



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

City Staff:

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

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, October 10, 2013

7:00 PM

- I. **Roll Call**
- II. **Flag Salute**
- III. **Approval of Minutes**
 1. **Regular Session of September 12, 2013**
 2. **Special Meeting of September 26, 2013 (*handout*)**
- IV. **Public Input**
 1. **Gustave Forster, Willamina School District Superintendent, re Water**
 - a. **HBH Consulting Engineers Technical Memorandum, 09/09/13**
 - b. **Millegan Letter, 09/12/13**
- V. **Old Business**
 1. **Adopt City of Willamina Emergency Operations Plan**
- VI. **New Business**
 1. **Request to Use City Lot for Trunk or Treat**
 2. **2013-2015 Planning Assistance Grant**
 3. **Golf Carts on City Streets (Councilor Skyberg)**
 4. **Wave Broadband Rate Adjustment Notice (*information only*)**
- VII. **Mayor's Report**
 1. **Proclamation – National Magic Week**
- 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)**

An Equal Opportunity Employer

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

www.willaminaoregon.gov

IX. Council Committee Reports

1. **Finance Committee**
 - a. **Minutes of Meeting of September 10, 2013**
 - b. **Minutes of Meeting of October 1, 2013**
 - c. **Report of Bills Paid – September 1-30, 2013**
2. **Public Works Committee (No meeting this month)**

X. Reports of City Officers

1. **City Recorder (verbal)**
2. **Public Works**
 - a. **Monthly Report**
 - b. **Report on Water Master Plan Kickoff Meeting of October 3, 2013**
3. **Library**
 - a. **Library Board Minutes – September 17, 2013**
 - b. **Reports & Library Statistics**
 - c. **Youth Services Librarian Report – Verbal**
4. **Sheriff's Office**
 - a. **Code Enforcement Report**
 - 1) **August 2013**
 - 2) **September 2013**
 - b. **Crime Summary – September 2013**

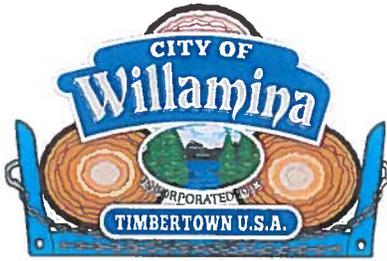
XI. Adjourn**Next Council Meeting Date**

Councilor Training – October 23, 2013 (6-9:30 pm), City Hall

City Council/Planning Commission Joint Work Session - October 24, 2013 (7:00 pm)

Regular Session – November 14, 2013 (7:00 pm)

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.



Mayor Corey Adams

Council Members:

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

Present:

Mayor Adams
Councilor Baller
Councilor Skyberg
Councilor Hill
Councilor St Onge
Honorary
Councilor
Woodward

Absent:

Councilor Bramall
Councilor Toney

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
Planning Commissioner
Justin Stritzke

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 Bramall had a work conflict. A quorum was present.

III. Approval of Minutes

1. Regular Session of August 8, 2013

—————
Councilor Hill **moved** to approve the minutes of the Regular Session of August 8, 2013, as written.

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

An Equal Opportunity Employer

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

www.willaminaoregon.gov

IV. Public Input

1. Request to Close Streets in Pacific Hills Estates

Jason Phillips, West One Homes, introduced himself and passed out a copy of the plat map for Pacific Hills Estates (attached hereto and made a part hereof). He will be building six homes in this subdivision over the next year. He expressed concern about theft of materials from construction sites and asked Council to permit them to close off a section of Pacific Hills Drive during the construction. He had discussed the closure with the Fire Chief as well and since the remainder of the drive will be open, he had no problems with the request. The closure is estimated to last approximately 2 months.

Councilor Skyberg **moved** to allow the temporary closure of the street in the Pacific Hills subdivision.

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

2. Thank You from Sheldon Oil Company

Sue Hollis called attention to the e-mail in the agenda from Niki Sheldon, Sheldon Oil, thanking the staff and Council for their assistance.

3. Thank You re Duck Races

Sue Hollis called attention to a handout e-mail thanking Dennis Ulrich for saving a specific duck from the Duck Races for the sender's family (attached hereto and made a part hereof). She goes on to say very nice things about the City of Willamina.

V. Old Business

1. Report on Investigation of 3rd Street and Oaken Hills Resident Complaints (Sgt Vandewettering – Verbal)

Sergeant Russell Vandewettering, Yamhill County Sheriff's Office, gave a brief verbal report to Council on his follow-up on the issues raised by residents on 3rd Street and Oaken Hills at the last City Council meeting. He began by noting that the person they were complaining about has moved to the Salem area and no longer resides in Willamina. It was Vandewettering's take on the complaints that they felt that the City needed to do something about this person, however, we cannot arbitrarily say to someone that you are creating problems in this neighborhood and you need to move out. As to the articulating cameras recording the area, there is no law prohibiting those that he has been able to find.

The citation that was mentioned was not actually for a dog that the person did not own, but for loud noise from a vehicle that he was driving at the time. He went on to state that he fully understood the concern about yelling at someone's child. If someone did that to his child, they would receive a piece of his mind about it. There is, however, a fine line between harassment and freedom of speech. You need to judge each scenario. The City ordinances that the gentleman talked about did not really fit this particular situation.

He went on to state that while the persons involved did not believe anything was being done, there were citations being issued when incidents were observed by law enforcement. There is a new program available to the Sheriff's Office that will allow trained mental health persons to ride along with the Deputies. They do not have the authority to remove people, but they can offer counseling or other support. Since the person of concern no longer resides in Willamina, he did not pursue this avenue any further.

Councilor St Onge felt that the most disconcerting thing was probably that the cameras were recording children. She asked if there was something the City could do to prohibit these cameras. Sergeant Vandewettering responded that there are so many cameras available now that it would be difficult. As to the issue of invasion of privacy by videotaping your neighbor that was brought up at the last meeting, it only applies if you are videotaping a person who is naked and you do not have their permission. Vandewettering went on to note that having a City ordinance would only make videotaping a violation and he could not get a warrant based on a violation. The broader issue is whether a crime has occurred which is not addressed by an ordinance.

Councilor Skyberg asked if anyone had actually filed a written complaint. Sue Hollis responded that there had been many written complaints, most of which came from the person they were complaining about.

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**

Sue Hollis called attention to the agenda information and a handout showing the attorney fees to date for developing the lease agreement (attached hereto and made a part hereof). The lease calls for Union Pacific to reimburse the City for these fees. She outlined the process for adopting the ordinance tonight.

Mayor Adams asked for a motion to read the ordinance into the record by title only.

Councilor Baller **moved** to have the second reading of Ordinance #650 by title only.

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

Councilor Skyberg read Ordinance #650, City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way, as Amended, into the record by title only on second reading.

Councilor Hill **moved** to approve the second reading and adoption of Ordinance #650, City of Willamina Ordinance Granting Union Pacific Railroad License to Use City Right of Way, as Amended.

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

3. **Renewal of Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT**

Sue Hollis called attention to the agenda materials. She noted that the City has a close working relationship with ODOT and we do utilize the Agreement.

Councilor Baller **moved** to approve and authorize the Mayor to execute the renewal of the Oregon Public Works Emergency Response Cooperative Assistance Agreement with ODOT.

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

4. **City Vision (Councilor Hill)**

Councilor Hill called attention to the handout memo outlining his request (attached hereto and made a part hereof). He would like to have the Council and Planning Commission have a discussion about the direction we want the City to go so that the Planning Commission can incorporate that into their work on the Land Use & Development Code.

Councilor St Onge responded that she felt it would be more productive to do this at a regular meeting rather than a town hall meeting.

Mayor Adams expressed concern about adding more work for staff while we are trying to catch up on audits. Councilor Hill responded that he wasn't really looking at adding to staff work, but rather having the policy makers come to consensus on this issue.

Councilor St Onge asked if the City had a mission statement. Sue Hollis responded that she was not aware of one. Commissioner Ulrich noted that there had been a Rural Development project several years ago that might have included a mission statement or vision. Hollis noted that she did have copies of that report for anyone who wished to review it.

Mayor Adams felt that it would be most helpful if we had some direct questions to consider. Councilor St Onge agreed.

Sue Hollis noted that the Mid-Willamette Valley Council of Governments might be available to act as facilitator. They usually don't charge for that.

Councilor St Onge **moved** to have a work session with the Planning Commission and utilize a COG facilitator.

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

5. Kevin Nortness Request re New Library

Sue Hollis reported that this item had originally been presented to Council in March. At that time, Council asked that it be brought back to them in September to see if they were at a point where they could take on a project of this size. Following brief discussion, it was decided that while they did not want this project to drop from the radar, they would defer any action on this until a future date.

VI. New Business

1. Discussion of Additional Uses for the Library (Councilor St Onge)

Councilor St Onge called attention to the agenda information that she had provided and explained the concept of these programs to provide assistance to residents who might not have access to these items (fishing poles, mowers, etc.). She noted that the libraries mentioned in these articles are finding new ways to reach out to persons in the community. Some libraries also have people with skills that others can tap into.

Councilor Baller asked if there was storage at the Library that could be used for this. Denise Willms, Youth Services Librarian, felt that, while this is a great idea and she knew that many places do it, there was no way to store or check out these items. She felt that this would work better at the West Valley Community Campus. It would be difficult for the Library staff to deal with this because many times there is only one of them on duty. There is also absolutely no storage space for these materials.

Willms noted that she had done some research on the information, particularly the Human Book Library. This project was very interesting, but the purpose of that program is to break down prejudice. Some places have taken the concept and broken it down to individual experts that are then brought together at a venue and people could then meet with them and ask questions, etc. She gave a brief example of how this might work. She felt the program could be set up, but would take a great deal of time.

Hollis discussed the option of having a place on the Library website where people who have gone through our screening process could share their expertise with the public. Willms felt that there were some things that would need to be worked out, but it could be done. Councilor St Onge responded that she was not thinking that this project would be set up right away, but she also wanted to find out if the Library was or was not the appropriate place for the tools part of it.

Hollis suggested that Council send this to the Library Board for review and comment.

Councilor Hill **moved** to send the concept paper in the agenda to the Library Board.

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

2. Special Meeting to Finalize and Adopt Emergency Operations Plan

Sue Hollis explained that the City needs to finalize and adopt their Emergency Operations Plan. She recommended a Special Meeting be held on September 26 for this purpose.

Councilor Skyberg **moved** to schedule a Special Meeting on September 26, 2013, to finalize and adopt the Emergency Operations Plan.

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

VII. Mayor's Report

Mayor Adams reported that he had worked to get some railroad cars moved prior to the Mud Drags on September 24, 2013. This made it safer for pedestrians to access the event.

He reported that he will be in California from Thursday of next week through the following Monday.

He also reported that his birthday is September 27th and will not know until later in the month if he will be able to make the September 26th meeting.

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

Councilor St Onge reported that Representative David Gomberg had attended the meeting at the request of JW Millegan. The meeting was mostly business as usual. They are looking for someone to coordinate the Holiday Light Parade since Bob and Mary Jane Hollinger will be out of town for the Christmas holidays.

2. School Board Liaison (Councilor Toney)

No report.

3. YCOM Board (Councilor Baller)

Councilor Baller noted that the meeting will be next week and she will provide a report at the October Council meeting.

4. Strategic Planning Focus Group (No Meeting in September)

No discussion.

5. Planning Commission Code Development Project Update

Planning Commissioners Justin Stritzke and Dennis Ulrich gave a brief update to Council on the project. Ulrich called attention to the agenda memo and briefly outlined the process the Commission is following to bring our code and the State of Oregon Model Development Code together in one document. He also called attention to the Gantt Chart that gives a timeline which is a bit ambitious. He felt that the model code is more clear and deals with some things that are not even in our current code.

Stritzke called attention to the draft materials provided and briefly outlined how they are proceeding to develop these pages. He went on to explain certain annotations so that Council can follow what the Commission is doing.

Stritzke reported that in order to allow members of the Commission, Council and City staff to review the project as it proceeds, it has been put in the Cloud. He called attention to the information provided in the agenda on how to access the information.

Sue Hollis reported that they are doing this in work sessions. In order to facilitate access to these meetings, they will be using City Hall every Monday night. They will get a key to City Hall and to the security system. That will keep down the costs in City staff time. All sessions will be recorded and kept on file. They will not be transcribed.

The Gantt Chart was reviewed. It was noted that there were a number of joint sessions with Council on the chart, however, it was understood that these may not occur monthly because of the press of other business. Commissioner Stritzke urged everyone to go on the site and look at the product before the joint meeting.

Discussion followed about what individual Councilors may do with the information. Hollis noted that this was a legislative issue and there was no problem with Councilors interacting with members of the Planning Commission during this process. They cannot, however, direct changes to the Code without full Council action.

Councilor St Onge **moved** to set a joint Council/Planning Commission Work Session for October 24, 2013, and to see if Nancy Boyer is available to facilitate.

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

IX. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of September 10, 2013 (Handout)

Sue Hollis apologized that the minutes were not available for tonight.

b. Report of Bills Paid – August 1-31, 2013

Councilor Hill **moved** to approve the Report of Bills Paid for August 1-31, 2013.

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

c. **Reimbursement for Stolen Tools (Handout)**

Sue Hollis called attention to the handout memo (attached hereto and made a part hereof). She noted that the memo includes Internet verification of the prices quoted by the employee. The download also shows somewhat lower prices, but that is only if you have a credit card and order on-line.

Councilor Skyberg **moved** to approve reimbursement to Richard Haynes to replace stolen or damaged tools and tool box valued at \$249.97.

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

Discussion followed about the theft and how this will be dealt with in the future. The City will be providing the tools needed and employees will be instructed that they bring their personal items at their own risk. Staff has also purchased and will be installing video cameras on the site to record any unauthorized after-hours activity.

2. **Public Works Committee**

a. **Minutes of Meeting of August 27, 2013**

Councilor St Onge **moved** to approve the minutes of the Public Works Committee meeting of August 27, 2013, as written.

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

X. **Reports of City Officers**

1. **City Recorder (verbal)**

a. **Absence from Office**

Sue Hollis reported that she and Debra Bernard, Office Coordinator, will be attending a training session tomorrow in Portland. This training is being conducted by our City Attorney's office on changes made by the Legislature and case law that affect planning.

Hollis went on to report that she will be out of the office on September 19-20 for a medical procedure. The Mayor and Council wished her well.

2. **Public Works**

a. **Monthly Report**

Jeff Brown, Public Works Director, called attention to the agenda report and briefly reviewed its contents.

b. **Intake Line Replacements**

Brown called attention to the Public Works Committee meeting minutes and the discussion about the need to replace a section of the intake line. This is a 12-inch line which was installed in 1992. He has obtained a quote of \$10,000 for the work, but is hoping that it will come in less if we do not need to replace all 200 feet of pipe.

Councilor Baller **moved** to approve the replacement of the pipe at the intake at an estimated cost of \$10,000.

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

c. **Installation of Swing Set at Hampton Park**

Jeff Brown reported that the millwrights from Willamina Lumber had installed the swing set they built at Hampton Park today. Once the concrete sets, they will add the swings and it will be ready to go. The swing is extremely sturdy and is the first of several pieces of play equipment they want to build for the park. Councilor Baller asked that a thank you be sent to the millwrights.

d. **Offer of Drift Boat for Children's Playground at Huddleston Pond (verbal)**

Jeff Brown reported that Gary Brooks had offered to donate a 16' drift boat to the playground. It would be secured so that it couldn't fall over and it would have drains in it so that it didn't collect stagnate water. Sue Hollis suggested that Council accept this gift by motion for insurance purposes. Councilor Baller asked who would be installing it. Brown felt that City staff could handle the installation.

Councilor Hill **moved** to allow the installation of the drift boat at the park with the conditions outlined.

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

e. **Sidewalk Bids**

Jeff Brown reported that both bids received for this process were much higher than anticipated. He is working with the bidders to determine what work might be removed from the bids and done by City staff. Once we have a firm price, the lowest bid must go to the State of Oregon for approval before Council can award.

Brown reported that he would be on vacation next week.

3. **Library**

- a. **Library Board Minutes – Next Meeting September 17, 2013**
b. **July Reports & Library Statistics**

No discussion.

c. **Youth Services Librarian Report – Verbal**

Councilor St Onge expressed her appreciation to Denise Willms for doing research on the additional things Libraries can do.

Willms reported that Wednesday was Storeytme kickoff for the year. She had 12 children and 3 adults. She is planning to work with Head Start again this year for storeytme as well.

She reported that she is also planning for Halloween which is on a Thursday this year. She may be a zombie librarian.

December 9, Cowboy Buck & Elizabeth will be performing at the West Valley Community Center, from 6-7 pm. Meridith Kendall has generously comped them a room for the night since they have to come down from Washington. This performer was a huge success when they appeared earlier this year.

Willms then reported on January 25, 2014, the Library will be sponsoring a Steam Punk Winter Masquerade Ball for teens 15 or older and other adults. It will be from 7-10:30 pm and she expects approximately 100 people. There may be people here from Salem and Portland as well.

She has a couple of adult patrons who are into steam punk and they are working on the decorations.

Councilor Skyberg asked if this was a private or City event? If it is a Library event, it needs to be approved by the City Council in order for insurance to cover it. Willms apologized that she did not know that it needed to come to Council.

Councilor Baller **moved** to approve the Steam Punk Winter Masquerade Ball on January 25, 2014, as outlined.

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

4. **Sheriff's Office**

a. **Code Enforcement Report – August 2013 (deferred)**

The Code Enforcement Officer is on vacation and will provide his report at the October meeting.

b. **Crime Summary – August 2013**

Mayor Adams called attention to the agenda report. Sergeant Vandewettering announced that deputy rotation is coming up. Deputy Broeder will be taking over on days. Deputy Elder will remain on the night shift. Brief discussion followed about citizen patrols. Mayor Adams asked why there was an increase in simple assaults? Vandewettering responded that these are domestic incidents that typically tend to rise as the winter settles in.

XI. **Other**

Councilor St Onge asked for a date for the Council training with the Mid-Willamette Valley Council of Governments. A tentative date was set for October 17, 2013, from 6-9 pm.

XII. Adjourn

+-----
Councilor Hill **moved** to adjourn.

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

+-----
Meeting adjourned at 8:32 pm.



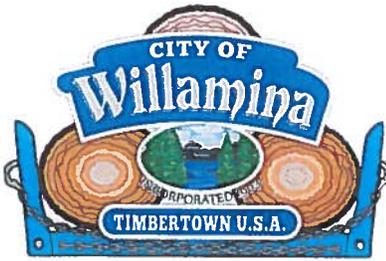
Corey Adams, Mayor

Attest:

Sue Hollis, City Recorder

Attachments

F:/CITY COUNCIL/MINUTES/2013-14/2013.09-10.REGULAR SESSION.CC



Mayor Corey Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary Hill
Jeri St Onge
Laurie Toney
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 SPECIAL MEETING
Thursday, September 26, 2013
7:00 PM

Present:

Mayor Adams
Councilor Baller
Councilor Bramall
Councilor St Onge
Councilor Toney

Absent:

Councilor Hill
Councilor Skyberg
Honorary Councilor
Woodward

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director

Others Present:

Marguerite Alexander,
The Sun
Paul Daquilante,
News-Register

I. Flag Salute

Mayor Adams called the meeting to order at 7:09 pm. The Pledge of Allegiance was recited.

II. Roll Call

Sue Hollis, City Recorder, conducted the Roll Call. She noted that Councilor Hill was ill tonight and Councilor Skyberg was out of state. A quorum was present.

III. Old Business

1. Review and Approval of Final Draft of the Willamina Emergency Operations Plan

Councilor St Onge asked for clarification on Council action that is required tonight. Sue Hollis gave a brief background report on development and review of the first draft by a subcommittee of the Council. We now are ready to finalize and adopt the plan.

Councilor Baller asked who is our Utility Tech II? Jeff Brown, Public Works Director, responded that it was Richard Mower.

Councilors Baller and St Onge asked for clarification on who would be the Incident Commander (hereafter called "IC"). Hollis responded that typically it would start with the City Recorder because, at present, it is the highest appointed position with the City. The actual IC would depend upon the disaster. It could be the Fire Chief or it could be Jeff Brown. She noted that there is a call list in the Plan that would be used.

Councilor Baller asked if the City has three copies of the EOP. Hollis responded that we do not, but will once it is adopted.

Councilor Baller pointed out an error on Page 121 where it lists the "Dundee Fire Chief." Hollis will correct this.

Councilor Baller then called attention to Section 2.1.4, Capability Assessment, and ask if this has been completed. Hollis responded that this assessment is not required for the Plan. It is something that was discussed, but it is quite involved and the City did not choose to do it at this time. We did look at this for disasters we felt might be more likely to occur here and our capability to handle them. The full assessment is quite a long list. She felt as persons who go through the NIMS training find out more about the process, this will come about.

Councilor Baller suggested that there was an error on Figure 5.2 that mis-identifies the origin of Huddleston Pond as Pacific Plywood Log Pond. Jeff Brown noted that he tries to make these corrections on maps as he finds out about them.

Councilor St Onge asked for some background on a recent training that the City staff was unable to attend. Hollis responded that FEMA did do an exercise, but in order to participate you needed to have a certain level of NIMS training that staff did not have.

Councilor St Onge asked if City Councilors can do the on-line training. Hollis responded that she felt that anyone could take the training at least at the lower levels. She will find out how to access this.

Councilor Baller asked if we have done the chain of authority for each department. This must be filed with the City Council and the Emergency Manager. Hollis responded that we do have this information, but it is not in one place as yet.

General staff on page E-10 in the appendix, Councilor Baller felt that this probably was more than the City could fill.

Councilor Baller suggested that the Fire Department review the Plan before the City adopted the plan. Jeff Brown will follow up on this.

Councilor Baller felt that the School District should also be contacted because they have the responsibility to move and bus people and provide shelter. Since they do not own the buses anymore, we should ask how that might work.

Discussion followed about Fire Department participation. Councilor St Onge felt that they were working on similar issues. Hollis noted that this plan is pretty standard and shouldn't be an issue.

Councilor Toney will contact Gus Forster, Willamina School Superintendent, about how that might be done since they contract for bus services.

Hollis felt that the consultant had done a good job on the project and now most of the small cities in the County have the same plan outline even though they have different concerns.

Councilor Baller asked if the City stored backup equipment on this side of the bridge such as for an oil spill. Jeff Brown responded that we do not have anything for oil spills, but the Fire Department does. He stated that we do not have enough supplies to keep stores on both sides of the bridge, but we do have basic tools in each of our trucks. The larger equipment would be more difficult.

Councilor Baller then discussed the need for staff to be sure that their own families were safe and cared for. She also felt that should apply to Council members working during a disaster.

Sue Hollis noted that this Plan is meant to be dynamic and change as needed. It is very likely that when you have to use it the first time, you will discover things that need to change.

Councilor Baller felt the check lists provided in the Plan would be helpful for anyone who came into the situation.

Councilor St Onge suggested sending the link to Gus Forster and the various churches since the Plan does mention them.

Formal adoption of the plan is tentatively scheduled for October 10, 2013.

III. New Business

Sue Hollis called attention to the City/County Dinner flyer for October 17th. It has a very short deadline and limited capacity. Councilors Baller, St Onge, and Bramall (and wife) will attend as will Mayor Adams (and wife).

Mayor Adams will be doing his rap as the City's presentation. Brief discussion followed.

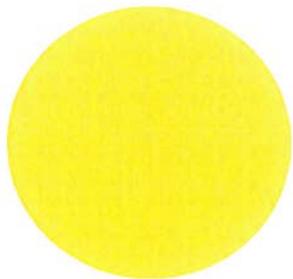
Councilor St Onge will send out notice of the actual date for Councilor training once it is confirmed. Discussion followed about where to have the meeting. A light dinner will be served.

IV. **Adjourn**

+-----
Councilor Toney **moved** to adjourn.

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

+-----
Meeting adjourned at 7:35 pm.



Corey Adams, Mayor

Attest:

Sue Hollis, City Recorder



2316 Portland Road, Suite 111
Newberg, Oregon 97132
503 554-9553 • Fax 503 537-9554

TECHNICAL MEMORANDUM

Date: September 9, 2013

HBH Project Number: 2013-08

To: Gus Forster, Superintendent, Willamina School District

From: Robert Henry, PE

RE: Fire Flows Analysis for Willamina School Site

Introduction

HBH Consulting Engineers, Inc. has been authorized by the Willamina School District to investigate options to increase fire flows at the Willamina School site. Per the State Fire Marshall, the school site is required to have a minimum fire flow of 1,500 gpm prior to completion of any building addition. Hydrant tests indicate that maximum hydrant flow currently available ranges from 880-920 gpm. HBH has developed and investigated three improvement strategies to increase available fire flows at the school site, including

- Installing fire pump(s)
- Increasing feed line capacity
- Constructing a new reservoir

Each of these alternatives has been evaluated using WaterCAD hydraulic modeling software. Preliminary cost estimates have been developed for each alternative deemed effective in sufficiently increasing flows to meet minimum fire flow requirements. A summary of the alternative analysis is provided in Table 9.

Existing System

The City of Willamina provides water to the school site. This water is supplied by a 10-inch waterline that loops around Oaker Hills Drive and is fed by three 8-inch waterlines on Main Street (two connection points) NE 3rd St. and NE 4th Street. A 6-inch waterline branches off the 10" pipeline and loops around the school serving the site's four fire hydrants that are located on the west, north-east, and south sides of the school.

System Modeling

HBH utilized WaterCAD modeling software as part of the hydraulic analysis of each of the proposed alternatives. The model was developed using information on piping size and configuration obtained from the City of Willamina. Results from recent hydrant tests were used to calibrate the model by adjusting the Hazen-Williams roughness coefficient. Through this process, available fire flows calculated by the model were within 5% of actual recorded hydrant flows.

The following table compares available fire flows calculated by the calibrated WaterCAD model with the results of recent hydrant tests at the school

Table 1 - Comparison of Hydrant Test Flows and Calculated Available Fire Flow from WaterCAD Model

Hydrant Location	Hydrant Test Flow (gpm)	Calibrated Model Available Fire Flow (gpm)	Model Error
West Side	880	890	1.1%
North Side	880	875	-0.6%
East Side	880	875	-0.6%
South Side	920	930	1.1%

Improvement Alternatives

The school site is required to provide a minimum fire flow of 1,500 gpm prior to building expansion/addition. As the table above shows, current flows range from 880-920 gpm. Consequently, the School District must implement improvements to increase these flows by 63-70%. In order to do so, HBH investigated the effectiveness and feasibility of three strategies:

1. Increasing fire flows by installing one or more fire pump stations
2. Increasing fire flows by increasing the capacity of the feed lines serving the school
3. Increasing fire flow by providing a new reservoir at or near the school

Alternative #1 – Fire Pumps

A dedicated fire pump system was evaluated as a possible option to increase fire flows to the school. The School District recently purchased a surplus Carver 4/NO2 fire pump that is capable of delivering 1,000 gpm at 175 psi. This alternative analysis was initially conducted using a single fire pump located at the east end of Main Street directly south of the school site (Alternative 1A). A second scenario was investigated that installed a second fire pump system near the intersection of Oaken Hills Drive and NE 4th Street (Alternative 1B).

Although adding a fire pump(s) to the system would increase available fire flow, our model indicates that the increase would not be sufficient to produce the minimum 1,500 gpm as required. As shown in Table 2, installing fire demand pumps would only increase the available fire flow at the school to 1,200 gpm. This maximum available flow did not increase with the installation of a second fire pump system. Under both scenarios, a 1,500 gpm fire demand at the school would result in low system pressures in the residential area west of Oaken Hills Drive, particularly along NE 6th St where system pressures were calculated as low as 12 psi. Oregon Health Authority regulations prohibit water pressures below 20 psi. With only a single fire pump (Alternative 1A), pressures at the school site itself dropped below 20 psi during a 1,500 gpm fire demand.

Table 2 - Calculated Available Fire Flow with Fire Demand Pumps

Hydrant Location	Existing Flow (gpm)	Available Fire Flow w/ Fire Pump(s) (gpm)
West Side	890	1,200
North Side	875	1,200
East Side	875	1,200
South Side	930	1,200



2316 Portland Road, Suite H
Newberg, Oregon 97132
503 534-9553 • Fax 503 537-9554

TECHNICAL MEMORANDUM

Date: September 9, 2013

HBH Project Number: 2013-08

To: Gus Forster, Superintendent, Willamina School District

From: Robert Henry, PE

RE: Fire Flows Analysis for Willamina School Site

Introduction

HBH Consulting Engineers, Inc. has been authorized by the Willamina School District to investigate options to increase fire flows at the Willamina School site. Per the State Fire Marshall, the school site is required to have a minimum fire flow of 1,500 gpm prior to completion of any building addition. Hydrant tests indicate that maximum hydrant flow currently available ranges from 650-920 gpm. HBH has developed and investigated three improvement strategies to increase available fire flows at the school site including:

- Installing fire pump(s)
- Increasing feed line capacity
- Constructing a new reservoir

Each of these alternatives has been evaluated using WaterCAD hydraulic modeling software. Preliminary cost estimates have been developed for each alternative deemed effective in sufficiently increasing flows to meet minimum fire flow requirements. A summary of the alternative analysis is provided in Table 9.

Existing System

The City of Willamina provides water to the school site. This water is supplied by a 10-inch waterline that loops around Oaken Hills Drive and is fed by three 8-inch waterlines on Main Street (two connection points) NE 3rd St. and NE 4th Street. A 6-inch waterline branches off the 10" pipeline and loops around the school serving the site's four fire hydrants that are located on the west, north, east, and south sides of the school.

System Modeling

HBH utilized WaterCAD modeling software as part of the hydraulic analysis on each of the proposed alternatives. The model was developed using information on piping size and configuration obtained from the City of Willamina. Results from recent hydrant tests were used to calibrate the model by adjusting the Hazen-Williams roughness coefficient. Through this process, available fire flows calculated by the model were within 5% of actual recorded hydrant flows.

The following table compares available fire flows calculated by the calibrated WaterCAD model with the results of recent hydrant tests at the school.

Table 1 - Comparison of Hydrant Test Flows and Calculated Available Fire Flow from WaterCAD Model

Hydrant Location	Hydrant Test Flow (gpm)	Calibrated Model Available Fire Flow (gpm)	Model Error
West Side	880	890	1.1%
North Side	880	875	-0.6%
East Side	880	875	-0.6%
South Side	920	930	1.1%

Improvement Alternatives

The school site is required to provide a minimum fire flow of 1,500 gpm prior to building expansion/addition. As the table above shows, current flows range from 880-920 gpm. Consequently the School District must implement improvements to increase these flows by 63-70%. In order to do so, HBH investigated the effectiveness and feasibility of three strategies:

1. Increasing fire flows by installing one or more fire pump stations
2. Increasing fire flows by increasing the capacity of the feed lines serving the school
3. Increasing fire flow by providing a new reservoir at or near the school

Alternative #1 – Fire Pumps

A dedicated fire pump system was evaluated as a possible option to increase fire flows to the school. The School District recently purchased a surplus Carver 4NC2 fire pump that is capable of delivering 1,000 gpm at 175 psi. This alternative analysis was initially conducted using a single fire pump located at the east end of Main Street directly south of the school site (Alternative 1A). A second scenario was investigated that installed a second fire pump system near the intersection of Oaken Hills Drive and NE 4th Street (Alternative 1B).

Although adding a fire pump(s) to the system would increase available fire flow, our model indicates that the increase would not be sufficient to produce the minimum 1,500 gpm as required. As shown in Table 2, installing fire demand pumps would only increase the available fire flow at the school to 1,200 gpm. This maximum available flow did not increase with the installation of a second fire pump system. Under both scenarios, a 1,500 gpm fire demand at the school would result in low system pressures in the residential area west of Oaken Hills Drive, particularly along NE 5th St where system pressures were calculated as low as 12 psi. Oregon Health Authority regulations prohibit water pressures below 20 psi. With only a single fire pump (Alternative 1A), pressures at the school site itself dropped below 20 psi during a 1,500 gpm fire demand.

Table 2 - Calculated Available Fire Flow with Fire Demand Pump(s)

Hydrant Location	Existing Flow (gpm)	Available Fire Flow w/ Fire Pump(s) (gpm)
West Side	890	1,200
North Side	875	1,200
East Side	875	1,200
South Side	930	1,200

Alternative #2 – Increase Capacity of Distribution System

The second alternative investigated to increase available fire flow was increasing the capacity of the feed lines supplying the school. As previously noted, a series of 8-inch waterlines feed the school's water supply system. By increasing one or more of these feed lines, more water can be delivered to the school thereby increasing the available fire flows to school. For this alternative, HBH analyzed the impact of increasing feed line capacity under three different scenarios:

- Alternative 2A Install/upsized piping as needed to provide a 12" feed line on NE 5th Street extending from Churchman Drive to Oaken Hills Drive.
- Alternative 2B Install/upsized piping as needed to provide a 12" feed line that extends from Churchman Drive along NE 3rd Street and up Oaken Hills Drive to the school.
- Alternative 2C Upsize piping as needed to provide a 12" feed line along C Street and Main Street.

In addition, all three scenarios increased the waterline feeding the School's hydrants to an 8-inch pipeline. A schematic of these three line improvement projects is provided in Figure 1.

Based on the model results, each of the proposed line improvement alternatives would be successful in providing at least 1,500 gpm of fire flow to the school without a fire pump. These increased fire flows are compared with the existing available fire flows in the following table.

Table 3 - Calculated Available Fire Flow with Increased Feed Line Capacity

Hydrant Location	Existing Model Flow (gpm)	Available Fire Flow w/ Waterline Improvements (gpm)		
		2A	2B	2C
Alternative				
West Side	890	1,690	1,570	1,590
North Side	875	1,650	1,540	1,610
East Side	875	1,640	1,530	1,610
South Side	930	1,700	1,580	1,620

Since all three scenarios provide minimum required fire flows, cost estimates were developed for each alternative. These estimates range from \$282,900 for Alternative 2A (Table 4), \$409,350 for Alternative 2B (Table 5) and \$526,650 for Alternative 2C (Table 6).

Table 4 - Alternative 2A Cost Estimate

Item	Quantity	Unit Price	Total
Mobilization/Bonding/Insurance	1	\$ 14,000	\$ 14,000
8" Waterline	1,800	\$ 30	\$ 54,000
12" Waterline (unpaved)	1,690	\$ 40	\$ 67,600
12" Waterline (paved)	910	\$ 50	\$ 45,500
Connect Existing System/Customers	1	\$ 7,500	\$ 7,500
Subtotal			\$ 188,600
Contingency (20%)			\$ 37,720
Construction Subtotal			\$ 226,320
Engineering (20%)			\$ 45,264
Legal & Administrative (5%)			\$ 11,316
Total Project Cost			\$ 282,900

Table 5 - Alternative 2B Cost Estimate

Item	Quantity	Unit Price	Total
Mobilization/Bonding/Insurance	1	\$ 22,000	\$ 22,000
8" Waterline	1,800	\$ 30	\$ 54,000
12" Waterline (unpaved)	800	\$ 40	\$ 32,000
12" Waterline (paved)	3,130	\$ 50	\$ 156,500
16" Waterline	340	\$ 60	\$ 20,400
Connect Existing System/Customers	1	\$ 10,000	\$ 10,000
Subtotal			\$ 272,900
Contingency (20%)			\$ 54,580
Construction Subtotal			\$ 327,480
Engineering (20%)			\$ 65,496
Legal & Administrative (5%)			\$ 16,374
Total Project Cost			\$ 409,350

Table 6 - Alternative 2C Cost Estimate

Item	Quantity	Unit Price	Total
Mobilization/Bonding/Insurance	1	\$ 26,000	\$ 26,000
Traffic Control	1	\$ 7,500	\$ 7,500
8" Waterline	1,800	\$ 30	\$ 54,000
12" Waterline (paved)	1,320	\$ 50	\$ 66,000
12" Waterline (State Hwy)	2,950	\$ 60	\$ 177,000
Connect Existing System/Customers	1	\$ 20,000	\$ 20,000
Subtotal			\$ 351,100
Contingency (20%)			\$ 70,220
Construction Subtotal			\$ 421,320
Engineering (20%)			\$ 84,264
Legal & Administrative (5%)			\$ 21,066
Total Project Cost			\$ 526,650

Alternative #3 - New Reservoir

The third option for increasing fire flows is to construct a new reservoir at or near the school property. In order to meet fire flow criteria, the school must provide a minimum 1,500 gpm for 2 hours. This corresponds to an advised storage volume of 180,000 gallons. The addition of a new storage facility was modeled assuming that the new reservoir would be located at similar elevation as the City's V. TP storage facilities. This would increase available fire flow at the school to an excess of 3,000 gpm (Table 7).

Table 7 - Calculated Available Fire Flow with New 180,000 Gallon Reservoir

Hydrant Location	Existing Model Flow (gpm)	Available Fire Flow w/ Reservoir (gpm)
West Side	830	2,270
North Side	875	2,425
East Side	875	2,325
South Side	830	2,270

The estimated cost for a new reservoir is detailed in Table 8. This estimate assumes a 180,000-gallon reservoir that gravity feeds the school's water system and is on the same hydraulic grade as the City's main storage facilities at the water treatment plant.

Table 8 - Alternative 3 Cost Estimate

Item	Quantity	Unit Price	Total
Mobilization/Bonding/Insurance	1	\$ 27,000	\$ 27,000
Site Work	1	\$ 30,000	\$ 30,000
180,000-gallon Reservoir	1	\$ 210,000	\$ 210,000
Piping	1	\$ 60,000	\$ 60,000
Transmission System	1	\$ 40,000	\$ 40,000
Subtotal			\$ 367,000
Contingency (20%)			\$ 73,400
Construction Subtotal			\$ 440,400
Engineering (20%)			\$ 88,080
Legal & Administrative (5%)			\$ 22,070
Total Project Cost			\$ 550,500

Summary of Findings and Recommendations

Key findings of this report are as follows:

- In order to meet the minimum fire flow demands required by the State Fire Marshall, either the capacity of the feed lines to the school must be increased or a new reservoir must be constructed.
- Installing fire pump system was not deemed a feasible solution because operation of the pump(s) would cause system pressures drop below 20 psi in some areas. As a result, the maximum available fire flow to the school would only be 1,200 gpm, which does not meet minimum fire flow requirements.
- Pipeline improvement projects range in cost from \$282,900 to \$526,650.
- Estimated cost for new reservoir is \$550,500.

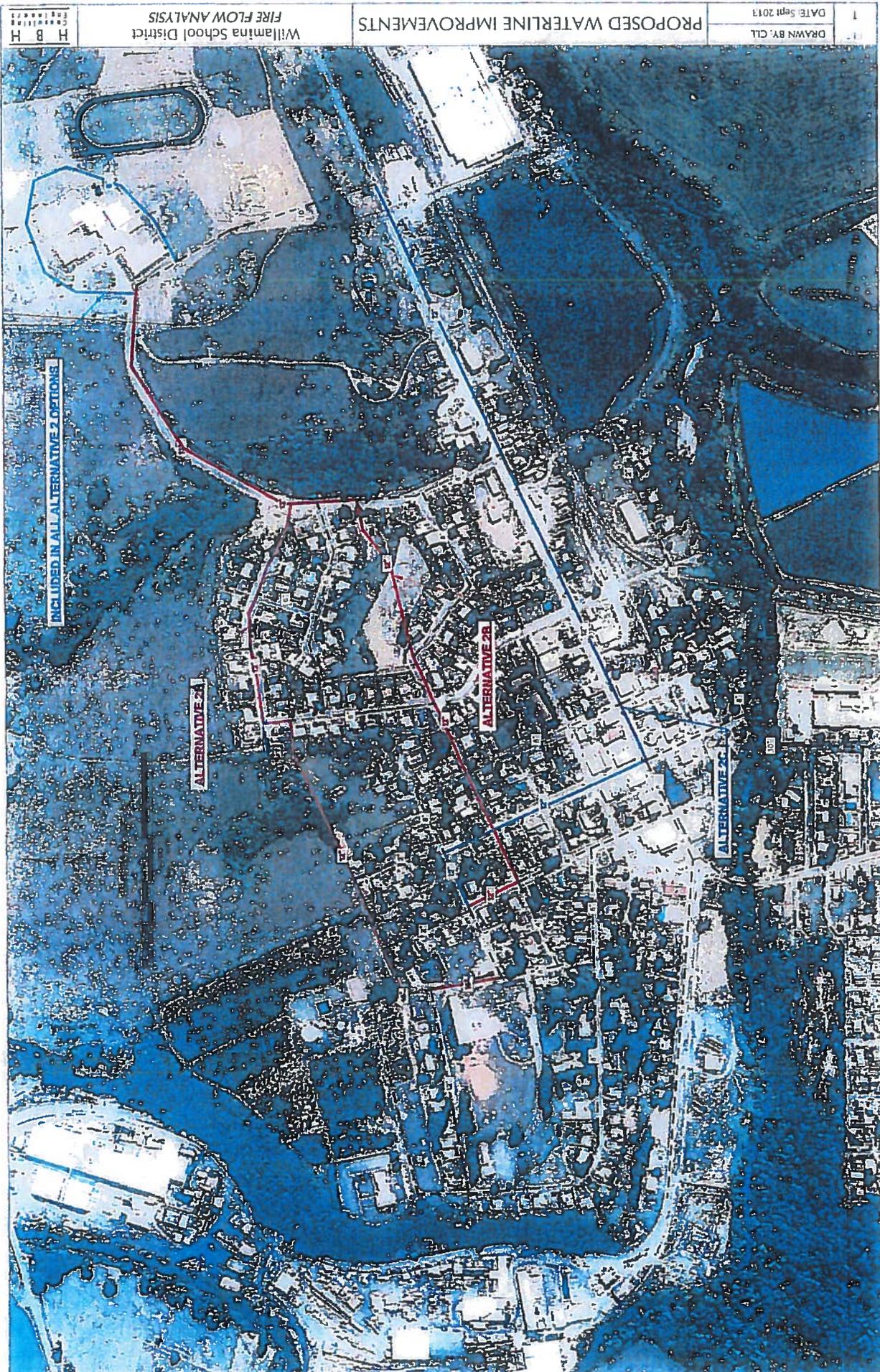
A summary of the alternative analysis performed herein is present in Table 9.

As many of the proposed improvements would benefit the City's water system, it is recommended that the School District open communications with the City of Williamina. The City is currently updating its Water Master Plan and some of the improvements listed within this report may be included in the City's Capital Improvement Project (CIP) list. Consequently, it may be possible the City would be willing to pay for a portion of the proposed improvements, depending on availability of funding.

Table 9 - Summary of Alternative Analysis

Scenario Alternative	Fire Pumps		Increase Feed Line Capacity			Storage
	A1	A2	B1	B2	B3	
Description	Adding a single fire pump station.	Adding two fire pump stations.	Install 12" water line along NE 5 th St from Churchman to Oaken Hills Dr. and upgrade fire line at school.	Install 12" water line from Churchman along NE 3 rd St and Oaken Hills Dr. and upgrade fire line at school.	Install 12" water line from on C St Main St and upgrade fire line at school.	New 180,000 gallon storage reservoir located near school
Minimum Calculated Fire Flow at School	1,200 gpm	1,200 gpm	1,640 gpm	1,530 gpm	1,590 gpm	3,100 gpm
Feasibility	Not Feasible Fire pump cannot be utilized without dropping system pressure below 20 psi in some areas. Does not provide required fire flow demand at school.	Not Feasible Fire pumps cannot be utilized without dropping system pressure below 20 psi in some areas. Does not provide required fire flow demand at school.	Feasible Easement may be required.	Feasible Min. calculated available fire flow very close to min. allowable fire demand required.	Feasible Requires extensive work on State Highway.	Feasible Assumes that a suitable site can be located and obtained.
Estimated Cost	NA ¹	NA ¹	\$ 282,900	\$ 409,350	\$ 526,650	\$ 550,500

No cost estimate for Fire Pump Scenarios was developed because these alternatives were determined not to be feasible due to insufficient fire flows





Wallace Bridge

September 12, 2013

Corey Adams, Mayor
Willamina City Council
City Of Willamina
P.O. Box 629
Willamina, OR 97396

Sent Via E-mail & U.S. Mail

Dear Mayor Adams & Council Members:

At a recent Chamber meeting it came to my attention that Willamina Schools may not be able to expand due to undersized water lines. In addition, any growth or replacement of existing businesses are also severely restricted until the City's Water system is improved.

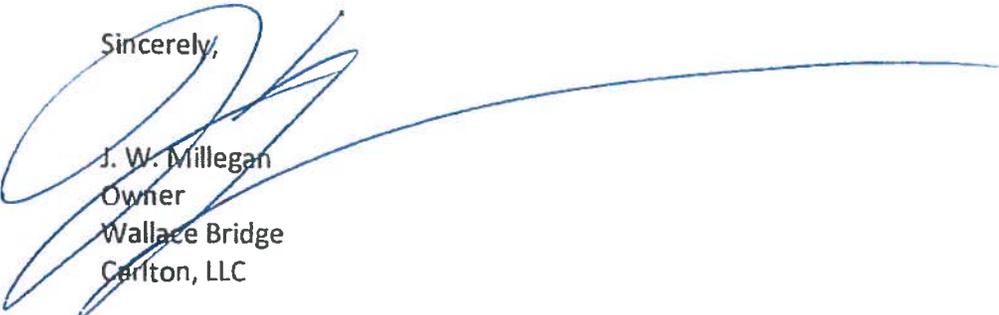
Wallace Bridge (Carlton LLC) will bring major opportunities to Willamina and the entire West Valley. I would hate to see Willamina miss out on these opportunities due to water and audit issues. I understand that audit issues should be resolved by year end and there is time to fix the water issue. I would encourage the city to address these issues as soon as possible to be ready for the economic opportunities (hotels, restaurants, retail, etc.) that will spin off from the Wallace Bridge Equestrian Venue and Resort. We are hopeful for a full opening in 2017 so the City does not have much time.

International Equestrian Events Competition Venue

Wallace Bridge • P.O. Box 249 • Sheridan, Oregon 97378
Call: 503/876-1600 or 800/651-1996 • Fax: 503/876-6855 • www.wallacebridge.com

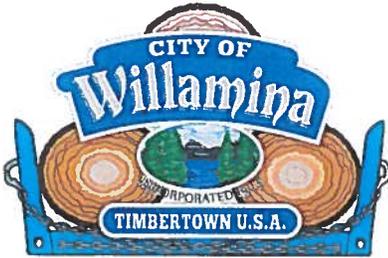
Thanks for listening. Since moving here two years ago, I have been impressed with the West Valley and its ability to come together to address its needs. As always, I can be reached during the morning hours at (503) 876-1550.

Sincerely,



J. W. Millegan
Owner
Wallace Bridge
Carlton, LLC

cc: Press
West Valley Chamber



Mayor Corey L Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney
Marzab 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: OCTOBER 10, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: RESOLUTION #13.14-002, A RESOLUTION ADOPTING THE CITY OF WILLAMINA, OREGON, EMERGENCY OPERATIONS PLAN, AS AMENDED

Background:

1. The City of Willamina was one of several small cities and fire departments that participated in a grant from the US Department of Homeland Security to develop an Emergency Operations Plan based on the National Incident Management System (NIMS). This system is used nationwide in a variety of emergency and disaster situations.
2. The firm of Ecology and Environment, Inc., was awarded the contract by Yamhill County and their Emergency Manager assisted with the development of the plan documents. A final draft of the Plan has been received and reviewed by City Council.
3. There are two items that Council is seeking prior to adopting the document: 1) input from the School District regarding transportation and shelter elements of the Plan, and 2) acknowledgement from the Fire District about their role in the Plan. It is anticipated that these issues will be addressed at the October 10, 2013, Council meeting.

Action Requested:

That the City Council adopt Resolution #13.14-002, A Resolution Adopting the City of Willamina, Oregon, Emergency Operations Plan, as amended.

Attachment

F/RESOLUTIONS/2013-2014/R13.14-002.CCMEMO.10-10-13

An Equal Opportunity Employer

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

www.willaminaoregon.gov



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

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*

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR
THE TRANSACTION OF BUSINESS**

RESOLUTION NUMBER 13.14-002

***A Resolution Adopting the City of Willamina, Oregon, Emergency Operations Plan,
As Amended***

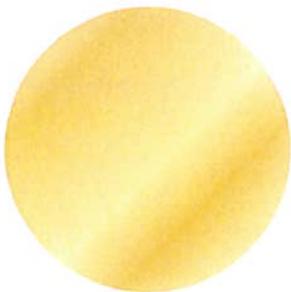
WHEREAS, the City of Willamina was a participant in a 2012/13 grant funded by the US Department of Homeland Security to develop an Emergency Operations Plan; and

WHEREAS, the Yamhill County Emergency Manager and the consulting firm of Ecology and Environment, Inc., have prepared a final draft that was received and reviewed by the City Council and modified where required;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA:

1. **THAT** it hereby adopts the City of Willamina Emergency Operations Plan as amended; and
2. **THAT** this resolution shall be effective immediately upon adoption

PASSED AND ADOPTED BY THE CITY COUNCIL OF WILLAMINA this 10th day of October, 2013.



Corey L Adams, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2013-14/13.14-002

To Whom It May Concern:

10-07-13P02:08 RCVD

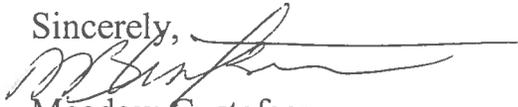
My name is Meadow Gustafson and I, along with Crossroads Worship Center, are running the 2013 Trunk or Treat, here in Willamina.

It will run from 4:30 – 6:00 PM. We will have prizes for top trunks. Lucy Loo's pet grooming will be hosting a pet costume contest and we will be having a booth with hot dogs and drinks for food or cash donations to benefit the soup kitchen located at the Free Methodist church in Willamina.

We are requesting the use of the parking lot that is located between the City Hall and Center Market.

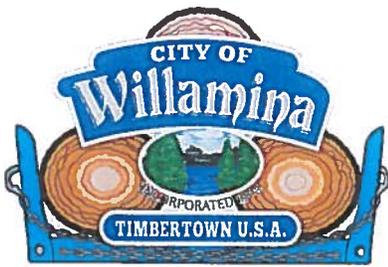
Thank you so much for your time and consideration!

Sincerely,



Meadow Gustafson

971-237-5073



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: OCTOBER 10, 2013
FROM: FINANCE COMMITTEE
SUBJECT: 2013-2015 PLANNING ASSISTANCE GRANT

Background

1. Attached is a letter dated September 12, 2013, from Larry French, Oregon Department of Land Conservation and Development (DLCD) Grants Coordinator regarding the subject grant.
2. The purpose of these grants is to help Oregon communities implement successful planning and development programs. We would use the funds to help pay for Marjorie Mattson's assistance to the Planning Commission as they rework our Development Code.
3. The process is very simple and requires only that the City accept the grant and agree to provide a one-page grant close-out report once the funds are expended. It is the same process as the last such grant the City received which was closed out in 2012.

Action Requested

That the City Council accept the offer of a \$1,000 Planning Assistance Grant from DLCD and authorize the City Recorder to complete and sign the agreement.

Attachment

F/CITY COUNCIL/AGENDA MEMOS/2013-2015 PLANNING ASSISTANCE GRANT.10-10-13



Oregon

John A. Kitzhaber, M.D., Governor

Department of Land Conservation and Development

635 Capitol Street NE, Suite 150
Salem, Oregon 97301-2540
Phone: (503) 373-0050
Fax: (503) 378-5518
www.oregon.gov/LCD



DATE: September 12, 2013
TO: Eligible Oregon cities and counties
FROM: Larry French, General Fund Grant Coordinator
SUBJECT: 2013-2015 Planning Assistance grants

Community partners:

The Department of Land Conservation and Development (DLCDD) is pleased to offer Planning Assistance grants to help Oregon communities implement successful planning and development programs. Cities with populations under 2,500 are eligible to receive a \$1,000 grant and counties with populations under 15,000 are eligible to receive a \$3,500 grant.

The funds are easy to secure (just sign and mail the attached contract) and easy to account for (just complete and send the one-page summary of expenditures – Attachment A- Closeout Report as soon as possible after the funds have been used). **NOTE: This offer is good through October 25, 2013.**

Please review the attached contract, if you would like to accept the offer, fill out the first 4 rows of page two completely and in the 5th row box digitally sign with a likeness of your signature or **printout** a single copy of pages 1 and 2 and on page two sign in the 5th row box with your signature.

Then do only one of the following: Option (1) email page 1 and 2 as an attachment with a subject line of <jurisdiction name, Grant No. from first page, accepting PA Grant Offer> to the email address: larry.french@state.or.us or option (2) mail the signed original page 1 and 2 to DLCDD at: 635 Capitol Street NE, Suite 150, Salem, Oregon 97301 – Attention Larry French. Your signature on either option (1) or (2) above indicates acceptance of the terms and conditions in the grant agreement. Once DLCDD receives the signed copy, we will return a counter signed copy with a check in the amount described above.

We are consistently amazed by the value Oregon communities demonstrate with these grants and we hope you will take advantage of this opportunity. The funds can be used for a wide variety of supplies and services that support your local planning program and *help your Oregon community prepare for the future*. If you have any questions about our grant programs or need help with an TA-PR application, please contact your regional representative at <http://www.oregon.gov/LCD/repelist.shtml> or need help with this PA application contract, contact me at 503.373.0050 x283 or larry.french@state.or.us.

Thanks for your interest in Oregon's statewide planning program.
We look forward to working with you!

Sincerely,

Larry French
DLCDD Grants Coordinator

<p style="text-align: center;">Oregon Department of Land Conservation and Development 2013-15 Grant Contract</p>	<p>Date September 11, 2013</p>
<p>Grantee Name City of Willamina Planning Department</p>	<p>Type of Grant Planning Assistance</p> <p>Grant No. PA-15-136</p>
<p>Street Address 411 "C" STREET PO BOX 629 WILLAMINA, OREGON 97396</p>	<p>Grant Amount \$1,000.00</p>
<p>Grant Contract Eligibility Date Deadline return signed Copy by Friday, October 18, 2013</p>	<p>State General Fund Federal Fund X</p>
<p>DLCD Grant Manager and Coordinator Larry French, DLCD Grant Manager Phone: 503-373-0050 extension 283 Email: larry.french@state.or.us</p>	<p>Grant Contract Closing Date April 30, 2015</p>

This grant Contract is between the **Department of Land Conservation and Development**, herein referred to as **DLCD** and the **City of Willamina**, herein referred to as the **Grantee**.

This grant, approved by the Director of Land Conservation and Development (DLCD), acting on behalf of the Land Conservation and Development Commission (LCDC), is issued in duplicate and constitutes an obligation of funds in return for the work described herein. By signing the two documents, the Grantee agrees to comply with the Grant provisions checked below and attached. **Upon acceptance by the Grantee, the two signed complete grant documents shall be returned to DLCD.**

The Grantee shall sign both copies of this contract and **return signed copy to DLCD by October 18, 2013.** If not signed and returned without modification by the Grantee by the due date, the DLCD Grant Manager may unilaterally terminate this grant. Upon receipt of the signed contract the Grant Program Manager or Grant Manager shall sign both copies and return one copy to the Grantee with a payment voucher of the grant amount as listed in the Grant amount box to the address listed in the above table.

The effective date of this contract is the latest date on which all parties have signed this contract. Funds provided in this grant can only be used for **expenditures incurred after the latest signed date and Not after the date specified in the closing date box of April 30, 2015.**

Components of the contract are listed below, and required signatures are on the next page:

- Planning Assistance Grant Special Award Conditions
- Planning Assistance Grant Standard Award Conditions
- Attachment A: Closeout Report and Instructions

DLCD Planning Assistance Grant Information and Signature Page

Please complete all **required** using "**Dark Blue or Black Ink**" in boxes below:

Grantee Jurisdiction Name (required)	Email Address (required)	
Mailing Address, City, State, Zip code (required)		
Phone Number (required)	Fax Number (required)	
Print Name of Authorized Official For the Grantee (required)	Title (required)	Date (required)
Signature of Authorized Official For the Grantee (required)		
Print Name of Authorized Official for Grantor (required)	Title (required)	Date (required)
Rob Hallyburton	Grant Program Manager	
Signature of Authorized Official for DLCD Grant Program (required)		

DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT PLANNING ASSISTANCE GRANT SPECIAL AWARD CONDITIONS

Subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and contingent upon funds being appropriated therefore, Grantee agrees to the provisions below.

1. **Grantee agrees the documents produced under this grant must be indicated on the cover or title page** of all reports, studies, and other documents in whole or in part acknowledging the financial assistance provided by the Department of Land Conservation and Development.
2. **Grantee agrees** to maintain records and products, for SIX (6) years, on how all grant funds were dispersed which includes the DLCD Grant Award and any jurisdiction matching or in-kind funds.
3. **Grantee agrees** to provide copies of all final products produced under this grant to DLCD of Land Conservation and Development in the manner described in these special award conditions and in Attachment A. DLCD may display appropriate products on its “home page.”
4. **Grantee agrees** the grant funds may not be used for office equipment, and other types of hardware examples of items are but not limited to: desks, tables, chairs, cabinets, appliances, computers, printers, photo copiers, digital equipment, vehicles, outdoor supplies, beautification projects, and other business supplies. If not sure of what cannot be covered please contact DLCD.
5. **Grantee agrees** the grant funds may not be used by the grantee for legal or administrative costs associated with defending the grantee or other grantees from decisions made by the Land Conservation Development Commission (LCDC) or the Department of Land Conservation and Development (DLCD).
6. **Grantee agrees** the grant funds may not be used for legal or administrative costs associated with Measure 37 or Measure 49 costs incurred by the local jurisdiction.
7. **Grantee agrees** the grant funds may not be used for any Travel Expenses by grantee or their consultants, and will not be approved.
8. **Grantee agrees the grant funds may be used by the grantee to accomplish and carry out one or more of the following activities:**
 - a. Amending the comprehensive plan or land use regulations in response to or described in a Periodic Review Notice, the local government’s periodic review evaluation or work program, a Land Conservation and Development Commission periodic review compliance order, or an LCDC enforcement order.
 - b. Employee salaries when answer planning questions from public via phone, email, letters, and walk-ins), and carrying out administrative actions including zone changes, conditional uses, variances, partitions, permits, and similar ministerial and quasi-judicial actions.
 - c. Codifying land use planning documents and land use regulations.
 - d. Collecting data, conducting inventories and studies related to comprehensive plan elements, land use regulations, development codes, zoning ordinances, and perform other planning work.
 - e. Developing and conducting special public workshops and technical training programs on land use.
 - f. Developing, amending, or implementing intergovernmental coordination programs or contracts.

- g. Economic Opportunities Analysis (EOA) studies, reports, implementations using approved DLCD of Land Conservation and Development EOA guidelines available through DLCD.
 - h. Enforce land use regulations, including developing and implementing dispute resolution programs.
 - i. Hiring Planning Consultant(s) and their fees except travel expenses will not be paid by DLCD (See Item 8).
 - j. Land Use planning throughout the jurisdiction as identified in the 19 State Wide Planning Goals.
 - k. Land use training for local elected and appointed official(s), staff(s), and citizen(s) on land use.
 - l. Making legislative land use amendments to comprehensive plans and land use regulations.
 - m. Other planning actions pre-approved by DLCD.
 - n. Planning, Implementing Urban Growth Boundary, and/or Urban Growth Area expansions.
 - o. Post Acknowledgment Plan Amendments and land use regulation amendments will be processed through the department on standard forms available from DLCD.
 - p. Periodic review work tasks will be processed through DLCD on standard forms available from DLCD.
 - q. Preparing for meetings such as: Planning Commission(s), City Council(s), and Board of Commissioner(s). Examples: postage, copying, paper, notices, and other documents.
 - r. Purchase of maps and aerial photos, include GIS Products using approved DLCD of Land Conservation and Development GIS guidelines available through DLCD.
 - s. Submit geographic information system (GIS) data, studies, reports, maps, and materials according to the Oregon GIS Data Standards at the Oregon Geospatial Enterprise Office at <http://www.oregon.gov/DAS/CIO/GEO/pages/standards/standards.aspx>
 - t. Support citizen and agency involvement programs and activities.
 - u. Updating and reprinting maps, inventorying data and plan documents; monitoring comprehensive plan development includes GIS Products using the Guidelines in Special Award Conditions 4u above. Submit a 8.5x11.0 hard copy map(s) and a CD of the map(s)
9. **Grantee agrees** to the following Payment Schedule: All grant funds will be disbursed upon receipt of the signed copy of the grant contract by DLCD and counter signed by the Authorized Official for the DLCD Grant Program. Also, the grantee signed contract must have been returned by the grantee by the **“Returned Deadline of October 18, 2013”** described on the first page of this contract; and received and counter signed by DLCD.
10. **Grantee agrees** the Unexpended Grant funds will be returned to DLCD upon submission of the closeout report (Attachment A), not later than **April 30, 2015**.

DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT PLANNING ASSISTANCE GRANT STANDARD AWARD CONDITIONS

1. ***DLCD Funds:*** DLCD certifies that at the time this grant is written sufficient funds are available and authorized.
2. ***Reporting:*** At any time during the grant period, when requested by the DLCD grant manager, Grantee shall provide a written report on the status and progress of work performed under this grant.
3. ***Payments:*** DLCD payment to Grantee shall be made in accordance with the grant payment schedule described in special award condition 9.
4. ***Penalty:*** Payments to Grantee may be withheld, reduced, or reverted if DLCD determines that work performed under the grant is unsatisfactory, based on the best professional judgment of the DLCD Grant Manager, or if one or more terms or conditions of this contract have not been met.
5. ***Termination:***
 - a. **DLCD's Right to Terminate at its Discretion.** At its sole discretion, DLCD may terminate this Grant Contract:
 - i. For its convenience upon thirty (30) days' prior written notice by DLCD to Grantee;
 - ii. Immediately upon written notice if DLCD fails to receive funding, appropriations, limitations, allotments or other expenditure authority at levels sufficient to pay for the Work or Work Products; or
 - iii. Immediately upon written notice if federal or state laws, regulations, or guidelines are modified or interpreted in such a way that the DLCD's purchase of the Work or Work Products under this Grant Contract is prohibited or DLCD is prohibited from paying for such Work or Work Products from the planned funding source.
 - b. **DLCD's Right to Terminate for Cause.** In addition to any other rights and remedies DLCD may have under this Grant Contract, DLCD may terminate this Grant Contract immediately upon written notice by DLCD to Grantee, or at such later date as DLCD may establish in such notice, or upon expiration of the time period and with such notice as provided below, upon the occurrence of any of the following events:
 - i. Grantee is in default because Grantee institutes or has instituted against it insolvency, receivership or bankruptcy proceedings, makes an assignment for the benefit of creditors, or ceases doing business on a regular basis;
 - ii. Grantee is in default because Grantee commits any material breach or default of any covenant, warranty, obligation or contract under this Grant Award, fails to perform the Work under this Grant Award within the time specified herein or any extension thereof, or so fails to pursue the Work as to endanger Grantee's performance under this Grant Award in accordance with its terms, and such breach, default or failure is not cured within fourteen (14) calendar days after DLCD's notice, or such longer period as DLCD may specify in such notice.

- c. Grantee's Right to Terminate for Cause. Grantee may terminate this Grant Award with written notice to DLCD upon the occurrence of the following events:
 - i. DLCD is in default because DLCD fails to pay Grantee any amount pursuant to the terms of this Grant Contract, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice; or
 - ii. DLCD is in default because DLCD commits any material breach or default of any covenant, warranty, or obligation under this Grant Contract, fails to perform its commitments hereunder within the time specified or any extension thereof, and DLCD fails to cure such failure within thirty (30) calendar days after Grantee's notice or such longer period as Grantee may specify in such notice.
 - d. Return of Property. Upon termination of this Grant Award for any reason whatsoever, Grantee shall immediately deliver to DLCD all of DLCD's property (including without limitation any Work or Work Products for which DLCD has made payment in whole or in part) that is in the possession or under the control of Grantee in whatever stage of development and form of recordation such Grantee property is expressed or embodied at that time. Upon receiving a notice of termination of this Grant Contract, Grantee shall immediately cease all activities under this Grant Award, unless DLCD expressly directs otherwise in such notice of termination. Upon DLCD's request, Grantee shall surrender to anyone DLCD designates, all documents, research or objects or other tangible things needed to complete the Work and the Work Products.
6. ***Failure to Comply:*** If Grantee fails to comply with any of the requirements or conditions of this contract, DLCD may, without incurring liability, refuse to perform further pursuant to this contract. Grantee shall upon demand by DLCD promptly repay DLCD.
 7. ***Accounting and Fiscal Records:*** Using standard accepted accounting and fiscal records, the Grantee shall maintain records of the receipt and expenditure of all funds subject to this grant contract for a period of three years after the closing date. Grant accounting records will be separately maintained from other accounting records.
 8. ***Closeout report:*** The Grantee shall submit a closeout report to DLCD within **thirty (30) days** after termination of the grant period. The closeout report for Planning Assistance grants is included in the grant contract as Attachment A.
 9. ***Subsequent funding:*** Eligibility for subsequent funding is contingent upon receipt of such reporting by DLCD.
 10. ***Audit:*** The Attorney General of the State of Oregon and the Director of DLCD or any other duly authorized representative of the DLCD shall have access to and the right to examine any records of transactions related to this contract for six (6) years after the final payment under this contract is authorized by the DLCD.
 11. ***Indemnity:*** Grantee shall defend, save, hold harmless, and indemnify the State of Oregon and DLCD and their officers, employees and agents from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Grantee or its officers, employees, subcontractors, or agents under this Contract to the extent provided by law.
 12. ***Appropriate use of funds:*** Grant funds cannot be used for any purpose other than that stated in the work plan or after the end date of the grant.

**Department of Land Conservation and Development
2013-15 Planning Assistance Grant Closeout Report**

Attachment A

Grantee City of Willamina Planning Dept.	Grant No. Assigned by DLCD PA-15-136	Grant Funds Already Dispersed \$1,000.00*	Final Report
Funding / Grant Period From:	Funding / Grant Period To: 04/30/2015	Description of Activities Summary A brief description of activities performed and/or products worked on in compliance of this grant. Expenditure detail not needed for this section. In many cases a sentence or two is all that is required but we welcome as much information as you can provide. Use This Box to Explain - Start Here with Explanation -> ->	
Transactions	Do not write in this space		
DLCD Grant Funding Expenditures	Write in spaces below		
1. Salaries and Benefits (not provided by contract)			
2. Supplies and Services			
3. Contracts (including consultants; provide name and contact information)			
4. Other (provide detailed list and explanation)			
5. DLCD Total (add lines 1, 2, 3, 4)			
Local Contributions- not required	Write in space Below		
6. Salaries and Benefits			
7. Supplies and Services			
8. Contracts			
9. Other			
10. Local Total (if any)			
11. Certification: I certify to the best of my knowledge and belief that this report is correct, complete, and that all expenditure are for the purposes set forth in the award document. I further certify that all records are available upon request, and the financial records will be retained for (6) SIX YEARS after the Final Products and Payment are receive.			
12. * If the total grant expenditures are less than the grant funds already dispersed, enter the difference here and send a reimbursement check for that amount to DLCD, Attention: Accounting Dept. \$			
13. Typed or Printed Name and Title (required) (Use Black Ink)		14. Mailing Address: Include City, State and Zip Code (Required)	
15. Authorized Certifying Official Signature (required) (Use Black Ink)		16. Date Report Submitted (required) (Use Black Ink)	

FOR DLCD USE ONLY		FOR DLCD USE ONLY		FOR DLCD USE ONLY	
DLCD CERTIFICATION (for DLCD use only)					
I certify, as a representative of the Department of Land Conservation and Development, that the grantee:					
___ has met the terms and conditions of the grant and that all funds have been expended.					
___ has not met the terms and conditions of the grant for the reasons stated on the attached sheet, and reimbursement from the grantee in the amount of \$_____ is due.					
Signature of DLCD Grant Manager			Date Signed		
Signature of DLCD Program Manager			Date Signed		
BATCH #/DATE _____		VOUCHER#/DATE _____		PCA _____	
OBJ. CODE _____		VENDOR NO _____		AMOUNT _____	

**Instructions for
Department of Land Conservation and Development
2013-15 Planning Assistance Grant Closeout Report**

One copy of the closeout report is attached. If you would like an electronic version, or have questions about the Closeout Report and what it can be used for, please contact Larry French, Planning Assistance Grant Manager at (503) 373-0050 ext. 283, or larry.french@state.or.us.

Note: It is important that you retain documentation of expenditures in a grant file maintained in your jurisdiction for 6 (6) years from the closeout date.

Note: It is important that the grant funds dispersed to you must be used between the latest date which all parties have signed this agreement and NOT AFTER the closing date of this agreement.

The report documents the allowable expenditures of previously distributed funds. **Unexpended funds must be returned to DLCD.** They will revert to the State's General Fund.

Please show **total actual expenditures only** of DLCD Grant Award and Local Contributions.

- In the first row, please fill in the Grantee Name, Grant Number, and Grant Amount Awarded.
- In the second row, please fill in the Starting Date for which the reimbursable expenditures were incurred.
- In **DLCD Grant Funding Expenditures – (required)** DLCD Grant Funds fill in items 1 – 4 and 5 total lines, and **(optional)** Local Contributions items 6-9 and 10 total lines.
- **Salary and Benefits** (*Identified as box "1" under DLCD Grant Funding*) includes the grantee's staff time, including Other Personnel Expenses. Receipts are not required with this report submission.
- **Supplies and Services include the grantee supplies used and personal services** (*Identified as box "2" under DLCD Grant Funding*). Receipts are not required with this report submission.
- **Contracts** (*Identified as box "3" under DLCD Grant Funding*) include consultants, attorneys, and any company or individual hired by the grantee to conduct grant work. This category does not include employees of the grantee, but rather an individual or entity that invoices the grantee for services rendered. Information required for the closeout report is: Name, address, and phone number of the payee. If there are multiple entities, please provide the amount of grant funds allocated for the reimbursement of each, individually.
- Please provide a brief explanation and dollar breakdown for amounts listed as **"Other"**. Receipts are not required (*Identified as box "4" under DLCD Grant Funding*).

- The **Total** (*Identified as box "5" under DLCD Grant Funding*) listed in the "DLCD Grant Expenditures" section cannot exceed the total amount of the previously dispersed funds. If the total is less than the dispersed amount, the difference between the amount previously dispersed and the amount listed on the **Total** of the DLCD Grant Expenditures section is due and payable to DLCD upon submission of the closeout report. Please send a check with the report to: DLCD, Attn: Fiscal Department, 635 Capitol Street NE, Suite 150; Salem, OR 97301.
- **Reporting of Local Contributions** (*Identified as box "6-10" under DLCD Grant Funding*) is not required. It is included in order to provide the department with accurate information regarding the cost of activities and/or products worked on in compliance with this grant. This category includes both in-kind and cash contributions.
- **Certification:** (*Identified as box "11"*). Please read and understand the box on the form. If you have questions please give Larry French, Planning Grants Manager a call at 503-373-0050 extension 283.
- **Returning funds** (*Identified as box "12"*). Returning general grant funds that were award to the jurisdiction, because expenditures were less than the grant funds award to the jurisdiction.

The next Group of boxes is for taking responsibility for the information being submitted and requesting payment (identified as boxes "13 – 16").

- Print Name and Title box is required (*identified as box "13"*).
- Mailing address including City, State and zip code where payment can be sent (*Identified as box "14"*).
- Signature of Authorized Certifying Official by signing this box this person takes responsibility of the information and accuracy of the information (*identified as box "15"*).
- Date Report submitted is the date the form was signed (*identified as box "16"*).
- **The Description of Activities Box** summary is required, and located on the top right side of form under "**Grant Funds Already Dispersed**" and "**Final Report**" boxes. Please give a brief description of activities performed and/or products worked on in compliance of this grant, use additional pieces of paper as needed. *The Planning Assistance Grant Special Awards Conditions section of the Grant Agreement describes in detail the projects and activities allowed. (If you have questions, please call Larry French PA Grant Manager at 503-373-0050 extension 283).*

Note: It is important that you retain documentation of expenditures in a grant file maintained in your jurisdiction for three (3) years from the closeout date.

Note: It is important that the grant funds dispersed to you must be used between the latest date which all parties have signed this agreement and NOT AFTER the closing date of this agreement.

Three ways to submit the Closeout Report:

1. FAX a signed cover letter, signed Attachment A-Closeout Report and any accompanying information to 503-378-5518, or
2. EMAIL a .PDF file of the signed Attachment A and cover letter to Larry French – larry.french@state.or.us or forward a hard copy. or
3. USPS mail to:
 Attention: Larry French, Planning Grants Manager
 Department of Land Conservation and Development
 635 Capitol Street NE, Suite 150
 Salem, Oregon 97301-2540



Beery Elsner
& Hammond LLP

MEMORANDUM

TO: Sue Hollis, City Recorder
City of Willamina

FROM: David Doughman *DFD*
City Attorney's Office

SUBJECT: Operation of golf carts on city streets and motorized wheelchairs on state highways

DATE: September 23, 2013

******Confidential Attorney-Client Privileged Communication******

Background

You requested that we provide you with guidance regarding the legality of driving golf carts on city streets. This issue arose due to a community member driving a golf cart on city streets, which has caused safety concerns for the operator of the carts and for operators of other vehicles, including large logging trucks and delivery vehicles. Additional concerns related to the lack of seatbelts, turn signals, and other safety measures found in regular vehicles which are not present in golf carts.

Similarly, you asked us to analyze whether it is legal for motorized wheelchairs to operate on state highways, which concern arose due to a (different) community member operating his motorized wheelchair on nearby State Highway 18. The Willamina Municipal Code is silent on the subject

Definitions

A golf cart is defined by ORS 801.295 as a motor vehicle that has not less than three wheels, has an unloaded weight less than 1,300 pounds, is designed to carry golf equipment and not more than two people, and is designed to be and is operated at not more than 15 miles per hour (mph).

A highway is defined by ORS 801.305 as "every public way, road, street, thoroughfare and place, including bridges, viaducts and other structures within the boundaries of [Oregon], open, used or intended for use of the general public for vehicles or vehicular traffic..." This is an important definition because as you will note, so-called "city streets" are actually considered "highway" by statute. For purposes of this memo, we will refer to city streets as those within

city limits and under city control, and we will refer to highways as those roadways which are regulated by state authority.

Analysis

1. Golf carts

Short answer: Golf carts may be operated on city streets only in limited circumstances.

With respect to golf carts, state law restrains the City's general home rule authority to regulate highways, roads, streets and alleys, other than state highways, within its boundaries under ORS 810.010(3). Under state law, golf carts may be driven only on private property unless one of two exceptions exist:

- (a) the exception for real estate developments, which states that cities may authorize the operation of golf carts on city streets between the golf course and the place where the golf carts are parked or stored within a "real estate development" (ORS 810.070). A "real estate development" is defined in this context as a development that has single or multiple family residences whose owners or occupants are eligible for membership in or the use of one or more golf courses within the development by virtue of ownership or occupancy of a residential dwelling unit in the development. (ORS 810.070(6)); or
- (b) the exception for disabled persons, which is set forth at ORS 807.210, and states generally that certain disabled persons may through the Department of Motor Vehicles apply for and be granted a golf cart license which allows a golf cart to be operated in lieu of a motor vehicle, but also only in limited areas (namely, only those areas with a posted speed limit of 25 mph or less).

Since the golf cart operator in question does not meet the standards pertaining to a disabled person with a specific license, and the cart is not reportedly being operating within the confines of a residential development or on or near a golf course, it is not legally operated when it is on city streets.

2. Electric Personal Assistive Mobility Devices

Short answer: Such devices may only be operated on sidewalks or within designated bicycle lanes.

ORS 814.552 addresses the question of where electric personal assistive mobility devices (motorized wheelchairs, etc.) can be safely operated. Such a device is not considered a motor vehicle for purposes of the Oregon Vehicle Code, except when specifically provided by statute. These devices may be operated in bicycle lanes or paths, with the same rights and duties as a

bicyclist, and likewise on a sidewalk with the same rights and duties as a pedestrian. (ORS 814.550(1)-(3))

A Willamina citizen apparently to operates his power chair along a state highway between the City and a casino nearly 10 miles away, which highway in some places does not have a distinguishable shoulder. The highway also carries logging trucks and other large and heavy vehicles in addition to regular commuter traffic.

In addition to state law, regulation of these devices is governed by the Americans with Disabilities Act. In general, electric personal assistance devices are permitted in any areas open to pedestrian use. Americans with Disabilities Act Title II Regulations § 35.137 defines and regulates Mobility Devices as “(a) Use of wheelchairs, scooters, and manually powered mobility aids. A public entity shall permit individuals with mobility impairments to use wheelchairs, scooters, walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility impairments in any areas open to pedestrian use.”

Although the ADA sets forth rights of disabled persons to operate electric personal assistance devices in the same areas as pedestrians and bicyclists, ORS 814.552 sets forth instances in which a person can be found to be engaging in unsafe operation of electric personal assistive mobility devices. In such cases, the state law would control. Those instances in relevant part include:

- (a) Operating the device on a highway with a posted or designated speed limit greater than 35 mph, or which has no posted speed limit, and the person is not in a bicycle lane or crossing the highway;
- (b) Operating the device in a bike lane at speeds greater than 15 mph; or
- (c) Operating the device on a sidewalk in a way which would be likely to endanger any person or property.

Because the highway in question is posted 55 mph and does not have bike lanes, the operation of a motorized wheelchair in that area is likely unsafe and not consistent with state law. The appropriate authority (County Sheriff or State Police) could issue a Class D traffic violation, as set out in ORS 814.552(2).

We hope this answers your questions and provides some guidance. Please feel free to be in touch with any questions or comments you may have.



September 27, 2013

Willamina City Hall
PO Box 629
Willamina, OR 97396

RE: WaveDivision IV, LLC (“Wave Broadband”); Rate Adjustment Notice

We are providing the following details in compliance with the 30-day advanced notification of an adjustment to rates under the applicable FCC regulations and the requirements of our franchise with the City of Willamina. Wave Broadband will be adjusting the retail price of some of its video and equipment services starting November 1, 2013.

The monthly rates for the following services will be adjusted: Local Broadcast Cable service will increase by \$1.00; Basic Cable service, and any packages including that service, will increase by \$4.00; Digital Favorites tier, and any packages including that tier, will increase by \$0.50; Digital Variety tier, and any packages including that tier, will increase by \$0.25; Digital Sports tier, and any packages including that tier, will increase by \$0.25; Digital Video Recording service will increase by \$1.00; WireGuard/Service Protection Plan will increase by \$1.04. These rate changes are exclusive of franchise fees, regulatory fees, and other governmentally imposed charges.

This rate adjustment is a result of increased video programming license fees this year and the coming year, and the cost associated with launching advanced video services and adding new high-demand sports programming. Wave Broadband is only passing on a small portion of these additional costs to our customers. Additionally, the local TV Stations’ fee will be adjusted to reflect the increasing fee local broadcast stations charge Wave for the right to carry their signals.

At Wave Broadband, we work hard to establish the best channel selection for our customers and communities while balancing rapidly increasing programming costs. We will continue to invest in our network to bring customers the latest technologies, enhancing their service experience, at very competitive prices.

Please contact me directly with any questions.

Sincerely,

Karen Hurlburt-Daniher
Vice President of Operations

RECEIVED
SEP 28 2013

PROCLAMATION

CITY OF WILLAMINA, OREGON

WHEREAS, *The Society of American Magicians was founded in 1902, with magicians in every state in the Union; and*

WHEREAS, *Members of the Society of American Magicians both professional and amateur, generously offer their time and talent for charitable purposes, providing entertainment for children and adults, and people with disabilities or others who might otherwise have difficulty getting to a theater to watch a live performance; and*

WHEREAS, *Magic displays can be seen at libraries, schools, and other venues throughout the State of Oregon; and*

WHEREAS, *Magic is an ancient and delightful form of entertainment, which continues to give much pleasure to young and old; and*

WHEREAS, *The Society of American Magicians encourages youngsters to develop self-esteem through performance of magic; and*

WHEREAS, *The Society of American Magicians is dedicated to elevating the art of magic with its endowment fund providing educational and humanitarian assistance to its members;*

NOW, THEREFORE, I, Corey L Adams, Mayor of the City of Willamina, Oregon, do hereby proclaim the week of October 25th - October 31st 2013, as:

NATIONAL MAGIC WEEK

in the City of Willamina and encourage all citizens to enjoy and recognize magic as wholesome and fun entertainment.

Corey L Adams, Mayor





Mayor Corey L Adams

Council Members:

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

City Staff:

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

FINANCE COMMITTEE MINUTES
Tuesday, September 10, 2013

PRESENT: Councilor Baller
Councilor Skyberg

ABSENT: Councilor Hill

STAFF: Sue Hollis, City Recorder

I. Call to Order

The meeting was called to order at 4:05 pm. A quorum was present.

II. Old Business

a. Status Report on Audits (verbal)

Sue Hollis gave a brief report on the audit work. She has been focusing on getting the payroll records for FY 09/10 into the system. Staff is on track for the December audit date.

b. Final Railroad Lease Agreement (Ordinance No. 650)

Sue Hollis reported that negotiations with Union Pacific Railroad for leasing the City right-of-way are now complete and Ordinance No. 650 is ready for second reading and adoption as amended. She then briefly reviewed the amendments identified in blue and red on the annotated copy of the ordinance.

III. New Business

a. Approval to Reimburse Employee for Stolen Items

Sue Hollis reported on a recent break-in at the City Shops. The only items stolen were those belonging to Rick Haynes, Wastewater Treatment Plant Operator. The total of the items stolen was \$249.97. The amount of the loss is less than the deductible on the City's insurance.

Hollis noted that it has apparently been the practice of the City that employees sometimes bring their own tools to work. We will be moving to have a set of tools in each truck that are City-owned. Jeff Brown, Public Works Director, is also purchasing cameras that will record activity at the Shops after hours. They will not be linked to our security system, but will digitally record.

The Committee recommended Council approval to reimburse the employee's loss. Councilor Skyberg asked that Hollis confirm the costs shown on the hand-written claim.

IV. Committee Member Reports

Huddleston Pond

Councilor Skyberg reported that there seems to be weed growth in the pond again. She asked Hollis to have Jeff Brown assess the present growth. Hollis noted that not all of the pond was cut in the first contract because there are logs and/or obstructions that could damage the equipment.

Discussion followed about how to keep this asset to the town as weed free as possible. Members expressed concern about using chemicals because the fish are used for food and there is no clear knowledge about how the chemicals might react with what is in the bottom of the pond.

Councilor Skyberg also noted that the doors on the restrooms are showing signs of rust.

Potential Lagoon Erosion

Councilor Baller expressed concern about potential bank erosion that might affect the Sewer Lagoons. She felt that the riverbank was eroding back toward the walls of the lagoons. This location had been cleared several years ago for a park, but it had never really been completed.

The Committee felt that the issue of weeds at Huddleston Pond and potential erosion of the Sewer Lagoons should be discussed by the Public Works Committee.

Code Enforcement

Councilor Skyberg reported that she had been hearing concerns about Code Enforcement, particularly as to parked vehicles. She wanted to be sure that we are getting our money's worth for the service. Another issue was the Borck property on Yamhill Street at which the junk was filling the backyard and visible from the street.

Councilor Baller also felt that we were not keeping on top of tall grass and weeds. She mentioned the Miller Property as one example. Hollis noted that Deputy Stuart is on vacation or a couple of weeks. Councilor Skyberg felt that the growing season was not the best time for him to take a vacation.

Hollis responded that he does make up his time when he returns. She explained that she does receive a report of all activity by the Code Enforcement Officer each month. It is not included in the Council agenda because it has addresses that could create embarrassment or hard feelings. She noted that this report is always available for Council to review.

County Work Crews

Councilor Skyberg suggested that the City contact the County to see if the Work Crews would do work on private property. She was thinking about the drainage ditch that goes through the Eyster property and eventually through City property to Willamina Creek. Hollis responded that she did not know the answer, but would have Jeff Brown check this out.

Business License Applications

Discussion followed about ownership of business properties in the City. The Committee recommended that the Business License Application be modified to include this information. Hollis will forward this to the appropriate staff. She noted that we do already ask for property ownership information on land use forms and for water and sewer accounts. These latter, however, are not always current because the properties change hands and we do not always know if they are rentals.

City Employee Compensation

Councilor Skyberg asked Hollis to prepare a report to the Committee on current employee wages/salaries and benefits for the next meeting.

Cemetery SLR Project

Councilor Baller reported that she had heard that Willamette University might have this type of radar available to check out the cemetery. Hollis will follow up.

V. Adjourn

There being no further business, the meeting adjourned at 5:20 pm.

Respectfully submitted,



Sue C Hollis
City Recorder



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

City Staff:

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

FINANCE COMMITTEE MINUTES
Tuesday, October 1, 2013

PRESENT: Councilor Baller
Councilor Skyberg

ABSENT: Councilor Hill

STAFF: Sue Hollis, City Recorder

I. Call to Order

The meeting was called to order at 4:02 pm. A quorum was present.

II. Old Business

a. Status Report on Audits (verbal)

Sue Hollis reported that staff continues to plug away on the audit and is still on track for December.

b. Status of Railroad Lease Agreement (verbal)

Sue Hollis reported that the signed lease has been sent to the City Attorney for signature and forwarding to the railroad. She had been in discussions with the railroad's Omaha Office regarding reimbursement of the legal costs of preparing the lease.

c. Follow-Up Reports (verbal)

1. County Crew Work on Private Property

Sue Hollis reported that Jeff Brown, Public Works Director, had not heard back from Yamhill County about working on private property.

Councilor Skyberg noted that she had discussed this with Sheridan City Manager, Frank Sheridan. That city does use the County to clean drainage ditches that go on private property. He felt the program had worked well for them, but cautioned that a hold harmless agreement was essential. Hollis will follow up with Mr Sheridan on the cost and perhaps get a sample of a hold-harmless agreement.

2. Code Enforcement

Councilor Skyberg reported that she had contacted the State of Oregon to obtain information on the legality of golf carts on City streets. She was told that they were definitely not legal unless the City took some type of action. Sue Hollis noted that the City Attorney had indicated that they could be legal on City streets with speeds of less than 35 mph under certain circumstances. She will add this topic to the agenda for the next Council meeting along with the letter. Councilor Skyberg will follow-up to get the actual ORS citations that prohibit them.

Hollis reported that the contract Deputy had talked with the driver of one of the golf carts who promised they would not drive it on City streets. It does not appear that they have kept that promise.

III. New Business

a. 2013-15 Planning Assistance Grant

Sue Hollis called attention to the agenda memo and briefly reviewed its contents. The City is eligible to receive a \$1,000 grant from the Department of Land Conservation and Development to use for planning assistance. This would be useful during the current review of the Development Code. The Committee agreed to recommend that City Council authorize the City to accept the grant.

b. West One Homes SDC's

Sue Hollis reported that she has made an agreement with West One Homes about how they are paying their System Development Charges (SDCs) on the new homes they are constructing in the Pacific Hills subdivision. The agreement is that they will be permitted to take their plans to Yamhill County for plan check prior to paying the SDC's, however, they will not be permitted to pick up the Building Permits for these sites until the SDC's are paid. This will allow a little more flexibility for the contractor and will not deprive the City of any revenues. The Committee had no concerns so long as the agreement was in writing. Hollis responded that it is and the permits will also be released in writing.

IV. **Committee Member Reports**

Parking on Churchman Street

Discussion occurred about concerns that Churchman Street is too narrow for parking on both sides. The Committee asked that this be referred to the Public Works Committee for review and a recommendation.

Huddleston Pond Weeds

Councilor Skyberg reported that she had contacted a family member who was a former fish and wildlife scientist. He was concerned about the use of chemicals if people were going to eat their catch. The Committee felt that the more appropriate option was to routinely plan for cutting the weeds every year or every other year.

Perhaps the Chamber and Kiwanis would be willing to continue to help. The Committee recommended that staff research the cost of cutting the weeds at least every other year and see if we might be able to budget for this expense.

Cemetery SLR Project

Councilor Baller asked the status of this project. Hollis responded that she had not had time to work on this project since the last meeting.

Employee Wages/Salaries & Benefits

Hollis apologized that she had completely forgotten this report, but will have it for the next meeting.

V. **Adjourn**

There being no further business, the meeting adjourned at 4:40 pm.

Respectfully submitted,



Sue C Hollis
City Recorder

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 09/01/13 - 09/30/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INVT VEND	CHECK STATUS
1	4372	10.96-	010-400-7501			WHAT MAISIE KNEW				
		\$236.31	09/17/13	ARAMK	0	ARAMARK UNIFORM SERVICES				OUTSTANDING
		8.01	010-350-6040			UNIFORMS/TOWELS		860814181		
		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		860823904		
		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		860833560		
		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		860843271		
		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		860853019		
		2.36	020-100-6040			UNIFORMS/TOWELS				
		13.19	030-100-6040			UNIFORMS/TOWELS				
		23.56	040-100-6040			UNIFORMS/TOWELS				
		0.12	010-350-6040			LATE FEE		91218		
		0.04	020-100-6040			LATE FEE				
		0.20	030-100-6040			LATE FEE				
		0.35	040-100-6040			LATE FEE				
1	4373	\$127.50	09/17/13	AREID	0	ART REID TRUCKING LLC				OUTSTANDING
		127.50	030-100-6070			3/4"O ROCK DELIVERY		82865		
1	4374	\$206.60	09/17/13	BKRTL	0	BAKER & TAYLOR				OUTSTANDING
		16.77-	010-400-7504			LAST WITNESS RETD				
		14.97-	010-400-7504			HEIRS & GRACES RETD		0002469082		
		16.17-	010-400-7504			HOTSHOT RETD				
		16.19-	010-400-7504			BEAST RETD				
		14.37-	010-400-7504			LITTLE BLACK BOOK RETD				
		16.80-	010-400-7504			MISTRESS RETD				
		14.40	010-400-7504			HAPPY ATHEIST		4010601336		
		15.60	010-400-7504			LAST KISS GOODBYE				
		16.77	010-400-7504			COMPOUND FRACTURES				
		16.17	010-400-7504			IT HAPPENS IN THE DARK				
		2.68	010-400-7504			MYLAR JACKETS (4)				
		0.63	010-400-7504			FREIGHT SURCHARGE				
		15.60	010-400-7504			HOLY ORDERS				
		14.99	010-400-7504			PROSTATE MONOLOGUES				
		16.19	010-400-7504			BONES OF THE LOST				
		17.37	010-400-7501			MAYAN SECRETS		4010612926		

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 09/01/13 - 09/30/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		21.97	010-400-7504			MAYAN SECRETS				
		16.19	010-400-7504			WHOLE ENCHILADA				
		16.17	010-400-7504			DICK FRANCIS'S REFUSAL				
		4.02	010-400-7504			MYLAR JACKETS (6)				
		1.18	010-400-7504			FREIGHT SURCHARGE				
		16.80	010-400-7501			NEVER GO BACK		4010622758		
		24.75	010-400-7504			NEVER GO BACK				
		15.60	010-400-7504			SONGS OF WILLOW FROST				
		17.37	010-400-7504			W IS FOR WASTED				
		16.80	010-400-7504			RETURN				
		16.19	010-400-7504			2ND WATCH				
		3.35	010-400-7504			MYLAR JACKETS (5)				
		1.08	010-400-7504			FREIGHT SURCHARGE				
1	4375	\$71.83	09/17/13	REFND		100 BARBARA HOFENBREDL				OUTSTANDING
		71.83	040-100-6053			DEP RFND 691 NE 5TH		REFUND 1588.03		
1	4376	\$750.50	09/17/13	BL&HL		0 BERRY, ELSNER & HAMMOND LLP				OUTSTANDING
		532.00	010-150-6065			LEGAL SVCS AUG 13		10987		
		76.00	010-450-6065			LEGAL SVCS AUG 13				
		142.50	030-100-6065			LEGAL SVCS AUG 13				
1	4377	\$2170.00	09/17/13	BLDTC		0 BOLDT, CARLISLE & SMITH LLC				OUTSTANDING
		325.50	010-150-6065			AUDIT 2009-10		105218		
		10.85	010-300-6065			AUDIT 2009-10				
		10.85	010-350-6065			AUDIT 2009-10				
		10.85	010-400-6065			AUDIT 2009-10				
		5.43	010-450-6065			AUDIT 2009-10				
		5.42	010-550-6065			AUDIT 2009-10				
		43.40	020-100-6065			AUDIT 2009-10				
		889.70	030-100-6065			AUDIT 2009-10				
		868.00	040-100-6065			AUDIT 2009-10				
1	4378	\$593.90	09/17/13	BRTH		0 BRETTHAUER OIL CO.				OUTSTANDING
		2.74	010-350-6025			FUEL-GAS CANS 9/10		CL85524		
		9.30	020-100-6025			FUEL-GAS CANS 9/10				
		18.05	030-100-6025			FUEL-GAS CANS 9/10				
		24.61	040-100-6025			FUEL-GAS CANS 9/10				
		4.98	010-350-6025			FUEL-F150 9/11				
		16.92	020-100-6025			FUEL-F150 9/11				
		32.84	030-100-6025			FUEL-F150 9/11				
		44.79	040-100-6025			FUEL-F150 9/11				
		2.57	010-350-6025			FUEL-RGR II 9/4				
		8.73	020-100-6025			FUEL-RGR II 9/4				
		16.95	030-100-6025			FUEL-RGR II 9/4				
		23.12	040-100-6025			FUEL-RGR II 9/4				
		172.75	020-100-6025			FUEL-SWEEPER 9/5-13				
		97.35	040-100-6025			FUEL-F350 9/10				

CITY OF WILLAMINA
 CHECK REGISTER
 DATE RANGE: 09/01/13 - 09/30/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #						
		3.57	010-350-6025			FUEL-BACKHOE 9/11			
		12.14	020-100-6025			FUEL-BACKHOE 9/11			
		23.56	030-100-6025			FUEL-BACKHOE 9/11			
		32.13	040-100-6025			FUEL-BACKHOE 9/11			
		2.34	010-350-6025			FUEL-DUMP TRK 9/11			
		7.96	020-100-6025			FUEL-DUMP TRK 9/11			
		15.44	030-100-6025			FUEL-DUMP TRK 9/11			
		21.06	040-100-6025			FUEL-DUMP TRK 9/11			
		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			
		0.09	010-350-6025			DISCOUNT			
		0.30	020-100-6025			DISCOUNT			
		0.58	030-100-6025			DISCOUNT			
		0.78	040-100-6025			DISCOUNT			
1	4379	\$500.00	09/17/13	BRNNL		0 BRIAN O'NEIL CONSTRUCTION, INC.			OUTSTANDING
		500.00	010-150-6005			REMOVE/CAP CH CHIMNEY 801			
1	4380	\$40.00	09/17/13	BAUTO		0 BROWN'S AUTOMOTIVE CAR CARE CENTER			OUTSTANDING
		40.00	040-100-6020			F350 TIRE REPAIR 8036			
1	4381	\$9.47	09/17/13	C&MKK		0 C & K MARKET INC			OUTSTANDING
		7.98	010-350-6070			CLEANER/DISINFEC	1513639		
		1.49	010-350-6070			SERVICE CHARGE			
1	4382	\$52.76	09/17/13	CRQST		0 CARQUEST			OUTSTANDING
		5.99	010-350-6020			EQUIP PARTS/ABSORBENT	4758-85378		
		5.98	020-100-6020			EQUIP PARTS/ABSORBENT			
		10.65	030-100-6020			EQUIP PARTS/ABSORBENT			
		10.65	040-100-6020			EQUIP PARTS/ABSORBENT			
		15.39	030-100-6067			JOINT PLIERS	4758-86097		
		15.39	030-100-6067			JOINT PLIERS RET	4758-86112		
		19.49	030-100-6067			CHANNEL LOCKS			
1	4383	\$167.93	09/17/13	CCC		0 CHEMEKETA COMMUNITY COLLEGE			OUTSTANDING
		167.93	010-400-6050			TECH LICENSE-WILLMS S0789150			
1	4384	\$250.00	09/17/13	CITY		0 CITY OF YAMHILL			OUTSTANDING
		250.00	010-300-6065			MUNI JUDGE SEP 13 00122			
1	4385	\$101.61	09/17/13	REFND		204 CLINTON & HAWLE VINING			OUTSTANDING
		101.61	030-100-6053			DEP RFND 368 NE YAMHILL REFUND 2172.00			
1	4386	\$73.91	09/17/13	ADAMS		0 COREY L ADAMS			OUTSTANDING
		73.91	010-100-6010			MAYOR STIPEND SEP13 STIPEND SEP 13			

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 09/01/13 - 09/30/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
1	4387	\$31.53 31.53	09/17/13 030-100-6053	REFND	202	DARLENE JONES DEP RFND 349 SW MAPLE	REFUND 2313.00		OUTSTANDING
1	4388	\$46.41 46.41	09/17/13 040-100-6053	REFND	203	DAVID MEIER DEP RFND 738 NE 4TH PL	REFUND 2117.00		OUTSTANDING
1	4389	\$7.47 7.47	09/17/13 040-100-6053	REFND	206	JODIE DURHAM DEP RFND 431 SW MAIN	REFUND 604.01		OUTSTANDING
1	4390	\$155.00 65.00 90.00	09/17/13 030-100-6053 040-100-6053	REFND	200	MATTIE SCHOENBACHLER DEP RFND 1605 SW PIONEER DEP RFND 1605 SW PIONEER	REFUND 2197.01		OUTSTANDING
1	4391	\$74.80 28.90 28.90 17.00	09/17/13 010-400-7501 010-400-7504 010-400-7504	HANSEN	0	MELISSA HANSEN USED CD/DVD USED BOOKS GARDENING BOOK	REIMB 09/06/13 jade		OUTSTANDING
1	4392	\$1685.77 1685.77	09/17/13 010-450-6057	MWCOG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS PLNG SVCS AUG 13	1314099		OUTSTANDING
1	4393	\$60.00 60.00	09/17/13 010-150-6063	NWSPR	0	NEWS REGISTER DISPLAY AD (2)	96191		OUTSTANDING
1	4394	\$73.92 36.96 36.96	09/17/13 030-100-6065 040-100-6065	ONECL	0	ONE CALL CONCEPTS, INC. LOCATES LOCATES	3080504		OUTSTANDING
1	4395	\$295.80 295.80	09/17/13 030-100-6050	OAWU	0	OREGON ASSOCIATION OF WATER UTILITIES DUES 2013-2014	15634		OUTSTANDING
1	4396	\$155.00 65.00 90.00	09/17/13 030-100-6053 040-100-6053	REFND	201	PACIFICO PROPERTIES LLC DEP RFND 686 SW PIONEER DEP RFND 686 SW PIONEER	REFUND 2094.02		OUTSTANDING
1	4397	\$34.40 1.72 5.85 11.35 15.48	09/17/13 010-350-6025 020-100-6025 030-100-6025 040-100-6025	PEP	0	PETROLEUM ENERGY PRODUCTS TRACTOR FUEL 08/07 TRACTOR FUEL 08/07 TRACTOR FUEL 08/07 TRACTOR FUEL 08/07	107504		OUTSTANDING
1	4398	\$8557.45 67.36 1352.51 1062.68 184.85 16.48 24.51	09/17/13 010-550-6090 020-100-6090 060-250-6090 010-150-6090 010-150-6090 010-550-6090	PGE	0	PORTLAND GENERAL ELECTRIC ELEC SVC JUL/AUG13 ST LIGHTS AUG/SEP13 ST LIGHTS AUG/SEP 13 ELEC SVC CH JUL/AUG13 ELEC SVC 902 MAIN ELEC SVC OLD DEPT ST	1614431 JUL/AUG13 2045700 AUG-SEP13 3242538 JUL/AUG13 3455908 JUL/AUG13 4668590 JUL/AUG13		OUTSTANDING

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		336.29	030-100-6090			ELEC SVC HILL DR PMP		4960203	JUL/AUG13	
		189.94	010-400-6090			ELEC SVC JUL/AUG13		5071216	JUL/AUG13	
		25.75	010-150-6090			ELEC SVC OLD SHOP		5072008	JUL/AUG13	
		18.24	010-350-6090			ELEC GRDN SPOT		5134337	JUL/AUG13	
		12.36	010-150-6090			ELEC FEST METER		6101749	JUL/AUG13	
		1496.33	030-100-6090			ELEC SVC INTAKE		6411189	JUL/AUG13	
		371.63	030-100-6090			ELEC SVC 6TH ST PMP		7442324	JUL/AUG13	
		13.68	030-100-6090			ELEC SVC HILL DR TNK		7503422	JUL/AUG13	
		512.69	030-100-6090			ELEC SVC WT FLT		7505336	JUL/AUG13	
		698.92	040-100-6090			ELEC SVC WWTP OFC		8056065	JUL/AUG13	
		135.13	040-100-6090			ELEC SVC WMT N PMP		8057642	JUL/AUG13	
		49.71	040-100-6090			ELEC WWTP HD WKS		8074233	JUL/AUG13	
		1237.92	040-100-6090			ELEC WWTP BLOWER		8110573	JUL/AUG13	
		288.19	010-350-6090			ELEC HUDDLSTN		8412508	JUL/AUG13	
		6.18	010-350-6090			ELEC SVC SHOP		8647822	JUL/AUG13	
		30.88	020-100-6090			ELEC SVC SHOP				
		135.86	030-100-6090			ELEC SVC SHOP				
		135.86	040-100-6090			ELEC SVC SHOP				
		12.32	010-350-6090			ELEC SVC LAMSON		8928404	JUL/AUG13	
		141.18	040-100-6090			ELEC SVC S PMP WWT		99972	JUL/AUG 13	
1	4399	\$240.56	09/17/13	RECWO		0 RECOLOGY WESTERN OREGON				OUTSTANDING
		14.44	030-100-6005			GARB SVC WTP AUG13		00016903	AUG 13	
		14.29	010-350-6090			GARB SVC SHOP AUG13		00025797	AUG 13	
		42.88	020-100-6090			GARB SVC SHOP AUG13				
		42.88	030-100-6090			GARB SVC SHOP AUG13				
		42.87	040-100-6090			GARB SVC SHOP AUG13				
		33.54	010-150-6005			GARB SVC CH AUG 13		00126447	AUG 13	
		49.66	010-350-6410			GARB SVC HUDDL AUG13		00126454	AUG 13	
1	4400	\$249.97	09/17/13	HAYNE		0 RICHARD HAYNES				OUTSTANDING
		25.00	030-100-6038			REIMB STOLEN TOOLS		REIMB 09/12/13		
		224.97	040-100-6038			REIMB STOLEN TOOLS				
1	4401	\$38.81	09/17/13	REFND		199 SANDRA LOPEZ				OUTSTANDING
		38.81	040-100-6053			DEP RFND 686 SW PIONEER		REFUND 2094.01		
1	4402	\$2626.55	09/17/13	SKBERG		0 SKYBERG'S				OUTSTANDING
		8.30	010-350-6070			2X68X/NAIILS		143307		
		4.39	010-350-6070			SPADE BIT		143339		
		1.29	040-100-6070			ELEC TAPE		143364		
		24.44	030-100-6070			MISC SUPPLIES		143407		
		4.99	030-100-6070			2" GALV COUPLING		143446		
		1.64	010-350-6070			COMP FLUOR BULBS		143499		
		1.65	020-100-6070			COMP FLUOR BULBS				
		3.85	030-100-6070			COMP FLUOR BULBS				
		3.85	040-100-6070			COMP FLUOR BULBS				
		5.75	030-100-6070			ELBOWS/COUPLER/GLUE		143554		

CITY OF WILLAMINA
 CHECK REGISTER
 DATE RANGE: 09/01/13 - 09/30/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		0.39	010-350-6070			WING NUTS		143602		
		0.39	020-100-6070			WING NUTS				
		0.90	030-100-6070			WING NUTS				
		0.90	040-100-6070			WING NUTS				
		38.03	010-400-6070			SUPPLIES-BOOK DROP		143604		
		0.81	010-350-6070			BITS		143631		
		0.81	020-100-6070			BITS				
		1.88	030-100-6070			BITS				
		1.88	040-100-6070			BITS				
		20.95	010-400-6070			ANCHORS/BIT		143634		
		0.57	010-350-6070			TAPE/NUTS		143637		
		0.57	020-100-6070			TAPE/NUTS				
		1.32	030-100-6070			TAPE/NUTS				
		1.32	040-100-6070			TAPE/NUTS				
		2.00	040-100-6070			KEY		143646		
		10.99	010-400-6070			DRILL BIT		143682		
		520.68	060-200-6005			RESTRM REHAB		143722		
		10.78	030-100-6070			NUT & SCREW DRIVERS		143726		
		6.49	010-550-6070			FLOOD BULBS		144263		
		1.24	010-350-6070			ACID/ELEC OUTLET		144505		
		1.24	020-100-6070			ACID/ELEC OUTLET				
		2.90	030-100-6070			ACID/ELEC OUTLET				
		2.90	040-100-6070			ACID/ELEC OUTLET				
		3.86	010-350-6070			SPRAYER/CONC MIX		144508		
		3.86	020-100-6070			SPRAYER/CONC MIX				
		9.01	030-100-6070			SPRAYER/CONC MIX				
		9.01	040-100-6070			SPRAYER/CONC MIX				
		39.00	040-100-6070			CONCRETE		144511		
		12.99	010-350-6070			BAGS		145771		
		17.90	010-350-6070			4X4X8 (2)		145783		
		7.58	010-350-6070			PAINT		145824		
		1763.42	060-200-6005			PARTS-RESTRM REHAB		145849		
		2.62	010-350-6070			5' CHAIN		145884		
		2.61	020-100-6070			5' CHAIN				
		6.11	030-100-6070			5' CHAIN				
		6.11	040-100-6070			5' CHAIN				
		5.48	010-150-6070			FLY SWATTER/DUCT TAPE		145952		
		33.76	010-350-6070			BULBS/TAPE/DUSTER		145986		
		13.14	030-100-6070			BLADE/KEY		145993		
1	4403	\$726.78	09/17/13			0 STAPLES CREDIT PLAN				OUTSTANDING
		15.28	010-150-6070			SHARED OFC SUPPLIES		1408290001		
		3.06	010-300-6070			SHARED OFC SUPPLIES				
		15.28	010-350-6070			SHARED OFC SUPPLIES				
		15.28	010-400-6070			SHARED OFC SUPPLIES				
		4.58	010-450-6070			SHARED OFC SUPPLIES				
		50.42	030-100-6070			SHARED OFC SUPPLIES				
		48.90	040-100-6070			SHARED OFC SUPPLIES				

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		46.68	010-350-6070			CLOROX SPRAY				
		19.39	010-150-6070			SHARED OFC SUPPLIES		1437478001		
		3.87	010-300-6070			SHARED OFC SUPPLIES				
		19.39	010-350-6070			SHARED OFC SUPPLIES				
		5.82	010-450-6070			SHARED OFC SUPPLIES				
		63.99	030-100-6070			SHARED OFC SUPPLIES				
		71.98	040-100-6070			SHARED OFC SUPPLIES				
		7.99	030-100-6070			PRINTER INK				
		6.29	010-400-6070			LEFTY SHEARS		817942001		
		6.29	010-350-6070			STENCIL SETS				
		14.69	020-100-6070			STENCIL SETS				
		14.69	030-100-6070			STENCIL SETS				
		5.35	040-100-6070			STENCIL SETS				
		1.07	010-150-6070			SHARED OFC SUPPLIES		818168891		
		5.35	010-300-6070			SHARED OFC SUPPLIES				
		5.35	010-350-6070			SHARED OFC SUPPLIES				
		1.61	010-400-6070			SHARED OFC SUPPLIES				
		17.66	010-450-6070			SHARED OFC SUPPLIES				
		17.12	030-100-6070			SHARED OFC SUPPLIES				
		2.40	040-100-6070			SHARED OFC SUPPLIES				
		0.48	010-150-6070			BLANK CDS		832256711		
		2.40	010-300-6070			BLANK CDS				
		2.40	010-350-6070			BLANK CDS				
		0.72	010-400-6070			BLANK CDS				
		7.91	010-450-6070			BLANK CDS				
		7.67	030-100-6070			BLANK CDS				
		94.99	040-100-6070			RECEIPT ROLLS				
		38.99	010-400-6070			PRINTER INK				
		49.50	040-100-6070							
1	4404	\$49.50	09/17/13	SUEH		0 SUE C HOLLIS				OUTSTANDING
		49.50	010-450-6077			BEH LEGIS UPDATE TRNG		REIMB 9/13/13		
1	4405	\$48.00	09/17/13	TECHS		0 TECHSOUP GLOBAL				OUTSTANDING
		16.00	010-550-8010			WINDOWS 7 64 BIT		CONF #1001870		
		16.00	010-550-8010			MS PROF 2013		CONF #1001877		
		16.00	010-400-6068			MS PROF 2013				
1	4406	\$89.08	09/17/13	TEILA		0 TEI LANDMARK AUDIO				OUTSTANDING
		76.58	010-400-7501			USED AUDIOS		1178436		
		12.50	010-400-7501			SHIPPING/HANDLING				
1	4407	\$152.00	09/17/13	THSUN		0 THE SUN				OUTSTANDING
		152.00	010-150-6063			DISPLAY ADS - AUG		STMNT 08/30/13		
1	4408	\$135.34	09/17/13	UNITP		0 UNIT PROCESS COMPANY				OUTSTANDING
		119.63	030-100-6020			SOL VIV		10021954		

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #	#	AMOUNT	G/L ACCT #							
		15.71	030-100-6020			FREIGHT				
1	4409	\$1330.00	09/17/13	WTRLB	0	WATERLAB CORP.				OUTSTANDING
		1050.00	030-100-6093			WATER TESTING		62238		
		280.00	040-100-6093			INFLUENT TESTING				
1	4410	\$31.45	09/17/13	SWSHP	0	WILLAMINA SAW SHOP				OUTSTANDING
		31.45	010-350-6020			REPAIR RIDING MOWER		362306		
1	4411	\$56.37	09/17/13	REFND	205	WILLIAM L KNIGHT				OUTSTANDING
		56.37	040-100-6053			DEP RFND 510 NW WILLA		REFUND 2124.02		
1	4412	\$1030.31	09/17/13	XEROX	0	XEROX CORPORATION				OUTSTANDING
		202.05	010-400-6021			COPIER - AUG 13		069940999		
		179.95	010-150-6021			CH COPY CHGS AUG13		069941007		
		59.98	020-100-6021			CH COPY CHGS AUG13				
		179.95	030-100-6021			CH COPY CHGS AUG13				
		179.95	040-100-6021			CH COPY CHGS AUG13				
		228.43	010-550-6021			COPIER AUG13		070082806		
1	4413	\$3066.16	09/17/13	YCOM	0	YAMHILL COMMUNICATIONS AGENCY				OUTSTANDING
		1533.08	010-500-6111			DUES - SEP 2013		2322		
		1533.08	010-500-6111			DUES - OCT 13		2340		
1	4414	\$200.00	09/17/13	YCCC	0	YAMHILL COUNTY COMMUNITY CORRECTIONS				OUTSTANDING
		200.00	080-100-6460			MOWING SVCS AUG 13		MOWING 08/21/13		
1	4416	\$281.00	09/30/13	A&ESF	0	A&E SECURITY & ELECTRONIC SOLUTIONS				OUTSTANDING
		101.00	010-150-6005			CHECK SECURITY SYS		113046		
		101.00	010-150-6077			TRAIN STAFF ON SEC SYS				
		79.00	010-150-6005			SVC CALL CH		113074		
1	4417	\$575.00	09/30/13	CSCDC	0	CASCADE COLUMBIA				OUTSTANDING
		510.00	030-100-6008			NACLO (12.5%)		600724		
		160.00	030-100-6008			CONTAINER DEP				
		120.00	030-100-6008			DRUM RET CREDIT				
		25.00	030-100-6008			ENERGY SURCHARGE				
1	4418	\$1681.54	09/30/13	CENLK	0	CENTURYLINK				OUTSTANDING
		94.20	030-100-6075			TEL SVC AUTO DIAL		1010 AUG/SEP 13		
		9.28	010-150-6075			TEL SVC FAX-CH		1121 AUG/SEP 13		
		1.64	010-300-6075			TEL SVC FAX-CH				
		1.64	010-350-6075			TEL SVC FAX-CH				
		0.55	010-400-6075			TEL SVC FAX-CH				
		1.64	010-450-6075			TEL SVC FAX-CH				
		0.55	010-550-6075			TEL SVC FAX-CH				
		3.27	020-100-6075			TEL SVC FAX-CH				
		18.53	030-100-6075			TEL SVC FAX-CH				

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 09/01/13 - 09/30/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		17.46	040-100-6075			TEL SVC FAX-CH				
		73.01	010-150-6075			TEL SVC CITY HALL		2242	AUG/SEP 13	
		11.53	010-300-6075			TEL SVC CITY HALL				
		11.53	010-350-6075			TEL SVC CITY HALL				
		11.53	010-450-6075			TEL SVC CITY HALL				
		23.05	020-100-6075			TEL SVC CITY HALL				
		130.63	030-100-6075			TEL SVC CITY HALL				
		122.96	040-100-6075			TEL SVC CITY HALL				
		43.71	030-100-6075			TEL SVC WTP		4000	AUG/SEP 13	
		222.98	030-100-6075			TEL SVC WTP COMP		4913	AUG/SEP 13	
		92.04	010-400-6075			TEL SVC AUG/SEP13		6182	AUG/SEP 13	
		43.71	040-100-6075			TEL SVC E ST PUMP		8424	AUG/SEP 13	
		91.75	040-100-6075			TEL SVC WMT CTR RM		8541	AUG/SEP 13	
		58.73	010-550-6075			TEL SVC AUG/SEP13		9000	AUG/SEP 13	
		595.62	030-100-6075			TEL SVC TELEMETRY/PAY PL		W	TELEM AUG/SEP13	
1	4419	\$46.99	09/30/13	REFND		207 CHARLES D GRAY JR				OUTSTANDING
		46.99	040-100-6053			DEP RFD 510 NW WILLA		REFUND	2124.03	
1	4420	\$2329.89	09/30/13	CISTR		0 CIS TRUST				OUTSTANDING
		3.74	010-100-6038			WC PREMIUMS 2QTR		WIL-W2013-00-QTR2		
		9.52	010-150-5920			WC PREMIUMS 2QTR				
		11.90	010-300-5920			WC PREMIUMS 2QTR				
		203.40	010-350-5920			WC PREMIUMS 2QTR				
		45.71	010-400-5920			WC PREMIUMS 2QTR				
		9.52	010-450-5920			WC PREMIUMS 2QTR				
		499.94	020-100-5920			WC PREMIUMS 2QTR				
		791.61	030-100-5920			WC PREMIUMS 2QTR				
		754.55	040-100-5920			WC PREMIUMS 2QTR				
1	4421	\$92.40	09/30/13	CITYW		0 CITY OF WILLAMINA				OUTSTANDING
		9.24	010-000-2032			ACCT# 205-BROWN		093013	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	4422	\$210.24	09/30/13	UNION		0 CONST & GEN LABORERS UNION				OUTSTANDING
		98.11	010-000-2035			UNION DUES		093013	PAYROLL	
		8.76	020-000-2035			UNION DUES				
		54.31	030-000-2035			UNION DUES				
		49.06	040-000-2035			UNION DUES				
1	4423	\$24.00	09/30/13	MAGZN		18 COOKING LIGHT				OUTSTANDING
		24.00	010-400-7566			1 YR COOKING LT		SUBS	09/26/13	
1	4424	\$543.00	09/30/13	COPYC		0 COPY CATS				OUTSTANDING
		54.30	010-150-6070			SHARED OFC SUPPLIES		118481		
		10.86	010-300-6070			SHARED OFC SUPPLIES				

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #						
1	4425	\$15.00	09/30/13	MAGZN	3	GOOD HOUSEKEEPING & WOMAN'S DAY			OUTSTANDING
		15.00	010-400-7566		2	YRS GHPNG/WD	DUAL SUBSC 09/26		
1	4426	\$216.00	09/30/13	HNYBC	0	HONEY BUCKET			OUTSTANDING
		104.00	010-350-6410			PORTAP LAMSON 9/8-10/7	1-751450		
		4.00	010-350-6410			FUEL SURCHARGE			
		104.00	010-350-6410			PORTAP OAKEN 9/14-10/13	1-756348		
		4.00	010-350-6410			FUEL SURCHARGE			
1	4427	\$430.00	09/30/13	KELLE	0	KELLER ASSOCIATES INC			OUTSTANDING
		172.50	030-100-6018			ENGR SVC-WATER LINE REP	0000003		
		257.50	010-350-6410			WC BANK STAB ENGR SVC	0000004		
1	4428	\$440.00	09/30/13	KENS	0	KEN EISELE			OUTSTANDING
		440.00	040-100-6410			CLEAN DITCH	1328		
1	4429	\$155.00	09/30/13	REFND	132	LARRY HOFENBREDL			OUTSTANDING
		65.00	030-100-6053			DEF RFD 501 NE 3RD	REFUND 264.02		
		90.00	040-100-6053			DEP RFD 501 NE 3RD			
1	4430	\$20.00	09/30/13	MAGZN	42	MARTHA STEWART LIVING			OUTSTANDING
		20.00	010-400-7566			MS LIVING 1 YR	SUBSC 09/26/13		
1	4431	\$43.34	09/30/13	NWNTR	0	NW NATURAL			OUTSTANDING
		15.94	010-400-6090			NAT GAS AUG/SEP 13	13632823 9/25/13		
		27.40	010-550-6090			NAT GAS AUG/SEP13	13916580 9/25/13		
1	4432	\$15.00	09/30/13	OLA	0	OLA/CSD			OUTSTANDING
		15.00	010-400-6077			CSD 2013 FALL WKSHOP	WILLMS 10/19/13		
1	4433	\$842.67	09/30/13	PETER	0	PETERSON			OUTSTANDING
		842.67	040-100-6020			TRBLSHOOT GENERATOR	SW290016568		
1	4434	\$50.00	09/30/13	POSEY	0	POSEYLAND FLORIST			OUTSTANDING
		50.00	010-100-6052			FLOWERS-SKYBERG	071953		
1	4435	\$106.74	09/30/13	SHOWC	0	SHOWCASES			OUTSTANDING
		33.40	010-400-6070			DVD SLEEVES/LABELS	274334		
		5.00	010-400-6070			SHIPPING/HANDLING			
		6.50	010-400-6070			CREDIT-LABELS	274544		
		69.30	010-400-6070			VINYL CD ALBUMS	274966		
		5.54	010-400-6070			SHIPPING/HANDLING			

CITY OF WILLAMINA
CHECK REGISTER

DATE RANGE: 09/01/13 - 09/30/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4436	\$156.43	09/30/13	SPRINT	0	SPRINT				OUTSTANDING
		7.82	010-350-6075			TALK/PHONE AUG/SEP		56922313-142		
		10.95	020-100-6075			TALK/PHONE AUG/SEP				
		68.83	030-100-6075			TALK/PHONE AUG/SEP				
		68.83	040-100-6075			TALK/PHONE AUG/SEP				
1	4437	\$29.95	09/30/13	MAGZN	27	THE ATLANTIC				OUTSTANDING
		29.95	010-400-7566			RENEW THE ATLANTIC		1 YR 09/26/13		
1	4438	\$150.00	09/30/13	YC	0	YAMHILL COUNTY				OUTSTANDING
		150.00	010-100-6079			CITY/CITY DIN 10/17		10/17/13 CC DIN		
1	4439	\$34918.20	09/30/13	YCSHE	0	YAMHILL COUNTY SHERIFF'S OFFICE				OUTSTANDING
		14390.05	010-200-6120			POL SVC AUG 13		2013-14-096		
		3069.05	010-200-6121			CODE ENF SVC AUG 13				
		14390.05	010-200-6020			POL SVC OCT 13		2013-14-100		
		3069.05	010-200-6121			CODE ENF SVC OCT 13				
1	9301301	\$6834.03	09/30/13	IRS	0	INTERNAL REVENUE SERVICE				OUTSTANDING
		1355.30	010-000-2013			FICA/MC 093013		093013 PAYROLL		
		676.71	010-000-2015			FED WITHH 093013				
		350.72	020-000-2013			FICA/MC 093013				
		245.84	020-000-2015			FED WITHH 093013				
		1190.02	030-000-2013			FICA/MC 093013				
		814.09	030-000-2015			FED WITHH 093013				
		1247.28	040-000-2013			FICA/MC 093013				
		954.07	040-000-2015			FED WITHH 093013				
1	9301302	\$1715.52	09/30/13	ODR	0	OREGON DEPARTMENT OF REVENUE				OUTSTANDING
		514.50	010-000-2017			STATE WITHHOLDING		093013 PAYROLL		
		149.99	020-000-2017			STATE WITHHOLDING				
		506.92	030-000-2017			STATE WITHHOLDING				
		544.11	040-000-2017			STATE WITHHOLDING				
1	9301303	\$281.65	09/30/13	AFLAC	0	AFLAC				OUTSTANDING
		24.06	010-000-2030			EMPE PREMIUMS		093013 PAYROLL		
		59.26	010-000-2032			EMPE PREMIUMS				
		36.35	020-000-2032			EMPE PREMIUMS				
		14.43	030-000-2030			EMPE PREMIUMS				
		69.95	030-000-2032			EMPE PREMIUMS				
		9.61	040-000-2030			EMPE PREMIUMS				
		67.99	040-000-2032			EMPE PREMIUMS				
1	9301304	\$859.62	09/30/13	OEMD	0	OREGON EMPLOYMENT DEPARTMENT				OUTSTANDING
		273.57	010-000-2018			UNEMPLOYMENT		093013 PAYROLL		
		8.20	010-000-2019			WBF ASSESSMENT				
		71.67	020-000-2018			UNEMPLOYMENT				

CITY OF WILLAMINA
 CHECK REGISTER
 DATE RANGE: 09/01/13 - 09/30/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		1.44	020-000-2019			WBF ASSESSMENT				
		240.46	030-000-2018			UNEMPLOYMENT				
		5.95	030-000-2019			WBF ASSESSMENT				
		252.37	040-000-2018			UNEMPLOYMENT				
		5.96	040-000-2019			WBF ASSESSMENT				
1	9301305	\$2656.85	09/30/13	PERS	0	PUBLIC EMPLOYEES RETIREMENT SYSTEM				OUTSTANDING
		924.54	010-000-2011			RETIREMENT CONTRS	093013	PAYROLL		
		234.43	020-000-2011			RETIREMENT CONTRS				
		805.56	030-000-2011			RETIREMENT CONTRS				
		692.32	040-000-2011			RETIREMENT CONTRS				
1	9301306	\$8598.39	09/30/13	PREBS	0	EBS TRUST				OUTSTANDING
		2099.93	010-000-2030			HEALTH PREMIUMS	093013	PAYROLL		
		313.44	010-000-2032			LIFE/A&D PREMIUMS				
		835.91	020-000-2030			HEALTH PREMIUMS				
		109.02	020-000-2032			LIFE/A&D PREMIUMS				
		2146.72	030-000-2030			HEALTH PREMIUMS				
		277.99	030-000-2032			LIFE/A&D PREMIUMS				
		2487.76	040-000-2030			HEALTH PREMIUMS				
		327.62	040-000-2032			LIFE/A&D PREMIUMS				

TOTAL # OF ISSUED CHECKS: 76 TOTAL AMOUNT: 91639.49
 TOTAL # OF VOIDED/REISSUED CHECKS: 0 TOTAL AMOUNT: 0.00
 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	53,190.09	0.00
020	STREETS FUND	4,406.37	0.00
030	WATER FUND	15,893.52	0.00
040	WASTEWATER FUND	14,602.73	0.00
060	SPECIAL REVENUE FUND	3,346.78	0.00
080	WILLAMINA CEMETERY FUND	200.00	0.00
TOTAL -		91,639.49	0.00

Public Works Monthly Report to Council

Oct. 2013

Water

We had a 4" water main break on Willamina Drive last week. Repairs were made.

Wastewater

There was a moisture seal failure on one of the pumps at the E Street station. We have sent it in for repairs.

Streets

Waiting to hear from ODOT about the bid for the sidewalk project. Council action will be needed after the State's approval.

Parks

A strange robbery at the Fish Pond restroom. Someone took the motion activated light switch.

Other

Jeff Brown

Willamina Water Master Plan

Kickoff Meeting

October 3, 2013

Attendees: Peter Olsen (Keller Associates), Natalie Jennings (Keller Associates), Sue Hollis (City of Willamina), Jeff Brown (City of Willamina), Debbie Bernard (City of Willamina), Gary Hill (City Council), Jeri St Onge (City Council), Kevin Dobie (Willamina School District), Robert A. (Willamina School District), Dennis Ulrich (Planning Commission), Dave Meier (WVFD), Steve Candela (OSFM), Rolly Heuser (EID), JW Millegan (Wallace Bridge)

Agenda:

1. Project roles
 - a. City contacts: Sue Hollis, Jeff Brown
Keller primary contact: Peter Olsen, 503.364.2002,
polsen@kellerassociates.com
2. Schedule Review
 - a. The water master plan can be completed in as little as four months if all information is provided quickly and City Council works to approve it in a timely manner. In other communities, this process has taken up to 2 years. It is up to City staff and Council how quickly this project will progress.
3. Planning criteria
 - a. Study area = Urban Growth Boundary, plus the connections currently serviced outside the UGB
 - b. There are water connections outside the city limits, but none outside the UGB. Keller Associates will investigate potential limitations presented by the water rights for providing water outside the city limits.
 - c. There was discussion about intertie with various systems in the region. This alternative may be considered.
 - d. Population projections
 - i. 20-year projected growth
 - ii. Distribution of new growth
 - e. Existing and future land use
 - i. Maintain current residential / nonresidential percentages of water usage?
 - ii. Future industrial reserve?
 - f. Pressures
 - i. Maximum day demands + Fire @ 20+ psi
 - ii. Peak hour demands @ 40+ psi
 - iii. Static pressures < 80 psi (w/o pressure regulators) for new developments, < 95 psi for existing developments
 - iv. Static pressures < 100 psi in mainlines
 - g. Fire protection
 - i. Min 1000 gpm for existing residential zoned
 - ii. Site specific requirements from fire authority
 - iii. Fire storage typically a function of highest demand (1500+ gpm for 2+ hours)

- iv. Future – target minimum fire flows for residential, commercial, and industrial
 - v. State fire marshal accepts these fire flows. He added that if a building has an ISO rating higher than 1500 gpm, but is sprinkled at at least 200 gpm, it is often considered as 1500 gpm because that is what is required from the hydrant.
 - h. Emergency storage - Three times the average day demand
 - i. Desired storage freeboard (typically 1 foot).
 - j. Standby power / elevated storage
- 4. Unaccounted for water
 - a. Previous leak study?
 - b. Unmetered connections?
 - c. Quantifying unmetered water uses
- 5. Review Request for Information # 1 (see attached)
 - a. 30 days
 - b. A box full of information and electronic files were given to Keller Associates after the meeting. The RFI will be updated periodically to reflect what has not been addressed.
- 6. Water Intake Issues
 - a. Water Supply Site Reconnaissance and Intake Alternatives Analysis
- 7. Water Rights Issues
- 8. Project schedule
 - a. WTP, booster stations and reservoir tour Friday October 11th all day
 - b. Calibration flow testing
 - i. Three city staff available
 - ii. City needs to send notices out a week ahead of time to residents.
 - iii. Will be performed in a few weeks once the mapping and basic model has been built.
 - c. Next TAC meeting – November / December
 - i. City Council requested that it occur in the evening.
- 9. Financial Plan
 - a. User Rates
 - b. SDCs
- 10. The school district had an analysis performed by HBH engineers to evaluate required upgrades to provide fire flows. The recommendations from that analysis will be considered during the evaluation and associated recommendations.
- 11. Keller Associates will correspond directly with the MWVCOG to obtain previous mapping files.

Summary of Action Items:

Facility tour - next week - Keller Associates and Jeff Brown

Hydrant flow testing - Keller Associates and 3 City staff

City – Provide information from RFI

October 3, 2013

City of Willamina
411 NE "C" Street
Willamina, Oregon 97396

SUBJECT: Willamina Water Master Plan Update October 3, 2013 Meeting

Dear Mayor, City Council and Peter Olson:

As Chairman of the Willamina Economic Improvement District (EID), thank you for the opportunity to provide input and assist in the Water Master Plan Update. The EID's mission is to promote economic improvement and development in the community.

With the recent concerns raised about the current condition and the future of our water system, we believe this particular update needs to do a good job in identifying all the issues involved with the water system so the current and future needs are met. We see opportunities around us, and we need information that will get the problems in front of us, and provide options with information on each in order to make sound decisions.

The EID is also concerned about the ability to replace existing buildings, including multi-story buildings, and that the system will be strained to meet the demands new development will bring the community. In particular, any major community or business renovation, expansion or new development project might be limited or prevented due to problems with the water system. We ask that those types of limitations and restrictions be clearly identified in the Update, along with the ways to address the issues.

In summary, the EID wants all the facts and solutions on the table.

Thank you again.

Yours truly,

A handwritten signature in black ink, appearing to read "Rolly Heuser", written over a horizontal line.

Rolly Heuser, Chairman
Willamina Economic Improvement District

Willamina Coastal Hills

P.O. Box 411
Willamina, Oregon 97396

Chamber
OF COMMERCE

(503) 876-5777
FAX (503)876-1121
FAX (503)876-5777

October 3, 2013

Mayor, City of Willamina
411 "C" Street
Willamina, OR 97396

Subject: Willamina Water Master Plan Kickoff Meeting

Dear Mayor,

The Willamina Coast Hills Chamber of Commerce would like to be involved with the Update of the City's Water Master Plan, by being notified of any futures meetings and receiving regular updates of the project.

We would like to help coordinate the city's water master plan with other needs and issues in and around the community. A case in point: the Auto Court, if it is ever to be rebuilt as a small hotel facility, we will be denied a permit based on the fact that we are unable to supply water to fire sprinklers.

We ask that the Update include information, strategies and alternatives addressing the concerns about the intake and about being able to provide enough water pressure to community and businesses (both existing and future uses) in order to meet state fire and safety codes.

All of these concerns increase when the Chamber sees opportunity "knocking on our door," and then not being able to capture what Wallace Bridge will bring to our community. Wallace Bridge will attract tourists to our community and will provide jobs. But first and foremost Willamina will need to have an adequate supply and delivery system of water for the businesses to respond to the increased demand for services.

We appreciate and look forward to working with the city and the consultant, along with the community, to begin to address these important water issues and the future of our community businesses and services.

Sincerely,



Gary E Brooks DMD, President Willamina Coastal Hills Chamber of Commerce



Wallace Bridge

October 3, 2013

Mayor Corey J. Adams
City of Willamina
411 "C" Street
Willamina, OR 97396

Sent via e-mail and at hearing

Subject: Willamina Water Master Plan Update, October 3, 2013 Kickoff Meeting

Dear Mayor Adams and Council Members,

Wallace Bridge wants Willamina to be successful and prosper. To create needed jobs and begin to address the issues of providing an adequate supply of water, we need to work together as well as involve the larger community of the West Valley. It's great to see that the city is moving forward with a comprehensive water system study. This is a great opportunity at the right time.

The City of Willamina needs to provide a reliable and abundant supply of high quality water to the community for current and future users. Current rate payers needs have to come first. I would also recommend that the update look beyond just the immediate needs but at the long-term demands as well. Since Willamina is the closest city to Wallace Bridge, it has incredible growth opportunity to provide support services such as restaurants, lodging, and housing but only if it has a water system which will support this growth. The answers to these issues may be found in working with other water districts in the West Valley. The study should look at possible cooperation with surrounding water districts which could lower costs to rate payers, increase the availability and provide for a more dependable supply.

International Equestrian Events Competition Venue

Wallace Bridge • P.O. Box 249 • Sheridan, Oregon 97378
Call: 503/876-1600 or 800/651-1996 • Fax: 503/876-6855 • www.wallacebridge.com

It is great that the city is working to address these important issues now with the water system and future needs of the community. Wallace Bridge is committed to working with the city and the West Valley in addressing these important issues by helping with staff needs, coordination and finding funding opportunities to implement improvements to the water system.

Sincerely,



J.W. Millegan
Owner
Wallace Bridge
Carlton LLC

cc: Val Adamson, Mayor of Sheridan
Buell-Red Prairie Water Association
Grand Ronde Water District
Confederated Tribes of Grand Ronde
Press

**WILLAMINA LIBRARY BOARD
MINUTES**

17 Sep 13

Present: Linda Scott, Dan Goff, Darlene Brown, Melissa Hansen

Absent: Joyce Zimbrick

Guests:

Dan called the meeting to order at 8:15 am. The minutes of 18 Jun 2013 were approved.

Old Business:

New Business:

Melissa presented the reports for June, July and August.

Melissa handed out copies of the State Statistical Report and said the library received a silver star from the State Library for completing the report a month early.

The Board will ask Audrey Snyder if she would like to replace Linda Brown on the Board. If so, Melissa will give her the forms to fill out for the city.

There was a discussion about moving the circulation desk to the area near Melissa's office and the work room. The Board approved the move pending a report to the city with plans, cost and time involved.

The meeting adjourned at 8:35 am.

The next meeting will be 15 Oct 2013 at 8:15 am.

ITEMS

CIRCULATION (CHECKOUT) STATISTICS

Willamina Public Library

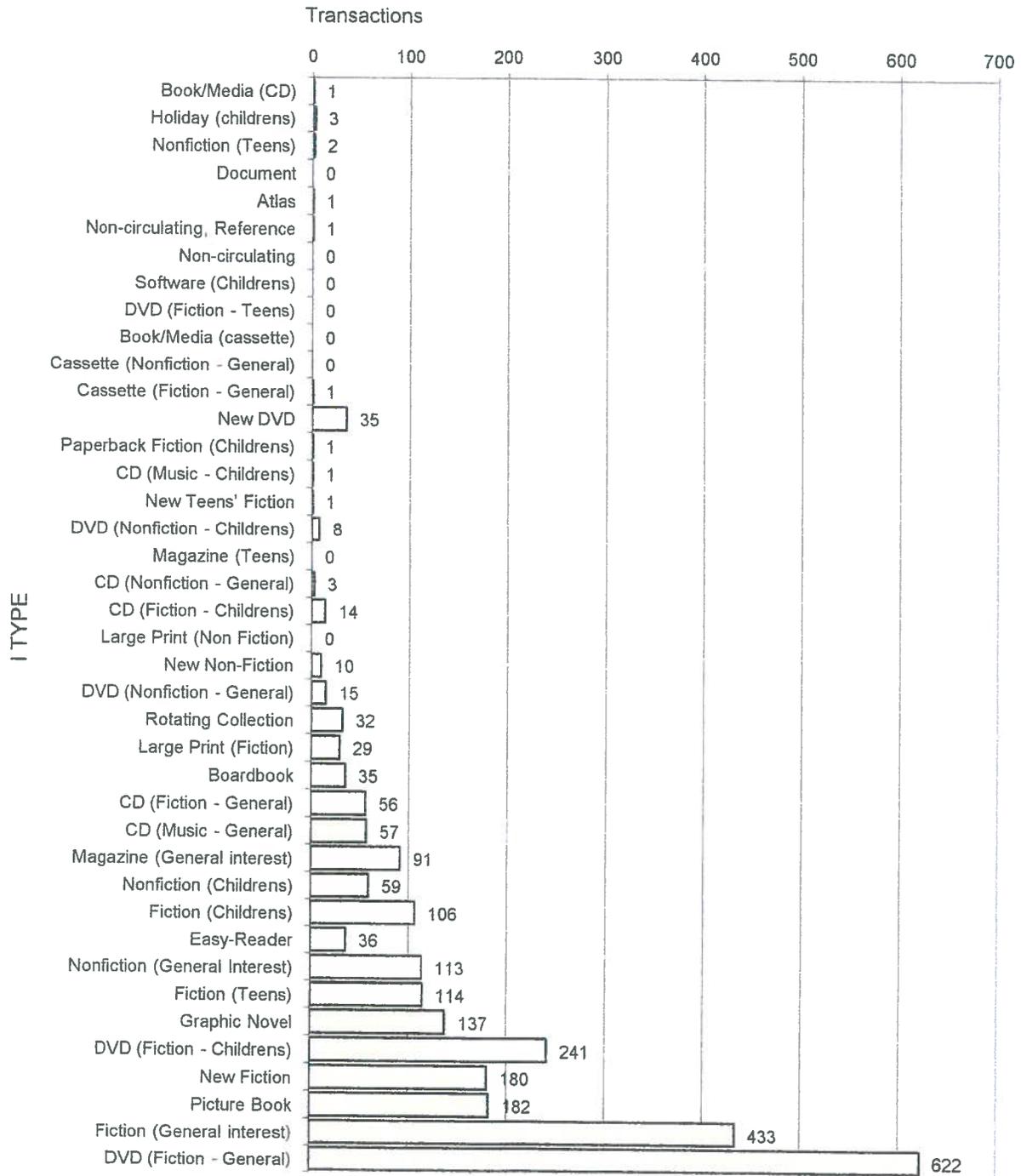
Jun 13

I TYPE	PERCENT	QTY
DVD (Fiction - General)	23.7%	622
Fiction (General interest)	16.5%	433
Picture Book	6.9%	182
New Fiction	6.9%	180
DVD (Fiction - Childrens)	9.2%	241
Graphic Novel	5.2%	137
Fiction (Teens)	4.3%	114
Nonfiction (General Interest)	4.3%	113
Easy-Reader	1.4%	36
Fiction (Childrens)	4.0%	106
Nonfiction (Childrens)	2.3%	59
Magazine (General interest)	3.5%	91
CD (Music - General)	2.2%	57
CD (Fiction - General)	2.1%	56
Boardbook	1.3%	35
Large Print (Fiction)	1.1%	29
Rotating Collection	1.2%	32
DVD (Nonfiction - General)	0.6%	15
New Non-Fiction	0.4%	10
Large Print (Non Fiction)	0.0%	0
CD (Fiction - Childrens)	0.5%	14
CD (Nonfiction - General)	0.1%	3
Magazine (Teens)	0.0%	0
DVD (Nonfiction - Childrens)	0.3%	8
New Teens' Fiction	0.0%	1
CD (Music - Childrens)	0.0%	1
Paperback Fiction (Childrens)	0.0%	1
New DVD	1.3%	35
Cassette (Fiction - General)	0.0%	1
Cassette (Nonfiction - General)	0.0%	0
Book/Media (cassette)	0.0%	0
DVD (Fiction - Teens)	0.0%	0
Software (Childrens)	0.0%	0
Non-circulating	0.0%	0
Non-circulating, Reference	0.0%	1

Atlas	0.0%	1
Document	0.0%	0
Nonfiction (Teens)	0.1%	2
Holiday (childrens)	0.1%	3
Book/Media (CD)	0.0%	1
Cassette (Fiction - Childrens)	0.0%	0
CD (Fiction - Teens)	0.0%	0
CD (Nonfiction - Childrens)	0.0%	1
Equipment (21-days)	0.0%	1
ILL (Borrow)	0.0%	0
TOTAL	100.0%	2,622

Circulation (Checkout) Statistics

Willamina Public Library



PATRONS

CIRCULATION (CHECKOUT) STATISTICS

Willamina Public Library

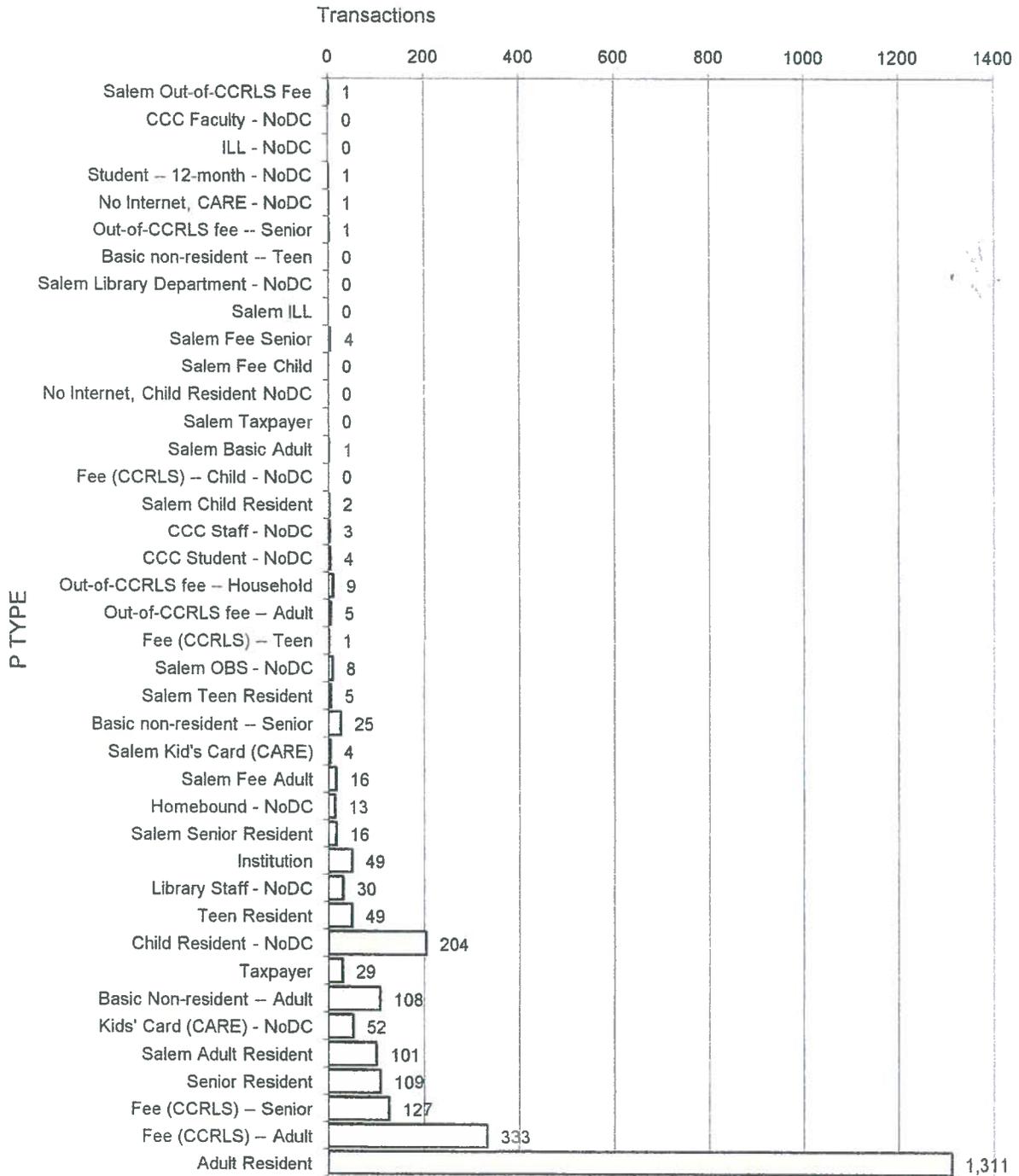
Jun 13

P TYPE	PERCENT	QTY
Adult Resident	50.0%	1,311
Fee (CCRLS) -- Adult	12.7%	333
Fee (CCRLS) -- Senior	4.8%	127
Senior Resident	4.2%	109
Salem Adult Resident	3.9%	101
Kids' Card (CARE) - NoDC	2.0%	52
Basic Non-resident -- Adult	4.1%	108
Taxpayer	1.1%	29
Child Resident - NoDC	7.8%	204
Teen Resident	1.9%	49
Library Staff - NoDC	1.1%	30
Institution	1.9%	49
Salem Senior Resident	0.6%	16
Homebound - NoDC	0.5%	13
Salem Fee Adult	0.6%	16
Salem Kid's Card (CARE)	0.2%	4
Basic non-resident -- Senior	1.0%	25
Salem Teen Resident	0.2%	5
Salem OBS - NoDC	0.3%	8
Fee (CCRLS) -- Teen	0.0%	1
Out-of-CCRLS fee -- Adult	0.2%	5
Out-of-CCRLS fee -- Household	0.3%	9
CCC Student - NoDC	0.2%	4
CCC Staff - NoDC	0.1%	3
Salem Child Resident	0.1%	2
Fee (CCRLS) -- Child - NoDC	0.0%	0
Salem Basic Adult	0.0%	1
Salem Taxpayer	0.0%	0
No Internet, Child Resident NoDC	0.0%	0
Salem Fee Child	0.0%	0
Salem Fee Senior	0.2%	4
Salem ILL	0.0%	0
Salem Library Department - NoDC	0.0%	0
Basic non-resident -- Teen	0.0%	0
Out-of-CCRLS fee -- Senior	0.0%	1

No Internet, CARE - NoDC	0.0%	1
Student -- 12-month - NoDC	0.0%	1
ILL - NoDC	0.0%	0
CCC Faculty - NoDC	0.0%	0
Salem Out-of-CCRLS Fee	0.0%	1
TOTAL	100.0%	2,622

Circulation (Checkout) Statistics

Willamina Public Library



Willamina Code Violations

August 2013

1

Complaints	Violation	+	# of citations issued
	Abandoned vehicles on Public Stret		
4	Assist YCSO Deputies with Criminal Complaints		
	Barking dog		
2	Blocked Roadways/Alleys	2	
3	Blocked Sidewalks	2	
1	Building code Violations & Inspections		
	Business Licenses		
1	Citizens Assistance		
3	City Hall Admin duties		
	Dog Running at Large		
1	Fence, Walls, Hedges - Maintenance	1	
2	Fire Code Violations	2	
19	Follow up on Code Violations		
23	Followup Property Inspections	3	
2	Followup with Public Service Agencies		
4	Garage Sale Complaints	4	
	Graffiti		
	Health & Safety Hazards		
	Illegal Burning		
3	Illegal Dumping	3	
11	Junk/Debris on Private Property	9	
	Miscellaneous Ordinance Followup		
1	Noise Complaints	1	
2	Other Misc Code Violations	2	
1	Other Misc Animal Complaints		
2	Parking of Recreational Vehicles/Trailers	2	
	Sidewalks Responsibility/Maintenance		
	Storage /Parking on Street		
	Storage/Parking on Private Property		
1	Traffice Complaints	2	
1	Unwanted Persons/trespassing	1	
	Wanted Subjects/Warrants		
13	Weeds & Noxious Growth	5	
	YCSO Training		
12	YCSO Admin Duties		
summary:			



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 9/1/2013 to 9/30/2013**

City	UCR Description	9/1/2012 to 9/30/2012	9/1/2013 to 9/30/2013	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0		1	3
	Burglary-Business	0	1		1	4
	Burglary-Non-Residence	2	0		7	7
	Burglary-Residence	0	0		5	9
	Larceny	5	7	40.00 %	48	53
	Motor Vehicle Theft-Auto	1	1		3	5
	Rape	0	0			1
	Robbery	0	0			1
	Part 1 Total	8	9	11.11%	65	83
Part 2						
	All Other	1	0		8	5
	Animal Problems	0	0		3	1
	Curfew	0	0			1
	Disorderly Conduct	2	0		6	18
	Drug Laws	0	4		16	25
	DUII	0	0		5	10
	Forgery	0	0		1	
	Fraud	0	0		1	2
	Kidnapping	0	0			2
	Liquor Laws	3	0		2	6
	Prostitution	0	0		1	
	Runaway	0	1		4	6
	Sex Offenses	0	0		4	4
	Simple Assault	2	9	350.00 %	34	52
	Stolen Property	0	0		2	3
	Tresspass/Prowler	1	0		9	17
	Vandalism	5	2	-60.00 %	34	41
	Weapons	0	1		1	1
	Part 2 Total	14	17	17.65%	131	194
Part 3						
	All Other	4	8	100.00 %	57	77
	Non-Reportable Offenses	7	13	85.71 %	90	113
	Part 3 Total	11	21	47.62%	147	190
	Total For WILLAMINA	33	47	29.79%	343	467