stolen Tools (Handout)
2. Public Works Committee
 - a. Minutes of Meeting of August 27, 2013

X. Reports of City Officers

1. City Recorder (verbal)
 - a. Absence from Office
2. Public Works
 - a. Monthly Report
 - b. Offer of Drift Boat for Children's Playground at Huddleston Pond (verbal)
3. Library
 - a. Library Board Minutes – Next Meeting September 17, 2013
 - b. July Reports & Library Statistics
 - c. Youth Services Librarian Report – Verbal
4. Sheriff's Office
 - a. Code Enforcement Report – August 2013 (deferred)
 - b. Crime Summary – August 2013

XI. Adjourn**Next Council Meeting Date**

Special Meeting – Thursday, September 26, 2013

Regular Session – Thursday, October 10, 2013

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.



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Public Works Director: *Jeff Brown*

WILLAMINA CITY COUNCIL REGULAR MEETING
Thursday, August 8, 2013
7:00 PM

Present:

Mayor Adams
Councilor Baller
Councilor Bramall
Councilor Skyberg
Councilor Hill
Councilor St Onge

Absent:

Councilor Toney
Hon Councilor
Woodward

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director
Denise Willms, Youth
Services Librarian
Sergeant Russ
Vandewettering, YC
Sheriff's Office
Deputy Angie Elder, YC
Sheriff's Office

Others Present:

Marguerite Alexander,
The Sun
Paul Daquilante,
News-Register
Planning Commissioner
Dennis Ulrich

I. Flag Salute

Mayor Adams called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited.

II. Roll Call

Sue Hollis, City Recorder, conducted the Roll Call. She noted that Councilor Toney had notified the Council that she would be out of town tonight. A quorum was present.

III. Approval of Minutes

1. Regular Session of July 11, 2013

Councilor Hill **moved** to approve the minutes of the Regular Session of July 11, 2013, as written.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, and St Onge voting aye; none opposed (Councilor Toney absent)

IV. Public Input

Sue Hollis noted that there were several people signed up to speak. She called the Council's attention to a handout from Fran Wall regarding the City's gutters and sidewalk areas (attached hereto and made a part hereof). There was no discussion of the handout.

Sarahtohn Hitchcock, 530 3rd Street

Ms Hitchcock passed out copies of a City Complaint Form (attached hereto and made a part hereof) and reviewed the background for the complaint. She felt that she lived in a good neighborhood where people respect each other. She does have a neighbor, however, who she believes is mentally ill. Their interaction began with alleged barking from her dog and has escalated to what she feels is harassment. The individual at one point actually entered her house through an unlocked door and accosted her with his complaints. She did notify the police and they told him not to come back to her house. She will be pursuing trespass charges. The individual yells at neighbors and their children and anyone walking down the street. He has now put up cameras facing her front door and her back yard. Following a child's birthday party he installed another camera to cover a different area of her yard. The cameras follow her movements when she crosses the street and when she is working in her backyard. She did contact the police but there apparently is nothing they can do about this. She emphasized that she is not comfortable with this. The situation is consuming their whole lives. She has been told that the individual is bipolar and has attempted suicide in the past. He has written a citizen's ticket on her uncle for the dogs that the officers have never heard bark. She noted that they are not even his dogs, but belong to a friend of her sister. She asked Council for their help.

Pat Patterson, 530 3rd Street

Mr Patterson identified himself as a roommate and uncle of the previous speaker. He could not identify the signature of the officer on the Citation for the dogs. He does have a letter from the dogs' owner saying that they belong to them.

He had discussed the issue with the City's Code Enforcement Officer who indicated that the neighbor may be in violation of Ordinance 133.02 (violation of privacy of another) and 133.01 (trespassing). Mr Patterson stated he considers the actions of the individual as harassment which would violate Ordinance 132.07. He also felt that his actions fit under Ordinance 93.09 which is being a general nuisance.

He stated that it was his understanding that the law prohibits filming over a fence line and the police won't do anything about it. He cited ORS 163.702. The individual has signs in his yard that say that he is videotaping and recording. He wanted to have the individual investigated. If nothing is done, he is going to go to the District Attorney and, if necessary, the Attorney General.

He stated that he had told the officer that if nothing was done somebody was going to pound this guy and he did not want to go to jail for it. He felt the man was a nuisance to the City of Willamina.

Mr Patterson went on to state that he works the night shift, even though he is disabled, and mostly sleeps during the day. He did not understand why he received a ticket for dogs that he does not even own and now must go to Court to defend. He felt that if the dog barking ordinance is being enforced, but the others he identified were not, he was making a complaint against the Code Enforcement Officer and law enforcement in general. He felt it was not right and if need be, he would go beyond the City.

He noted that there were City Council members present at the birthday party.

Mary Bramall, 774 NE Main Street

Ms Bramall stated that she was present at the birthday party with her grandchildren. She did not see any signs that said they were being filmed. She had no objection to being filmed herself, but did have an objection to her grandchildren being filmed without her consent. The kids were dressed for summer and were climbing, wresting and playing in the yard. She felt it was wrong for an adult man to be videotaping small children at a party. She stated that she is fighting mad about the incident and that there were no signs indicating that taping was taking place. She did not think it was fair that Sarah Hitchcock has to have to live with that 24 hours a day.

Shawna Borck, 413 Oaken Hills Drive

She reported that her son, who as Aspergers and is ADHD, was walking on the sidewalk to school last year. One of his symptoms is that he sometimes spaces out. The gentleman who is causing the problems in the neighborhood apparently went off on him and accused him of watching him through his house. She did not see the incident, but Mr Phipps who is present tonight, did. She later went to confront the man for yelling at her 9 year old son. He and his wife then went after her and threatened her. They called the cops on her for trespassing on her property. She noted that there is only one sidewalk in that area and the kids and others use it to get to the school. He has also claimed the property where her father-in-law walks his dogs. She felt he had no right to come after her son or her. Her son eventually was not able to even play in his own front yard without getting yelled at. The situation caused her to move out.

Ron Phipps, 417 Oaken Hills Drive

Mr Phipps reported that he was present the morning Ms Borck's son was accosted by the man yelling obscenities at him. He had encouraged the boy to just go on to school. After that, he noticed that the child would cross the street to avoid walking in front of the residence in question. That side of the road does not have a sidewalk.

He has been in his home for 34 years and the neighbor has been there for the last 5. He has tried to be a good neighbor, even offering to drive him to the hospital when his wife was taken there, but was refused.

The cops have been at this house 40-50 times. His own wife and step-daughter have called the cops on him, but he is always nice as can be when they arrive. Another neighbor kid had been playing the guitar and he began using the "F" word until finally he stopped playing.

He also complained about noise that Mr Phipps' son made while repairing a trailer and he made a threat that he would kill him. He has been following him with his cameras. He was concerned about what might happen when school starts and kids start coming through there. He noted that a couple of years ago when they were speaking he had taken him into his house. There were marijuana plants growing inside which were supposedly for medical use. He understood that this man was a convicted felon and asked if growing marijuana was legal for a felon. He did not know if he was still growing it. He has not spoken to him in about a year since he was standing in his yard and yelled out to him "F this town and everybody in it and that includes you."

Cathy Robertson, 248 SE Polk Street

Ms Robertson stated that she was present tonight for two reasons. The first was the issue being discussed. Her daughter lived next door to this man. She related a time when the wife came into their house banging on the walls and yelling obscenities. She despises that this man is watching her grandson. She did not know what felony he had committed, but she was concerned that he would hurt a child. His step-daughter told her that he is bi-polar, a manic depressive, and will not go to the doctor for medication.

Her other issue was paving Polk Street. She had bought her house there in 2000 and at that time she was told that the street would be paved in 1-2 years. This is the only gravel street off of Main Street. It has not been graded or dust calmed in several years. The dirt coming into the house bothers her asthma. Her neighbor is bed-ridden and has the ambulance there several times a year. They have a hard time pulling over 500 pounds across this gravel to the ambulance. She felt the street should have been paved as promised. The "Do Not Enter" sign also needs to be corrected. There should be one facing toward the Community Center and one toward Adams Street.

David Sowers, 720 NE E Street

Mr Sowers stated that he had been harassed by the gentleman being discussed tonight. He has slandered him and called him names, including animal abuser because he runs his dogs around outside his truck. This is not against the law, but he has had Animal Control and the police at his house several times because of this man. On at least one occasion, he was running his dogs on the street in front of the man's house and he came flying out and videoed him with his cell phone. He finally decided he wasn't going to take it anymore and slammed on his brakes and put the dogs in the truck and chased the man back into his house. The man called the police on him and said he was going to kill him. The police didn't even follow up with the call. He is recording people and little children in their bathing suits and he is a felon. He felt it was completely irresponsible to allow this to go on. If his son had walked past that guy and he cussed at him he would flatten the guy. Maybe some people don't agree with that but he would not put up with that.

He felt that the city needed to handle this problem before it went any farther. He felt it was irresponsible to let it happen. If he gets into trouble for pounding this guy, it was the city's fault for not solving the problem. He also objected to recording over the fence line. If it had been pointed at his yard he would have taken them down whether he went to jail or not. He felt it was a violation of his rights and safety. He felt it was completely irresponsible of the City to let this guy go on with this one more day.

Pat Patterson, 530 3rd St

He wanted to add one more thing to his previous testimony. What scares him the worst is what is this guy capable of next? Does he have a gun? Is he going to shoot one of us? If he has a bad day and is really irritable, is he going to put a cap in me or someone walking by on the sidewalk? What is he capable of? We've already seen escalation – are these videos of these children on the internet now?

Betty Jean Van Buskirk, McMinnville

Ms Buskirk stated that she is the owner of the home at 530 3rd Street. When she drove past the gentleman's house recently. He called the police on her, and she was just driving by.

Jennifer Hitchcock, 530 3rd St

Ms Hitchcock said that her dogs have shock collars to prevent them barking and they are not there when she is at work. The police regularly patrol the area now, but this just makes her feel like she is in a bubble and trapped in her own home. She understood that it was for their protection, but she has had severe personal trauma in her past. She doesn't feel comfortable in her own backyard and this brings it all back. Is he recording her when she is coming and going?

David Sowers, 720 NE E St

Mr Sowers asked if it was right that this man has caused this much problem in this community and put these people and their children at risk. He said that hearing what this woman says makes him sick to live here and think that some guy like that lives a block from his house and nothing's being done about it. It is just being ignored.

Mayor Adams thanked everyone for their comments and asked Council how they wished to proceed with this. Councilor Baller asked that Sergeant Vandewettering look into this and find out the facts before Council has a discussion.

Councilor Bramall said that he was actually at the birthday party and it was pretty disturbing to see all the cameras. Councilor St Onge felt that whatever Council did, we want it to stick, so we don't want to make a quick decision. Brief discussion followed about the camera locations and that he was also doing audio recordings. Mr Patterson noted that he had talked with Sgt Shipley at the Sheridan Substation and he told him there was nothing they could do.

Sgt Vandewettering asked for a copy of the sign-up sheet with the names and addresses of persons present tonight. He would talk with them and work with his staff to try to come up with a resolution of this issue. Councilor St Onge asked about Sgt Shipley. Vandewettering responded that he thinks the gentleman got the names mixed up. Sgt Shipley actually works at the Jail and does not work out of the Sheridan Substation.

Sue Hollis stated that she had also run this by the City Attorney because the issue of the cameras had been brought to City Hall. He was not able to locate any state law that prohibited this. So long as the cameras are on his property or a public street or sidewalk, there is no law prohibiting this. If he is using the video for something else, however, that could be a violation. Discussion followed. This is a very complicated issue and very stressful for everyone. Sgt Vandewettering noted that in any neighborhood complaint there are some things they can do and some things they can't. They have to follow the law and the Municipal Code. Each episode has to be on its own merit and what the officer was told each time.

Sgt Vandewettering went on to relay a recent conversation in Sheridan that crime stats don't reflect what is actually happening in the City. That is a true statement for a variety of reasons. Sometimes people don't want to report a crime or incident. Sometimes an incident gets passed verbally from person to person and ends up not being a factual account of what really happened. That is why law enforcement needs to go back to the source of the information. Law enforcement needs help with crimes inside the city. If you see something suspicious, report it. Otherwise we may not know what is going on. He urges his deputies to be visible and patrol all the City streets.

He invited the Council to attend a meeting coming up at Sheridan High School on August 14, 2013, at 6:00 pm. Connie Consuelo from the Yamhill County Interagency Drug Team will be giving a presentation. He urged everyone to attend.

Councilor St Onge asked if the Sheriff's Department can follow up on something said during a meeting like the medical marijuana. Sgt Vandewettering gave a brief overview of these laws and the need for probable cause to obtain a search warrant. Licenses are renewed every year.

Councilor St Onge felt that the most concerning thing is videotaping into another person's back yard or videotaping children. Brief discussion followed about state laws in this regard. Sgt Vandewettering will report back to Council at the next meeting. In response to a question from Sue Hollis about the person's felony conviction, Vandewettering said that he couldn't obtain that information for Council.

V. Old Business

1. Second Reading and Adoption of Ordinance #653, PGE Franchise

Councilor Skyberg asked for clarification on the Ordinance number. The memo shows two numbers, 646 and 653. Sue Hollis apologized for the error and clarified that the correct Ordinance Number is 653.

Councilor Skyberg **moved** to conduct the second reading of Ordinance #653 by title only.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, and St Onge voting aye; none opposed (Councilor Toney absent)

Councilor Skyberg read Ordinance #653 into the record by title only.

Councilor Bramall **moved** to approve the second reading and adopt Ordinance #653.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, and St Onge voting aye; none opposed (Councilor Toney absent)

VI. New Business

1. Liquor License Application – Willamina Shell & Grocery

Sue Hollis reported that the station plans to open on Wednesday, but they won't have their sign up. She went on to state that these people were wonderful to work with.

Councilor Hill **moved** to approve the Liquor License Application for Willamina Shell & Grocery.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, and St Onge voting aye; none opposed (Councilor Toney absent)

VII. Mayor's Report

Mayor Adams gave a report on his activities for the past month. He spent a week in LaJolla, California, where he took 6th place in a surfer competition. He was the Honorary Mayor at the horse races in Portland, and participated in the Mayor's Bocce Cup in Newberg. Their team made it to the semi-finals. He also had lunch with Alan Springer and met a number of other small town mayors. He was glad to be back in Oregon.

VIII. Council Liaison Reports**1. Chamber Liaison (Councilor Hill)**

Councilor Hill reported that things had been pretty quiet. He was going to announce the opening of the gas station, but it had already been discussed.

2. School Board Liaison (Councilor Toney)

No report.

3. YCOM Board (Councilor Baller)

No meeting this month.

4. Strategic Planning Focus Group (Commissioner Ulrich)

Commissioner Ulrich reported that the group has been meeting for a year and a half. He has been going back through the minutes and there are some incredible ideas discussed there. The group has focused on developing a website that would create a one-stop place to go for Willamina that would have City plans, other organization's plans, events, and things going on in Willamina. There will be five major categories that would direct people to projects for which they may wish to volunteer and links to other organizations and agencies. Ulrich noted that he has recently seen a website for Independence that was very well done and it would be a good example to discuss at their next meeting. The site would also be used for PR for Willamina.

Councilor Baller suggested that before the next meeting the members look at the *You Tube* video that Mayor Adams made at the Wildwood Music Festival. She felt there was a lot of information in that in just a few moments that would be good to have on the website.

Councilor St Onge asked if this will be a formal meeting since we are not really doing Strategic Planning any longer. If we are more informal, Sue Hollis would not have to attend and do minutes which costs the City money. Ulrich responded that while it doesn't have to be formal, by doing so in the past we have compiled a great resource of ideas and discussions. The group could borrow the recorder and then one of them transcribe the minutes if they wished. Councilor Baller felt that they got more accomplished when it was a formal meeting and Sue Hollis was present.

IX. Council Committee Reports**1. Finance Committee – No meeting****a. Report of Bills Paid – July 1-31, 2013**

Councilor St Onge asked for clarification on the following bills:

Beery, Elsner & Hammond. She asked if the attorney bill of \$1600 was a typical monthly expenditure. Hollis responded that we do not get charged unless we ask for service, so it varies each month. We do not pay a retainer. Bills can include a variety of things such as personnel issues, franchises, water issues, and each month they review the agenda.

Chaves Consulting. Hollis responded that this was the annual maintenance agreement for the Municipal Court Software.

Keller Associates. Hollis responded that these were the City Engineers. Some of these expenses had been pre-approved by Council, but they also charge for day-to-day services such as reviewing a planning application or answering a question from the City staff. Larger ticket items always come to Council for approval before the project begins.

Oregon Department of Revenue Fees. Hollis responded that a portion of fines for traffic violations are required by law to be sent to the state. They get theirs first and we get ours last.

Councilor Bramall **moved** to approve Report of Bills Paid for July 1-31, 2013, as received.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, and St Onge voting aye; none opposed; Councilor Skyberg abstained. (Councilor Toney absent)

2. Public Works Committee**a. Minutes of Meeting of July 23, 2013**

Councilor St Onge **moved** to approve the Minutes of the July 23, 2013, Public Works Committee as written.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg and St Onge voting aye; none opposed. (Councilor Toney absent)

b. Approval of Task Order No. 6 – Water Master Plan Project

Sue Hollis reported that Council has seen the first draft of this and it has now been approved by the State of Oregon with certain amendments which are mostly seen as attachments. It is now ready for Council approval.

Councilor Baller **moved** to approve Task Order No. 6 – Water Master Plan Project.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, and St Onge voting aye; none opposed (Councilor Toney absent)

c. Willamina Creek Bank Stabilization at Huddleston Pond

Jeff Brown, Public Works Director, called attention to the information in the agenda from Keller Associates that shows their recommendation. The fix for this is very expensive. The next step is to determine if funding is available for this project. Sue Hollis estimated that there is about \$2,500 in the Parks budget for contracted services that could be used for this part of the project.

Councilor Baller **moved** to authorize Keller Associates to prepare a Task Order, and the Mayor to sign it, for the purpose of researching potential funding sources for the Willamina Creek Bank Stabilization Project at a cost not to exceed \$2,500.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg and St Onge voting aye; none opposed (Councilor Toney absent)

Councilor Baller stated that she was glad that we were beginning work on this project.

X. Reports of City Officers

1. City Recorder (verbal)

Sue Hollis reported to Council that there is another problem with the FY 09-10 Audit and we are not going to be able to complete it next week as scheduled. She went on to state that she feels really badly about this and that she accepts full responsibility. She offered to step down if Council wished to get someone else to take over her position. Councilor Skyberg asked when Hollis came to work here. She responded that she came in November 2009 and the year in question starts in July 2009. Debra Bernard began work in January 2010.

Hollis went on to explain that a big part of the problem is lack of documentation for payroll, accounts payable and accounts receivable. You basically have to research and reconstruct the activity in two computer systems. This was the year that there were issues with the IRS and Department of Revenue that crossed over two fiscal years. We also just found out in the last month that the budget that was entered into the payroll system was not allocated correctly and must be reallocated. She noted that it is not that this cannot be done, just that it takes even more time to accomplish. The auditors will not be able to come back until early December so this will delay us further. She noted that they will be doing some of the preliminary work for the next audit as we get ready for December. She felt that staff was working very hard and has put together some really good worksheets that can help them complete the job. She commended Debra Bernard and Amber Deibel for their hard work on the receivables portion.

Councilor St Onge asked if all the changes suggested by the auditors in the past were documented. Hollis responded that this was a different set of auditors but there was documentation. She explained how payments are now kept in a file for each batch which was not done in the past. Councilor St Onge asked if there was documentation about procedures for use when Hollis retires or Debra leaves. Hollis responded that there is minimal documentation and this definitely needs to be fleshed out.

Mayor Adams said that staff should just keep plugging away at it. He didn't feel that bringing someone else on board would speed up the process.

2. Public Works

a. Monthly Report

Jeff Brown called attention to the agenda report and noted that there were some additions. First was related to the 2" line recently installed at the Oaken Hills Campus. He was called in the middle of the night and found it leaking. With the help of a contractor and other City staff, he repaired the leak.

Just before 5 pm this evening he discovered that our intake line that runs to the water treatment plant has a leak in it out past Fort Hill Road. He won't be able to deal with that until tomorrow.

Tina Miller Park Restroom

Brown called attention to a handout memo he had prepared on this subject (attached hereto and made a part hereof). The total estimated cost of this project is \$4,500. He had hoped to put in stainless steel fixtures, but they are too expensive. With porcelain fixtures, the costs may come in slightly lower than projected.

The project will take the walls down to bare studs, redo the inside sheeting and lighting, redo outside walls and roof, add a water heater, and install an automatic lock system similar to that at Huddleston Park that will allow us to have it lock at a specific time. During construction, he wanted to close the park because of the potential for injuries or vandalism.

Councilor Baller **moved** to authorize Jeff Brown to redo the restroom at Tina Miller Park at a cost not to exceed \$4,500 and to authorize closing the park during the construction.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, and St Onge voting aye; none opposed. (Councilor Toney absent)

Chimney at City Hall

Jeff Brown reported that when he had been erecting the scaffolding at Tina Miller Park for the egg drop he noticed the very poor condition of the chimney at City Hall. It was in such poor condition that a windstorm could bring it down on top of someone. The estimated cost to take it down to the roofline and cap it is \$550. The chimney is not used.

Councilor St Onge asked if he noticed any other repairs that needed to be made to City Hall when he was on the scaffolding. Brown responded that we probably need to plan for a new roof in next year's budget.

City Hall Landscaping

Jeff Brown asked for approval to remove the day lilies in the landscaping outside City Hall and replace it with grass so that it will be easier to maintain. He has contacted the Garden Club to take the bulbs. He had discussed this with the Public Works Committee who concurred in his recommendation.

Councilor St Onge **moved** to approve modifying the landscaping at City Hall however Jeff Brown wishes.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, and St Onge voting aye; none opposed. (Councilor Toney absent)

b. Installation of Swings at Hampton Park & Huddleston Pond

Jeff Brown called attention to the agenda information on this subject which includes a drawing of the proposed swings and a map showing the approximate location where they will be installed. There will be 4 swings on this. They will also have 6-8 inches of soft material under the swings. Additional pieces will be added to the playground in the future.

Councilor St Onge asked if our insurance would cover this equipment. Hollis responded that as long as it was built with materials approved for playground equipment it would be fine. Councilor Skyberg noted that staff had provided a book to Gary Brooks that outlined these requirements.

Councilor Skyberg **moved** to accept the design and placement of the swing play set at Huddleston Pond by the Hampton Lumber Millwrights.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, and St Onge voting aye; none opposed. (Councilor Toney absent)

3. Library

a. Resignation of Linda Brown from Library Board

Sue Hollis noted that this has not been to the Library Board as yet and it is presented for information only. The next meeting of the Library Board will be in September.

b. Library Board Minutes – No August Meeting

c. June Reports & Library Statistics

No discussion.

d. Youth Services Librarian Report – Verbal

Denise Willms, Children’s Services Librarian, gave a report on the Summer Reading Program. She noted that 67 participants finished of the 87 who signed up originally which is more than a 50% rate. She suggested that we continue to use the scaffolding for future egg drops. The kids loved seeing the Mayor up there.

She gave an update on the redo of the shelving and cataloging in her section. She has been working on this for several months and expects to be finished in just a few weeks.

She reported that she was very excited about a new toy she now has. She is the Tech Services Librarian for Willamina and Sheridan and pinch-hits for CCRLS on occasion. They have offered her a Tech License. The license cost will be split between Willamina and Sheridan. It is now loaded on her tower and will soon be on her laptop so that she can also do trouble shooting when she is not at work. It will allow her to remote in as can others who have this license. There is a yearly maintenance fee of approximately \$90 which will also be split between the two libraries.

This tool will allow her to verify that someone is on a porn site, for example, by locking the screen. She would then be able to discuss the issue with the patron.

She reported that on non-program days there were 80-90 people in the Library and sometimes as much as 200 on program days. She noted in closing that she will be on vacation for the next week.

4. **Sheriff's Office**

a. **Code Enforcement Report – July 2013 (Handout)**

Sue Hollis called attention to the handout report (attached hereto and made a part hereof).

1) **House Bill 2662**

Sue Hollis called attention to the bill which was adopted by the Legislature and became effective in June related to registering vacant properties and maintaining them.

Councilor St Onge noted that she didn't see a lot of citations for these vacant houses on the report. Hollis responded that we don't often issue citations for this because it doesn't really accomplish anything. We typically bring it to Council to declare it a nuisance and then abate it. In that case, if they do not pay the costs, you can attach a lien to the property.

b. **Crime Summary – July 2013 (Handout)**

Sue Hollis called attention to the handout report (attached hereto and made a part hereof).

Brief discussion followed about harassment laws that might still be on the books, however, they may have been struck down by the Supreme Court. In those cases, violators cannot be cited. He went on to note that the ORS cited earlier tonight does not apply in the circumstances described.

He then gave a brief example of how trespassing laws work. For example, you can approach someone's house and knock on their door and it is probably not trespassing unless you have specifically been told prior to that time that you were not permitted to be on that property. Once you are told, however, you can be cited each time you return.

c. Sheridan Code Related to Property Maintenance

Councilor Skyberg called attention to a handout City of Sheridan Ordinance 2013-02 regarding building maintenance and vacant building standards (attached hereto and made a part hereof). She asked Councilors to review it and also to take a look at Willamina codes with the intention of scheduling a work session at a future date to discuss it.

XI. Adjourn

Councilor Bramall **moved** to adjourn.

Councilor Hill **seconded**. Motion **carried** unanimously with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney, voting aye; none opposed .

Meeting adjourned at 8:42 pm.



Corey Adams, Mayor

Attest:

Sue Hollis, City Recorder

Attachments

Sue Hollis

From: Niki Sheldon <nsheldon@sheldonoil.com>
Sent: Monday, August 12, 2013 2:25 PM
To: Sue Hollis
Subject: Thank you!

Hi, Sue--

I wanted to express my appreciation to you, your staff, and the Willamina City Council for approving our off-premises liquor license. You have been helpful in so many ways, and we are all very grateful.

I also wanted to pass on that our store manager, Carl Jordan, thought the City of Willamina business license was so attractive that he wanted to frame it. I agree with him!

Take care, Sue, and thank you again for all your kind help!

Niki

Niki Sheldon



2801 3rd Street
Tillamook, OR 97141
Phone: (503) 842-2172
Toll Free: (866) GOT-FUEL
nsheldon@sheldonoil.com



Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney
Mariab Woodward, Honorary City Councilor*

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Willms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: SEPTEMBER 12, 2013

FROM: SUE C HOLLIS, CITY RECORDER

**SUBJECT: SECOND READING AND ADOPTION OF ORDINANCE #650, CITY OF WILLAMINA
ORDINANCE GRANTING UNION PACIFIC RAILROAD LICENSE TO USE CITY
RIGHT OF WAY**

Background:

1. For two years, the City has been working with Union Pacific Railroad regarding its use of the City's right-of-way along Water Street through the City. Ordinance #50, adopted on July 15, 1911, allowing use of the ROW, expired after 99 years on July 15, 2010. The process was bogged down until the City, on the advice of Tom Sponsler, the City Attorney assigned to the project, decided to pursue the option of an ordinance licensing the right-of-way to the railroad.
2. The railroad's initial response to the ordinance was somewhat misguided regarding the fact that the City was dealing with a property rights issue, not railroad regulation. They were still unwilling to actually discuss the issue by phone or e-mail with our attorney or staff. As a result, Tom Sponsler suggested that the City move ahead with first reading of the Ordinance. Not long after that action, things began to open up a bit with the railroad. For the past several months, Mr Sponsler has been able, with a good deal of prodding on his part, to get a final agreement on the proposed lease language. In order to show the differences between the Ordinance at first reading and now, I have provided a "Redline Final Draft" for your information as well as the final copy ready for second reading and adoption.
3. Section 8 of the Ordinance (Processing Fee) requires the railroad to pay the City's attorney costs to develop the agreement. I do not have the August charges from Beery, Elsner and Hammond as of the date I prepared this letter, but should have them by Thursday night. I am estimating these costs will be approximately \$5,000. The Omaha Office of the railroad has been in touch with me to let me know they will have a check to us by the end of the month once those costs are finalized.

4. Therefore, presented for second reading and adoption is Ordinance #650, City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way, as amended. The ordinance may be read by title only if no Council member present at the meeting requests that the ordinance be read in full. This process involves:
 - a. A motion to conduct the second reading of Ordinance #650, as amended, by title only.
 - b. A member of Council or the Mayor then reads into the record -- "Ordinance #650, City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way," as amended.
 - c. A motion to approve the second reading and adoption of Ordinance #650, as amended.

Action Requested

That Council conduct the second reading and adopt of Ordinance #650, City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way, as amended.

Attachments

ORDINANCE NO. 650

**CITY OF WILLAMINA ORDINANCE GRANTING UNION PACIFIC RAILROAD LICENSE TO
USE CITY RIGHT OF WAY**

RECITALS

WHEREAS, Union Pacific Railroad Company (UPRR) owns branch line tracks that pass through the City of Willamina (City) and Willamette & Pacific Railroad, Inc. (W&P) leases that branch line and operates a freight railroad over those tracks. The tracks run in a generally east/west direction for 2,120 feet within the Water Street right-of-way from "A" Street (approximately Garden Spot Park) to the west line of Kershaw's first addition (approximately in line with Oaken Hills Drive). The tracks cross "C," "D" and "E" streets with a total of 202 feet of paved railroad crossing. The tracks run in and over a public right-of-way property owned by the City (Property). The Property is more specifically described as shown in Exhibit A. UPRR and W&P are collectively (or individually, as the context requires) referred to herein as "Railroad."

WHEREAS, by its Ordinance Nos. 19 and 22, the City granted a franchise to lay track and operate and maintain a railroad on Water Street through the City.

WHEREAS, on May 10, 1909, the City enacted Ordinance No. 33, which repealed Ord. Nos. 19 and 22 and granted the Sheridan & Willamina Railroad Co. a franchise to construct, operate, and maintain a railroad. This franchise was subject to no term or fee.

WHEREAS, on July 11, 1911, the City enacted Ordinance No. 50, which repealed Ord. Nos. 19 and 22 and granted the Portland & West Coast Railroad Co. a 99-year franchise to construct, operate, and maintain a railroad within City limits. This franchise was subject to no fee.

WHEREAS, UPRR is the Portland & West Coast Railroad Co.'s successor-in-interest to the franchise granted under Ordinance No. 50.

WHEREAS, Ordinance No. 50 expired on July 12, 2010.

WHEREAS, the City has agreed to allow Railroad to continue using the Property on the terms and conditions set forth in this Ordinance.

WHEREAS, the Railroad is willing to accept those terms and conditions as shown by the acceptance below, executed by UPRR.

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

Section 1. Grant.

The City grants Railroad a non-exclusive license (License) to use the Property for railroad purposes, including but not limited to installing, operating, and maintaining railroad track and related facilities. Railroad's use of the Property must comply with all applicable and enforceable City, state, and federal laws. Any improvements

installed or maintained on the Property within 15 feet of the centerline of Railroad's tracks by the City or permittee must comply with Railroad's clearance standards and must not interfere with railroad operations or maintenance requirements.

Section 2. Fiber Optics.

~~Railroad's rights under this License do not include the unilateral right to grant fiber optic companies permission to install underground optic communication lines on the Property. Railroad will advise such companies under what conditions, if any, it would allow such lines to be installed under or near its tracks. Railroad must work in good faith to assist the City to obtain agreement with any companies that currently have or wish to install fiber optic facilities on the Property.~~**Section 3. Grade Crossings.**

Public railroad grade crossings exist on the Property at "C" Street, "D" Street, and "E" Street. Railroad and City will maintain and renew these and any future public crossings built on the Property during the term of this License according to the requirements of then-current general orders or other official standards promulgated by the Oregon Department of Transportation and any current or future agreements related to such crossings.

Section 4.3. Hazardous Materials.

- a. As used in this Ordinance, "Hazardous Materials" means any chemical, substance or material that is now or in the future becomes listed, defined or regulated in any manner by any Environmental Law based upon, directly or indirectly, its properties or effects. As used in this Ordinance, "Environmental Law" means any federal, state or local environmental, health or safety-related laws, regulations, standards, decisions of the courts, permits or permit conditions, currently existing or as amended or adopted in the future that are or become applicable to and enforceable against the Railroad the Property.
- b. If Railroad's use of the Property now or in the future involves the handling or transporting of Hazardous Materials, Railroad agrees fully to comply with all Environmental Laws and to hold the City harmless from and against all losses incurred by the City on account of Railroad's failure to do so.

Section 5.4. Railroad Flagging.

- a. Unless a shorter period of notice is agreed upon at the time of a request for a railroad flagger, the City will notify Railroad at least seven days prior to entering the Property, or authorizing any third party to enter the Property, to perform for any purpose any work at, above, or below grade during which any person, material, or equipment will be within 25 feet of any track, or will be near enough to any track that an equipment extension (such as a crane boom) may reach to within 25 feet of any track. No activity of any kind that meets this description may be performed at any time unless and until a railroad flagger is present and any additional safety measures required by

Railroad have been met. Ordinary use of a public grade crossing does not require prior notice or the presence of a railroad flagger.

- b. City enforcement personnel are not required to request a flagger before entering the Property or coming within 25 feet of a track for purposes of enforcing criminal or City laws, including the pursuit of suspects involved in criminal activity on or about railroad property.
- c. The City may request a flagger by contacting W&P's ~~Vice President, Engineering~~Chief Engineer. The City will document all requests for a flagger by sending the ~~Vice President, Engineering~~Chief Engineer an email at wehrhart@gwrr.com, listing the day, time, and location where the flagger is needed.
- d. Unless otherwise agreed, Railroad will not charge the City for costs related to railroad flagging services for work being done for or on behalf of the City if the work also benefits the Railroad. Railroad may charge its actual costs (i.e., hourly wages) for flagging for work being done by third parties, such as utility companies or for City projects that do not benefit the Railroad.

Section ~~6.5.~~ Liens.

Railroad will not permit to be placed against the Property, or any part thereof, any design professionals', mechanics', materialmen's, contractors' or subcontractors' liens with regard to Railroad's actions upon the Property. Railroad will hold the City harmless for any loss or expense, including reasonable attorneys' fees and costs, arising from any such liens that might be filed against the Property.

Section ~~7.6.~~ Maintenance and Repair.

Railroad will, at its own cost ~~and subject to City's approval that will not be unreasonably withheld~~, repair and maintain the Property in an attractive, clean condition and so that it will not at any time be a source of danger to or interference with Railroad's tracks or the roadbed and property of City, or the safe and efficient operation of City's public right-of-way or any other activities on the Property. Except in case of emergency when shorter notice is permissible, Railroad will give the City at least ~~30 days~~two (2) weeks written notice ~~prior to~~before performing any repair or maintenance work that will involve the temporary closure of a public road crossing. If the City has concerns about the maintenance of the railroad right of way, the City may call W&P's ~~Vice President, Engineering~~Chief Engineer to arrange a mutually acceptable time frame for addressing the issue. If Railroad fails to ~~perform properly its obligations under this section, follow through, or fails to consult with the City, the~~ City may, in its sole discretion, perform ~~such work as it deems necessary for the safe operation of the Property, debris removal or other related work at Railroad's expense~~. Railroad must reimburse City within ~~15~~30 days of billing for its incurred costs.

Section ~~8.~~ Inspections. ~~7.~~ Subordinate Rights.

~~City has the right at any time to inspect the Property and Railroad's use of it to monitor compliance with this License. If any installation on, or use or condition of the Property may have an adverse effect on the Property, adjacent property or City's operations, City may inspections on or about the Property and Railroad's use of it as City determines useful to evaluate the condition of the Property. Railroad must cooperate with City in any inspections that City deems necessary. If an inspection recommends corrections or improvements to the Property or Railroads use of the Property, Railroad must bear the costs of such corrections or improvements~~

Section 9. Subordinate Rights.

This License is subject and subordinate to the prior and future rights and obligations of City, its successors and assigns, to use the Property as public right-of-way, including those as a road authority and as a provider of various municipal services including water and sewer service. Accordingly, City reserves and retains the right to construct, reconstruct, maintain and use existing and future facilities and appurtenances, including those relating to transportation, fiber optics, communication, sewer, water and other utilities in, upon, over, under, across and along the Property, and in connection therewith, the right to grant and convey to others rights and interests to the Property in, on and around the Property, provided such uses do not interfere with Railroad's operation and maintenance of a railroad on the Property. This License is subject to all other licenses, leases, easements, restrictions, conditions, covenants, encumbrances, liens, claims and other matters of title (Title Exceptions) that may affect the Property, and the words "grant" or "convey" will not be construed as a covenant against the existence of any such Title Exceptions.

Section ~~9.8.~~ Processing Fee.

UPRR must reimburse City for all reasonable costs that City incurs in developing and processing this License, including attorney fees. UPRR must reimburse the City for these costs, in an amount not to exceed \$10,000, within 30 days after UPRR's acceptance of this License.

Section ~~10.9.~~ Indemnification.

~~Railroad will indemnify, defend, and hold harmless the City and it council, officers, agents, employees, assigns, and successors in interest from and against all~~Each party shall be responsible for its own acts and omissions under this License, including, without limitation, fines, claims, lawsuits, judgments, awards, liabilities, losses, damages, and expenses, including but not limited to attorney fees and costs (including all actual litigation costs incurred, costs of experts and consultants) (collectively Claims) for injury or death to all persons, including ~~City~~ employees and representatives of the parties, and for loss or damage to property belonging to any person or entity, including the ~~City, occurring by reason of any acts or omissions of Railroad or others acting in its behalf in connection with activities performed under~~

~~this License~~property of the parties. The party responsible for such a loss shall indemnify, defend, and hold harmless the other party from and against Claims arising from such an incident, except to the extent that such Claims are the fault of the party seeking indemnity. Unless the City reasonably objects, Railroad may use counsel of Railroad's choosing to defend the City against the Claims of third parties. For purposes of this and other indemnity provisions in this License, "Railroad" means UPRR if the act or omission is by UPRR, its employees or contractors, and it means W&P if the act or omission is by W&P, its employees or contractors.

~~Section 11.~~ Defense.

~~Upon City's written notice, Railroad must assume the defense of any lawsuit, administrative action or other proceeding brought against City by any public body, individual, partnership, corporation, or other legal entity, relating to any matter covered by this License for which Railroad has an obligation to assume liability or to indemnify or save and hold harmless the City. Railroad must pay all costs incident to such defense, including attorneys' fees, investigators' fees, litigation expenses, settlement payments, and amounts paid in satisfaction of judgments. Any and all lawsuits or administrative actions brought or threatened on any theory of relief available at law, in equity or under the rules of any administrative agency are covered by this section, including intentional misconduct, negligence, and breach of statute or ordinance.~~

Section ~~12.~~10. Force Majeure.

Railroad will be temporarily excused from the performance of any of its obligations under this License, except obligations involving indemnification and defense and the payment of money to the City, during the time when such nonperformance is caused by a force majeure event. For purposes of this Ordinance, a "force majeure event" means government regulation or order, including without limitation, a court order, legislative enactment, or executive regulation or decree; acts of terrorism, riots, insurrection or war; strikes or lockouts by third parties providing labor, material, or services under contract to a party; derailments, wrecks, or freight embargoes; inability to procure critical materials; unforeseen catastrophic railroad emergencies anywhere within the Railroad's rail system; and earthquake, flood, cloudburst, tornado, or other phenomena of nature beyond the power of Railroad to foresee or to make preparation in defense against, but not including rain, windstorm, or other natural phenomena of normal intensity based on U.S. Weather Bureau reports for the particular locality and for the particular season of the year in which the work is being performed.

Section ~~13.~~11. Term.

This license will become effective upon the effective date of this Ordinance and continue in effect for a period of twenty (20) years from that effective date.

Section ~~14.12.~~ Miscellaneous.

- a. **Governing Law.** Except on subjects preempted by federal law, this License is governed by and construed in accordance with the laws of Oregon. Nothing is meant to be or will be interpreted to be a waiver of principles of legal preemption or preclusion that may apply to Railroad because of its status as a common carrier regulated by the federal government.
- b. **Headings.** The section headings in this Ordinance are for convenience only and will not be used for any purpose in the interpretation of this Ordinance.
- c. **Severability.** If any clause or provision of this Ordinance is illegal, invalid, or unenforceable under applicable present or future laws, then the City intends that the remainder of this Ordinance will not be affected and will remain in full force and effect.
- d. **Exhibits.** All of the exhibits attached to this Ordinance are incorporated by this reference.
- e. **Notices.** Any communication, notice, or demand of any kind that is required or mentioned must be in writing and delivered by personal service (including express or courier service) or by registered or certified mail, postage prepaid, return receipt requested, addressed as follows:

If to City: Attention: City Recorder
City of Willamina
411 NE C Street
Willamina, OR 97396
(503) 876-2242

If to UPRR: Union Pacific Railroad Company
Real Estate Department
ATTN: AVP Real Estate
1400 Douglas Street, STOP 1690
Omaha, NE 68179-1690
Telephone: (402) 544-5000

With a copy to:
David Pickett
General Attorney
Union Pacific Railroad Company
10031 Foothills Boulevard
Roseville, CA 95747
Telephone: (916) 789-6400

If to W&P: Willamette & Pacific Railroad, Inc.
Attn. ~~Vice President, Engineering~~ Chief Engineer
200 Hawthorne Ave SE, Ste. C-320
Salem, OR 97301

Telephone: 503-480-7764

- f. **Assignment.** This License is binding upon and inures to the benefit of UPRR, W&P and their authorized successors and assigns. UPRR may not assign its rights or obligations under this License to a third party without the written consent of the City, except where assignment is to a railroad that is buying or leasing the rail line that runs through the City, or where the assignment occurs as a result of a sale or transfer of all or substantially all of UPRR's assets pursuant to merger, sale, consolidation, combination, or order or decree of governmental authority.

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ORDINANCE NO. 650

CITY OF WILLAMINA ORDINANCE GRANTING UNION PACIFIC RAILROAD LICENSE TO USE CITY RIGHT OF WAY

RECITALS

WHEREAS, Union Pacific Railroad Company (UPRR) owns branch line tracks that pass through the City of Willamina (City) and Willamette & Pacific Railroad, Inc. (W&P) leases that branch line and operates a freight railroad over those tracks. The tracks run in a generally east/west direction for 2,120 feet within the Water Street right-of-way from "A" Street (approximately Garden Spot Park) to the west line of Kershaw's first addition (approximately in line with Oaken Hills Drive). The tracks cross "C," "D" and "E" streets with a total of 202 feet of paved railroad crossing. The tracks run in and over a public right-of-way property owned by the City (Property). The Property is more specifically described as shown in Exhibit A. UPRR and W&P are collectively (or individually, as the context requires) referred to herein as "Railroad."

WHEREAS, by its Ordinance Nos. 19 and 22, the City granted a franchise to lay track and operate and maintain a railroad on Water Street through the City.

WHEREAS, on May 10, 1909, the City enacted Ordinance No. 33, which repealed Ord. Nos. 19 and 22 and granted the Sheridan & Willamina Railroad Co. a franchise to construct, operate, and maintain a railroad. This franchise was subject to no term or fee.

WHEREAS, on July 11, 1911, the City enacted Ordinance No. 50, which repealed Ord. Nos. 19 and 22 and granted the Portland & West Coast Railroad Co. a 99-year franchise to construct, operate, and maintain a railroad within City limits. This franchise was subject to no fee.

WHEREAS, UPRR is the Portland & West Coast Railroad Co.'s successor-in-interest to the franchise granted under Ordinance No. 50.

WHEREAS, Ordinance No. 50 expired on July 12, 2010.

WHEREAS, the City has agreed to allow Railroad to continue using the Property on the terms and conditions set forth in this Ordinance.

WHEREAS, the Railroad is willing to accept those terms and conditions as shown by the acceptance below, executed by UPRR.

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

Section 1. Grant.

The City grants Railroad a non-exclusive license (License) to use the Property for railroad purposes, including but not limited to installing, operating, and maintaining railroad track and related facilities. Railroad's use of the Property must comply with all applicable and enforceable City, state, and federal laws. Any improvements installed or maintained on the Property within 15 feet of the centerline of Railroad's tracks by the

City or permittee must comply with Railroad's clearance standards and must not interfere with railroad operations or maintenance requirements.

Section 2. Grade Crossings.

Public railroad grade crossings exist on the Property at "C" Street, "D" Street, and "E" Street. Railroad and City will maintain and renew these and any future public crossings built on the Property during the term of this License according to the requirements of then-current general orders or other official standards promulgated by the Oregon Department of Transportation and any current or future agreements related to such crossings.

Section 3. Hazardous Materials.

- a. As used in this Ordinance, "Hazardous Materials" means any chemical, substance or material that is now or in the future becomes listed, defined or regulated in any manner by any Environmental Law based upon, directly or indirectly, its properties or effects. As used in this Ordinance, "Environmental Law" means any federal, state or local environmental, health or safety-related laws, regulations, standards, decisions of the courts, permits or permit conditions, currently existing or as amended or adopted in the future that are or become applicable to and enforceable against the Railroad the Property.
- b. If Railroad's use of the Property now or in the future involves the handling or transporting of Hazardous Materials, Railroad agrees fully to comply with all Environmental Laws and to hold the City harmless from and against all losses incurred by the City on account of Railroad's failure to do so.

Section 4. Railroad Flagging.

- a. Unless a shorter period of notice is agreed upon at the time of a request for a railroad flagger, the City will notify Railroad at least seven days prior to entering the Property, or authorizing any third party to enter the Property, to perform for any purpose any work at, above, or below grade during which any person, material, or equipment will be within 25 feet of any track, or will be near enough to any track that an equipment extension (such as a crane boom) may reach to within 25 feet of any track. No activity of any kind that meets this description may be performed at any time unless and until a railroad flagger is present and any additional safety measures required by Railroad have been met. Ordinary use of a public grade crossing does not require prior notice or the presence of a railroad flagger.
- b. City enforcement personnel are not required to request a flagger before entering the Property or coming within 25 feet of a track for purposes of enforcing criminal or City laws, including the pursuit of suspects involved in criminal activity on or about railroad property.
- c. The City may request a flagger by contacting W&P's Chief Engineer. The City will document all requests for a flagger by sending the Chief Engineer an email

at wehrhart@gwrr.com, listing the day, time, and location where the flagger is needed.

- d. Unless otherwise agreed, Railroad will not charge the City for costs related to railroad flagging services for work being done for or on behalf of the City if the work also benefits the Railroad. Railroad may charge its actual costs (i.e., hourly wages) for flagging for work being done by third parties, such as utility companies or for City projects that do not benefit the Railroad.

Section 5. Liens.

Railroad will not permit to be placed against the Property, or any part thereof, any design professionals', mechanics', materialmen's, contractors' or subcontractors' liens with regard to Railroad's actions upon the Property. Railroad will hold the City harmless for any loss or expense, including reasonable attorneys' fees and costs, arising from any such liens that might be filed against the Property.

Section 6. Maintenance and Repair.

Railroad will, at its own cost, repair and maintain the Property in an attractive, clean condition and so that it will not at any time be a source of danger to or interference with Railroad's tracks or the roadbed and property of City, or the safe and efficient operation of City's public right-of-way or any other activities on the Property. Except in case of emergency when shorter notice is permissible, Railroad will give the City at least two (2) weeks written notice before performing any repair or maintenance work that will involve the temporary closure of a public road crossing. If the City has concerns about the maintenance of the railroad right of way, the City may call W&P's Chief Engineer to arrange a mutually acceptable time frame for addressing the issue. If Railroad fails to follow through, or fails to consult with the City, the City may, in its sole discretion, perform debris removal or other related work at Railroad's expense. Railroad must reimburse City within 30 days of billing for its incurred costs.

Section 7. Subordinate Rights.

This License is subject and subordinate to the prior and future rights and obligations of City, its successors and assigns, to use the Property as public right-of-way, including those as a road authority and as a provider of various municipal services including water and sewer service. Accordingly, City reserves and retains the right to construct, reconstruct, maintain and use existing and future facilities and appurtenances, including those relating to transportation, fiber optics, communication, sewer, water and other utilities in, upon, over, under, across and along the Property, and in connection therewith, the right to grant and convey to others rights and interests to the Property in, on and around the Property, provided such uses do not interfere with Railroad's operation and maintenance of a railroad on the Property. This License is subject to all other licenses, leases, easements, restrictions, conditions, covenants, encumbrances, liens, claims and other matters of title (Title Exceptions) that may affect the Property, and the words "grant" or "convey" will not be construed as a covenant against the existence of any such Title Exceptions.

Section 8. Processing Fee.

UPRR must reimburse City for all reasonable costs that City incurs in developing and processing this License, including attorney fees. UPRR must reimburse the City for these costs, in an amount not to exceed \$10,000, within 30 days after UPRR's acceptance of this License.

Section 9. Indemnification.

Each party shall be responsible for its own acts and omissions under this License, including, without limitation, fines, claims, lawsuits, judgments, awards, liabilities, losses, damages, and expenses, including but not limited to attorney fees and costs (including all actual litigation costs incurred, costs of experts and consultants) (collectively Claims) for injury or death to all persons, including employees and representatives of the parties, and for loss or damage to property belonging to any person or entity, including the property of the parties. The party responsible for such a loss shall indemnify, defend, and hold harmless the other party from and against Claims arising from such an incident, except to the extent that such Claims are the fault of the party seeking indemnity. Unless the City reasonably objects, Railroad may use counsel of Railroad's choosing to defend the City against the Claims of third parties. For purposes of this and other indemnity provisions in this License, "Railroad" means UPRR if the act or omission is by UPRR, its employees or contractors, and it means W&P if the act or omission is by W&P, its employees or contractors.

Section 10. Force Majeure.

Railroad will be temporarily excused from the performance of any of its obligations under this License, except obligations involving indemnification and defense and the payment of money to the City, during the time when such nonperformance is caused by a force majeure event. For purposes of this Ordinance, a "force majeure event" means government regulation or order, including without limitation, a court order, legislative enactment, or executive regulation or decree; acts of terrorism, riots, insurrection or war; strikes or lockouts by third parties providing labor, material, or services under contract to a party; derailments, wrecks, or freight embargoes; inability to procure critical materials; unforeseen catastrophic railroad emergencies anywhere within the Railroad's rail system; and earthquake, flood, cloudburst, tornado, or other phenomena of nature beyond the power of Railroad to foresee or to make preparation in defense against, but not including rain, windstorm, or other natural phenomena of normal intensity based on U.S. Weather Bureau reports for the particular locality and for the particular season of the year in which the work is being performed.

Section 11. Term.

This license will become effective upon the effective date of this Ordinance and continue in effect for a period of twenty (20) years from that effective date.

Section 12. Miscellaneous.

- a. **Governing Law.** Except on subjects preempted by federal law, this License is governed by and construed in accordance with the laws of Oregon. Nothing is meant to be or will be interpreted to be a waiver of principles of legal preemption or preclusion that may apply to Railroad because of its status as a common carrier regulated by the federal government.
- b. **Headings.** The section headings in this Ordinance are for convenience only and will not be used for any purpose in the interpretation of this Ordinance.
- c. **Severability.** If any clause or provision of this Ordinance is illegal, invalid, or unenforceable under applicable present or future laws, then the City intends that the remainder of this Ordinance will not be affected and will remain in full force and effect.
- d. **Exhibits.** All of the exhibits attached to this Ordinance are incorporated by this reference.
- e. **Notices.** Any communication, notice, or demand of any kind that is required or mentioned must be in writing and delivered by personal service (including express or courier service) or by registered or certified mail, postage prepaid, return receipt requested, addressed as follows:

If to City: Attention: City Recorder
 City of Willamina
 411 NE C Street
 Willamina, OR 97396
 (503) 876-2242

If to UPRR: Union Pacific Railroad Company
 Real Estate Department
 ATTN: AVP Real Estate
 1400 Douglas Street, STOP 1690
 Omaha, NE 68179-1690
 Telephone: (402) 544-5000

With a copy to:
David Pickett
General Attorney
Union Pacific Railroad Company
10031 Foothills Boulevard
Roseville, CA 95747
Telephone: (916) 789-6400

If to W&P: Willamette & Pacific Railroad, Inc.
 Attn. Chief Engineer
 200 Hawthorne Ave SE, Ste. C-320
 Salem, OR 97301
 Telephone: 503-480-7764

f. **Assignment.** This License is binding upon and inures to the benefit of UPRR, W&P and their authorized successors and assigns. UPRR may not assign its rights or obligations under this License to a third party without the written consent of the City, except where assignment is to a railroad that is buying or leasing the rail line that runs through the City, or where the assignment occurs as a result of a sale or transfer of all or substantially all of UPRR's assets pursuant to merger, sale, consolidation, combination, or order or decree of governmental authority.

First Reading: 01/10/13 Second Reading: _____

PASSED AND ADOPTED by the City Council of the City of Willamina this **12th** day of **September, 2013**, by the following votes:

YEAS _____
 NAYS _____
 ABSTAIN _____
 ABSENT _____



Corey Adams, Mayor

ATTEST:

Sue C Hollis, City Recorder

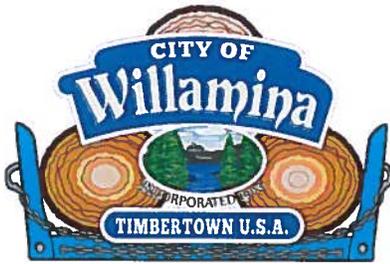
Approved as to form:

By: _____
 Thomas Sponsler
 City Attorney

Accepted this ___ day of _____, 2013.

Union Pacific Railroad Company

By _____
 Its _____



Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney*

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Wilms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: SEPTEMBER 12, 2013

**FROM: JEFF BROWN, PUBLIC WORKS DIRECTOR
SUE HOLLIS, CITY RECORDER**

**SUBJECT: RENEWAL OF OREGON PUBLIC WORKS EMERGENCY RESPONSE
COOPERATIVE ASSISTANCE AGREEMENT**

Background

1. Attached for Council consideration is the Oregon Public Works Emergency Response Cooperative Assistance Agreement. The last agreement was approved 5 years ago, in August 2008. In the event of a major emergency or a disaster as defined in ORS 401.025(5), ODOT can seek assistance from the City and we can seek assistance from ODOT. I have attached ORS 401.025 and ORS 402.010 for your information. Both of these are referenced in the Agreement. The term of the Agreement is five (5) years.
2. There can be a cost to the City, which is outlined in Section 6 (Compensation). The State of Oregon will also pay the City if using our equipment. We have utilized their assistance under other agreements and have not had any issues. Equipment is typically operated by either a City or State employee familiar with the equipment.
3. This renewal is timely in light of the soon to be adopted City of Willamina Emergency Operations Plan. Mutual aid agreements are one of the backbones of such a plan.

Action Requested

That Council approve and authorize the Mayor to execute the attached Oregon Public Works Emergency Response Cooperative Assistance Agreement.

Attachments

/CONTRACTS & AGREEMENTS/ODOT/OR PWKS EMER RESP COOP ASST AGREEMENT.2013-2018

OREGON PUBLIC WORKS EMERGENCY RESPONSE
COOPERATIVE ASSISTANCE AGREEMENT

THIS AGREEMENT is between the government agencies (local, county, or state) that have executed the Agreement, as indicated by the signatures at the end of this document.

WITNESSETH:

WHEREAS, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions; and

WHEREAS, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support;

WHEREAS, in the event of a major emergency or disaster as defined in ORS 40 1.025 (5), the parties who have executed this Agreement may need assistance to provide supplemental personnel, equipment, or other support; and

WHEREAS, the parties have the necessary personnel and equipment to provide such services in the event of an emergency; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, an Agreement would help provide documentation needed to seek the maximum reimbursement possible from appropriate federal agencies during emergencies;

WHEREAS, ORS Chapter 402.010 provides for Cooperative Assistance Agreement among public and private agencies for reciprocal emergency aid and resources; and

WHEREAS, ORS Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities;

NOW THEREFORE, the parties agree as follows:

1. Request

If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel, equipment, or material available to respond to the request.
- B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- D. Provide appropriate access to the available material.
- E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

4. Documentation

Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

5. Release of Personnel and Equipment

All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. Compensation may include:

- A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.
- B. Compensation for equipment at Responder's established rental rate.
- C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.
- D. Without prejudice to a Responder's right to indemnification under Section 7.A. herein, compensation for damages to equipment occurring during the emergency incident shall be paid by the Requestor, subject to the following limitations:
 - 1) Maximum liability shall not **exceed** the cost of repair or cost of replacement, whichever is less.
 - 2) No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the emergency incident.
 - 3) To the extent of any payment under this section, Requestor will have the right of subrogation for all claims against parties other than parties to this agreement who may be responsible in whole or in part for damage to the equipment.

- 4) Requestor shall not be liable for damage caused by the neglect of the Responder's operators.

Within 30 days after presentation of bills by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.

7. Indemnification

This provision applies to all parties only when a Requestor requests and a Responder provides personnel, equipment, or material under the terms of this Agreement. A Responder's act of withdrawing personnel, equipment, or material provided is not considered a party's activity under this Agreement for purposes of this provision.

To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, within the limits of the Tort Claims Act, the other parties against liability for damage to life or property arising from the indemnifying party's own activities under this Agreement, provided that a party will not be required to indemnify another party for any such liability arising out of the wrongful acts of employees or agents of that other party.

8. Workers Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Oregon Revised Statutes.

9. Pre-Incident Plans

The parties may develop pre-incident plans for the type and locations of problem areas where emergency assistance may be needed, the types of personnel and equipment to be dispatched, and the training to be conducted to ensure efficient operations. Such plans shall take into consideration the proper protection by the Responder of its own geographical area.

10. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Oregon may enter into this Agreement and that all parties who execute this Agreement will be

considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.

- B. The Oregon Department of Transportation (ODOT) Maintenance and Operations Branch shall maintain the master copy of this Agreement, including a list of all those governmental entities that have executed this Cooperative Assistance Agreement. ODOT will make the list of participants available to any entity that has signed the Agreement. Whenever an entity executes the agreement, ODOT shall notify all others who have executed the Agreement of the new participant. Except as specifically provided in this paragraph, ODOT has no obligations to give notice nor does it have any other or additional obligations than any other party.
- C. This Agreement shall be effective upon approval by two or more parties and shall remain in effect as to a specific party for five years after the date that party executes this Agreement unless sooner terminated as provided in this paragraph. Any party may terminate its participation in this Agreement prior to expiration as follows:
 - 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
 - 2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

11. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

12. Parties to This Agreement

Participants in this Agreement are indicated on the following pages, one party per page.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

STATE OF OREGON
DEPARTMENT OF TRANSPORTATION



June 14, 2013

Luci Moore
Statewide Maintenance Engineer

Date

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

City of Willamina

Agency

Yamhill/Polk

County, Oregon

Corey L Adams, Mayor

Authorized Representative

Date

Designated Primary Contact:

Office:

Contact:

Phone Number:

Willamina Public Works

Jeff Brown

(503)437-6998

Emergency 24 Hour Phone Number:

Fax Number:

(971)237-4611

(503)876-1121

E-mail address (if available):

brownj@ci.willamina.or.us

ORS REFERENCES IN COOPERATIVE AGREEMENT

Chapter 190 — Cooperation of Governmental Units; State Census; Arbitration

Chapter 401 — Emergency Management and Services

401.025 Definitions. As used in this chapter:

(1) “Emergency” means a human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss, including but not limited to:

(a) Fire, explosion, flood, severe weather, landslides or mud slides, drought, earthquake, volcanic activity, tsunamis or other oceanic phenomena, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, acts of terrorism and war; and

(b) A rapid influx of individuals from outside this state, a rapid migration of individuals from one part of this state to another or a rapid displacement of individuals if the influx, migration or displacement results from the type of event or circumstance described in paragraph (a) of this subsection.

(2) “Emergency service agency” means an organization within a local government that performs essential services for the public’s benefit before, during or after an emergency, such as law enforcement, fire control, health, medical and sanitation services, public works and engineering, public information and communications.

(3) “Emergency services” means activities engaged in by state and local government agencies to prepare for an emergency and to prevent, minimize, respond to or recover from an emergency, including but not limited to coordination, preparedness planning, training, interagency liaison, fire fighting, oil or hazardous material spill or release cleanup as defined in ORS 466.605, law enforcement, medical, health and sanitation services, engineering and public works, search and rescue activities, warning and public information, damage assessment, administration and fiscal management, and those measures defined as “civil defense” in 50 U.S.C. app. 2252.

(4) “Local government” has the meaning given that term in ORS 174.116.

(5) “Major disaster” means any event defined as a “major disaster” under 42 U.S.C. 5122(2). [1983 c.586 §2; 1985 c.733 §21; 1987 c.373 §84; 1989 c.361 §8; 1991 c.418 §1; 1991 c.956 §10; 1993 c.187 §1; 1999 c.935 §29; 2005 c.825 §9; 2007 c.97 §10; 2007 c.223 §5; 2007 c.740 §20; 2009 c.718 §17]

Chapter 402 — Emergency Mutual Assistance Agreements

402.010 Cooperative assistance agreements. The state, counties and cities may, in collaboration with public and private agencies, enter into cooperative assistance agreements for reciprocal emergency aid and resources. [Formerly 401.480]



Mayor Corey L Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Willms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: SEPTEMBER 12, 2013

FROM: SUE HOLLIS, CITY RECORDER

SUBJECT: KEVIN NORTNESS REQUEST RE NEW LIBRARY

Background

1. On March 14, 2013, the City Council received the attached letter from Kevin Nortness, former Library Board member and City Councilor, who had been actively involved with the Willamina Public Library. His letter urged Council to be more focused on raising money for a new library and offered suggestions about various funding sources.
2. Council discussed the letter and agreed that this was an important project, but felt that there were three more critical issues that needed to be addressed before we could devote the necessary time and funds to a new library. These were completing prior years' audits, updating the Water Master Plan and completing needed improvements to the City's water intake.
3. Council directed staff to send a letter to Mr Nortness thanking him for his thoughtful letter and to let him know their decision. They directed that the item would be brought back to Council for an updated look at progress of the various projects at their September 2013 meeting. A copy of that letter and the preliminary drawings of the Library building are attached for your information.
4. As an update, we have signed a contract to update the Water Master Plan and preliminary work is underway. That project is expected to take 12-18 months to full completion and acceptance by the State of Oregon. Once approval from the State of Oregon is received, the City will be able to seek funding for final design and engineering and construction of needed improvements to the water intake. Work on the audits stalled briefly, but is back on track for the next review scheduled in early December. Our new target for completing the prior years' audits up through FY 2012/13 is June 2014.

Attachments

F:/CITY COUNCIL/AGENDA MEMOS/NORTNESS LETTER OF 03-4-13.CCMEMO.09-12-13

An Equal Opportunity Employer

411 NE "C" Street, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

March 4, 2013

Mayor Corey Adams/City of Willamina, Oregon

Mr. Mayor:

When Mayor Mosser left office recently, the Sheridan Sun noted that one of his decisions as Mayor during his term(s) was to close the City's discussion and efforts with regards to capital fund-raising for a new municipal library. The Sun reported that Mayor Mosser based his decision on the premise or conclusion that "it was too expensive." One could read that quote as meaning that "it can't be done." Perhaps, in fact, it can't be done.

In a letter addressed to Mayor Mosser a few years ago, I wrote that "I'm confident our Council will make history." In other words, I hoped that contrary to the assumption that the City could not achieve the objective of building a new library, the citizenry, with leadership provided by elected and appointed Council members, would make it so. Of course, my "confidence" in this regard was merely wishful thinking. A collective and sustainable *will* to succeed was prerequisite. I conceded then, as now, that for all I know, Mayor Mosser was right. If there was no will to succeed – if the people of Willamina, all 1,800 strong of us – didn't feel that a new library was necessary, and/or that the funding couldn't be raised, it wasn't going to happen.

There was an effort at one time, as you know. The Council met jointly with the Library Board approximately three years ago. At that time, the Board hoped that the City was resolved to commence a fund-raising campaign.

Mr. Mayor, while at this time the City may not have any interest in re-visiting the idea of a new library, I write today as a citizen to request your consideration. I will itemize here a few ideas:

1. Create a Downtown Willamina Urban Renewal District. The DWURD could then come up with a plan to fund a new library.
2. Apply for a Rural Business Enterprise Grant. Those are funds available to public bodies which serve rural areas, which have less than 50,000 residents. Applications are submitted in paper format to the USDA Rural Development State Office. There is one in Portland. State in your grant application, to wit, "The Willamina Library is crucial to helping our community overcome our economic difficulties."
3. Form a Mayor's Library Improvement Committee to conduct and review surveys. Hold public forums. The goal: determine whether our citizens support this effort.
4. Seek private donations in addition to grants, bequests, and Urban Renewal funds. At last resort, seek a bond or tax levy.
5. One of the first grant applications should be to the Ford Family Foundation. As the Council knows, "do it right the first time" should be your motto. That is, find

out what Ford is keen to fund, and key your application accordingly. Remember that the City of Florence's newly constructed library benefited from a \$300,000 Ford grant, in addition to \$300,000 from the Florence Urban Renewal Agency (Florence also got a line of credit, to be repaid from future revenues).

6. Rally the community together around this project. Citizen participation continues to be one of Willamina's strengths, although there is still primarily only a core group who actively participate. Can this be expanded? As we've discussed, in the Depression era, fund-raising ideas often involved quilt raffles, dances, bake sales, and rummage sales.
7. Form a Willamina Library District. This idea has been floated, and rejected, in the past. At least, it has been tabled without further discussion. But such a District could be very effective. It would follow the boundaries of the local ESD.
8. Form a "Build Our New Library" political action committee. This group would be the spearhead campaigners to promote the issue.
9. As to the idea of a bond measure, only the eventual election results could tell us definitely whether local voters would accept or reject a proposal to provide the capital project with 43 cents from every \$1,000 of property taxes in the district. But Wellington didn't expect to defeat Napoleon at Waterloo, either (not at the beginning certainly, not in the thick of it, and not even near the end – but he did). Anything worth doing can be done, if you do the hard work, and stick with it.
10. Remember that the Rural Library Project is a nonprofit organization committed to raising funds to build libraries in small towns and rural areas. They provide project management services, design coordination and oversight, and they also oversee both construction and equipping of the new library to meet community needs and budgets. Importantly, they seek and provide challenge grants [grants to initiate and assist local public fund-raising campaigns].
11. Seek a grant from the State of Oregon.
12. Consider starting off the fund-raising effort, depending on budget considerations, with a modest contribution by the City itself. \$10,000? If the City cannot spare 10g, make it ten dollars. Start out small, or very small.
13. Seek challenge grants.
14. Seek corporate grants.
15. In 2007, the Council, the Mayor, and members of the Library board toured several libraries for inspiration and ideas. Along with the others, I participated in this very informative field trip. The present Council and Board might consider re-visiting those libraries in 2013 (Dallas, Independence, Stayton, Silverton, etc.).
16. Employ the "barn raising approach," as with the City of Philomath as inspiration. Philomath applied for and received a Library Services and Construction Act grant

for a portion of construction costs. A committee was created to direct fund-raising for the remainder. Volunteers constructed the library, after the town got a special exemption from the Act's requirement that anyone who worked on the project be paid a minimum wage.

17. Promote the effort to raise funds for a new library on the basis that it would encourage economic development for Willamina.
18. Consider the benefits that a new library would bring in terms of enhancing and improving literacy for our residents.
19. Note how libraries tend to promote a stabilized local population (which is important to a small community).
20. And finally, because this must certainly be your goal, and the Council's goal, promote the effort on the inarguable basis that a new library would strengthen our community during tough economic times.

Mayor, unlike truly long-time residents, I've resided here for a relatively short time (since 1997). But I believe that a few of my observations are accurate. It's a given that citizens and the City will jointly organize annually for the 4th of July celebration. But should we ask whether in the same spirit, citizens and the City could work together toward the goal of bringing new residents to town, who might open new businesses, and which new businesses might attract other new residents? And if we disagree on the need to concentrate on attracting *new* citizens, could we at least stipulate that regardless of our differences, we all agree that *improving the intellectual life of this community* would benefit those of us who already live here?

That is where our library comes into the picture.

In Oregon, several library building projects began or were planned in recent years. The Eugene City Council amended its Downtown Urban Renewal District Plan to dedicate \$18 million in funding for a new library. They first formed a Mayor's Library Improvement Committee to conduct and review surveys. They held public forums. Once they were convinced that the public supported their effort, they moved forward. Voters in Deschutes County passed a bond measure for \$1.2 million to build a new library at Sunriver. A new 10,000-square-foot addition onto the Coos Bay Public Library was completed, funded by \$1.5 million in City of Coos Bay urban renewal dollars. The Newport Public Library also benefitted from city urban renewal funds. Tillamook County built a new Public Library. In Prineville, Crook County voters approved a \$2.7 million bond measure for a 14,000-square-foot library. The Oregon State Library got a \$7 million facelift. Western Oregon University broke ground for a new library building. Voters in Cottage Grove approved a renewed 3-year operating levy for the public library. Multnomah County Library voters passed a 5-year levy, raising \$18 million. Warrenton Public Library's 5-year levy raised \$60,000. In Jefferson County, a new 6000-square-foot library building was erected, completely paid for without having to seek funds from the voters. Grants and donations provided the funding for computers, software and scanners. Like our library, theirs became the hub of the community,

"providing children's programs, autograph parties, a biennial quilt show, and a meeting room for organizations to use."

I realize and anticipate that some citizens (and perhaps the Mayor and Council members) might remind, that our current "temporary" facility is perfectly adequate. In the final analysis, an effort of this scope and nature is asking visionaries to go beyond adequate.

I appreciate your consideration.

Respectfully,

Kevin C. Nortness
251 SW Hill Drive
Willamina, OR 97396

503/ 857-2992
kcnortness@yahoo.com



Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney*

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Williams*
Office Coordinator: *Debra Bernard*
Office Specialist: *Anber Deibel*
Public Works Director: *Jeff Brown*

March 28, 2013

Kevin C Nortness
251 SW Hill Dr
Willamina OR 97396

Dear Kevin:

The City Council received your very thoughtful and well researched letter at their meeting of March 14, 2013. We all agree that our library is a valuable part of our community.

That being said, however, at present the Council has three very critical projects that must take precedence – completing prior year audits, updating the City's Water Master Plan, and completing needed improvements to the City's water intake. Until the first of these priorities is completed, the City will have difficulty receiving any grants or loans for future projects.

Council has deferred discussion of your letter until September to give us time to evaluate our progress on the above critical needs. At that time, we will review your ideas about how to determine the community's will to fund a Library and the Council's role. One issue that will need to be in the forefront of the discussions is the use of the building and its final design and cost. The latest discussions called for a combined Library and City Administration complex, not just a Library. As you are well aware, in any public undertaking, it is critical to be honest and up-front about the project we are proposing to construct to any potential funding agencies and the voters.

We would also welcome any grass-roots efforts that you and other Library supporters might wish to undertake to get the ball rolling.

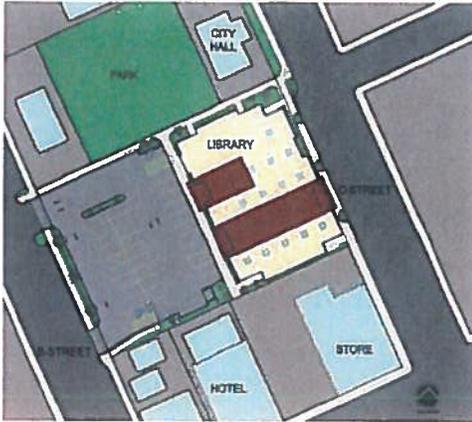
Sincerely,

Corey L Adams
Mayor

F/CITY COUNCIL/NORTNESS.03-28-13

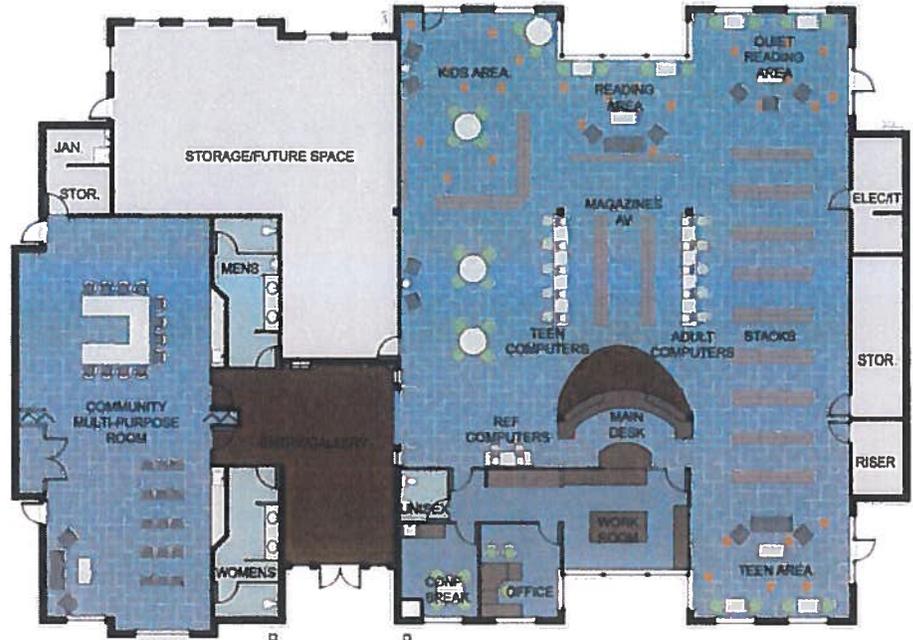
Willamina Library

Intersection of B-Street and First Street, Willamina, OR



The site is designed to improve the downtown parking options. It also includes designated ADA spaces to improve library and downtown access for those with disabilities.

The building design incorporates natural day lighting and it will be solar panel ready. It will exceed current energy code requirements to reduce operating costs.



547 SW 13th St. Suite 1
Bend, OR 97702

Phone: 541-388-9897
Fax: 541-388-5167
pinnacle@parch.biz
PinnacleArchitecture.com

Size:

Library 6,272 SF
leasable/expansion space 1524 SF
Community Room 1,700 SF
Gallery & Misc. 1251 SF
TOTAL 10,747 SF

Systems Included:

- High performance building envelope made from insulated concrete forms (ICF's) with a brick exterior.
- Energy efficient heating & ventilation systems
- An automated lighting system that adjusts for occupancy and bright daylight.

Construction Type:

ICF with Brick Exterior

Services:

Preliminary Design

Funding:

Currently underway

Project Architect:

Mark Rossi
541-388-9897x15

Owner Representative:

Sam Sasaki, City Manager
411 C Street
Willamina, OR 97396
503-876-2242

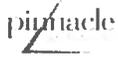


PROJECT BUDGET
WILLAMINA LIBRARY

Date: 10-16-08		Estimate	Notes
Project Square Footage	10,747		
SOFT COSTS			
A/E Fees Estimate	Includes MEP, Civil, Struct., & Interiors	\$166,737	
	Reimbursable expenses	\$18,000	
Other Consultants not provided by A/E			
	Geo-Tech:	\$3,000	
	Environmental	\$3,000	
Permits & SDC's:	12%	\$259,761	
Construction Testing (soil compaction/fill compaction)		\$21,647	
Owners Insurance		\$21,647	
Soft Cost Contingency 2%		\$9,876	
Sub-total		\$503,668	
CONSTRUCTION COSTS			
Construction Estimate		\$2,164,677	
TOTAL ESTIMATED PROJECT COST		\$2,668,345	

Inflation add 3% per year starting Fall of 2009

Other costs not included in above estimate: Adjacent lot purchase, utility re-route, and furniture, fixtures, and equipment for new building



PROJECT BUDGET WILLAMINA LIBRARY

Date | 10/16/2008

ESTIMATE SUMMARY Schematic Estimate

Building Square Footage: 10,747

Division:	Description	Total
2000	Earthwork	\$168,965
3000	Concrete	\$253,062
4000	Masonry	\$79,179
5000	Metals	\$29,500
6000	Carpentry	\$259,704
7000	Moisture Protection	\$132,700
8000	Doors and Windows	\$113,789
9000	Finishes	\$125,668
10000	Specialties	\$28,327
15000	Mechanical	\$243,873
16000	Electrical	\$201,936
Estimate Contingency at 5%		\$81,835
Subtotal		\$1,718,538
Division 01000 at 9%		\$154,668
Overhead, Profit & Bond at 7%		\$131,124
Owner Contingency at 8%		\$160,346
Prices current 10/14/08 - add 6%/year for inflation		\$0
\$129,881 year		
Projected Average Bid		\$2,164,677
Average cost per square footage:		\$201

Beyond Books: Libraries Lend Fishing Poles, Pans And People

by [ELIZABETH BLAIR](#)

August 13, 2013 4:32 PM

[Listen to the Story](#)

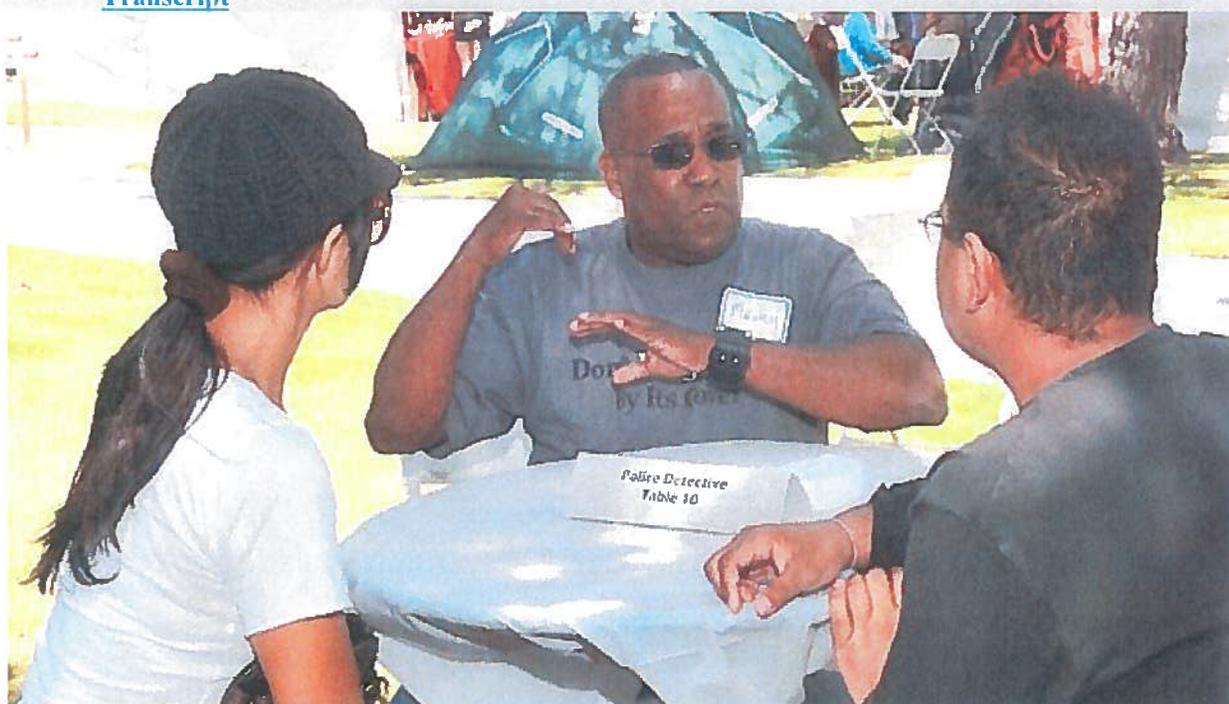
[All Things Considered](#)

3 min 44 sec

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At a Human Library event at the Santa Monica Public Library, a police detective "book" talks to two "readers." Human Library events and projects, which are held at libraries across the country, allow participants to "check out" volunteers and have conversations about their life experiences.

Annie Wyndham Solomon (Wynsolo Photography) [Santa Monica Public Library](#)

What's the point of a library in the digital age? It's a question that makes librarians bristle. They are quick to remind you that they are not just repositories for printed books and DVDs. Regular patrons know this, but public libraries want to reach beyond the faithful. To that end, many librarians are finding creative ways to get people through the doors despite their limited resources.

Take the Honeoye Public Library near Rochester, N.Y. It's one of a handful of branches in New York that lends out fishing poles — yes, those things you use in the great outdoors, far away from bookshelves. Wendy Krause, the library's director, says the New York State Department of Environmental Conservation provides the library with eight poles, and the local Fish and Game Club gave funding for tackle boxes. "When a customer takes out a fishing pole, they get a little tackle box with some backup hooks, and sinkers and that kind of thing," says Krause. For bait, she recommends the gas station across the street.

So how do fishing poles fit a public library's mission? Krause says its job is to inform and enlighten, but also to connect its patrons with the community. The Honeoye Library is in the Finger Lakes region, where you can fish year-round, so this is a way for the library to speak directly to the people they serve, where they're serving them.

Other libraries try to bring people in simply by offering things they might need around the house, like toys, pots and pans, tools — and even humans.

"There are people in the community who say, 'I'm an expert at electronics or plumbing. So put me in the catalog.'" says Barbara Stripling, president of the American Library Association. She says locals tell libraries, "If somebody has a question that I can help answer, they can check me out."

More From This Series



Keys To The Whole World: American Public Libraries [At Libraries Across America, It's Game On](#)



Keys To The Whole World: American Public Libraries [For Disaster Preparedness: Pack A Library Card?](#)

Libraries that are loaning out people often refer to them as "human books." Sometimes they even leave off the word "human," and give them catalog numbers.

These human books can go beyond the practical and into the realm of world peace — well, at least neighborhood peace. [The Human Library: What's Your Prejudice?](#) is an international program that encourages dialogue between people of different backgrounds and beliefs. "Public librarians have contact with all walks of life," says Amy Greer, who coordinated a Human Library event at the Providence Community Library in Rhode Island. "So we created an application, and we approached people we see every day." They came up with a collection of 40 human books. Among the stories, says Greer, "Refugee ... woman with a face deformity ... ex-felon." Over 200 people browsed the catalog and checked out books. "Then they would go and sit down with that person for 20 minutes for a one-on-one conversation ... They could renew one time if they wanted, so it could become a 40-minute conversation. And they would just have a dialogue," says Greer.

The Human Library, she says, is just a different way for library patrons to have what could be a transformative experience. Instead of reading stories, they're hearing them from people in their community, firsthand, face to face. The Providence Community Library is planning another Human Library event next year. If it goes as well as the first one, Greer says they'll consider loaning out humans on a regular basis.



Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney*

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Wilms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: SEPTEMBER 12, 2013

FROM: SUE HOLLIS, CITY RECORDER

SUBJECT: SPECIAL MEETING TO FINALIZE AND ADOPT EMERGENCY OPERATIONS PLAN

Background

1. Over the last year, the City has worked with a consultant, Ecology and Environment, Inc., and Yamhill County Emergency Management, to prepare or update Emergency Operations Plans for several cities. The project was paid for by a grant obtained by Yamhill County.
2. The final draft containing the updates suggested by the City's review committee is ready for final review and adoption. The document, however, is 618 pages in length. We are placing it on our website (www.willaminaoregon.gov) so that it can be reviewed without copying. We will have one paper copy at City Hall as well. I have attached a copy of the cover and the Table of Contents for your information.
3. The consultants are asking that the document be finalized and adopted by the City by the end of September so that the grant can be closed out. They will then provide the deliverables required under the contract with includes a final adopted copy. Staff is asking that Council schedule a Special Meeting for Thursday, September 26, 2013, for this purpose. This will allow time for Councilors to review the document before adoption.

Action Requested

Council decision on a Special Meeting for September 26, 2013, at 7:00 pm to review and adopt the Emergency Operations Plan.

/CITY COUNCIL/AGENDA MEMOS/EOP SPECIAL MEETING.CCMEMO.09-12-13

An Equal Opportunity Employer

*411 NE "C" Street, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121
www.willaminaoregon.gov*

City of Willamina Emergency Operations Plan



Prepared for:



City of Willamina
411 NE C Street
Willamina, Oregon 97396

Prepared by:



ecology and environment, inc.
Global Environmental Specialists

Table of Contents

Immediate Action Checklist	iii
Preface	vii
Letter of Promulgation	ix
Plan Administration	xi
Table of Contents	xv
List of Tables and Figures	xxi
1 Introduction	1-1
1.1 General.....	1-1
1.1.1 Whole Community Planning.....	1-1
1.2 Purpose and Scope	1-2
1.2.1 Purpose	1-2
1.2.2 Scope.....	1-3
1.3 Plan Activation	1-3
1.4 Plan Organization	1-4
1.4.1 Basic Plan.....	1-4
1.4.2 Functional Annexes	1-5
1.4.3 Incident Annexes	1-6
1.5 Relationship to Other Plans	1-7
1.5.1 Federal Plans.....	1-7
1.5.1.1 Presidential Policy Directive 8.....	1-7
1.5.1.2 National Incident Management System	1-8
1.5.1.3 National Response Framework.....	1-9
1.5.1.4 National Disaster Recovery Framework.....	1-9
1.5.2 State Plans	1-9
1.5.2.1 State of Oregon Emergency Management Plan	1-9
1.5.3 County Plans	1-11
1.5.3.1 Yamhill County Emergency Operations Plan.....	1-11
1.5.3.2 Yamhill County Hazard Mitigation Plan.....	1-11
1.5.3.3 Yamhill County Public Health Emergency Preparedness Program	1-11
1.5.3.4 Yamhill County Community Wildfire Protection Plan	1-12
1.5.4 City Plans.....	1-12
1.5.4.1 Continuity of Operations Plan	1-12
1.5.4.2 Natural Hazards Mitigation Plan	1-13

Table of Contents

1.5.5 Support Agency Plans 1-13

1.6 Authorities 1-14

1.6.1 Legal Authorities 1-14

1.6.2 Mutual Aid and Intergovernmental Agreements 1-15

1.7 Emergency Powers 1-16

1.7.1 General 1-16

1.7.2 City of Willamina Disaster Declaration Process 1-16

1.7.3 Yamhill County Declaration Process 1-18

1.7.4 Public Health Emergency 1-19

1.7.5 State Assistance 1-19

1.7.6 Federal Assistance 1-19

1.8 Continuity of Government 1-20

1.8.1 Lines of Succession 1-20

1.8.2 Preservation of Vital Records 1-20

1.9 Administration and Logistics 1-20

1.9.1 Request, Allocation, and Distribution of Resources 1-20

1.9.2 Financial Management 1-21

1.9.3 Legal Support and Liability Issues 1-22

1.9.4 Reporting and Documentation 1-22

1.10 Safety of Employees and Family 1-22

2 Situation and Planning Assumptions 2-1

2.1 Situation 2-1

2.1.1 Community Profile 2-1

2.1.1.1 Geography 2-1

2.1.1.2 Demographics 2-1

2.1.1.3 Climate 2-1

2.1.2 Threat/Hazard Identification 2-3

2.1.2.1 Hazards that Originate in Neighboring Jurisdictions 2-4

2.1.3 Hazard Analysis 2-4

2.1.4 Capability Assessment 2-5

2.1.5 Protection of Critical Infrastructure and Key Resources 2-6

2.2 Assumptions 2-7

3 Roles and Responsibilities 3-1

3.1 General 3-1

3.2 Emergency Management Organization 3-1

3.2.1 Executive Group 3-2

3.2.1.1 Mayor and City Council 3-2

3.2.1.2 City Recorder 3-3

3.2.1.3 Emergency Manager 3-3

3.2.1.4 City Department Heads 3-4

3.2.2 Responsibilities of All Departments 3-4

3.2.3 Responsibilities by Function 3-5

3.2.3.1 Transportation 3-6

3.2.3.2 Communications 3-7

Table of Contents

3.2.3.3	Public Works and Engineering.....	3-7
3.2.3.4	Firefighting.....	3-8
3.2.3.5	Emergency Management.....	3-8
3.2.3.6	Mass Care, Emergency Assistance, Housing, and Human Services.....	3-9
3.2.3.7	Logistics Management and Resource Support.....	3-10
3.2.3.8	Public Health and Emergency Medical Services.....	3-11
3.2.3.9	Search and Rescue.....	3-12
3.2.3.10	Oil and Hazardous Materials Response.....	3-12
3.2.3.11	Agriculture and Natural Resources.....	3-13
3.2.3.12	Energy and Utilities.....	3-14
3.2.3.13	Law Enforcement Services.....	3-15
3.2.3.14	Recovery.....	3-15
3.2.3.15	External Affairs.....	3-16
3.2.3.16	Evacuation and Population Protection.....	3-16
3.2.3.17	Damage Assessment.....	3-17
3.2.3.18	Legal Services.....	3-17
3.2.3.19	Volunteer and Donation Management.....	3-18
3.2.3.20	Coordination with Special Facilities.....	3-18
3.2.3.21	Other Agency Responsibilities.....	3-19
3.3	Local and Regional Response Partners.....	3-19
3.3.1	Private Sector.....	3-19
3.3.2	Nongovernmental Organizations.....	3-20
3.3.3	Individuals and Households.....	3-20
3.4	County Response Partners.....	3-21
3.5	State Response Partners.....	3-21
3.6	Federal Response Partners.....	3-21
4	Concept of Operations.....	4-1
4.1	General.....	4-1
4.2	Emergency Management Mission Areas.....	4-1
4.2.1	Prevention.....	4-2
4.2.2	Protection.....	4-2
4.2.3	Mitigation.....	4-3
4.2.4	Response.....	4-3
4.2.5	Recovery.....	4-3
4.3	Incident Levels.....	4-4
4.3.1	Level 1.....	4-4
4.3.2	Level 2.....	4-4
4.3.3	Level 3.....	4-4
4.3.4	NIMS Incident Levels.....	4-4
4.4	Response Priorities.....	4-6
4.4.1	Response.....	4-6
4.4.2	Recovery.....	4-7
4.5	Incident Management.....	4-7
4.5.1	Activation.....	4-7

Table of Contents

4.5.2 Initial Actions..... 4-8

4.5.3 Communications, Notification and Warning 4-8

4.5.3.1 Interoperability 4-9

4.5.4 Situational Awareness and Intelligence Gathering 4-10

4.5.4.1 Situational Awareness 4-10

4.5.4.2 Intelligence Gathering 4-10

4.5.4.3 Coordination with State Fusion Center 4-11

4.5.5 Resource Management..... 4-12

4.5.5.1 Volunteer and Donations Management..... 4-12

4.5.5.2 Resource Typing..... 4-13

4.5.5.3 Credentialing of Personnel..... 4-14

4.5.6 Access and Functional Needs Populations..... 4-14

4.5.7 Animals in Disaster 4-15

4.5.8 Demobilization 4-15

4.5.9 Transition to Recovery 4-15

4.6 Inter-jurisdictional Coordination 4-15

4.6.1 Municipalities 4-15

4.6.2 Mutual Aid..... 4-16

4.6.3 Special Service Districts 4-16

4.6.4 Private Sector 4-16

4.6.5 County Government..... 4-16

4.6.6 State Government..... 4-17

4.6.7 Federal Government..... 4-17

5 Command and Control..... 5-1

5.1 General..... 5-1

5.2 On-Scene Incident Management 5-1

5.3 Emergency Operations Center Support to On-Scene
Operations 5-1

5.4 Emergency Operations Center 5-2

5.4.1 Emergency Operations Center Activation 5-2

5.4.2 Emergency Operations Center Location 5-3

5.4.3 Emergency Operations Center Staffing 5-5

5.4.4 Access and Security 5-5

5.4.5 Deactivation 5-5

5.5 Incident Command System..... 5-6

5.5.1 EOC Manager..... 5-7

5.5.2 Emergency Operations Center Command Staff..... 5-7

5.5.2.1 Safety Officer..... 5-7

5.5.2.2 Public Information Officer..... 5-7

5.5.2.3 Liaison Officer..... 5-8

5.5.3 Emergency Operations Center General Staff 5-8

5.5.3.1 Operations Section Chief..... 5-8

5.5.3.2 Planning Section Chief..... 5-9

5.5.3.3 Logistics Section Chief..... 5-10

5.5.3.4 Finance/Administration 5-10

Table of Contents

5.5.4 Unified Command 5-10

5.5.5 Area Command..... 5-11

5.5.6 Multi-Agency Coordination..... 5-12

6 Plan Development, Maintenance and Implementation 6-1

6.1 Plan Review and Maintenance 6-1

6.2 Training Program 6-1

6.3 Exercise Program 6-2

6.4 Event Critique and After Action Reporting 6-3

6.5 Community Outreach and Preparedness Education..... 6-3

6.6 Funding and Sustainment..... 6-3

A Sample Disaster Declaration Forms..... A-1

B Incident Command System Forms..... B-1

C Emergency Operations Center Position Checklists C-1

D References..... D-1

E Acronyms and Glossary E-1

Functional Annexes

- FA 1 – Emergency Services
- FA 2 – Human Services
- FA 3 – Infrastructure Services
- FA 4 – Recovery Strategy

Incident Annexes

- IA 1 – Drought
- IA 2 – Earthquake
- IA 3 – Major Fire
- IA 4 – Flood (including Dam Failure)
- IA 5 – Severe Weather
- IA 6 – Volcano
- IA 7 – Hazardous Materials Incident
- IA 8 – Public Health Incident
- IA 9 – Terrorism
- IA 10 – Transportation Accident
- IA 11 – Utility Failure



Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney*

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Willms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: SEPTEMBER 12, 2013

FROM: SUE HOLLIS, CITY RECORDER

SUBJECT: PRELIMINARY PLANNING COMMISSION REPORT ON DEVELOPMENT CODE PROJECT

Background

1. Earlier this summer, the City Council gave the Planning Commission a project to review and rewrite, where they felt it was necessary, the City of Willamina Planning & Development Code. The intent of the project was to eliminate ambiguities or contradictory language in the current Code and clarify and simplify the language.
2. In addition, the information provided in the March 2012 report entitled "Development Code Update/Action Plan for the City of Willamina, Oregon," was to be at least a background consideration during the process. This report had been prepared by Scot Siegel, AICP, LEED AP, Code Assistance Consultant, under a grant from ODOT and had identified certain areas in the Development Code that may be creating barriers for certain types of activities. He also recommended some methods to simplify the process for both staff and applicants.
3. The Planning Commission has decided to use the Model Development Code for Small Cities as their document template and to do the majority of the work to combine the City's current Code with it in a series of Work Sessions. These will be held at City Hall, however, arrangements are being made so that staff time and costs are kept at a minimum. A member of the Commission will sign out a key that will only open City Hall and be given a temporary security fob or code for the alarm system. This will allow them to keep the meetings in one location that is accessible to the public and the handicapped. The meetings will be recorded, but will not be transcribed unless the full Planning Commission is meeting. Work Sessions will be noticed one month at a time, also to minimize staff time and cost. Regular meetings of the Planning Commission will be held on the second Tuesday of each month. If no items are on the agenda for review, the Work Session for that week will be held on this date. At this meeting, staff and Marjorie Mattson will be available to assist in any way they can.

4. Attached for Council's information is a Gantt Chart outlining the suggested timeline for the project which is quite ambitious. In early 2014, there are a number of joint meetings suggested. Also attached is an excerpt from *Article I – Introduction and General Provisions* of the Model Code along with an Editing/Review Key as an example of how the Commission will be proceeding with the work. They are providing it to Council for their review and comment. Representatives from the Commission will be present at Thursday's meeting to answer questions and receive comments and suggestions. This is early in the project, so it is important to determine if the Commission is heading in the direction that Council expects before investing a huge amount of time and effort.
5. The draft document is being stored in the cloud. Councilors can have access to the information as it develops by following the instructions in the attached "Keeping up with the code" sheet. Although the Planning Commission is encouraging input and suggestions from the City Council during the process, individual Councilors should limit their input to editorial or clarifying questions/comments. Individual Councilors do not have the authority to modify language or direct the process of development of the proposed Code before it comes to the full Council. If a Councilor has concerns about something they see in the draft and believes the Council should be aware of or address this before the project is finalized by the Planning Commission, they should raise that concern at a Council meeting and ask for Council direction. Planning Commissioners should also be aware of this requirement as they receive comments and suggestions.

Action Requested

Council review and comment on the information provided from the Planning Commission.

Attachments

- Gantt Chart
- Article I
- Keeping Up with the Code

F/CITY COUNCIL/AGENDA MEMOS/PRELIMINARY PLANNING COMMISSION REPORT ON DEVELOPMENT CODE PROJECT.09-12-13

Editing/Review Key

Highlighting-

- Text Highlighted in **Yellow** is referencing a need for review, clarification, input of text/numbers, or generally to bring attention to items of Importance
- Text Highlighted in **Red** is text that will be removed in the final draft of the document
- Text Highlighted in **Green** will be to highlight something that isn't included in our current code
- Text Highlighted in **Pink** is a portion of our current code in reference to the corresponding portion in the new version.

Blacked Out Text

- Text that is **blacked out** in these drafts do not imply that the portion of the existing code is obsolete or will be removed, is only used to isolate those parts on the page that are relevant to the corresponding pages in the new version.

Summarized Comments Pages

- Please note that following each page of the document will be a page that summarizes the notes/comments relevant to highlighted portions of the document.
- The comments will often refer to what action needs to or has been taken and bring attention to important items.

Users Guides

- Text that is boxed in yellow at the beginning of a section is for reference only and will be removed in final draft. **(highlighted in red)**
- The information in these is useful in that it often makes reference to current ORS and how they may affect the corresponding portion of the code.
- Also gives suggestions about growth and development based on the cities needs.

ARTICLE 1 — INTRODUCTION AND GENERAL PROVISIONS

CHAPTERS:

1 Chapter 1.1 — Introduction	2
Chapter 1.2 — Title, Purpose, and Authority	3
1.2.010 Title	3
1.2.020 Purpose	3
1.2.030 Compliance and Scope	4
1.2.040 Rules of Code Construction	4
2 1.2.050 Development Code Consistency with Comprehensive Plan and Laws	5
1.2.060 Development Code and Zoning Map Implementation	5
1.2.070 4 Zoning Checklists and Coordination of Building Permits	7
1.2.080 Official Action	7
5 Chapter 1.3 — Lot of Record and Legal Lot Determination	8
1.3.010 Purpose and Intent	8
1.3.020 Criteria	8
1.3.030 Legal Lot Determination Procedure	8
Chapter 1.4 — Non-Conforming Situations	9
1.4.010 Purpose and Applicability	9
1.4.020 Non-conforming Use	9
1.4.030 Non-conforming Development	11
1.4.040 Non-conforming Lot	12
Chapter 1.5 — Code Interpretations	13
1.5.010 Code Interpretations	13
Chapter 1.6 — Enforcement	15
1.6.010 Violations	15
1.6.020 Other Remedies	16

Summary of Comments on Willamina Planning and Development Code Article 1

Page: 1

 Number: 1 Author: Me Subject: Highlight Date: 9/8/2013 11:24:46 AM

 Number: 2 Author: Me Subject: Highlight Date: 9/8/2013 11:12:38 AM

 Number: 3 Author: Me Subject: Highlight Date: 9/8/2013 11:12:35 AM

 Number: 4 Author: Me Subject: Highlight Date: 9/8/2013 11:13:22 AM

 Number: 5 Author: Me Subject: Highlight Date: 9/8/2013 11:13:45 AM

Article I — Introduction and General Provisions

Chapters:

- 1.1 Introduction
- 1.2 Title, Purpose, and General Administration
- 1.3 Lot of Record and Legal Lot Determination
- 1.4 Non-Conforming Situations
- 1.5 Code Interpretations
- 1.6 Enforcement

¹**Users Guide:** Consult your city recorder and city attorney regarding codification requirements. Options include repealing existing zoning and subdivision ordinances and adopting one ordinance that is a chapter (or title) of your existing municipal code, or adopting a separate ordinance that is incorporated into the municipal code by reference but has its own numbering.

Chapter 1.1 — Introduction

The City of Willamina Planning and Development Code (“Code”) is administered by the ²[City Official] or his or her designee. The Code regulates land use and development within the City of Willamina, and is organized as follows:

Article 1. Article 1 describes the title, purpose, authority, organization and general administration of the Code. Article 1 also explains how city officials interpret and enforce code requirements.

Article 2. Article 2 contains the zoning regulations. Zones are designated by the City of Willamina Zoning Map, consistent with the City of Willamina Comprehensive Plan. The zoning regulations specify allowed land uses, and lot and development standards that are specific to particular land uses or zones. Before commencing a new use or development, changing an existing use or development, or applying for a building permit, the property owner ³should verify the City’s zoning requirements. / shall complete a Zoning Checklist pursuant with Section 4.1.020.]

Article 3. Article 3 contains the City’s development design standards, including requirements for street access; pedestrian and vehicle circulation; parking; landscaping, screening, fences and walls; outdoor lighting; adequate transportation, water, sanitary sewer, and storm drainage facilities; and utility requirements. Article 3 applies to all development, including land divisions and projects for which no land use application or review is required; ⁴Article 3 is supported by the more detailed engineering design standards in the City’s [Public Works Design Manual / Engineering Design Standards Manual].

Article 4. Article 4 contains the City’s application requirements and review procedures for land use and development decisions, including but not limited to procedures for land divisions, property line adjustments, conditional use permits, site design review, master planned developments, and variances.

Article 5. Article 5 contains definitions and other exhibits that the City uses in interpreting and administering the Code. For example, where Article 2 contains a general list of land uses allowed in each zone, Article 5 provides examples of uses that are consistent with each general category.

 Number: 1 Author: Me Subject: Highlight Date: 9/8/2013 11:21:23 AM

 Number: 2 Author: Me Subject: Highlight Date: 9/8/2013 11:28:45 AM
Who?

 Number: 3 Author: Me Subject: Highlight Date: 9/8/2013 11:32:15 AM
Decision. Suggest Zoning Checklist if not already in place.

 Number: 4 Author: Me Subject: Highlight Date: 9/8/2013 11:34:38 AM
What? Does this exist?

CHAPTER 1

GENERAL ORDINANCE PROVISIONS

Section 1.101	TITLE
Section 1.102	PURPOSE AND SCOPE
1.102.01	Purpose
1.102.02	Conformance Required
1.102.03	Violations
1.102.04	Interpretation
1.102.05	Savings Clause
1.102.06	Conflicting Ordinances
Section 1.103	ESTABLISHMENT OF ZONING DISTRICTS
1.103.01	Districts
1.103.02	Boundaries
Section 1.200	DEFINITIONS
1.200.01	Grammatical Interpretation
1.200.02	Definitions

1.101

TITLE

This Ordinance shall be known and may be referred to as the City of Willamina Zoning and Development Ordinance and shall be referred to herein as this ordinance.

1.102

PURPOSE AND SCOPE

1.102.01

Purpose

This Ordinance is enacted to:

- A. Implement the goals and policies of the City of Willamina Comprehensive Land Use Plan;
- B. Provide methods of administering and enforcing the provisions of this Ordinance; and
- C. Promote the public health, safety, and general welfare of the community.

 Number: 1 Author: Me Subject: Highlight Date: 9/9/2013 9:24:14 PM

 Number: 2 Author: Me Subject: Highlight Date: 9/8/2013 1:33:29 PM
1.101 to be replaced by 1.2.010 pg 1-3

 Number: 3 Author: Me Subject: Highlight Date: 9/8/2013 1:32:47 PM
1.102.01 to be replaced by 1.2.020 pg 1-3

Chapter I.2 — Title, Purpose, and Authority

Sections:

Section 1.2.010 Title

Section 1.2.020 Purpose

Section 1.2.030 Compliance and Scope

Section 1.2.040 Rules of Code Construction

Section 1.2.050 Development Code Consistency with Comprehensive Plan and Laws

Section 1.2.060 Development Code and Zoning Map Implementation

Section 1.2.070 **Zoning Checklist** and Coordination of Building Permits

Section 1.2.080 Official Action

I.2.010 Title

The official name of this Code is “The City of Willamina Planning and Development Code.” It may also be referred to as the “Development Code” and “Code.”

I.2.020 Purpose

This Code is enacted to promote the public health, safety, and welfare; and to encourage the orderly and efficient development and use of land within the City of Willamina, consistent with the City of Willamina Comprehensive Plan and the following principles:

- A. Compact Development**, which promotes the efficient provision of public services and infrastructure;
- B. Mixed-Use**, which places homes, jobs, stores, parks, and services within walking distance of one another;
- C. Full Utilization of Urban Services** (e.g., water, sewer, storm drainage, parks and transportation facilities), which maximizes the return on public investments in infrastructure;
- D. Transportation Efficiency**, or development of an interconnected street system supporting multiple modes of transportation, which yields more direct routes (shorter distances) between local designation, conserves energy, reduces emergency response times, and provides alternatives to the automobile for those who are unable or choose not to drive a car;
- E. Human-Scale Design**, or development in which people feel safe and comfortable walking from place to place because buildings, streetscapes, parking areas, landscaping, lighting and other components of the built environment are designed foremost with pedestrians in mind;
- F. Environmental Health**, which requires adequate light and air circulation, management of surface water runoff, and treatment and disposal of waste; and
- G. Efficient Administration of Code Requirements**, consistent with the needs of **the City of Willamina, a small city with limited administrative capacity**].

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1.102.02

Conformance Required

The use of all land, as well as the construction, reconstruction, enlargement, structural alteration, movement, use, or occupation of any structure within the City of Willamina shall conform to the requirements of this Ordinance. The provisions of this Ordinance apply to any person developing, or using land or structure, and to the person's successor(s) in interest.

1.102.03

Violations

Upon failure to comply with any provision of this Ordinance, or with any restrictions or conditions imposed hereunder, the Council may withhold any further permits and may withhold or withdraw City utility services until correction is made. Notwithstanding any such action taken by the Council, any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with any of the provisions of the Ordinance, or who resists the enforcement of such provisions, shall be subject to civil penalties of no more than \$300.00 for each offense. Each day that a violation is permitted to exist shall constitute a separate offense.

The City may, in addition to other remedies provided by law, institute injunction, mandamus, abatement, or other appropriate proceedings to prevent, temporarily or enjoin, abate, remove, or nullify the unlawful transfer, location, construction, maintenance, repair, alteration, or use.

1.102.04

Interpretation

The provisions of this Ordinance shall be interpreted as minimum requirements. When this Ordinance imposes a greater restriction than is required by other provisions of law, or by other regulations, resolutions, easements, covenants or agreements between parties, the provisions of this Ordinance shall control.

When a certain provision of this Ordinance conflicts with another provision of this Ordinance or is unclear, the correct interpretation of the Ordinance shall be determined by the City recorder, after consultation with city engineer and planner. The City recorder, after consultation with city engineer and planner may, at his/her discretion, request that the City Council resolve the conflict or uncertainty.

1.102.05

Savings Clause

Should any section, clause, or provision of this ordinance be declared invalid by a court of competent jurisdiction, the decision shall not affect the validity of the Ordinance as a whole or of the remaining sections. Each section, clause, and phrase is declared severable.

 Number: 1 Author: Me Subject: Highlight Date: 9/8/2013 1:30:23 PM
1.102.02 to be replaced by 1.2.030 pg 1-4

 Number: 2 Author: Me Subject: Highlight Date: 9/9/2013 9:24:34 PM

 Number: 3 Author: Me Subject: Highlight Date: 9/8/2013 1:29:58 PM
1.102.04 to be replaced by 1.2.040 pgs1-4 thru 1-5 and 1.5.010 pgs 1-13 thru 1-14

 Number: 4 Author: Me Subject: Highlight Date: 9/9/2013 9:24:44 PM

Keeping up with the code

In the interest of transparency we have taken steps to allow all of Council and City staff the opportunity to stay up to date with the process of bringing our current code up to date.

A Google account has been opened for this purpose to make use of Google's "Drive" product. (For those of us who are unfamiliar with "Drive", it is one of many "cloud storage" systems that enables many different users to access the same files for review and editing via the internet.)

In order to access the latest drafts of the new Willamina Planning and Development Code (WPDC) you will only need two things;

1. Access to the internet, and
2. A link to the [WPDC Public Review](#) folder in Google Drive.
 - Just copy the following link into the address bar of your web browser hit go.
<https://drive.google.com/folderview?id=0B2nXY384Vs-S2xudnZWTWxfbFE&usp=sharing>
 - Once the page has loaded you will see a list of the folders and documents that are currently out for review.

Right now if you were to look in the folder the only things you will see are the first draft of Art1 of the WPDC (an excerpt of which was handed out already), the Gantt chart outlining our projected schedule for this project (also handed out), and a copy of this document. Additional files will be added as we progress.

Note: The documents accessible through the link provided are "READ ONLY". Meaning you will not be able to alter them in anyway.

If you have comments or concerns please let us know. **We want your input.** You can email us individually (current email addresses for each of the commissioners are on file at City Hall) or you can send an email to our Gmail account; willaminaplanners@gmail.com. Of course, you can always stop us in the street too.... If you that's how you roll.

If you would prefer we can also provide hard copies of the documents for review. Though, please be aware that the documents are enough to fill a tome. Part of the reason we've chosen this method is to conserve resources while still ensuring that everyone has the opportunity to participate.

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
1	4269	\$1213.03	08/08/13			0 BREITHAUER OIL CO.				OUTSTANDING
		2.33	010-350-6025			FUEL-GAS CANS 07/16		CL83584		
		7.92	020-100-6025			FUEL-GAS CANS 07/16				
		15.37	030-100-6025			FUEL-GAS CANS 07/16				
		20.96	040-100-6025			FUEL-GAS CANS 07/16				
		5.29	010-350-6025			FUEL-F250 07/25				
		17.99	020-100-6025			FUEL-F250 07/25				
		34.93	030-100-6025			FUEL-F250 07/25				
		47.64	040-100-6025			FUEL-F250 07/25				
		109.48	040-100-6025			FUEL-F350 07/27				
		39.91	030-100-6025			FUEL-RGR I 07/24				
		0.09	010-350-6025			OR CUF				
		0.30	020-100-6025			OR CUF				
		0.58	030-100-6025			OR CUF				
		0.78	040-100-6025			OR CUF				
		9.00	030-100-6025			FUEL-TRACTOR				
		114.55	030-100-6025			FUEL-UNKNOWN 07/22				
		7.05	010-350-6025			FUEL-RGR II 07/01-15		c182851		
		23.97	020-100-6025			FUEL-RGR II 07/01-15				
		46.53	030-100-6025			FUEL-RGR II 07/01-15				
		63.45	040-100-6025			FUEL-RGR II 07/01-15				
		9.23	010-350-6025			FUEL-F250 7/03-15				
		31.38	020-100-6025			FUEL-F250 7/03-15				
		60.92	030-100-6025			FUEL-F250 7/03-15				
		83.07	040-100-6025			FUEL-F250 7/03-15				
		206.55	040-100-6025			FUEL-F350 7/02-11				
		35.17	040-100-6025			FUEL-TOY 7/15				
		49.96	030-100-6025			FUEL-RGR I 07/05				
		2.57	010-350-6025			FUEL-BACKHOE 7/05				
		8.74	020-100-6025			FUEL-BACKHOE 7/05				
		16.98	030-100-6025			FUEL-BACKHOE 7/05				
		23.15	040-100-6025			FUEL-BACKHOE 7/05				
		115.44	020-100-6025			FUEL-ST SWEEPER 7/05-12				
		0.09	010-350-6025			OR CUF				
		0.30	020-100-6025			OR CUF				
		0.58	030-100-6025			OR CUF				
		0.78	040-100-6025			OR CUF				
1	4270	\$25146.20	08/08/13			0 CIS TRUST				OUTSTANDING
		60.33	010-150-6038			AUTO PREM 13-14		WIL-I2013-00GL		
		60.33	010-300-6038			AUTO PREM 13-14				
		226.22	010-350-6038			AUTO PREM 13-14				
		60.33	010-400-6038			AUTO PREM 13-14				
		60.33	010-450-6038			AUTO PREM 13-14				
		346.87	020-100-6038			AUTO PREM 13-14				
		346.87	030-100-6038			AUTO PREM 13-14				
		346.87	040-100-6038			AUTO PREM 13-14				
		76.29	010-100-6038			GEN LIAB PREM 13-14				

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 08/01/13 - 08/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		839.16	010-150-6038			GEN LIAB PREM 13-14				
		152.57	010-300-6038			GEN LIAB PREM 13-14				
		1525.74	010-350-6038			GEN LIAB PREM 13-14				
		762.87	010-400-6038			GEN LIAB PREM 13-14				
		152.57	010-450-6038			GEN LIAB PREM 13-14				
		152.57	010-550-6038			GEN LIAB PREM 13-14				
		762.87	020-100-6038			GEN LIAB PREM 13-14				
		1907.17	030-100-6038			GEN LIAB PREM 13-14				
		2212.31	040-100-6038			GEN LIAB PREM 13-14				
		152.57	080-100-6038			GEN LIAB PREM 13-14				
		88.81	010-100-6038			PROP/LIAB PREM 13-14		WIL-12013-00PL		
		888.13	010-150-6038			PROP/LIAB PREM 13-14				
		266.44	010-300-6038			PROP/LIAB PREM 13-14				
		2309.14	010-350-6038			PROP/LIAB PREM 13-14				
		888.14	010-400-6038			PROP/LIAB PREM 13-14				
		177.63	010-450-6038			PROP/LIAB PREM 13-14				
		888.13	010-550-6038			PROP/LIAB PREM 13-14				
		621.69	020-100-6038			PROP/LIAB PREM 13-14				
		3108.46	030-100-6038			PROP/LIAB PREM 13-14				
		3108.46	040-100-6038			PROP/LIAB PREM 13-14				
		266.44	080-100-6038			PROP/LIAB PREM 13-14				
		3.74	010-100-6038			WC PREM 13-14 1QTR		WIL-W2013-00-QTR1		
		9.52	010-150-5920			WC PREM 13-14 1QTR				
		214.11	010-300-5920			WC PREM 13-14 1QTR				
		2.69	010-350-5920			WC PREM 13-14 1QTR				
		44.21	010-400-5920			WC PREM 13-14 1QTR				
		9.52	010-450-5920			WC PREM 13-14 1QTR				
		499.94	020-100-5920			WC PREM 13-14 1QTR				
		791.61	030-100-5920			WC PREM 13-14 1QTR				
		754.55	040-100-5920			WC PREM 13-14 1QTR				
1	4271	\$92.40	08/08/13			0 CITY OF WILLAMINA				OUTSTANDING
		9.24	010-000-2032			ACCT 205/BROWN		073113 PAYROLL		
		21.25	020-000-2032			ACCT 205/BROWN				
		30.49	030-000-2032			ACCT 205/BROWN				
		31.42	040-000-2032			ACCT 205/BROWN				
1	4272	\$210.24	08/08/13			0 CONST & GEN LABORERS UNION				OUTSTANDING
		98.11	010-000-2035			UNION DUES 073113		073113 PAYROLL		
		8.76	020-000-2035			UNION DUES 073113				
		54.31	030-000-2035			UNION DUES 073113				
		49.06	040-000-2035			UNION DUES 073113				
1	4273	\$95.08	08/08/13			0 DENISE WILLMS				OUTSTANDING
		95.08	010-400-6428			REIMB EXPENSES-R2R/SRP		REIMB R2R/SRP		
1	4274	\$119.80	08/08/13			0 MELISSA HANSEN				OUTSTANDING
		34.82	010-400-7501			TOWN LIKE ALICE		REIMB JUL 13 (2)		

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 08/01/13 - 08/31/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L	ACCT #						
		84.98	010-400-6070			NEON OPEN SIGN				
1	4275	\$80.00	08/13/13	AMEXT		0 AMERICAN EXTERMINATION PLUS, INC.				OUTSTANDING
		80.00	010-150-6005			PEST CONTROL		85041		
1	4276	\$185.98	08/13/13	ARAMK		0 ARAMARK UNIFORM SERVICES				OUTSTANDING
		7.59	010-350-6040			UNIFORMS/TOWELS		529-0775136		
		2.23	020-100-6040			UNIFORMS/TOWELS				
		12.49	030-100-6040			UNIFORMS/TOWELS				
		22.31	040-100-6040			UNIFORMS/TOWELS				
		8.01	010-350-6040			UNIFORMS/TOWELS		529-0784814		
		2.36	020-100-6040			UNIFORMS/TOWELS				
		13.19	030-100-6040			UNIFORMS/TOWELS				
		23.56	040-100-6040			UNIFORMS/TOWELS				
		8.01	010-350-6040			UNIFORMS/TOWELS		529-0794601		
		2.36	020-100-6040			UNIFORMS/TOWELS				
		13.19	030-100-6040			UNIFORMS/TOWELS				
		23.56	040-100-6040			UNIFORMS/TOWELS				
		8.01	010-350-6040			UNIFORMS/TOWELS		529-0804281		
		2.36	020-100-6040			UNIFORMS/TOWELS				
		13.19	030-100-6040			UNIFORMS/TOWELS				
		23.56	040-100-6040			UNIFORMS/TOWELS				
1	4277	\$108.30	08/13/13	AREID		0 ART REID TRUCKING LLC				OUTSTANDING
		21.66	020-100-6070			ROCK HAUL TRK RENT		82842		
		86.64	030-100-6070			ROCK HAUL TRK RENT				
1	4278	\$577.89	08/13/13	BKRTL		0 BAKER & TAYLOR				OUTSTANDING
		15.59	010-400-7504			PLEASE DON'T TELL		4010573471		
		15.59	010-400-7504			STOLEN				
		16.17	010-400-7504			BOMBHELL				
		16.79	010-400-7504			HUNTING EVE				
		16.77	010-400-7504			CLASSIFIED				
		16.77	010-400-7504			LEMON ORCHARD				
		40.00	010-400-7504			LEMON ORCHARD LIB ED				
		16.79	010-400-7504			EYE OF GOD				
		15.60	010-400-7504			FIN & LADY				
		16.20	010-400-7504			UNSEEN				
		16.17	010-400-7504			WIDOWS STRIKE				
		16.79	010-400-7504			HIDDEN ORDER				
		31.20	010-400-7504			IRRES BLUBRY BKSHP (2)				
		8.71	010-400-7504			MYLAR JACKETS (13)				
		2.50	010-400-7504			FREIGHT SURCHARGE				
		15.59	010-400-7504			HIGHWAY		4010582520		
		16.79	010-400-7504			LIGHT OF THE WORLD				
		16.17	010-400-7504			DEATH ANGEL				
		16.79	010-400-7504			ENGLISH GIRL				
		16.80	010-400-7504			FIRST SIGHT				

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 08/01/13 - 08/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		3.35	010-400-7504			MYLAR JACKETS (5)				
		0.82	010-400-7504			FREIGHT SURCHARGE				
		29.94	010-400-7504			HEIRS & GRACES (2)		4010591253		
		28.50	010-400-7504			UNDER A TEXAS SKY (2)				
		32.34	010-400-7504			HOTSHOT (2)				
		33.54	010-400-7504			LAST WITNESS (2)				
		32.38	010-400-7504			BEAT (2)				
		28.74	010-400-7504			LITTLE BLACK BOOK (2)				
		33.60	010-400-7504			MISTRESS (2)				
		8.71	010-400-7504			MYLAR JACKETS (13)				
		2.19	010-400-7504			FREIGHT SURCHARGE				
1	4279	\$776.58	08/13/13	BL&HL		0 BEERY, ELSNER & HAMMOND LLP		10934		OUTSTANDING
		608.08	010-150-6065			LEGAL SVC 07/13				
		151.65	030-100-6065			LEGAL SVC 07/13				
		16.85	040-100-6065			LEGAL SVC 07/13				
1	4280	\$7.70	08/13/13	REFND		194 BRUCE & MELODY NORWOOD				OUTSTANDING
		7.70	040-100-6053			DEP REF 454 NW 5TH		REFUND 54.00		
1	4281	\$40.03	08/13/13	CRQST		0 CARQUEST				OUTSTANDING
		11.18	030-100-6020			HI PERF VALVE		4758-83933		
		1.35	010-350-6020			FUEL CAP		4758-84235		
		1.35	020-100-6020			FUEL CAP				
		2.40	030-100-6020			FUEL CAP				
		2.39	040-100-6020			FUEL CAP				
		21.36	030-100-6070			TESTER/LIGHT		4758-84469		
1	4282	\$1663.60	08/13/13	CENLK		0 CENTURYLINK				OUTSTANDING
		87.00	030-100-6075			TEL SVC AUTO DIAL		1010 JUN/JUL		
		9.11	010-150-6075			TEL SVC CH FAX		1121 JUN/JUL 13		
		1.61	010-300-6075			TEL SVC CH FAX				
		1.61	010-350-6075			TEL SVC CH FAX				
		0.54	010-400-6075			TEL SVC CH FAX				
		1.61	010-450-6075			TEL SVC CH FAX				
		0.54	010-550-6075			TEL SVC CH FAX				
		3.21	020-100-6075			TEL SVC CH FAX				
		18.20	030-100-6075			TEL SVC CH FAX				
		17.14	040-100-6075			TEL SVC CH FAX				
		74.64	010-150-6075			TEL SVC CH FAX		2242 JUN/JUL 13		
		11.78	010-300-6075			TEL SVC CH				
		11.78	010-350-6075			TEL SVC CH				
		11.78	010-450-6075			TEL SVC CH				
		23.57	020-100-6075			TEL SVC CH				
		133.56	030-100-6075			TEL SVC CH				
		125.72	040-100-6075			TEL SVC CH				
		43.67	030-100-6075			TEL SVC WTP		4000 JUN/JUL 13		
		214.58	030-100-6075			TEL SVC WTP COMP		4913 JUN/JUL 13		

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
1	4283	82.90	010-400-6075			TEL SVC JUN/JUL 13		6182 JUN/JUL 13		OUTSTANDING
		43.67	040-100-6075			TEL SVC E ST PMP		8424 JUN/JUL 13		
		91.34	040-100-6075			TEL SVC WTPP CONT RM		8541 JUN/JUL 13		
		58.42	010-550-6075			TEL SVC JUN/JUL		9000 JUN/JUL 13		
		400.00	030-100-6075			PAYMENT PLAN		WTPP TEL JUN/JUL13		
		195.62	030-100-6075			WATER TELEM				
1	4283	\$20.00	08/13/13 CCC			0 CHEMEKETA COMMUNITY COLLEGE				OUTSTANDING
		20.00	010-400-6065			DEBT COL FEES 12-13		S0772327		
1	4284	\$75.00	08/13/13 CITY			0 CITY OF YAMHILL				OUTSTANDING
		75.00	010-100-6079			CITY/COUNTY DIN		CITY/C DIN 8/15		
1	4285	\$250.00	08/13/13 CITY			0 CITY OF YAMHILL				OUTSTANDING
		250.00	010-300-6065			MUNI JUDGE 8/13		00118		
1	4286	\$73.91	08/13/13 ADAMS			0 COREY L ADAMS				OUTSTANDING
		73.91	010-100-6010			MAYOR STIPEND 8/13		STIPEND 08/13		
1	4287	\$249.47	08/13/13 DKQI			0 DK QUARRIES INC				OUTSTANDING
		49.89	020-100-6070			MC-1 ROCK		92006		
		199.58	030-100-6070			MC-1 ROCK				
1	4288	\$20.31	08/13/13 REFND			195 ELANA EASTWOOD				OUTSTANDING
		20.31	040-100-6053			DEP REF 344 NW 5TH		REFUND 5039.03		
1	4289	\$3132.96	08/13/13 FERGE			0 FEI PORTLAND WATERWORKS #3011				OUTSTANDING
		2963.90	030-100-6070			SCHOOL/SHELDON		0364336		
		150.08	010-350-6460			RAINBIRDS		0365668		
		12.06	030-100-6070			CVR TESTCOCK		0368201		
		6.92	030-100-6070			FREIGHT				
1	4290	\$119.87	08/13/13 REFND			171 FIRST FEDERAL SAVINGS & LOAN				OUTSTANDING
		29.87	030-100-6053			DEP REF 630 NW WILLA		REFUND 2077.01		
		90.00	040-100-6053			DEP REF 630 NW WILLA				
1	4291	\$154.07	08/13/13 GYLRD			0 GAYLORD BROS. INC				VOIDED
		135.94	010-400-6070			MISC SUPPLIES		21396969		
		18.13	010-400-6070			SHIPPING/PROCESSING				
1	4292	\$61.00	08/13/13 GORML			0 GORMELY PLUMBING & MECHANICAL				OUTSTANDING
		61.00	030-100-6070			GALV PIPE & NIPPLES		21760		
1	4293	\$10.22	08/13/13 REFND			187 HERBERT LONG				OUTSTANDING
		10.22	040-100-6053			DEP REF 960 SW HILL		REFUND 2210.02		
1	4294	\$325.08	08/13/13 HNYBC			0 HONEY BUCKET				OUTSTANDING
		104.00	010-350-6410			PORTAPOT OAKEN 06/14/13		1-681851		

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 08/01/13 - 08/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		4.00	010-350-6410			FUEL SURCHARGE				
		104.00	010-350-6410			PORTAP LAMSON 07/08-08/07		1-701284		
		4.00	010-350-6410			FUEL SURCHARGE				
		104.00	010-350-6410			PORTAPT OAKEN H 07/14-08/13		1-704040		
		4.00	010-350-6410			FUEL SURCHARGE				
		1.08	010-350-6410			FINANCE CHG		FCM19723		
1	4295	\$35.15	08/13/13	IWSI		0 INDUSTRIAL WELDING SUPPLY, INC.				OUTSTANDING
		5.27	010-350-6070			O RINGS/GAS APP REPAIR		617984		
		5.27	020-100-6070			O RINGS/GAS APP REP				
		12.30	030-100-6070			O RINGS/GAS APP REP				
		12.31	040-100-6070			O RINGS/GAS APP REP				
1	4296	\$29.43	08/13/13	REFND		193 KEIL WOODWARD				OUTSTANDING
		29.43	040-100-6053			DEP REF 1035 SW PIONEER		REFUND 5025.01		
1	4297	\$54.11	08/13/13	REFND		46 LINDA LACHANCE II				OUTSTANDING
		54.11	040-100-6053			DEP REF 641 NW WILL		REFUND 980.00		
1	4298	\$604.00	08/13/13	MMCO		0 MANUFACTURERS MINERAL CO				OUTSTANDING
		294.00	030-100-6067			FILTER GRAVEL		412959		
		281.00	030-100-6067			FRIGHT				
		29.00	030-100-6067			PALLETS				
1	4299	\$34.72	08/13/13	NWNTYR		0 NW NATURAL				OUTSTANDING
		15.94	010-400-6090			NAT GAS JUN/JUL 13		1363282-3 7/26/13		
		18.78	010-550-6090			NAT GAS JUN/JUL 13		13916580 7/26/13		
1	4300	\$68.00	08/13/13	OHSMS		0 OREGON HISTORICAL SOCIETY				OUTSTANDING
		68.00	010-550-6050			RENEW SUBSCRIPTION		MEMB RENEW 13/14		
1	4301	\$490.00	08/13/13	OREVA		0 OREVAC WEST INC				VOIDED
		490.00	030-100-6410			VAC-X WATER LINE		970		
1	4302	\$229.37	08/13/13	OTCI		0 ORIENTAL TRADING COMPANY INC				OUTSTANDING
		74.14	010-400-6429			PRIZES/SUPPLIES		658328665-01		
		22.50	010-400-6070			MISC SUPPLIES				
		132.73	010-400-6428			PRIZES/SUPPLIES				
1	4303	\$82.92	08/13/13	PEP		0 PETROLEUM ENERGY PRODUCTS				OUTSTANDING
		1.83	010-350-6025			FUEL-TRACTOR 201		107043		
		6.23	020-100-6025			FUEL-TRACTOR 201				
		12.09	030-100-6025			FUEL-TRACTOR 201				
		16.48	040-100-6025			FUEL-TRACTOR 201				
		2.31	010-350-6025			FUEL-TRACTOR		107051		
		7.87	020-100-6025			FUEL-TRACTOR				
		15.28	030-100-6025			FUEL-TRACTOR				
		20.83	040-100-6025			FUEL-TRACTOR				

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 08/01/13 - 08/31/13

BANK CHECK # CHECK AMT CHECK DATE G/L ACCT # VENDOR # ADDRESS DESCRIPTION VENDOR NAME INVOICE # INV VEND CHECK STATUS

WO #	CHECK #	CHECK AMT	CHECK DATE	G/L ACCT #	VENDOR #	ADDRESS	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4304	\$7476.58	08/13/13	PGE		0	PORTLAND GENERAL ELECTRIC				OUTSTANDING
		92.98	010-550-6090				ELEC SVC		1614431	JUN/JUL13	
		1352.51	020-100-6090				ST LIGHTS JUN/JUL13		2045700	JUN/JUL13	
		1062.68	060-250-6090				ST LIGHTS JUN/JUL 13				
		184.33	010-150-6090				ELEC SVC CITY H				
		16.48	010-150-6090				ELEC SVC 902 NW MAIN		3242538	JUN/JUL13	
		18.44	010-550-6090				ELEC SVC OLD DEPT ST		3455908	JUN/JUL13	
		318.96	030-100-6090				ELEC SVC HILL DR PMP		4668590	JUN/JUL13	
		192.05	010-400-6090				ELEC SVC JUN/JUL13		4960203	JUN/JUL13	
		25.75	010-150-6090				ELEC SVC OLD SHOP		5071216	JUN/JUL13	
		22.30	010-350-6090				ELEC SVC GRD SPOT		5072008	JUN/JUL13	
		17.01	010-150-6090				ELEC SVC FEST METER		5134337	6/7 2013	
		1360.71	030-100-6090				ELEC SVC INTAKE		6101749	JUN/JUL13	
		136.42	030-100-6090				ELEC SVC 6TH ST PMP		6411189	JUN/JUL13	
		13.47	030-100-6090				ELEC SVC HILL DR TANK		7442324	JUN/JUL13	
		467.90	030-100-6090				ELEC SVC WTP		7503422	JUN/JUL13	
		114.94	040-100-6090				ELEC SVC WWT N PMP		7505336		
		143.70	040-100-6090				ELEC SVC WWT N PMP		8056065	JUN/JUL13	
		57.73	040-100-6090				ELEC SVC WWT HDWKS		8057642	JUN/JUL13	
		1165.51	040-100-6090				ELEC SVC WWT BLOWER		8074233	JUN/JUL13	
		280.90	010-350-6090				ELEC SVC HUDDLST		8110573	JUN/JUL13	
		5.59	010-350-6090				ELEC SVC SHOP		8412508	JUN/JUL13	
		27.95	020-100-6090				ELEC SVC SHOP		8647822	JUN/JUL13	
		122.96	030-100-6090				ELEC SVC SHOP				
		122.96	040-100-6090				ELEC SVC SHOP				
		12.60	010-350-6090				ELEC SVC LAMSON		8928404	JUN/JUL13	
		139.75	040-100-6090				ELEC WWT S PMP		99972	JUN/JUL 13	
1	4305	\$62.00	08/13/13	POSEY		0	POSEYLAND FLORIST				OUTSTANDING
		62.00	010-150-6052				FLOWERS-DEIBEL		070734		
1	4306	\$195.00	08/13/13	PRIMI		0	PRIMISYS				OUTSTANDING
		31.20	010-150-6068				IT SVCS JUL13				
		15.60	010-300-6068				IT SVCS JUL13		006423		
		7.80	010-350-6068				IT SVCS JUL13				
		15.60	010-400-6068				IT SVCS JUL13				
		7.80	010-450-6068				IT SVCS JUL13				
		11.70	010-550-6068				IT SVCS JUL13				
		15.60	020-100-6068				IT SVCS JUL13				
		44.85	030-100-6068				IT SVCS JUL13				
		44.85	040-100-6068				IT SVCS JUL13				
1	4307	\$29.69	08/13/13	RECWO		0	RECOLOGY WESTERN OREGON				OUTSTANDING
		14.44	030-100-6005				GARB SVC WTP JUL 13		00016903	JUL 13	
		15.25	010-400-6005				GARB SVC JUL 13		00023676	JUL 13	
1	4308	\$263.88	08/13/13	REFND		131	RMF INVESTMENT GROUP LLC				OUTSTANDING

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 08/01/13 - 08/31/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
1	4309	263.88	040-100-6053			DEP REF 830 SW CONESTOGA		REFUND 2247.01		OUTSTANDING
		\$155.31	08/13/13	SPRINT		0 SPRINT				
		7.77	010-350-6075			RADIO PHONES		5696223 13-140		
		10.87	020-100-6075			RADIO PHONES				
		68.34	030-100-6075			RADIO PHONES				
		68.33	040-100-6075			RADIO PHONES				
1	4310	\$159.24	08/13/13	STPLS		0 STAPLES CREDIT PLAN				OUTSTANDING
		15.92	010-150-6070			SHARED OFC SUPPLIES		1418198001		
		3.18	010-300-6070			SHARED OFC SUPPLIES				
		15.92	010-350-6070			SHARED OFC SUPPLIES				
		15.92	010-400-6070			SHARED OFC SUPPLIES				
		4.78	010-450-6070			SHARED OFC SUPPLIES				
		52.55	030-100-6070			SHARED OFC SUPPLIES				
		50.97	040-100-6070			SHARED OFC SUPPLIES				
1	4311	\$87.00	08/13/13	THSUN		0 THE SUN		STMNT 07/31/13		OUTSTANDING
		87.00	010-150-6063			DISPLAY ADS JUL 13				
1	4312	\$74.16	08/13/13	TRFFC		0 TRAFFIC SAFETY SUPPLY CO., INC.				OUTSTANDING
		74.16	020-100-6076			STREET SIGNS		971645		
1	4313	\$244.00	08/13/13	REFND		192 TRAN CO				OUTSTANDING
		154.00	030-100-6053			DEP REF 882 SW BALES		REFUND 5041.01		
		90.00	040-100-6053			DEP REF 882 SW BALES				
1	4314	\$83.00	08/13/13	UNTED		0 UNITED RENTALS NORTHWEST, INC.				OUTSTANDING
		83.00	010-400-6428			SCAFFOLD RENTAL		112594225-001		
1	4315	\$120.00	08/13/13	USPS		0 UNITED STATES POSTAL SERVICE				OUTSTANDING
		7.20	010-150-6061			STAMPS		STAMPS 08/13/13		
		2.40	010-400-6061			STAMPS				
		2.40	010-450-6061			STAMPS				
		54.00	030-100-6061			STAMPS				
		54.00	040-100-6061			STAMPS				
1	4316	\$680.00	08/13/13	WTRILB		0 WATERLAB CORP.				OUTSTANDING
		260.00	030-100-6093			H2O TESTING		62034		
		420.00	040-100-6093			WASTEWATER TESTING				
1	4317	\$90.00	08/13/13	SWSHP		0 WILLAMINA SAW SHOP				OUTSTANDING
		16.20	010-350-6020			MOWER TIRES/INST		233648		
		16.20	020-100-6020			MOWER TIRES/INST				
		28.80	030-100-6020			MOWER TIRES/INST				
		28.80	040-100-6020			MOWER TIRES/INST				
1	4318	\$1251.36	08/13/13	XEROX		0 XEROX CORPORATION				OUTSTANDING

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WO #		AMOUNT	G/L ACCT #							
1	4319	\$1533.08	08/13/13	YCOM	0	YAMHILL COMMUNICATIONS AGENCY				OUTSTANDING
		1533.08	010-500-6111			DUES - 8/13		2306		
1	4320	\$200.00	08/13/13	YCCC	0	YAMHILL COUNTY COMMUNITY CORRECTIONS				OUTSTANDING
		200.00	080-100-6460			MOW 07/31/13				
1	4321	\$281.65	08/30/13	AFLAC	0	AFLAC				VOIDED
		24.06	010-000-2030			PAYROLL FOR - 083013		083013		PAYROLL
		59.26	010-000-2032			PAYROLL FOR - 083013				
		36.35	020-000-2032			PAYROLL FOR - 083013				
		14.43	030-000-2030			PAYROLL FOR - 083013				
		69.95	030-000-2032			PAYROLL FOR - 083013				
		9.61	040-000-2030			PAYROLL FOR - 083013				
		67.99	040-000-2032			PAYROLL FOR - 083013				
1	4322	\$249.00	08/30/13	ALPHA	0	ALPHA ECOLOGICAL				OUTSTANDING
		249.00	010-400-6005			PEST CONT SVC 08/12		2287754		
1	4323	\$537.34	08/30/13	AMAZN	0	AMAZON				OUTSTANDING
		22.94	010-400-7510			WHERE TO FIND GO		004908240465		
		3.99	010-400-7505			TIME FOR KIDS		074842052101		
		4.45	010-400-7505			FROM SEED TO PLANT				
		8.99	010-400-7505			LOST HERO				
		7.15	010-400-7505			MY 1ST BK RUSSIAN				
		4.49	010-400-7505			HOW PLANTS GROW				
		7.15	010-400-7505			TREES LEAVES & BARK				
		11.07	010-400-7505			JAPANESE PICT DICT				
		26.59	010-400-6070			TAPE/PENS		102192059284		
		18.57	010-400-7504			SUCCULENTS SIMPLIFIED		110031670472		
		12.49	010-400-7504			JOURNEY TO IXLIAN		110036130268		
		19.22	010-400-7504			CUCKOO'S CALLING		110039169261		
		19.50	010-400-7504			JUSTIFIED		110725753342		
		14.99	010-400-7501			HELL ON WHEELS		110726021238		
		9.99	010-400-7501			FLIGHT				
		75.00	010-400-6428			GIFT CARDS R2R (3)		140574469537		
		4.49	010-400-7505			ADVTRS OF SIR GAWAIN		146191003548		
		10.08	010-400-7505			LIFETIMES THE BEAUT WAY				

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 08/01/13 - 08/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		8.99	010-400-7505			LADY OF DEVICES		146194566467		
		8.99	010-400-7505			HER OWN DEVICES				
		8.99	010-400-7505			MAGNIFICENT DEVICES				
		8.99	010-400-7505			BRILLIANT DEVICES				
		13.92	010-400-7505			ETIQUETTE & ESPIONAGE				
		14.58	010-400-7505			ZEN SHORTS				
		13.67	010-400-7505			ZEN GHOSTS				
		24.45	010-400-7505			CRANK TRILOGY		243962764763		
		18.07	010-400-7504			MURDER IN THRALL		243963340091		
		14.99	010-400-7501			42		243964089294		
		7.19	010-400-7504			CASTAWAY COVE				
		6.29	010-400-7504			THE HUNTED		243964340134		
		6.29	010-400-7504			STRAIGHT SHOOTER				
		9.26	010-400-7510			DONT THROW IT GROW IT				
		0.15	010-400-7504			CRD MURDER IN THRALL		243969023495		
		21.13	010-400-7504			READY TO DIE		243969421823		
		14.47	010-400-7504			ART OF STEAMPUNK				
		14.25	010-400-7510			IN DUBIOUS BATTLE		262802610720		
		13.99	010-400-7501			ALPHAS SEAS 1		262803888558		
		14.83	010-400-7501			GINGER & ROSA				
		13.00	010-400-7501			MUD				
1	4324	\$339.00	08/30/13	AWWA		0 AMERICAN WATER WORKS ASSOCIATION				OUTSTANDING
		339.00	030-100-6050			DUES 09/01/13-08/31/14		7000668947		
1	4325	\$62.60	08/30/13	REFND		115 AMERICAN WEST REAL ESTATE INC				OUTSTANDING
		62.60	040-100-6053			DEP REF 905 SW BALES		REFUND 5034.03		
1	4326	\$7.34	08/30/13	REFND		198 APRIL JACIUK				OUTSTANDING
		7.34	030-100-6053			DEP REF 905 SW PINE		REFUND 2335.00		
1	4327	\$1072.71	08/30/13	BRTH		0 BRETTHAUER OIL CO.				OUTSTANDING
		105.29	040-100-6025			FUEL-F350 08/08				
		18.29	030-100-6025			FUEL-RGR 1 08/01		CL84212		
		74.45	020-100-6025			FUEL-ST SWEEPER 08/06				
		2.76	010-350-6025			FUEL-BACKHOE 08/12				
		9.36	020-100-6025			FUEL-BACKHOE 08/12				
		18.17	030-100-6025			FUEL-BACKHOE 08/12				
		24.78	040-100-6025			FUEL-BACKHOE 08/12				
		8.25	010-350-6025			FUEL-DUMP TRK 08/09				
		28.05	020-100-6025			FUEL-DUMP TRK 08/09				
		54.44	030-100-6025			FUEL-DUMP TRK 08/09				
		74.24	040-100-6025			FUEL-DUMP TRK 08/09				
		2.55	010-350-6025			FUEL-GAS CANS 08/06				
		8.69	020-100-6025			FUEL-GAS CANS 08/06				
		16.86	030-100-6025			FUEL-GAS CANS 08/06				
		22.99	040-100-6025			FUEL-GAS CANS 08/06				
		2.29	010-350-6025			FUEL-RGR II 08/12				

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 08/01/13 - 08/31/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		7.77	020-100-6025			FUEL-RGR II 08/12				
		15.09	030-100-6025			FUEL-RGR II 08/12				
		20.58	040-100-6025			FUEL-RGR II 08/12				
		4.80	010-350-6025			FUEL-F250 08/06				
		16.33	020-100-6025			FUEL-F250 08/06				
		31.70	030-100-6025			FUEL-F250 08/06				
		43.22	040-100-6025			FUEL-F250 08/06				
		0.09	010-350-6025			OR CUF				
		0.30	020-100-6025			OR CUF				
		0.58	030-100-6025			OR CUF				
		0.78	040-100-6025			OR CUF				
		4.37	010-350-6025			FUEL-F250 08/22		CL84925		
		14.86	020-100-6025			FUEL-F250 08/22				
		28.86	030-100-6025			FUEL-F250 08/22				
		39.35	040-100-6025			FUEL-F250 08/22				
		224.60	040-100-6025			FUEL-F350 08/20-30				
		56.13	030-100-6025			FUEL-RGR II 08/19				
		2.45	010-350-6025			FUEL-RGR I 08/21				
		8.34	020-100-6025			FUEL-RGR I 08/21				
		16.19	030-100-6025			FUEL-RGR I 08/21				
		22.09	040-100-6025			FUEL-RGR I 08/21				
		42.39	020-100-6025			FUEL-SWEEPER 08/22				
		0.09	010-350-6025			OR CUF				
		0.30	020-100-6025			OR CUF				
		0.58	030-100-6025			OR CUF				
		0.78	040-100-6025			OR CUF				
		0.07-	010-350-6025			DISCOUNT				
		0.23-	020-100-6025			DISCOUNT				
		0.45-	030-100-6025			DISCOUNT				
		0.62-	040-100-6025			DISCOUNT				
1	4328	\$99.14	08/30/13	C&KMK		0 C & K MARKET INC				OUTSTANDING
		7.98	010-350-6070			DISINFECTANT		1512752		
		3.95	010-400-6428			BALLOONS		1513557		
		5.38	010-400-6005			MOUSE TRAP/PNT BUT		1513559		
		6.00	010-400-6428			EGGS FOR EGG DROP		1513626		
		13.18	010-350-6070			LYSOL SPRAY		1513631		
		60.96	010-400-6428			SUPPLIES FOR PARTY		1513634		
		1.69	010-350-6070			RUBBING ALCOHOL		1513637		
1	4329	\$18.00	08/30/13	MAGZN		38 CAR & DRIVER				OUTSTANDING
		18.00	010-400-7566			CAR&DRIVER 1 YR		RENEW 1 YR 13-14		
1	4330	\$1539.00	08/30/13	CSCDC		0 CASCADE COLUMBIA				OUTSTANDING
		1044.00	030-100-6008			PAXJ-XL19		597918		
		510.00	030-100-6008			NACLO				
		280.00	030-100-6008			CONTAINER DEPOSITS				
		320.00-	030-100-6008			DRUM RET CREDITS				

CITY OF WILLAMINA
 CHECK REGISTER
 DATE RANGE: 08/01/13 - 08/31/13

CHECK STATUS

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		25.00	030-100-6008			ENERGY SURCHARGE				
1	4331	\$24.00	08/30/13	MAGZN		26 CAT FANCY		RENEW 1 YR 13-14		OUTSTANDING
		24.00	010-400-7566			CAT FANCY 1 YR				
1	4332	\$1676.94	08/30/13	CENLK		0 CENTURYLINK				OUTSTANDING
		87.14	030-100-6075			TEL SVC AUTO DIALER		1010 JUL/AUG 13		
		9.21	010-150-6075			TEL SVC CH FAX		1121 JUL/AUG 13		
		1.63	010-300-6075			TEL SVC CH FAX				
		1.63	010-350-6075			TEL SVC CH FAX				
		0.54	010-400-6075			TEL SVC CH FAX				
		1.63	010-450-6075			TEL SVC CH FAX				
		3.25	020-100-6075			TEL SVC CH FAX				
		18.42	030-100-6075			TEL SVC CH FAX				
		17.34	040-100-6075			TEL SVC CH FAX				
		0.53	010-550-6075			TEL SVC CH FAX				
		73.52	010-150-6075			TEL SVC CITY HALL		2242 JUL/AUG 13		
		11.61	010-300-6075			TEL SVC CITY HALL				
		11.61	010-350-6075			TEL SVC CITY HALL				
		11.61	010-450-6075			TEL SVC CITY HALL				
		23.22	020-100-6075			TEL SVC CITY HALL				
		131.55	030-100-6075			TEL SVC CITY HALL				
		123.82	040-100-6075			TEL SVC CITY HALL				
		195.62	030-100-6075			TEL SVC TELEMETRY		313929229 7/9 13		
		400.00	030-100-6075			PYMT PLAN TELEMETRY				
		43.71	030-100-6075			TEL SVC WT PLANT		4000 JUL/AUG 13		
		223.38	030-100-6075			TEL SVC WTP COMPUTER		4913 JUL/AUG 13		
		91.80	010-400-6075			TEL SVC JUL/AUG 13		6182 JUL/AUG 13		
		43.71	040-100-6075			TEL SVC E ST PUMP		8424 JUL/AUG 13		
		91.74	040-100-6075			TEL SVC WWT CONT RM		8541 JUL/AUG 13		
		58.72	010-550-6075			TEL SVC JUL/AUG		9000 JUL/AUG 13		
1	4333	\$92.40	08/30/13	CITYW		0 CITY OF WILLAMINA				OUTSTANDING
		9.24	010-000-2032			ACCT#205 BROWN		083013 PAYROLL		
		21.25	020-000-2032			ACCT#205 BROWN				
		30.49	030-000-2032			ACCT#205 BROWN				
		31.42	040-000-2032			ACCT#205 BROWN				
1	4334	\$210.24	08/30/13	UNION		0 CONST & GEN LABORERS UNION				OUTSTANDING
		98.11	010-000-2035			UNION DUES 8/31/13		083013 PAYROLL		
		8.76	020-000-2035			UNION DUES 8/31/13				
		54.31	030-000-2035			UNION DUES 8/31/13				
		49.06	040-000-2035			UNION DUES 8/31/13				
1	4335	\$21.97	08/30/13	MAGZN		22 COUNTRY LIVING				OUTSTANDING
		21.97	010-400-7566			COUNTRYLIVING 1 YR		RENEW 13/14 1 YR		
1	4336	\$21.98	08/30/13	MAGZN		9 COUNTRY WOMAN				OUTSTANDING

CITY OF WILLAMINA
 CHECK REGISTER
 DATE RANGE: 08/01/13 - 08/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4337	21.98	010-400-7566			COUNTRY WOMAN 20 MOS		RENEW 13-14 1 YR		OUTSTANDING
		\$6.38	08/30/13	DAVSN		0 DAVISON AUTO PARTS, INC.				OUTSTANDING
		6.38	020-100-6020			BULB-SWEEPER		924-283684		OUTSTANDING
1	4338	\$52.76	08/30/13	BERND		0 DEBRA J BERNARD		REIMB MED 7/31		OUTSTANDING
		13.19	010-300-5155			REIMB OVERPAY 7/31				OUTSTANDING
		13.19	010-450-5155			REIMB OVERPAY 7/31				OUTSTANDING
		15.83	030-100-5155			REIMB OVERPAY 7/31				OUTSTANDING
		10.55	040-100-5155			REIMB OVERPAY 7/31				OUTSTANDING
1	4339	\$124.78	08/30/13	DKQI		0 DK QUARRIES INC		92090		OUTSTANDING
		124.78	030-100-6070			3/4"-0 ROCK				OUTSTANDING
1	4340	\$81.55	08/30/13	COMME		0 ERNIE COMMERFORD		733502		OUTSTANDING
		81.55	030-100-6020			REPAIR STAND				OUTSTANDING
1	4341	\$29.96	08/30/13	MAGZN		2 FAMILY TREE MAGAZINE		RENEW 1 YR 13-14		OUTSTANDING
		29.96	010-400-7566			FAMILY TREE 1 YR				OUTSTANDING
1	4342	\$11.97	08/30/13	MAGZN		40 FIELD & STREAM		1 YR RENEW 13-14		OUTSTANDING
		11.97	010-400-7566			FIELD & STREAM 1 YR				OUTSTANDING
1	4343	\$168.71	08/30/13	GYLRD		0 GAYLORD BROS. INC		2183826		OUTSTANDING
		90.40	010-400-6070			LABELS/JACKETS		2188466		OUTSTANDING
		78.31	010-400-6070			CUSTOM LABELS/SHIPPING				OUTSTANDING
1	4344	\$236.15	08/30/13	HACH		0 HACH		8435242		OUTSTANDING
		196.83	030-100-6067			MISC CHEM/GELS				OUTSTANDING
		30.47	030-100-6067			FREIGHT		8448157		OUTSTANDING
		8.85	030-100-6070			TDS STD SOLN, 50 ML				OUTSTANDING
1	4345	\$12.00	08/30/13	MAGZN		41 HEALTH		RENEWAL 1 YR		OUTSTANDING
		12.00	010-400-7566			HEALTH 1 YR				OUTSTANDING
1	4346	\$111.38	08/30/13	REFND		180 HIGHLAND PACIFIC HOMES		REFUND 2329.01		OUTSTANDING
		52.52	030-100-6053			DEP REF 370 NW 6TH				OUTSTANDING
		58.86	040-100-6053			DEP REF 370 NW 6TH				OUTSTANDING
1	4347	\$216.00	08/30/13	HNYBC		0 HONEY BUCKET		1-724136		OUTSTANDING
		104.00	010-350-6410			PORTAPOT LAMSON 08/08-09/07				OUTSTANDING
		4.00	010-350-6410			FUEL SURCHARGE		1-729544		OUTSTANDING
		104.00	010-350-6410			PORTA-P OAKEN 8/14-9/13				OUTSTANDING
		4.00	010-350-6410			FUEL SURCHARGE				OUTSTANDING
1	4348	\$38.97	08/30/13	RIGGS		0 JUSTIN RIGGS		BOOTS 08/20/13		OUTSTANDING
		35.07	030-100-6041			BOOT ALLOW 2013				OUTSTANDING
		3.90	040-100-6041			BOOT ALLOW 2013				OUTSTANDING

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 08/01/13 - 08/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
1	4349	\$132.77	08/30/13	REFND		107 MARY O'CONNOR			OUTSTANDING
		42.77	030-100-6053			DEP REF 640 SW HILL	REFUND 669.01		
		90.00	040-100-6053			DEP REF 640 SW HILL			
1	4350	\$912.00	08/30/13	MWCOG		0 MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS			OUTSTANDING
		912.00	010-450-6057			PLNG SVCS 07/13	1314055		
1	4351	\$56.44	08/30/13	REFND		197 MIRANDA & JASON KLAHN			OUTSTANDING
		56.44	040-100-6053			DEP REF 1107 SW PIONEER	REFUND 5047.01		
1	4352	\$31.88	08/30/13	NWNTR		0 NW NATURAL			OUTSTANDING
		15.94	010-400-6090			NAT GAS JUL/AUG	13632823 8/22/13		
		15.94	010-550-6090			NAT GAS JUL/AUG 13	13916580 08/22/13		
1	4353	\$100.00	08/30/13	OCFDA		0 OCPDA			OUTSTANDING
		100.00	010-450-6077			PC TRAINING	09/26/13 TRNG		
1	4354	\$500.00	08/30/13	ORDAS		0 OR DEPT OF ADMINISTRATIVE SVCS			OUTSTANDING
		125.00	010-150-6050			ANNUAL MEMB ORCPP	ARQ11916		
		125.00	020-100-6050			ANNUAL MEMB ORCPP			
		125.00	030-100-6050			ANNUAL MEMB ORCPP			
		125.00	040-100-6050			ANNUAL MEMB ORCPP			
1	4355	\$500.00	08/30/13	OREVA		0 OREVAC WEST INC			OUTSTANDING
		500.00	030-100-6067			VAC-X WATER LINE	970		
1	4356	\$2735.69	08/30/13	PERS		0 PUBLIC EMPLOYEES RETIREMENT SYSTEM			VOIDED
		990.95	010-000-2011			PAYROLL FOR - 083013	083013 PAYROLL		
		232.41	020-000-2011			PAYROLL FOR - 083013			
		813.52	030-000-2011			PAYROLL FOR - 083013			
		698.81	040-000-2011			PAYROLL FOR - 083013			
1	4357	\$226.12	08/30/13	RECWO		0 RECOLOGY WESTERN OREGON			OUTSTANDING
		14.28	010-350-6090			GARB SVC - SHOP	1300025797 JUL13		
		42.88	020-100-6090			GARB SVC - SHOP			
		42.88	030-100-6090			GARB SVC - SHOP			
		42.88	040-100-6090			GARB SVC - SHOP			
		33.54	010-150-6005			GARB SVC CITY HALL	1300126447 JUL 13		
		49.66	010-350-6410			GARB SVC HUDDLSTN	1300126454 JUL13		
1	4358	\$19.95	08/30/13	MAGZN		29 ROLLING STONE			OUTSTANDING
		19.95	010-400-7566			ROLLING STONE 1 YR	RENEW 1 YR 13/14		
1	4359	\$629.00	08/30/13	SWLCT		0 S & W ELECTRIC WORKS INC.			OUTSTANDING
		629.00	030-100-6020			REPAIRS - GE 7.5 HP	39555		
1	4360	\$591.18	08/30/13	SKBRG		0 SKYBERG'S			OUTSTANDING

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRESS #	DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		26.80	010-350-6070			BOLTS/NUTS/WSHRS	143259		
		0.29	010-350-6070			PVC COUPLERS	144066		
		0.29	020-100-6070			PVC COUPLERS			
		0.68	030-100-6070			PVC COUPLERS			
		0.69	040-100-6070			PVC COUPLERS			
		6.99	030-100-6070			RAT POISON	144067		
		1.58	030-100-6070			BRUSHES	144072		
		83.84	010-150-6005			FANS & REL-HEAT CONTROL	144180		
		19.58	010-350-6070			TRASH BAGS/TROWEL	144184		
		2.89	030-100-6070			STEEL WOOL	144188		
		1.71	010-350-6070			GLASSES/VALVES&REL	144198		
		1.70	020-100-6070			GLASSES/VALVES&REL			
		3.98	030-100-6070			GLASSES/VALVES&REL			
		3.98	040-100-6070			GLASSES/VALVES&REL			
		0.45	010-350-6070			STAPLES	144220		
		0.44	020-100-6070			STAPLES			
		1.05	030-100-6070			STAPLES			
		1.05	040-100-6070			STAPLES			
		19.95	020-100-6070			36" STAKES	144225		
		7.58	030-100-6070			EASY OUT	146040		
		19.57	030-100-6070			ELBOW/JOINT/PVC	146065		
		4.99	030-100-6070			COUPLER	146072		
		15.58	030-100-6070			BRUSH/Q-BOND	146116		
		1.80	010-350-6070			PUTTY TAPE	146119		
		1.79	020-100-6070			PUTTY TAPE			
		4.20	030-100-6070			PUTTY TAPE			
		4.20	040-100-6070			PUTTY TAPE			
		5.29	030-100-6070			3/4" BRASS PIPE	146124		
		25.78	040-100-6070			FLASH LIGHT/BATTERIES	146175		
		2.94	010-350-6070			SHOP SUP/HRDWRE	146191		
		2.94	020-100-6070			SHOP SUP/HRDWRE			
		6.85	030-100-6070			SHOP SUP/HRDWRE			
		6.85	040-100-6070			SHOP SUP/HRDWRE			
		11.99	010-550-6070			PUTTY TAPE	146201		
		25.88	030-100-6070			SYNTH WOOL/SPRAYER	146217		
		26.00	020-100-6070			CONCRETE MIX	146219		
		0.36	010-350-6070			SOCKET	146236		
		0.35	020-100-6070			SOCKET			
		0.84	030-100-6070			SOCKET			
		0.84	040-100-6070			SOCKET			
		7.29	010-550-6070			VENTS/SCREWS	146240		
		12.99	010-350-6070			GRABBER	146644		
		5.39	010-350-6020			ATF QT			
		15.99	040-100-6070			GFCI	146649		
		6.49	040-100-6070			HOSE CONNECTOR	147012		
		4.79	030-100-6070			SPRAY PAINT	147048		
		14.99	030-100-6070			OSPHO	147060		
		0.99	010-350-6070			BOLTS/BRUSH	147085		

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 08/01/13 - 08/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4361	\$155.51	08/30/13	SPRNT		0 SPRINT		569622313-141		OUTSTANDING
		7.78	010-350-6075			RADIOS JUL/AUG13				
		10.89	020-100-6075			RADIOS JUL/AUG13				
		68.42	030-100-6075			RADIOS JUL/AUG13				
		68.42	040-100-6075			RADIOS JUL/AUG13				
1	4362	\$282.00	08/30/13	STUCK		0 STUCK ELECTRIC CO		9260		OUTSTANDING
		282.00	040-100-6067			REP FLOAT - 3 ST STATION				
1	4363	\$1860.00	08/30/13	SUMCO		0 SUMCO EXCAVATING INC		9614		OUTSTANDING
		1860.00	030-100-6067			LEAK REP - NW MAIN				
1	4364	\$2000.00	08/30/13	USPS		0 UNITED STATES POSTAL SERVICE		PERMIT 08/29/13		OUTSTANDING
		1000.00	030-100-6061			BULK MAIL POSTAGE				
		1000.00	040-100-6061			BULK MAIL POSTAGE				
1	4365	\$19.98	08/30/13	MAGZN		16 VICTORIA		RENEW 1 YR		OUTSTANDING
		19.98	010-400-7566			VICTORIA 1 YR				
1	4366	\$248.35	08/30/13	XEROX		0 XEROX CORPORATION		069572533		OUTSTANDING
		248.35	010-550-6021			COPIER- JUL13				
1	4367	\$1533.08	08/30/13	YCOM		0 YAMHILL COMMUNICATIONS AGENCY		2322		OUTSTANDING
		1533.08	010-500-6111			YCOM DUES SEP 13				
1	4368	\$17459.10	08/30/13	YCSHE		0 YAMHILL COUNTY SHERIFF'S OFFICE		2013-14-0140		OUTSTANDING
		14390.05	010-200-6120			POL SVCS SEP 13				
		3069.05	010-200-6121			CE SVCS SEP 13				
1	8141301	\$27.40	08/14/13	IRS		0 INTERNAL REVENUE SERVICE		081413 PAYROLL		OUTSTANDING
		8.22	010-000-2013			TAXES THOMPSON FINAL				
		19.18	020-000-2013			TAXES THOMPSON FINAL				
1	8141302	\$5.85	08/14/13	OEMD		0 OREGON EMPLOYMENT DEPARTMENT				OUTSTANDING

CITY OF WILLAMINA

CHECK REGISTER

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BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		1.66	010-000-2018			UNEM/WBF THMPSON FIN		081413	PAYROLL	
		0.10	010-000-2019			UNEM/WBF THMPSON FIN				
		3.86	020-000-2018			UNEM/WBF THMPSON FIN				
		0.23	020-000-2019			UNEM/WBF THMPSON FIN				
1	8311301	\$7092.87	08/30/13	IRS		0 INTERNAL REVENUE SERVICE		083013	PAYROLL	OUTSTANDING
		1458.36	010-000-2013			FED TAXES 08/31/13				
		764.57	010-000-2015			FED TAXES 08/31/13				
		345.70	020-000-2013			FED TAXES 08/31/13				
		240.91	020-000-2015			FED TAXES 08/31/13				
		1209.88	030-000-2013			FED TAXES 08/31/13				
		835.45	030-000-2015			FED TAXES 08/31/13				
		1263.50	040-000-2013			FED TAXES 08/31/13				
		974.50	040-000-2015			FED TAXES 08/31/13				
1	8311302	\$1782.16	08/30/13	ODR		0 OREGON DEPARTMENT OF REVENUE		083013	PAYROLL	OUTSTANDING
		564.38	010-000-2017			STATE TAXES 08/31/13				
		147.48	020-000-2017			STATE TAXES 08/31/13				
		517.32	030-000-2017			STATE TAXES 08/31/13				
		552.98	040-000-2017			STATE TAXES 08/31/13				
1	8311303	\$890.92	08/30/13	OEMD		0 OREGON EMPLOYMENT DEPARTMENT		083013	PAYROLL	OUTSTANDING
		294.27	010-000-2018			UNEMP/WBF 08/31/13				
		9.36	010-000-2019			UNEMP/WBF 08/31/13				
		70.97	020-000-2018			UNEMP/WBF 08/31/13				
		1.69	020-000-2019			UNEMP/WBF 08/31/13				
		245.18	030-000-2018			UNEMP/WBF 08/31/13				
		6.90	030-000-2019			UNEMP/WBF 08/31/13				
		256.01	040-000-2018			UNEMP/WBF 08/31/13				
		6.54	040-000-2019			UNEMP/WBF 08/31/13				
1	8311304	\$8598.39	08/30/13	PREBS		0 EBS TRUST		083013	PAYROLL	OUTSTANDING
		2099.93	010-000-2030			MED/LIFE/ADED 08/31				
		313.44	010-000-2032			MED/LIFE/ADED 08/31				
		835.91	020-000-2030			MED/LIFE/ADED 08/31				
		109.02	020-000-2032			MED/LIFE/ADED 08/31				
		2146.72	030-000-2030			MED/LIFE/ADED 08/31				
		277.99	030-000-2032			MED/LIFE/ADED 08/31				
		2487.76	040-000-2030			MED/LIFE/ADED 08/31				
		327.62	040-000-2032			MED/LIFE/ADED 08/31				
1	8311305	\$281.65	08/31/13	AFLAC		0 AFLAC		HEALTH INS	08/31	OUTSTANDING
		24.06	010-000-2030			PREMIUMS 09/13				
		59.26	010-000-2032			PREMIUMS 09/13				
		36.35	020-000-2032			PREMIUMS 09/13				
		14.43	030-000-2030			PREMIUMS 09/13				
		69.95	030-000-2032			PREMIUMS 09/13				
		9.61	040-000-2030			PREMIUMS 09/13				

CITY OF WILLAMINA
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1	8311306	67.99	040-000-2032			PREMIUMS 09/13				
		\$2735.69	08/31/13	PERS	0	PUBLIC EMPLOYEES RETIREMENT SYSTEM				OUTSTANDING
		990.95	010-000-2011			RETIRE CONTR 08/13				
		232.41	020-000-2011			RETIRE CONTR 08/13				
		813.52	030-000-2011			RETIRE CONTR 08/13				
		698.81	040-000-2011			RETIRE CONTR 08/13				

TOTAL # OF ISSUED CHECKS: 104 TOTAL AMOUNT: 104231.21

TOTAL # OF VOIDED/REISSUED CHECKS: 4 TOTAL AMOUNT: 3661.41

TOTAL # OF ACH CHECKS: 0 TOTAL AMOUNT: 0.00

TOTAL # OF UNISSUED CHECKS: 0

FUND TOTALS

FUND	FUND NAME	ISSUED TOTAL	VOIDED/REISSUED TOTAL
010	GENERAL FUND	45,785.29	1,228.34
020	STREETS FUND	6,730.90	268.76
030	WATER FUND	29,809.99	1,387.90
040	WASTEWATER FUND	20,223.34	776.41
060	SPECIAL REVENUE FUND	1,062.68	0.00
080	WILLAMINA CEMETERY FUND	619.01	0.00
TOTAL -		104,231.21	3,661.41



Mayor Corey L Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney

City Staff:

City Recorder: *Sue C Hollis*
Library: *Melissa Hansen & Denise Willms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

MEMO TO: FINANCE COMMITTEE

DATE: SEPTEMBER 3, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: APPROVAL TO REIMBURSE EMPLOYEE FOR STOLEN TOOLS

1. On Sunday, July 28, 2013, an unknown person or persons cut through the fence at the west end of the City Shops area adjacent to A C Yokum's facility. Once inside the Shop Yard, they broke into a tool box in the F350 which is normally assigned to the Sewer Department and driven by Richard Haynes. The break-in was reported to law enforcement.
2. The tool box was pried open and is not repairable. Two items were also taken – a socket set and socket wrench. The attached list from Richard Haynes lists the items and their replacement cost. The total is \$249.97. Our insurance has a \$1,000 deductible, so the City would be responsible for the first \$1,000 of cost in any case. It is staff's recommendation that the City reimburse Haynes for the items. The City has placed an old chain link gate over the cut in the fence and does not plan to repair the fence at this time.
3. It has been the practice of the City to allow use of personally owned tools. In the future, however, the City will provide the necessary tools to perform the required jobs for each employee. Some of these tools will have a set in each truck (such as socket sets and wrenches), others will be at the City Shops. Once these tools are purchased, employees will be notified that any loss or breakage of personal tools they bring to use on the job will be their own responsibility.
4. In addition, Jeff Brown, Public Works Director, has found an inexpensive security camera set for \$260. These basically record what is going on, but do not notify law enforcement. He is purchasing a set for the City Shops and for Huddleston Pond which is our park with the most after-hours problems.

Action Requested

That the Finance Committee recommend City Council approval to reimburse Richard Haynes to replace stolen or damaged tools and tool box at a cost of \$249.97.

Attachment

F/FINANCE COMMITTEE/STOLEN ITEMS REIMBURSEMENT.09-03-13

An Equal Opportunity Employer

411 NE "C" Street, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

These are the tools that were stolen out of
the F-350 truck on Sunday ~~July~~ July 28, 2017

The list below is the current price for replacement

Craftsman steel 3 drawer toolbox 59.99

Craftsman Maxaccess socket wrench set 39.99

Craftsman 154pc socket set 149.99

Signed

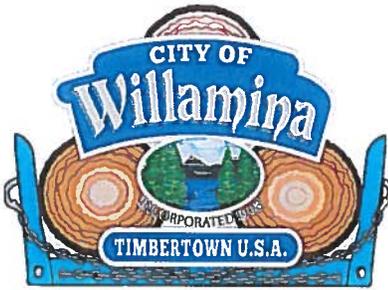
Richard L. Hughes

8-15-13

OK
AMK

9/15/13

0.0000 *
59.9900 +
39.9900 +
149.9900 +
249.9700 *



Mayor, Corey L Adams

Council Members:

*Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney
Mariah Woodward, Honorary
City Councilor*

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City Recorder: *Sue Hollis*
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Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown.*

PUBLIC WORKS COMMITTEE MINUTES

Tuesday, August 27, 2013

PRESENT: Councilor St Onge
Councilor Toney

ABSENT: Councilor Bramall

STAFF: Jeff Brown, Public Works Director
Sue Hollis, City Recorder

I. Call to Order

The meeting was called to order at 6:20 pm. A quorum was present.

II. Old Business

None.

III. New Business

a. Presentation on City Water Storage Tanks

Jeff Brown, Public Works Director, introduced Jeff Austin, Water System Consultant, and John Snodgrass, Director of Sales for the West Region, from Utility Service Group. Utility Service is a company that does water storage tank maintenance and have been in business since 1963. The company currently maintains approximately 5,000 tanks throughout the country, but primarily in the East and Midwest. They currently have one contract in Oregon with the City of Dayton for one of their tanks.

Mr Austin and Mr Snodgrass gave a Powerpoint presentation on the company in general. They also provided photos of their inspection of the City of Willamina tanks. Our oldest tank is the 250,000 gallon tank on 6th Street at the Water Treatment Plant, and the newest is the 450,000 gallon tank on Hill Drive. There is also a 1,000,000 gallon tank on at the Water Treatment Plant. Austin showed photos of the results of their inspection of these tanks and their recommendations for modifications and maintenance. Modifications were primarily for ladder safety and security, and updating vents. A list of what the maintenance program covers and their recommendations for each tank are attached hereto and made a part hereof.

Also attached are the proposed costs for these services spread over a 10 year period. Austin and Snodgrass answered questions from Committee members. Following discussion, they agreed to provide a revised spreadsheet that reduces some costs and spreads other maintenance work out over a longer period to see if that might make it more affordable. They emphasized that they can do just one, two or all three tanks.

After Mr Austin and Mr Snodgrass left the meeting, Committee members discussed the issue of funding a program like this. Sue Hollis, City Recorder, noted that until the City has a violation of state drinking water standards, a loan is probably the only option available currently. Grants are not available for routine maintenance of the tanks. Jeff Brown noted that this same discussion will be part of the Water Master Plan Update that is just now getting underway. Once we have that completed, we may have more options to consider.

b. Need for Water Line Repair

Jeff Brown called attention to the photo provided with the agenda on a leaking water line near the intake (attached hereto and made a part hereof). They repaired the original leak, but it is obvious that it won't hold for long. This pipe is the primary line to the treatment plant. To find out the condition of other areas of the pipe, they then potholed in locations on either side of the leak to see how much they need to replace. Brown is estimating that they will need to replace about 60-100 feet of pipe. Including purchasing the pipe (\$4,600) there will also be excavation and cutting and replacing asphalt. He estimated the total cost of the repair would be \$10,000. The City's budget is extremely tight this year and that cost will need to come out of the \$20,000 budgeted for the entire year for System Maintenance. Brown will research whether the unused portion of the pipe can be returned for a credit. This could reduce the overall cost.

The Committee agreed to recommend Council approval to replace the pipe at an estimated cost of \$10,000.

IV. Adjourn

There being no further business, the meeting adjourned at 8:09 pm.

Respectfully submitted,



Sue C Hollis
City Recorder

Attachments

STATEMENT OF QUALIFICATIONS

Since 1963, Utility Service Co., Inc. has worked hand in hand with Municipal, County, and Industrial tank owners to become the "Proven Leader of Tank Maintenance". In order to provide all aspects of maintenance included in our program to the City of Willamina, Oregon the following qualifications and technical support are required.

MAJOR RENOVATION PROJECTS

Currently, we have over 95 maintenance crews at our disposal. Each crew of two to five men is equipped with a full range of equipment needed to complete both major and minor cleaning and painting projects. The majority of these crews have a crew foreman with over 10 years experience in water tank maintenance. All service crews operate in accordance with Company safety procedures.

MANAGEMENT OF PROGRAMS

Managing the programs for the City of Willamina will fall under the responsibility of the Corporate Office. Each tank and each major project will be assigned an engineer to examine the tanks and implement quality control. The engineers will be responsible for engineering inspections and quality control assurance programs.

Managing the job schedules, service schedules, and general financial concerns shall be completed at the Corporate Office. The Corporate Office address and phone numbers are as follows:

Utility Service Co., Inc.
P. O. Box 1354,
535 Courtney Hodges Blvd.
Perry, GA 31069
(478) 987-0303 Watts: 800-223-3695
Fax: (478) 987-2991
www.utilityservice.com

JEFF AUSTIN
WATER SYSTEM CONSULTANT

UTILITY SERVICE
9110 SW 57TH AVE
PORTLAND, OR 97219
FAX 478-987-2991
MOB 503-713-8823
JAUSTIN@UTILITYSERVICE.COM



11624 Cedar St
Omaha, NE 68144

John Snodgrass
Director, Sales - West Region
NAEP #17369

C: 402.639.3428
T: 800.942.0722
F: 478.987.2991
jsnodgrass@utilityservice.com
utilityservice.com

WHAT THE MAINTENANCE PROGRAM COVERS

- 1) All costs associated with the maintenance and upkeep of the tank.
- 2) All costs associated with the planning and evaluation for the short-term and long-term maintenance needs.
- 3) All costs associated with the exterior cleaning and painting.
- 4) All costs associated with the interior cleaning and painting.
- 5) All costs needed for exterior repairs.
- 6) All costs needed for interior repairs.
- 7) All costs associated with logo and artwork. Finish colors selected by the owner.
- 8) All costs to ensure the tank is sound, watertight and in good working order.
- 9) All costs associated with locking and securing the tank, including the installation of anti-climbing devices.
- 10) All costs associated for annual inspection of the tank.
- 11) All costs associated with the biennial washout and disinfection of the tank.
- 12) All costs associated with the handling of any emergency service requirements.
- 13) All costs associated with ensuring the tank is in good working order, safe, sanitary, and appreciating in value.

1 MILLION GALLON TANK RECOMMENDATIONS

- Remove lower access ladder and platform.
- Install new flex cable safety climb on Access ladder
- Install Standard Ladder Gate System
- Replace vent with new AWWA Compliant 36 inch vent.
- Remove interior coal tar coating system and replace with epoxy coating system year 1.
- Overcoat exterior with 2 coat epoxy coating system year 1.
- Install PWM-400 PAX active mixing system

250 THOUSAND GALLON TANK RECOMMENDATIONS

- Remove lower portion of access ladder
- Install new flex cable safety climb on Access ladder
- Install Standard Ladder Gate System
- Install new dome ladder with flex cable safety climb
- Replace vent with new AWWA Compliant 24 inch vent
- Remove interior coating system with lead abatement and replace with epoxy coating system year 3
- Remove exterior coating system with lead abatement and containment and replace with 2 coat epoxy coating system year 3
- Install PWM-200 PAX active mixing system

400 THOUSAND GALLON TANK RECOMMENDATIONS

- Remove tube safety climb system and Install new flex cable safety climb on Access ladder due to safety concerns
- Replace vent with new AWWA Compliant 24 inch vent.
- Remove interior safety climb system.
- Remove second vent and weld seal opening
- Overcoat exterior with 2 coat epoxy coating system year 5 to protect adhesion.
- Remove interior coating system and replace with epoxy coating system year 5.
- Install PWM-200 PAX active mixing system

City of Williamina, Oregon

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
1 MILLION GALLON TANK	Exterior & Interior Renovation and Repairs \$ 61,185	Visual Inspection \$ 61,185	Washout and Repairs or ROV Inspection \$ 61,185	Visual Inspection \$ 61,185	Washout and Repairs or ROV Inspection \$ 61,185	Visual Inspection \$ 61,185	Washout and Repairs or ROV Inspection \$ 61,185	Visual Inspection \$ 61,185	Washout and Repairs or ROV Inspection \$ 30,413	Visual Inspection \$ 30,413
250 THOUSAND GALLON TANK	Visual Inspection \$ 1,000	Washout and Repairs or ROV Inspection \$ 2,500	Exterior & Interior Renovation and Repairs \$ 59,038	Washout and Repairs or ROV Inspection \$ 59,038	Visual Inspection \$ 59,038	Washout and Repairs or ROV Inspection \$ 59,038	Visual Inspection \$ 59,038	Washout and Repairs or ROV Inspection \$ 59,038	Visual Inspection \$ 15,932	Washout and Repairs or ROV Inspection \$ 15,932
400 THOUSAND GALLON TANK	Washout and Repairs or ROV Inspection \$ 2,500	Visual Inspection \$ 1,000	Washout and Repairs or ROV Inspection \$ 2,500	Visual Inspection \$ 1,000	Exterior & Interior Renovation and Repairs \$ 45,631	Visual Inspection \$ 45,631	Washout and Repairs or ROV Inspection \$ 45,631	Visual Inspection \$ 45,631	Washout and Repairs or ROV Inspection \$ 45,631	Visual Inspection \$ 17,340
TOTAL	\$ 64,685	\$ 64,685	\$ 122,723	\$ 121,223	\$ 165,854	\$ 165,854	\$ 165,854	\$ 165,854	\$ 91,976	\$ 63,685

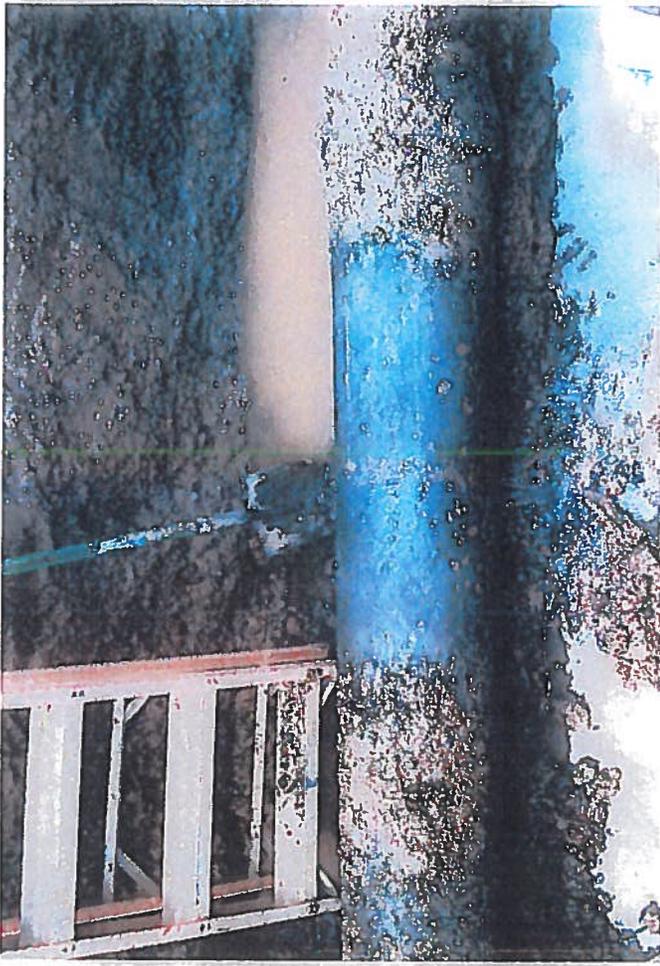
* The fee will be adjusted for inflation every three years

*Costs shown are contingent on the condition of the floor of each tank listed

*The coverage is perpetual under an evergreen agreement with annual renewals

*Temporary water can be supplied for an additional cost if a tank cannot be taken offline during the interior renovation period
annual /connection/month





Water

The broken water intake line has been repaired, temporarily. The 12” intake line will need to be replaced. See utility committee minutes for more information and recommendation.

Wastewater

Storm lines will be jetted this month or next. This work will be done this year instead of the usual sewer line cleaning.

Streets

Bids for sidewalk project are due and will be opened on Sept. 11. The best bid will be forwarded to ODOT. Council action will be needed after the State’s approval.

Parks

The facelift for the Tina Miller Park restroom is under way. Nothing unexpected found so far.

Willamina Lumber’s maintenance crew will be installing the first phase of the playground equipment at the fish pond on Sept. 11. Thanks in advance for all the help.

Other

They huffed, they puffed, they took the chimney down. The top half of the chimney at City Hall was removed. It was more deteriorated than we thought.

Jeff Brown

WILLAMINA PUBLIC LIBRARY MONTHLY REPORT 3RD QUARTER 2013

Adult Books		Young Adult Books		Juvenile Books		Audio		Video		PC Use		Copies		Periodicals		Borrow ILL		Loan ILL		Out of District Borrow ILL		Reference Answered		Attendance		Item Add		Patron Add		Total Ck Out		Total Ck In		CCRLS		
875	333	339	138	3	13	217	348	167	75	447	724	71	1,995	159	11	2,776	3771.25	424.50	521.84	lost bk																
875	333	339	138	3	13	217	348	167	75	447	724	0	1,995	159	11	2,776																				

230
0
11,728

WILLAMINA PUBLIC LIBRARY INCOME REPORT

MONTH	Jul-13	Aug-13	Sep-13
Fines \$	154.55		
Cards	111		
Copies	42.75		
Lost Books			
Other			
Other			
TOTAL \$	308.30 \$	- \$	- \$

Volunteer Hours 8

CIRCULATION (CHECKOUT) STATISTICS

Willamina Public Library

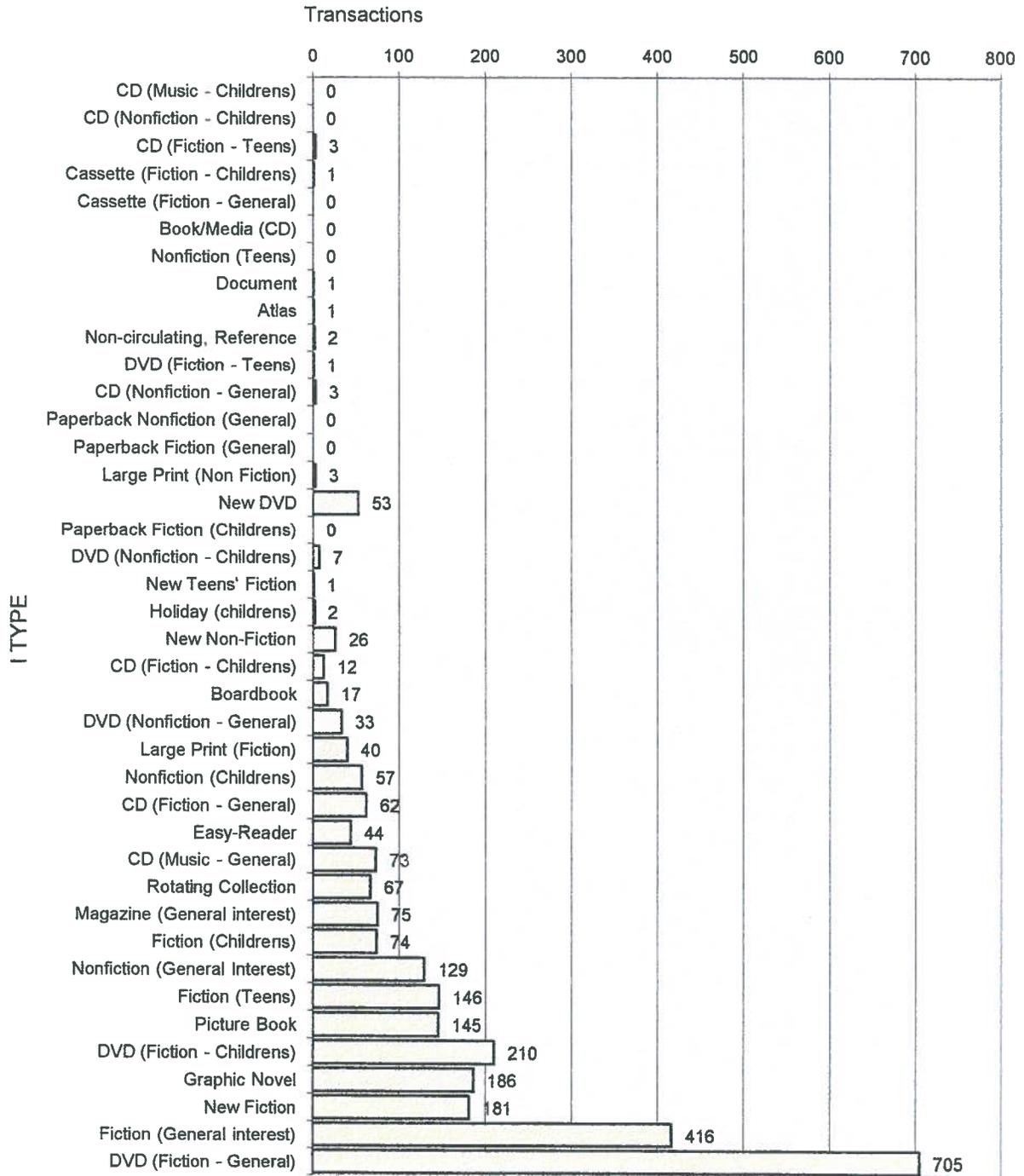
Jul 13

I TYPE	PERCENT	QTY
DVD (Fiction - General)	25.4%	705
Fiction (General interest)	15.0%	416
New Fiction	6.5%	181
Graphic Novel	6.7%	186
DVD (Fiction - Childrens)	7.6%	210
Picture Book	5.2%	145
Fiction (Teens)	5.3%	146
Nonfiction (General Interest)	4.6%	129
Fiction (Childrens)	2.7%	74
Magazine (General interest)	2.7%	75
Rotating Collection	2.4%	67
CD (Music - General)	2.6%	73
Easy-Reader	1.6%	44
CD (Fiction - General)	2.2%	62
Nonfiction (Childrens)	2.1%	57
Large Print (Fiction)	1.4%	40
DVD (Nonfiction - General)	1.2%	33
Boardbook	0.6%	17
CD (Fiction - Childrens)	0.4%	12
New Non-Fiction	0.9%	26
Holiday (childrens)	0.1%	2
New Teens' Fiction	0.0%	1
DVD (Nonfiction - Childrens)	0.3%	7
Paperback Fiction (Childrens)	0.0%	0
New DVD	1.9%	53
Large Print (Non Fiction)	0.1%	3
Paperback Fiction (General)	0.0%	0
Paperback Nonfiction (General)	0.0%	0
CD (Nonfiction - General)	0.1%	3
DVD (Fiction - Teens)	0.0%	1
Non-circulating, Reference	0.1%	2
Atlas	0.0%	1
Document	0.0%	1
Nonfiction (Teens)	0.0%	0
Book/Media (CD)	0.0%	0

Cassette (Fiction - General)	0.0%	0
Cassette (Fiction - Childrens)	0.0%	1
CD (Fiction - Teens)	0.1%	3
CD (Nonfiction - Childrens)	0.0%	0
CD (Music - Childrens)	0.0%	0
Equipment (21-days)	0.0%	0
TOTAL	100.0%	2,776

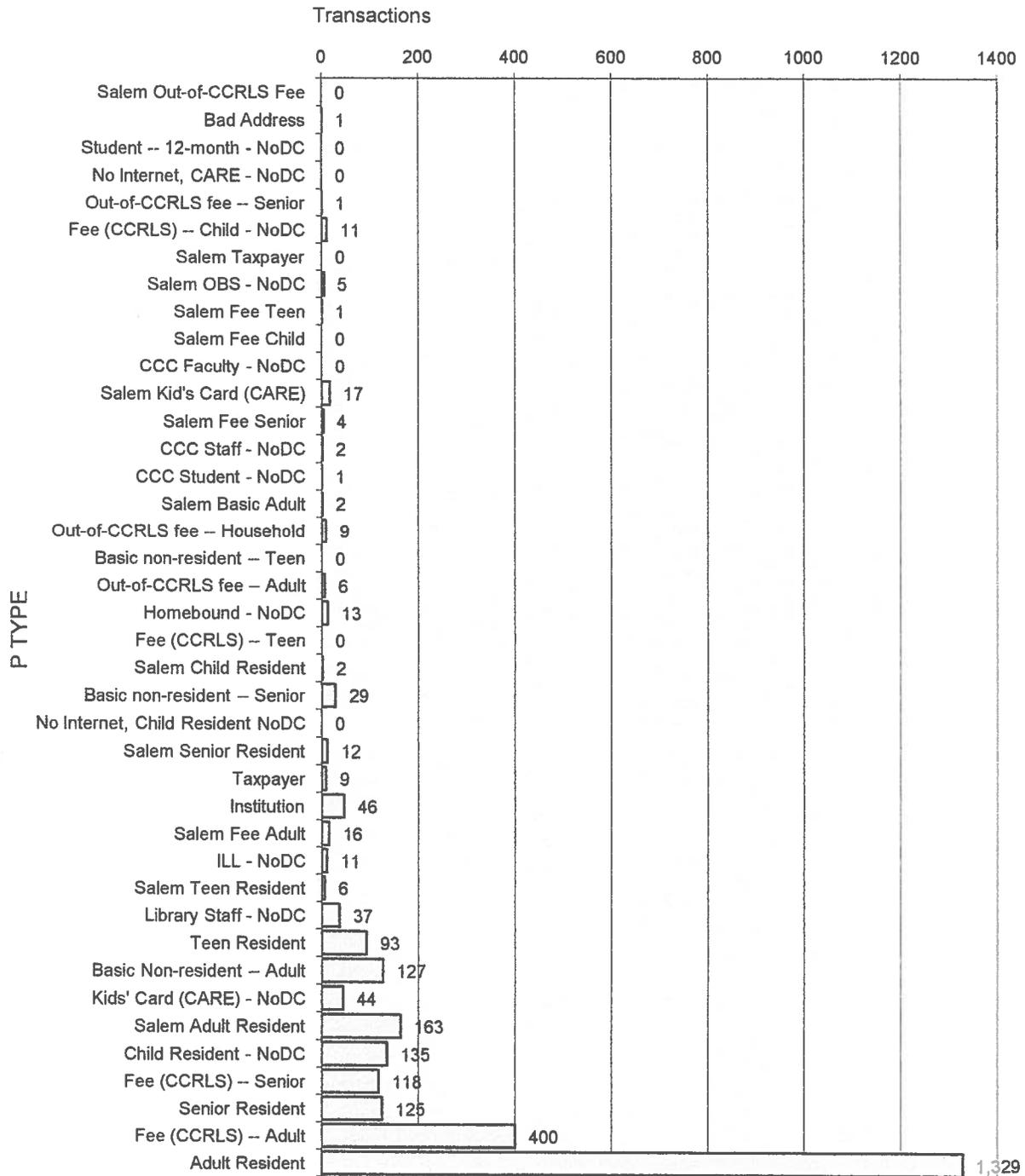
Circulation (Checkout) Statistics

Willamina Public Library



Circulation (Checkout) Statistics

Willamina Public Library



CIRCULATION (CHECKOUT) STATISTICS

Willamina Public Library

Jul 13

P TYPE	PERCENT	QTY
Adult Resident	47.9%	1,329
Fee (CCRLS) -- Adult	14.4%	400
Senior Resident	4.5%	125
Fee (CCRLS) -- Senior	4.3%	118
Child Resident - NoDC	4.9%	135
Salem Adult Resident	5.9%	163
Kids' Card (CARE) - NoDC	1.6%	44
Basic Non-resident -- Adult	4.6%	127
Teen Resident	3.4%	93
Library Staff - NoDC	1.3%	37
Salem Teen Resident	0.2%	6
ILL - NoDC	0.4%	11
Salem Fee Adult	0.6%	16
Institution	1.7%	46
Taxpayer	0.3%	9
Salem Senior Resident	0.4%	12
No Internet, Child Resident NoDC	0.0%	0
Basic non-resident -- Senior	1.0%	29
Salem Child Resident	0.1%	2
Fee (CCRLS) -- Teen	0.0%	0
Homebound - NoDC	0.5%	13
Out-of-CCRLS fee -- Adult	0.2%	6
Basic non-resident -- Teen	0.0%	0
Out-of-CCRLS fee -- Household	0.3%	9
Salem Basic Adult	0.1%	2
CCC Student - NoDC	0.0%	1
CCC Staff - NoDC	0.1%	2
Salem Fee Senior	0.1%	4
Salem Kid's Card (CARE)	0.6%	17
CCC Faculty - NoDC	0.0%	0
Salem Fee Child	0.0%	0
Salem Fee Teen	0.0%	1
Salem OBS - NoDC	0.2%	5
Salem Taxpayer	0.0%	0
Fee (CCRLS) -- Child - NoDC	0.4%	11

Out-of-CCRLS fee -- Senior	0.0%	1
No Internet, CARE - NoDC	0.0%	0
Student -- 12-month - NoDC	0.0%	0
Bad Address	0.0%	1
Salem Out-of-CCRLS Fee	0.0%	0
Salem Library Department - NoDC	0.0%	1
TOTAL	100.0%	2,776



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 8/1/2013 to 8/31/2013**

City	UCR Description	8/1/2012 to 8/31/2012	8/1/2013 to 8/31/2013	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0		1	3
	Burglary-Business	0	0			4
	Burglary-Non-Residence	1	0		7	7
	Burglary-Residence	0	0		5	9
	Larceny	4	3	-25.00 %	41	53
	Motor Vehicle Theft-Auto	1	0		2	5
	Rape	0	0			1
	Robbery	0	0			1
	Part 1 Total	6	3	-50.00%	56	83
Part 2						
	All Other	0	1		8	5
	Animal Problems	0	1		3	1
	Curfew	0	0			1
	Disorderly Conduct	2	0		6	18
	Drug Laws	0	3		13	25
	DUII	1	0		5	10
	Fraud	0	0		1	2
	Kidnapping	0	0			2
	Liquor Laws	0	0		2	6
	Prostitution	0	0		1	
	Runaway	0	1		4	6
	Sex Offenses	2	0		4	4
	Simple Assault	1	5	400.00 %	26	52
	Stolen Property	0	1		2	3
	Trespass/Prowler	1	0		9	17
	Vandalism	5	2	-60.00 %	33	41
	Weapons	0	0			1
	Part 2 Total	12	14	14.29%	117	194
Part 3						
	All Other	7	8	14.29 %	51	77
	Non-Reportable Offenses	11	11		81	113
	Part 3 Total	18	19	5.26%	132	190
Total For WILLAMINA		36	36		305	467