

WILLAMINA CITY COUNCIL AGENDA

City Council Meeting

August 11, 2016 @ 6:00pm,

411 NE "C" St, Willamina

6:00PM
CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment on an item of the Regular Agenda will need to sign in on the Sign in Form.

CONSENT AGENDA – Minutes:

1. June 9, 2016
2. June 30, 2016
3. July 14, 2016
4. July 21, 2016
5. Budget to Actual Financial Report
6. July 1, 2016 to July 30, 2016 Check Register

CORRESPONDENCE

REGULAR AGENDA

1. **Resolution No. 16-17-003 Surplus City Safe - separate hand out**
2. **Ordinance 663** – Trailer Ordinance Declared as an emergency
3. **Resolution No. 16.17-002 – Delegated Authority**

BUSINESS CARRIED FORWARD

1. Library Façade
2. Senior Center – Willamina Civic Center Ticor Title Search
3. Old Department Store Roof
4. Old City Shop Building

REPORTS FROM CITY OFFICERS -

BUSINESS FROM THE COUNCIL – Committee Reports – No documents attached

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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.

CONSENT AGENDA

City Of Willamina
Minutes of the 2nd Thursday of the Month Meeting of the City Council
June 9, 2016
6:00 PM

Location of Meeting:

411 NE "C" St
 Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
 Councilor Rita Baller
 Councilor Katie Vinson (late)
 Councilor Bob Burr
 Councilor Heather Stritzke
 Councilor Theresa McKnight

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on June 9, 2016 at 411 NE "C" St by Mayor Ila Skyberg. Roll Call was taken by the City Recorder and quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved.

III. Consideration of Open Issues

1. Public Input

Mayor Skyberg

The Mayor called for Public Input. First on the list was Kevin Most who lives at 370 NW 6th St, Willamina.

Kevin addressed the Council and asked to create an ordinance on open burning; he experienced an open fire on the property above the water tower owned by Harold Miller.

He said there was a no "watch fire" which is a regulation. There was no preparation of the ground or clearing around the fire and no fire protection to put out the fire if it got out of hand which it did. Kevin stated the fire turned into a field fire. He called 911. He said the fire came within 50ft of his property. The fire department confirmed to him that the burn was left over from building materials.

He then talked to the City Code Enforcement. He said the city code enforcement officer has authority to put out fire by city code. On May 30th he talked to the fire department and they said they did not have the authority to go on private property but the code enforcement does have the authority. He asked the Council to give the Fire Department further authority. Ross said he looked into it and that in fact Code Enforcement does have some rights to advise a residence to put out a fire. Ross shared he had talked to the Fire Department and in the end the Fire Department does have the authority to go into property where there is a fire to and protect life and property.

The Mayor stated that she is handing it over to Ross for any further attention.

2. Consent Agenda

Mayor Ila Skyberg

MOTION: Councilor Baller motion to approve the consent Agenda and Check Register and Monthly Report. Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

3. Presentation From Rich Winkel CPA

Mayor Ila Skyberg

Mayor Skyberg introduced Kathy Taylor of Kathy Taylor Consulting and Rich Winkel, CPA who would give a presentation on his review of the City Financials. Mr. Winkel's report was an independent accountant's report on applying agreed-upon procedures. His work was required to meet one of the commitments the City made to the Secretary of State, per their request.

Rich began by giving a brief history and said he is a CPA and a Licensed Municipal Auditor in addition to being on his own for the last 10 years. He gave a background on how the city arrived at engaging his services then went into detail of his enclosed report.

Rich concluded that his work was compared to the AICP Standards. He then turned to the balance sheet reports which are the back-up for the Cities 2015/16 beginning balances.

The Mayor asked if Council had any questions.

The Mayor thanked Rich and asked him if he was going to be our auditor; he responded yes. The City Recorder added that she would follow-up the meeting with the Secretary of State and report back.

Bob Burr stated that he heard the City 2015/16 audit would be done by October 2016. Ross responded that yes it should done by October as the City is not that complicated. Kathy Taylor also responded yes as we are current.

4. Public Hearing #1

Mayor Ila Skyberg

Mayor Skyberg opened the public hearing and read this script:
Public Hearing on Proposed uses of State Revenue Sharing Funds in FY 2016/17 Budget

- Good Evening □ □
This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed uses of State Revenue Sharing funds in the FY 2016/17 Budget which begins on July 1, 2016. These funds are proposed to be used to assist with the cost of Street Lighting. The estimated amount to be received is \$18,000.
General Testimony - □ The Mayor stated now is the time for any comments from any persons in the audience regarding the proposed uses of these funds.

Ross rephrased what the open hearing expresses is “Do you want money from the State?”

Bill Felton voiced that if the City has money to pay for street lights, the City should pay it instead of imposing a new fee.

The Mayor asked for question or comments from Council □ - Now is the time for any questions or comments from Council regarding the proposed uses of these funds.

Mayor Skyberg closed the Public Hearing.

Later in the agenda, council will adopt a resolution regarding state revenue sharing funds.

5. Public Hearing #2

Mayor Skyberg

Public Hearing Script on Proposed Water & Sewer Rate Increases

- Good Evening □
this is the time and place scheduled for a public hearing for the purpose of obtaining public comment on proposed water and sewer rate increases. Water rates are proposed to increase by 10% and sewer rates decrease by 3%, effective with the June 16-July 15, 2016 billing cycle.
The Mayor asked for testimony from proponents and said now is the time for any persons in support of the proposed increases to speak.
There were no comments in support.
Bill Felton started to speak and asked the Council what is 10% of 2.39 he said it is fewer than .24 cents. Bill said he was bothered by the rate increases; he said it is a 12% increase. He added that social security calculates on percentages. He stated that he is being charged for the meter year after the year and it is a tax. He went on to say the \$2.50 is called a fee and is a tax and that really won't go away. He said use the proper calculations. Bill had in his position a particular sheet that had an error. Ross took his calculator out and found the total was correct. Ross said it was good to have another set of eyes. Bill continued to comment that the city uses fees which is really a tax.

Bill said “fees are open-ended.”

The Mayor asked for testimony from opponents and said now is the time for any persons in opposition of the proposed increases to speak.

The Mayor asked for general testimony and said now is the time for any general comments from any persons in the audience regarding the proposed increases.

Bill Felton from the audience added another comment and suggested that we use the money from the fee to pay off debt.

The Mayor closed the public hearing.

A Resolution to consider adoption of the increases is included later in the agenda.

6. Public Hearing #3

Mayor Skyberg

Public Hearing on Proposed 0.50% Rate Increase for Recology Western Oregon Effective July 1, 2016. Mayor Skyberg read the script below.

- Good Evening □ □

This is the time and place scheduled for a public hearing for the purpose of obtaining citizen input and comment on a proposed 0.50% increase in solid waste collection fees for Recology Western Oregon which will become effective July 1, 2016.

- Ross made a point of order and noted that it would be more appropriate for the the speaker from Recology to speak during the resolution.

Testimony from proponents- Now is the time for any persons in support of the proposed increase to speak. There were none

Testimony from opponents - Now is the time for any persons in opposition of the proposed increase to speak. There were none.

General Testimony - Now is the time for any general comments from any persons in the audience regarding the proposed increase.

The Mayor closed the public hearing.

A resolution to approve the proposed increase will be adopted later in the meeting.

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7. Public Hearing #4

Mayor Skyberg

Public Hearing Script

Proposed Utility Fee

- Good Evening ☐☐

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on proposed \$2.50 Utility Fee to each utility customer. Effective with the June 16-July 15, 2016 billing cycle.

Testimony from proponents - Now is the time for any persons in support of the proposed increases to speak. There were none.

Testimony from opponents - Now is the time for any persons in opposition of the proposed increases to speak. There were none.

General Testimony- Now is the time for any general comments from any persons in the audience regarding the proposed increases. There were none.

The Mayor closed the public hearing

A resolution to consider adoption of the increases is included later in the agenda.

8. Approval of Resolution #15-16-012

Mayor Ila Skyberg

Mayor asked for motion to approved Resolution #15-16-012 to declare State Revenue Sharing Funds.

MOTION: Councilor Burr motion to approve Resolution #15-16-012. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Stritzke, Burr and Vinson voting aye. All in favor.

9. Resolution #15-16-013

MOTION: Councilor Baller motion to approve Resolution #15-16-013 to set appropriations and set the tax and stated be it resolved that the City Council of the City of Willamina hereby imposes the taxes provided for the adopted budget at the rate of 4.2039 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorize for tax year 2016-17 upon the assessed value of all taxable property. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

10. Resolution #15-16-017

Mayor Skyberg decided to excuse herself; The Council Vice President Rita Baller took over the meeting.

MOTION: Councilor Burr motion to approve Resolution #15-16-017 Annual Certification for State Shared Revenue 2016-17. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

11. Resolution #15-16-014 to increase Water Rates and Decrease Sewer Rates.

MOTION: Councilor Stritzke motion to approve Resolution #15-16-014 increase water rates and decreasing sewer rates. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

12. Resolution #15-16-015 Recology Western Oregon Waste Rate Increase

- a. David Dartmouth Representative from Recology Western Oregon was present to discuss the rate adjustment. He explained their financial statement was submitted for review to the City in April showing revenue and expenses. He talked about the CPI table and rate table of rate changes. David talked about debris boxes that compress the garbage. Katie asked about a collection box for glass; she said she has one and lets her friends us it. David responded and said that the City could host a collection box. He added that different cities have approached it. Ross asked David to return next year with a presentation on a glass program.

MOTION: Councilor Stritzke motion to approve Resolution #15-16-015 to approve Recology Western Oregon Waste Rate increase. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

13. Resolution #15-16-016 Annual Workers' Compensation Volunteer Coverage 2016-17.

MOTION: Councilor Stritzke motion to approve Resolution #15-16-016 Annual Workers' Compensation Volunteer Coverage 2016-17. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

14. Ordinance for Utility Fee #660

City Recorder Debbie Bernard read Ordinance for Utility Fee #660 in entirety. The second reading of Ordinance for Utility Fee #660 was read by title only.

MOTION: Councilor Burr motion to read the second reading by title only Ordinance for Utility Fee #660.

Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

MOTION: Councilor Vinson motion to adopt Ordinance for Utility Fee #660.

Councilor Stritzke seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

Councilor Burr was not familiar and asked about the fee and how it would show on billing statements; he asked if it will be shown on the water bill even though it is not a water billing. Ross explained the \$18,000 we usually get from revenue sharing will go back into the general fund which had paid for street lights. The utility fee will pay for street lights; in addition .50 cents of the \$2.50 fee will go into a reserve fund to pay for

utility repair that does not have another source. Bob asked if there would be something on the water bill that would explain that specifically. Ross responded yes. Councilor Stritzke requested if the explanation could stay on the water bill for several bill cycles. Bill Felton stated that the fee or portion should go to pay debt.

15. Approval of CCRLS 2016-17 Contract

MOTION: Councilor Stritzke motion to approve the CCRLS 2016-17 Contract. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

16. Approval of MWVCG 2016-18 Contract

MOTION: Councilor Stritzke motion to approve the MWVCG 2016-18 Contract. Councilor Burr seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

17. Approval of Concrete Walkway at Huddleston Pond PO at \$6460.

MOTION: Councilor Burr motion to approve the PO for sidewalk repair at the cost of \$6460 at the Huddleston Pond. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

Business carried forward. No Reports.

City Recorder took the count for the City County Dinner.

Ross passed out a description for the Library Job in draft form. He asked the Council to review.

MOTION: Councilor Baller motion to adjourn. Councilor Vinson seconded. Motion passed unanimously with Councilors Baller, Stritzke, McKnight, Burr and Vinson voting aye. All in favor.

Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on June 30, 2016 at:
City Of Willamina
411 NE "C"
Willamina, Oregon 97132

The agenda for the next meeting is as follows:

Meeting of the City Council
June 9, 2016

Volunteer Program
Supplemental Budget

The meeting was adjourned at 7:40 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard_____.

Minutes approved by: Mayor, Ila Skyberg_____.

City of Willamina
Minutes of the Special Meeting of the Willamina City Council
June 30, 2016
6:00 PM

Location of Meeting:

Willamina City Hall Chambers
 411 NE "C" St
 Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
 Councilor Rita Baller
 Councilor Burr
 Councilor Vinson
 Councilor McKnight
 City Recorder Debbie Bernard
 Public Works Director Jeff Brown
 Paul Daliquante News Register

Absent from Meeting: Councilor Stritzke Was Absent

The regular meeting of the Willamina City Council of City of Willamina was called to order at 6:00 PM on June 30, 2016 at Willamina City Hall Chambers by Mayor Ila Skyberg. The Roll Call was taken by the City Recorder, Debbie Bernard and quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

None.

III. Consideration of Open Issues

1. Public Input
 Mayor Skyberg
 Comments

Jackie Haworth stated her name and address 402 NE C St. Jackie said "It breaks my heart that you replaced 2 people with 2 people. I am aggravated that I have the little respect left for the City of Willamina and the way they treat people. We need jobs yet we give away the jobs we have. I have minutes here that quote Ross saying that he had been asking for

Willamina City Council
June 30, 2016
6:00 PM

numbers and finally got the numbers. We should have enough money to operate the city of this size; it looks like there is enough money to operate the city at the current level. So what happened.”

2. Supplemental Budget

Kathy Taylor

Kathy began by stating there was a narrative to her presentation.

She said “We adopted this budget last spring. At that time we did not have numbers to reflect good fund balances. When it comes to items found on a supplemental budget there should be changes that require a supplemental, but in this one they are so minimal and minor it would not have been required to have a supplemental. The City followed the budget they had and executed the budget responsibly.”

“You do need to know what the changes were; revenues were revised slightly. Most significantly were the street lights. That was our biggest item. Other than that we budgeted to pay off the water bond. It was a timing issue for doing it now” she said.

Kathy asked Debbie if that had been completed; Debbie responded, “She is making it happen. “Kathy explained we did cut back on a few items, one was capital outlay for painting City Hall and Museum; reduced administrative wages; and did not purchase I compass software.

“In the prior years the City never had overhead allocation or public works allocations. So at the end of the day you never know how much money you spent and where you spent it, so that was created,” she said.

“The City still has the legacy of bringing forward the appropriate beginning balances and that has an impact on the budget. So item #4 we did implement Caselle and created a new chart of accounts. We eliminated the Cemetery fund and put it into the general fund as a department. We moved or eliminated the EID and Downtown Loan fund and move that into the General Fund as a department. We moved grants to their own department in the General Fund,” she said.

“The big item was we had to go back and reclassify and adjust what we thought was the beginning fund balance to what it actually was. What I can tell you is the most important item was \$366, 000 beginning fund balance actually was \$854,000 significantly more than we guessed. We assumed we sprinkle it equitably. However, that was not the case after we did the analysis. We discovered \$500,000 belongs to the Debt Fund which is good. That set you up good to refinance” she said.

“We went back and did an overhead allocation for the prior years and made sure the funds carried their weight in the past. So we discovered the need for an inter fund loan of \$150,000. What that tells us is water rates were too low and are still too low and over time, that \$150,000 needs to be repaid. Everything is owed to the Debt fund,” she said.

“It could be when the cash is relieved; there could be money that belongs to water. Now we need a fresh look at water and plan for the next 5 years,” she said.

“In respect to the overall situation, I was pleased the numbers looked as good as they could be,” said Kathy.

“The one thing I want to tell you is that the ending fund balance for General Fund will be \$110,000; however the General Fund will not generate revenue until December due to JASON. Typically, what we want to see in the fund balance is enough to pay expenses for 5 months that would be about \$350,000 which should be your target,” she said.

We have \$110,000 in the General Fund, so that means that other funds will be spending money on expenses for the General Fund. You should target to bring in more revenue than you plan to spend. Eventually you have enough revenue to be in a solid general fund. It brings tears to her my eyes, she said.

Mayor Skyberg asked for questions.

Bob Burr asked Kathy about the Downtown Loan fund. He said, “So everyone wants to know that money is kept separate.” Kathy responded, “part of the General Fund balance is the \$25,000 for the DTL. The cash is all merged into one account. The whole account has \$110,000. If you spent it on DTL you will only have one month of reserve for expenses. The money is there; you do have to make choices. The General fund has spent more money than it brought in for the past years so you probably should wait until property taxes are brought in.”

Bob rephrased, “so water has been able to pay their bills taking it from other funds?” Kathy responded “yes. You’re actually spending SDC cash and general fund cash where the money really is.”

Katie noted that there was whole lot of monies spent to get here, which many people don't realize.

Kathy said “The way government works is the vast majority is spent on people; so when conserving your expenses, you have to look at the people. So how you probably got into this is you spent more on the library than you should have so now you have done a correction. The library was the single most expensive department the City has. You cannot cut out office staff like the Accountant, the City Manager, and Recorder to govern. You have to have a core group. If you had a Police department, that would have to go; but you do not have one. That is the truth of the situation.”

Mayor Skyberg thanked Kathy for her hard work.

The Mayor asked Debbie whether the budget document is going to the County tomorrow. We are taking it there soon. Mayor Skyberg asked about the meeting with State of Oregon and Debbie responded she has a call into Phil Hopkins.

3. Supplemental Budget 2015 2016

Mayor Skyberg

Debbie responded to the Mayor. Debbie asked Mayor to revert back to the Supplemental Budget and do a motion to approve the Supplement.

MOTION:

Councilor Burr motion to approve the supplemental 2015-16 Supplemental Budget. Councilor McKnight seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

4. City Manager Candidates

Mayor Skyberg

Mayor Skyberg asked Debbie to speak to the City Manager Candidates topic.

“We are going to ask 2 candidates to return for a Meet and Greet” Debbie responded.

Katie questioned the date. Debbie stated she talked to Ross and he asked that we move up the meet and greet so we do not lose the Candidates and requested the Meet and Greet to be scheduled on July 14th and July 15th.”

Debbie said, “We are having a Town Hall on the 14th which is a Regular City Council Meeting. Currently on the Agenda is the Town Hall where the community is invited. What do think if we invited the Candidates?”

Katie's commented that she would not be able to attend because of the Wild Wood Fest. Debbie went over times and said “we could start the meeting early and then the next day hold the Candidates over to have a discussion.”

Mayor Skyberg said “As you know we had 5 then one canceled; it went from 4 to the 2. We had interviews on Skype. We have 2 that come with high credentials.” Debbie asked Council if it was ok to go forward everyone responded, yes.

5. Approve Ordinance #661 – An Ordinance of the City of Willamina imposing a three percent tax on the sale of Marijuana items by a Marijuana retailer and Referring Ordinance #661 to the voters.

Mayor Skyberg

Debbie said she would read it in its entirety then request a motion to read it by title only. The City Recorder read the Ordinance.

MOTION: Councilor McKnight motion to read the Ordinance #661 imposing a 3% tax by title only. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

City Recorder read the Ordinance by Title Only.

MOTION: Councilor Vinson motion to adopt Ordinance No. 661. Councilor Baller seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr and Vinson voting aye. All in favor. Councilor Stritzke was absent.

6. Resolution #15.16-019 Setting 3% Tax
Debbie Bernard

Debbie gave the background that the City had already passed a 10% tax however it is now dead due to new HB that passed and the 3% maximum tax.

MOTION: Councilor Vinson motion to pass Resolution 15.16-019 a resolution setting 3% tax on Recreational Marijuana. Councilor Baller seconded. Motion passed unanimously with Councilors, Baller, McKnight, Burr and Vinson voting aye. All in Favor. Councilor Stritzke was absent.

7. Library Facade
Katie Vinson

Katie shared that Ila and she had walked over to the library and got a good idea of how to spend the grant money. She received ideas to build an awning; however, that would exceed the \$5000 amount. She added that she has someone who said they would purchase the paint and another person that would do the work of painting the library; then there would be money to do a nice umbrella type awning over the doors. Mayor Skyberg said “there may be an additional \$5000 out there as a donation to do something more substantial.”

Dan Goff was in the audience and said “please do not paint it blue.” Katie said as soon as a color is decided on she will contact the people to purchase the paint. Mayor Skyberg concluded “then run it by the Library Board.”

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on July 14, 2016 at:
City of Willamina
411 NE "C" St
Willamina, Oregon 97396

The agenda for the next meeting is as follows:
Willamina City Council
June 30, 2016
6:00 PM

Combined City Council and Yamhill County Board of Commissioners Town Hall

The meeting was adjourned at 7:50 PM by Mayor Ila Skyberg.

Minutes submitted by:

City Recorder, Debbie Bernard_____.

Minutes approved by: Mayor Ila Skyberg_____.

**Combined City of Willamina City Council & County Commissioners
Town Hall Meeting
Minutes of the 2nd Thursday Meeting of the City Council
July 14, 2016
6:00 PM**

Location of Meeting:

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

Present at Meeting: Present:

Governing Body
Mayor Ila Skyberg
Councilor Heather Stritzke
Councilor Katie Vinson-absent
Councilor Rita Baller
Councilor Theresa McKnight
Yamhill County Board Of Commissioners, Mary Starrett
Yamhill County Administrator, Laura Tshold

Staff:

City Manager, Ross Schultz
City Recorder, Debbie Bernard
Sergeant Todd Whitlow
Deputy Druery
Code Enforcement, Sara Frost

Others Present:

City Manager Candidates
Bob Sivick
Kenneth Knight

Citizens Present:

Shirley Fitzgerald
Craig Johnson
Tracy Smith
Jackie Haworth
Doug Colton
Dan Goff
KLYC 1260 AM - Radio for Yamhill County

The Regular Meeting of the City of Willamina Combined City Council and Yamhill County Board of Commissioners Town Hall meeting of July 14, 2016 was called to order at 6:00pm by Mayor Ila Skyberg.

A Roll was not taken by recommendation of the City Manager Ross Schultz.

**Meeting of the City Council
July 14, 2016
6:00 PM**

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

None.

III. Consideration of Open Issues

1. Public Input

Tracy Smith

Tracy stated her name and address and was present to ask questions regarding placing her trailer on property which she would like to live in. Ross responded and said that was a planning question and asked Tracy to return to the City Hall and work with Debbie to get answers to her questions regarding planning and development.

2. Variance Case #2016-01

Ross Schultz

City Manager Ross Schultz gave the Council an update that the City had a request for a Variance; however, the city received a request for a withdrawal and no action would be required by the Council.

3. Craig Johnson

Library Party

Craig said he had concerns about the library staff; he was made aware that the library staff was let go on Monday prior to the Thursday June 30th their last day and the day for a party. He felt that was a dishonest to the community. He also asked about the position of librarian. Ross responded as far as the dismissal of the librarians early he felt that it was a nice thing to give them a week off and not make the work to the end. He added if he had been aware of a party he would have done something different but was not told. Craig said he was offended as he wanted to say his farewells.

Ross said it was done with good intentions and he was sorry Craig felt offended. Mayor Skyberg also said she was present when staff was let go early and they were never told they could not have a party. Ross addressed Craig's second concern and added that the City received over 15 applications for .5 library position. He said the process will be that Debbie and he would narrow the selection down to 6 and he would ask for members of the library board and council to sit on the interview committee.

Tracy Smith spoke next under public input and stated her address as 28800 Salmon River Hwy. She came with a question for the Council to ask permission to live on her Cherry St property while she improves it. The Mayor responded and said “I think that is something you have to visit City Hall”. Ross added that is part of the pre app and Debbie should be able to help you tomorrow.

Doug Colton spoke under public input.
He lives on Pioneer Dr., Willamina.

Doug asked the Council “Did anyone do anything about the stop sign”? Ross responded “it has been given to staff and staff is reviewing it and will be recommending a traffic study”. Doug said “wasn’t there a little girl hit by a car on pioneer”? The Mayor sympathized with Doug concern but was not aware of that incident.

MOTION: Councilor Baller motion to close the Council meeting. Councilor McKnight seconded. Motion carried with Councilors Baller, Stritzke, McKnight and Burr voting aye. Councilor Vinson was absent.

IV. Consideration of New Business

1. Combine City Council & County Commissioners Town Hall Meeting
Mayor Ila Skyberg
Mayor Skyberg introduced Mary Starrett from the Yamhill County Board of Commissioners and Laura Tsahold Yamhill County Administrator and noted that the Town Hall had begun and explained to the audience who had signed in to speak or anyone who would speak to keep it to 3 minutes.

Starrett started by stating this is our “Bus Tour” as this is the 8th City they had visited.

Starrett said she felt it was important to go to each community and talk about what is important to them specifically.

Starrett gave the example from a citizen who watched a women standing in the pouring rain to board a bus with a child and was asked if there was anything the county could do to help by providing a shelter. Mary said she made a few phone calls and was able to solve that issue working with other county departments.

She offered another example of the City of Carlton who had an issue of garbage trucks going thru town leaving behind debris on the road. The County was able to address the issue and deal with the problem specifically for the City of Carlton.

Starrett said “So, if there is anything that is a big concern here in Willamina now is the time to bring it to the local governments’ attention”.

She added that Commissioner Primozych was working with BLM and was unable to be present and sends his regrets. She then said “the County Administrator oversees the county’s departments and department heads in addition to working with other jurisdictions.

Starrett said “We are here to tell you what the County is doing and listen to Willamina and their issues”.

The City Code Enforcement spoke first and had a list of challenges she read from to ask the County Commissioners. She asked the County Commissioners the following:

1. What is your role in leading the Cities represented in the county, especially small communities such as ourselves, in identifying opportunities and in improving overall livability? Sara said she sees problems working in Code Enforcement and is also a resident. Her items of concern:
 - Lack of Growth (development, industry specific jobs that are relevant to our area)
 - Poverty & Homelessness
 - Large number of Rentals vs homeowners (leads to tenant / landlord disputes) (renter’s vested interest in the property and in the community)
 - Vacant / Zombie houses (squatters / dilapidated / public health risk / properties held up in ongoing foreclosure processes / and specifically the YC owned home)
 - Affordable Living (rise in RV Dwellers / need to address our development code (Accessory Dwellings))
2. What resources and tools are available to work together as a County as cities will be impacted by the growth of their neighboring Cities and the way those communities choose to handle and manage these same Challenges.

Commissioner Starrett responded by saying that there should not be anyone else here with questions as Sara list hit on all of them.

Starrett said she would start with Economic Development. She said that “Today the County Commissioners approved \$165,000 economic development grants to small businesses.” She added that the money comes from the State Video Lottery dollars.

Starrett said “when the county discusses economic development discussed, it is said how we float all boats.”

Starrett said “The County would love to see a game changer out here in Willamina and Sheridan a business that would flourish like the timber industry when they were allowed to flourish”.

Starrett said “the weakest community is indicative of how the rest of us will do”.

Starrett asked “What is out here.” “What can you offer” “Are there Enterprise zones? The County is always trying to promote businesses out to Willamina and Sheridan partnering with Sedcor.”

Mary spent some time discussing the programs in health and human services and criminal justice departments that are especially notable, including the mental health and drug addiction.

“The County recently funded \$150,000 to be used toward improving capacity of homeless shelter “she said.

“The County is dealing with the homeless issue by increasing capacity services. The homeless in the county is between 1100 to 1200; providing housing keeps them in the community for support of their loved ones” she said

Jackie Haworth from the audience asked why the county programs are abused and said “there are people who would not work if they could.” “They go from one program to the next.” “Surely there is a way to get rid of the users” she said.

Mary responded and said “people who become familiar with the system and entitlements will always take advantage of the system and feel they are entitled.” “How you weed that out I don’t know.” “How do you ask someone about their character and integrity” she said.

“Church on the Hill helps inmates to transition out into the community” she said

“The shortage of housing and the affordability issue is addressed by providing opportunity and jobs” she said.

Starrett suggested that the Land Use laws that are outdated need to be updated. Land Use laws that were passed from 1974 need updating.

Starrett said the Commissioners are looking at the Vacant Housing issue that is shared by all communities in the state. She said “it is a process of proper notifications and not a fast process.”

Starrett addressed RV Dwellers and said “how do you take code enforcement on people living in RV’s more than 30 days in addition the other issues of homelessness, and drug addiction is one issue at a time,” she said.

Starrett spoke to the County and employees who work to provide services. She said that county government comprised of dedicated and hardworking employees who are very much invested in their work long term.

Starrett asked Sargent Whitlow to speak to the new Narcon program which treats heroin overdose. Todd said “It is a drug that is administered to an over dose victim of heroin. Every deputy is equipped with the antidote and is trained to use it. The biggest problem with the treatment is after you save the victim is getting them to recovery for further help.”

Mayor Skyberg asked the Commissioners about section 8 and the standards that she witnesses. She said they should be higher. Mary said that is not a County program but the State.

The County Administrator added “that it is really a private entity that is governed by their own board and not the County.”

Starrett is a strong supporter of keeping families together whenever possible. She shared that there is a program called Safe Families where parents who are in danger of having their children taken away can choose to relinquish them voluntarily and temporarily to another family, without losing custody. The program is sponsored by the Lutheran Church.

Mayor Skyberg thanked County Commissioner Starrett and the County Administered.

Mayor Skyberg concluded the Town Hall meeting.

MOTION: Councilor Baller moved to close the Town Hall meeting. Councilor Stritzke seconded the motion. Motion carried with Councilors Baller, Stritzke, Burr and McKnight voting aye. Councilor Vinson was absent.

Ross asked the Mayor to call to order the City Council meeting back to order. He wanted to do some business that had to do with the library. Ross said you are back in session.

Ross said the City has 15 candidates for the Library position and he would like to ask the head of the Library Board and Councilors to help on the interview committee. He asked the Mayor to appoint 2 councilors. The Mayor asked Councilor Stritzke and Councilor Burr.

The Mayor closed the City Council meeting.

MOTION: Councilor Baller moved to close the council meeting. Councilor Stritzke seconded the motion. Motion carried with Councilors Baller, Stritzke, Burr and McKnight voting aye. Councilor Vinson was absent.

The Mayor moved to open the meet and greet and introduced the Candidates. Ross asked the candidates to introduce themselves and take a few minutes to talk about themselves.

Ken Knight from Marlin Texas spoke first and gave a bio of his work history and places he lived until landing in Marlin Texas. He now very much would like the last part of his career to be in Oregon in hopes of landing the City Manager position.

Bob Sivick from Nebraska spoke next. Bob started by quoting a philosopher and said “you get the government you deserve”. He said his involvement in government is he is lawyer by profession. His first government position was in 1990 and listed a long list of positions in his background. He said good government insist on good stewards of tax dollars.

Ross asked the Candidates to tell a funny story. Since Sivick had the floor he asked him to go first.

Bob Sivick “The Coroner”

He shared the story that he worked for a Howard County in Nebraska as the County Attorney who also designated as the County Coroner. He added that job lead him to New York for training and he also was a part of creating legislation. Any way one night he was called out to perform a death investigate and the funniest thing that happened was that it was a bachelor farmer who died and no one knew new it until the mail man said something. He said he called the county Sheriff and he responded that he couldn’t come out because had a few to drinks and Bob responded that’s ok you are going to need it. In that situation you have to find the dark humor he said.

Ken Knight “Bear in the Dumpster”

Kenneth said it was his first city manager job was in a town of 920 people. The town had a transfer station for their waste; everyone would bring their garbage in bags and every couple of weeks a company would come and haul the garbage off.

Well he got a call first thing in the morning that there was a bear in the dumpster. He called his wild life person who got a latter and looked into the dumpster and the animal ran off.

The next day the wildlife person called back and said there were a sow and 2 cubs in the dumpster. He called his wildlife person again who asked Ken what do you want me to do about shoot it! Ken said he knew he had to do something. He said there are 2 ways to get things done in government start from the bottom until you get someone to do something or start at the top down to get something down.

So he called the governor's office to get something done and by the end of the day he had an electric fence around the dumpsters. That night he called his graduate professor from where he got his master's degree and told him that "you made me take 2 semesters of organizational theory for my master's degree, but never taught me how to get a bear out of a dumpster."

Last Ross said "Well I guess we know can enjoy a break and the treats the Mayor provided nothing formal." The Meet and Greet ended at 8:30 pm.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on August 11, 2016 at:
City of Willamina City Hall
411 NE "C" St
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Trailer Ordinance

Minutes submitted by:
City Recorder, Debbie Bernard_____.

Minutes approved by:
Mayor, Ila Skyberg_____.

City of Willamina
Minutes of the 3rd Thursday Meeting of the City Council Special Meeting
July 21, 2016
6:00 PM

Location of Meeting:

City of Willamina City Hall
 411 NE "C" St
 Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
 Councilor Rita Baller
 Councilor Theresa McKnight
 Councilor Heather Stritzke
 Councilor Bob Burr
 Councilor Katie Vinson
 City Manager Ross Schultz
 City Recorder Debbie Bernard
 Code Enforcement Sara Frost

Others Present:

Tracy Smith Citizen

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on July 21, 2016 at City of Willamina City Hall by Mayor Ila Skyberg. A roll call was taken by the City Recorder Debbie Bernard and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved with the addition of the presentation by Volunteer Coordinator Sara Frost under public input.

II. Review of Previous Minutes

None.

III. Consideration of Open Issues

1. Public Input
 Mayor Ila Skyberg
 Tracy Smith

Tracy stated her address as 28800 Salmon River Hwy at Wandering Spirit RV Park. She said she was present to ask the Council permission to live in her trailer on her property on Cherry for a period of time to improve and maintain the property with the plan to build within one year. The Cherry Street property is vacant. Councilor McKnight asked if it

City Council Special Meeting
July 21, 2016
6:00 PM

was temporary. Councilor Baller asked what was the address. Tracy responded that there is no number address at this time. Ross stated to the Mayor that currently the code does not disallow it, however, there is an ordinance on the agenda tonight that would change the policy therefore he recommended differing it to the next meeting pending staff review. Mayor Skyberg rephrased so we should differ this to the next meeting. Ross responded yes.

2. Volunteer Program
Mayor Skyberg
Sara Frost Volunteer Coordinator

Sara was present to give the council an update on the Volunteer Program. She explained that she used the CIS Volunteer Model program and other research of other volunteer programs to formulate a volunteer policy. She added that she brought on 4 volunteers and she trained the volunteers who are now onboard. She added she had other volunteers in the works however, was waiting for the new librarian to be hired. In addition, Sara would be reaching out to the local colleges and schools networking the volunteer program.

Councilor Baller asked if there is a lot of patrons walking in since the start of the new volunteer program. Sara responded yes there had been a lot of walk-ins as she has been handing out many applications to solicit the program. Katie asked if there were a potential to add more hours with the added volunteers.

Ross responded to Katie's question and explained when the city added the Volunteer Coordinator due the budgeting changes, CCRLS then communicated that they require a paid staff member present at all times the library is open.

Ross further added that perhaps in the future when trust has been built with CCRLS there could be a program that would allow volunteers to be at the library without a paid staff present; however, it is a "wait and see". Sara concluded and shared that she is looking forward to networking with other libraries and getting more involved as the Volunteer Coordinator.

IV. Consideration of New Business

1. Consent Agenda

MOTION: Councilor Stritzke motion to approve the consent agenda. Councilor Baller seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

2. Correspondence
City County Dinner
Mayor Ila Skyberg

**City Council Special Meeting
July 21, 2016
6:00 PM**

Mayor Skyberg brought to everyone's attention the invitation to the next City County Dinner to be held in Dundee. The City Recorder asked who would attend. Councilors McKnight, Baller, Mayor Skyberg and Councilor Vinson said they would like to attend. Councilor Burr will be getting back to the City Recorder with his rsvp.

Mayor Skyberg also shared that County Commissioner Mary Starret sent a thank you note to everyone for their hospitality at the Town Hall Meeting on July 14, 2016.

3. Council to approve the following:

- a. Resolution 16.17-001 Utility Fee \$2.50

Mayor Ila Skyberg

MOTION: Councilor Vinson motion to approve Resolution 16.17-001. Councilor Burr seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

- b. Ordinance 662 – An Ordinance of the City of Willamina Repealing Ordinance 612 and amending Willamina Municipal Code 34.03

City Manager Ross Schultz gave background on the ordinance. Ross explained that when he started he stated he would be approving expenditures up to \$5,000. In addition, he would also be bringing back a resolution giving him delegated authority by resolution. After research with the city attorney, it was discovered that we needed to repeal ordinance 612 and amend the code. Ross added this has to do with the contracting.

MOTION: Councilor McKnight motion to approve Resolution Ordinance 662. Councilor Stritzke seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

- c. Ordinance 663 – Trailer Ordinance Declared as an emergency.

Ross gave a background on the Trailer ordinance and said that he recommends to Council to look at this as a draft and bring it back in August. Heather questioned a few sentences that she felt were redundant.

She also noted that she felt stating that the ordinance says the City Recorder approves permits and that is a problem if Debbie were to get sick. Ross recommended to change it to City Manager.

4. Painting of The Library

City Manager Ross Schultz

Ross said he was taking back the painting of the Library and planned to get a RFQ rate for quote. He said he wants to get the library painted as soon as possible and not miss the summer opportunity. He asked the City Recorder to move forward and get 3 RFQ as soon as possible.

5. PGE Post

Mayor Ila Skyberg

Mayor Skyberg asked staff to look into contacting PGE regarding the pole in front of the library because it leans as if it were going to fall. Ross requested that Debbie take care of contacting PGE.

Mayor Skyberg asked if we had repaired the old department roof. Ross responded that was a Jeff thing and would ask Debbie to follow-up. Mayor Skyberg added that we carry insurance on the building and keeping the building up is a requirement of the insurance coverage.

6. The City Wide Garage Sale

Councilor Vinson

Katie asked if it were possible in the Thrift store could set out more items than normal on in front of the store during the City Wide Sale. Sara noted that from a code enforcement perspective it is important that there is clearance for pedestrian traffic.

Ross responded and asked the City Recorder if the City had a mobile vendor ordinance. Debbie responded no. He recommended good taste.

7. Old Shop Property Use

Councilor Bob Burr

Councilor Burr asked if the Old City Shops could be used as a n RV Storage which would be organized by the Chamber of Commerce; he said the Chamber rents the property for \$300 a year at this time. He added that the plan was to have trailer storage rental where they would collect rents.

Several questions came up for example who would manage the operation and who would pay for insurance as a RV storage could not be covered under the cities insurance policy. Ross added that he would have to check on zoning and whether or not it is an allowed use. The Mayor thoughts were that the Council needed to explore all the possibilities for the property.

Ross recommended adding the subject of the Old City Shops use and the repair of the Old Department store roof to business carried forward on the next agenda for follow up and further discussions.

8. Visit to the Secretary of State Office.

Mayor Skyberg added that there was a visit to the Secretary of State's office and asked the Debbie Bernard, City Recorder to give the update.

Debbie shared that the meeting included Mayor Skyberg, Kathy Taylor CFO to go, Marilyn Coates the cities accountant, Phil Hopkins from the Secretary of State, Mary Wenger Deputy Secretary of State and herself. The meeting was a follow-up to exactly a year prior meeting where the City had proposed a plan of action in response to the State

regarding delinquent audits; the plan was to implement new integrated financial software and produce financials, in addition to the hire of a 3rd party auditor to do a financial report called a Review and return up execution. The City completed all that was promised. The meeting resulted in a discussion that the Secretary of State's office was satisfied and would give the City a letter to confirm their approval.

9. Adjourn

Mayor Skyberg

MOTION: Councilor Stritzke motion to adjourn Councilor Baller seconded. Motion carried, with Councilors Baller, Burr, McKnight, Stritzke and Vinson voting aye. All in favor.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on August 11, 2016 at:

City of Willamina

411 NE "C" Street

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Return the Trailer Ordinance for the first reading.

Disposition of Public Works

Old Dept. Store Roof

The meeting was adjourned at 7:30 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard _____

Minutes approved by: Mayor Ila Skyberg _____

Report Criteria:

- Print amounts with actual sign
- Accounts to include: With balances or activity
- Print Fund Titles
- Page and Total by Fund
- Print Department Titles
- Total by Department
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
GENERAL FUND				
NonDept Revenue				
10-10-4000	Beginning Fund Balance Budget	.00	35,794.00-	.00
10-10-4001	Property Tax	.00	338,293.00-	.00
10-10-4002	Property Tax Prior	3,454.62-	9,988.00-	34.59
10-10-4003	Interest on Taxes	.00	52.00-	.00
10-10-4110	State Cigarette Tax	2,746.79-	3,060.00-	89.76
10-10-4111	State Revenue Sharing	4,429.16-	24,480.00-	18.09
10-10-4112	State Liquor Tax	.00	31,571.00-	.00
10-10-4501	Business Licenses	.00	2,229.00-	.00
10-10-4511	Lien Searches	40.00-	612.00-	6.54
10-10-4571	OLCC License Fee	.00	218.00-	.00
10-10-4600	Franchise Fees Centurylink	212.52-	12,241.00-	1.74
10-10-4601	Franchise Fees NW Natural	.00	12,938.00-	.00
10-10-4602	Franchise Fees PGE	.00	59,590.00-	.00
10-10-4603	Franchise Fees Wave Broadband	.00	260.00-	.00
10-10-4604	Franchise Fees Western ORWaste	.00	4,769.00-	.00
10-10-4900	Interest Income	532.95-	2,856.00-	18.66
10-10-4901	Miscellaneous Income	27.00-	.00	.00
Total NonDept Revenue:		11,443.04-	538,951.00-	2.12
Admin				
10-12-5115	Bank Charges	5.40	1,938.00	.28
10-12-5123	Merchant Fees	107.00	.00	.00
10-12-5124	Payroll Processing Fees	133.87	4,080.00	3.28
10-12-5126	Postage	.47	612.00	.08
10-12-5137	Supplies	87.70	7,140.00	1.23
10-12-5200	Contract Services	5,055.15	68,000.00	7.43
10-12-5201	Audit Services	.00	15,000.00	.00
10-12-5203	Legal Services	.00	5,000.00	.00
10-12-5207	Insurance	.00	31,620.00	.00
10-12-5209	Cleaning Services	250.00	2,550.00	9.80
10-12-5230	Printing and Publishing	527.36	3,060.00	17.23
10-12-5233	Technology Services	.00	20,400.00	.00
10-12-5234	Technology Back up	.00	6,120.00	.00
10-12-5235	Software Maintenance	960.00	4,404.00	21.80
10-12-5320	Dues, License, Permits	3,323.60	4,680.00	71.02
10-12-5342	Conference/Seminar/Training	.00	1,500.00	.00
10-12-5344	Travel	577.91	700.00	82.56
10-12-5355	Miscellaneous Expense	.00	300.00	.00
10-12-5360	Legal Consideration	3,331.00	.00	.00
10-12-5413	Telephone	435.20	3,060.00	14.22
10-12-5415	Utilities	217.24	5,610.00	3.87

Account Number	Account Title	2016-16	2016-17	Earned
		Current year Actual	Current year Budget	Expended Percent
10-12-5504	Repairs - Maintenance	.00	10,200.00	.00
10-12-5600	Equipment	.00	1,000.00	.00
10-12-5606	Equipment Lease	396.74	6,000.00	6.61
Total Admin:		15,408.64	202,974.00	7.59
Council				
10-13-5307	Community Project	.00	1,700.00	.00
10-13-5310	Stipend	.00	.00	.00
10-13-5342	Conference/Seminar/Training	.00	2,000.00	.00
10-13-5344	Travel	.00	600.00	.00
10-13-5355	Council Expense	.00	1,200.00	.00
Total Council:		.00	5,500.00	.00
Court				
10-14-4506	Code Enforcement Fines	.00	1,000.00-	.00
10-14-4507	Court Fines and Fees	.00	3,409.00-	.00
10-14-4508	Court Costs Assessed	.00	1,020.00-	.00
10-14-5200	Contract Services	.00	200.00	.00
10-14-5211	Muni Court Judge	250.00	3,600.00	6.94
10-14-5306	State Assessment	.00	1,367.00	.00
10-14-5313	County Jail Assessment	.00	271.00	.00
10-14-5317	Court Refunds	.00	408.00	.00
10-14-5320	Dues, License, Permits	.00	2,000.00	.00
10-14-5342	Conference/Seminar/Training	.00	750.00	.00
10-14-5344	Travel	.00	500.00	.00
10-14-5413	Telephone	.00	415.00	.00
10-14-5600	Equipment	.00	1,000.00	.00
Total Court:		250.00	5,082.00	4.92
Planning				
10-17-4583	Planning Fees	400.00-	1,000.00-	40.00
10-17-5204	Engineering Services	.00	1,000.00	.00
10-17-5214	Planning Services	.00	3,000.00	.00
Total Planning:		400.00-	3,000.00	13.33-
Public Safety				
10-18-5000	Salary - Wages	.00	19,282.00	.00
10-18-5020	Payroll Tax	.00	1,751.00	.00
10-18-5040	Benefits	1,419.33	12,623.00	11.24
10-18-5060	PERS	.00	1,157.00	.00
10-18-5090	Workers Comp	.00	595.00	.00
10-18-5120	Gas - Oil	33.23	153.00	21.72
10-18-5217	Police Services Contract	15,981.90	191,760.00	8.33
10-18-5302	Dues YCOM	1,748.83	21,420.00	8.16
10-18-5413	Telephone	46.04	.00	.00
10-18-5504	Repairs - Maintenance	.00	255.00	.00
Total Public Safety:		19,229.33	248,996.00	7.72
Street Lights				
10-19-4822	Street Lights Fee	1,865.21-	18,000.00-	10.36
10-19-4823	Misc Utility Reserve	.00	4,500.00-	.00

Account Number	Account Title	2016-16	2016-17	Earned
		Current year Actual	Current year Budget	Expended Percent
10-19-5400	Street Lights	1,532.53	18,360.00	8.35
Total Street Lights:		332.68-	4,140.00-	8.04
Special				
10-60-4010	EID Business Taxes	.00	8,000.00-	.00
10-60-4758	Downtown Loan Princ Pay	.00	2,000.00-	.00
10-60-5758	Downtown Loan	.00	2,000.00	.00
10-60-5900	EID Tax Disbursement	.00	8,000.00	.00
Total Special:		.00	.00	.00
Library				
10-65-4560	Fines	97.55-	1,795.00-	5.43
10-65-4705	CCRLS Formula Payment	4,288.50-	14,280.00-	30.03
10-65-4708	CCRLS Lost Book	159.67-	301.00-	53.05
10-65-4711	CCRLS Net Lending	.00	1,814.00-	.00
10-65-4714	CCRLS Rural Patron	60.00-	1,681.00-	3.57
10-65-4811	Ready To Read Grant	.00	1,040.00-	.00
10-65-4816	Donations	.00	31.00-	.00
10-65-4901	Miscellaneous Income	28.60-	.00	.00
10-65-5000	Salary - Wages	.00	15,340.00	.00
10-65-5020	Payroll Tax	.00	1,443.00	.00
10-65-5040	Benefits	3,837.52	10,515.00	36.50
10-65-5060	PERS	.00	964.00	.00
10-65-5090	Workers Comp	.00	46.00	.00
10-65-5100	Books Children	.00	2,040.00	.00
10-65-5101	Audio Visual Children	.00	1,020.00	.00
10-65-5106	Books Adults	68.72	2,040.00	3.37
10-65-5107	Books Lost Replacement	.00	306.00	.00
10-65-5111	Special Program Children	.00	816.00	.00
10-65-5112	Special Program Adult	.00	204.00	.00
10-65-5209	Cleaning Services	250.00	1,020.00	24.51
10-65-5320	Dues, License, Permits	284.00	500.00	56.80
10-65-5321	Subscriptions	.00	500.00	.00
10-65-5413	Telephone	92.37	1,224.00	7.55
10-65-5415	Utilities	141.28	2,550.00	5.54
10-65-5504	Repairs - Maintenance	.00	1,428.00	.00
10-65-5606	Equipment Lease	246.04	2,469.00	9.97
10-65-5912	Grant Expense Ready to Read	.00	1,000.00	.00
10-65-6000	Capital Outlay	.00	850.00	.00
Total Library:		285.61	25,333.00	1.13
Parks				
10-66-5001	PW Allocated Payroll	.00	2,535.00	.00
10-66-5120	Gas - Oil	65.76	153.00	42.98
10-66-5140	Uniforms - Towels	.00	612.00	.00
10-66-5200	Contract Services	.00	2,688.00	.00
10-66-5413	Telephone	54.88	714.00	7.69
10-66-5415	Utilities	181.15	2,202.00	8.23
10-66-5504	Repairs - Maintenance	.00	2,244.00	.00
10-66-5510	Landscape Maintenance	.00	500.00	.00
10-66-5512	Pond Aquatic Weed Control	.00	5,100.00	.00
10-66-5600	Equipment	.00	500.00	.00
10-66-9150	PW Expense Allocation	.00	344.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
Total Parks:		301.79	17,592.00	1.72
Museum				
10-67-5320	Dues, License, Permits	.00	100.00	.00
10-67-5413	Telephone	64.92	757.00	8.58
10-67-5415	Utilities	110.88	2,142.00	5.18
10-67-5504	Repairs - Maintenance	.00	1,020.00	.00
10-67-5606	Equipment Lease	.00	1,531.00	.00
Total Museum:		175.80	5,550.00	3.17
Cemetery				
10-68-4588	Sale of Internment Rights	.00	510.00-	.00
10-68-5320	Dues, License, Permits	.00	100.00	.00
10-68-5510	Landscape Maintenance	.00	2,448.00	.00
10-68-5513	Portable Restroom	.00	204.00	.00
Total Cemetery:		.00	2,242.00	.00
Payroll Admin				
10-70-5000	Salary - Wages	.00	106,000.00	.00
10-70-5002	Admin Allocated Payroll	.00	97,201.00-	.00
10-70-5020	Payroll Tax	.00	9,030.00	.00
10-70-5040	Benefits	3,250.93	28,968.00	11.22
10-70-5060	PERS	.00	6,360.00	.00
10-70-5090	Workers Comp	.00	319.00	.00
10-70-9610	Overhead Allocation	.00	9,628.00	.00
Total Payroll Admin:		3,250.93	63,104.00	5.15
Payroll Public Works				
10-71-5000	Salary - Wages	.00	180,755.00	.00
10-71-5001	PW Allocated Payroll	.00	297,693.00-	.00
10-71-5002	Admin Allocated Payroll	.00	12,900.00	.00
10-71-5020	Payroll Tax	.00	15,846.00	.00
10-71-5040	Benefits	3,587.95	51,513.00	6.97
10-71-5060	PERS	.00	12,592.00	.00
10-71-5090	Workers Comp	.00	6,982.00	.00
10-71-9610	Overhead Allocation	.00	17,105.00	.00
Total Payroll Public Works:		3,587.95	.00	.00
Public Works Operations				
10-72-5002	Admin Allocated Payroll	.00	1,751.00	.00
10-72-5120	Gas - Oil	167.43	816.00	20.52
10-72-5137	Supplies	365.98	15,300.00	2.39
10-72-5140	Uniforms - Towels	.00	1,224.00	.00
10-72-5200	Contract Services	540.00	8,262.00	6.54
10-72-5203	Legal Services	.00	1,020.00	.00
10-72-5207	Insurance	.00	4,182.00	.00
10-72-5320	Dues, License, Permits	.00	200.00	.00
10-72-5342	Conference/Seminar/Training	.00	1,500.00	.00
10-72-5415	Utilities	289.27	2,346.00	12.33
10-72-5504	Repairs - Maintenance	96.37	816.00	11.81
10-72-5507	Equipment Maintenance	.00	663.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
10-72-9610	Overhead Allocation	.00	2,321.00	.00
10-72-9615	Fund/Dept Allocations	.00	40,401.00-	.00
Total Public Works Operations:		1,459.05	.00	.00
Transfer				
10-90-9130	In Lieu of Franchise Fee Water	.00	14,076.00-	.00
10-90-9140	In Lieu of Franchise Fee WW	.00	17,442.00-	.00
10-90-9610	Overhead Charge	.00	138,510.00-	.00
Total Transfer:		.00	170,028.00-	.00
Contingency				
10-99-9900	Contingency	.00	133,746.00	.00
Total Contingency:		.00	133,746.00	.00
GENERAL FUND Revenue Total:		18,342.57-	671,251.00-	2.73
GENERAL FUND Expenditure Total:		50,115.95	671,251.00	7.47
Total GENERAL FUND:		31,773.38	.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
STREET FUND				
Revenue				
20-10-4000	Beginning Fund Balance Budget	.00	49,061.00-	.00
20-10-4115	State Highway Revenue	10,721.50-	124,000.00-	8.65
Total Revenue:		10,721.50-	173,061.00-	6.20
Expenditure				
20-11-5001	PW Allocated Payroll	.00	33,081.00	.00
20-11-5002	Admin Allocated Payroll	.00	9,252.00	.00
20-11-5120	Gas - Oil	76.74	2,040.00	3.76
20-11-5140	Uniforms - Towels	.00	168.00	.00
20-11-5204	Engineering Services	.00	10,000.00	.00
20-11-5344	Travel	.00	30.00	.00
20-11-5413	Telephone	32.05	510.00	6.28
20-11-5415	Utilities	.00	3,060.00	.00
20-11-5504	Repairs - Maintenance	526.98	204.00	258.32
20-11-5521	Sidewalk Maintenance	.00	6,630.00	.00
20-11-5522	Street Maintenance	.00	20,000.00	.00
20-11-5600	Equipment	.00	1,500.00	.00
Total Expenditure:		635.77	86,475.00	.74
Capital				
20-80-6001	Capital-Sidewalk Striping	.00	2,000.00	.00
Total Capital:		.00	2,000.00	.00
Transfer				
20-90-9610	Overhead Allocation	.00	12,268.00	.00
20-90-9615	PW Expense Allocation	.00	4,490.00	.00
Total Transfer:		.00	16,758.00	.00
Contingency				
20-99-9900	Contingency	.00	67,828.00	.00
Total Contingency:		.00	67,828.00	.00
STREET FUND Revenue Total:		10,721.50-	173,061.00-	6.20
STREET FUND Expenditure Total:		635.77	173,061.00	.37
Total STREET FUND:		10,085.73-	.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
STREET SDC FUND				
Revenue				
21-10-4000	Beginning Fund Balance Budget	.00	81,420.00-	.00
21-10-4421	System Development Charges	.00	21,848.00-	.00
Total Revenue:		.00	103,268.00-	.00
Contingency				
21-99-9900	Contingency	.00	103,268.00	.00
Total Contingency:		.00	103,268.00	.00
STREET SDC FUND Revenue Total:		.00	103,268.00-	.00
STREET SDC FUND Expenditure Total:		.00	103,268.00	.00
Total STREET SDC FUND:		.00	.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
WATER FUND				
Revenue				
30-10-4000	Beginning Fund Balance Budget	.00	70,922.00	.00
30-10-4330	Water Revenue	46,369.63-	502,000.00-	9.24
30-10-4332	New Connection Fee	.00	4,080.00-	.00
30-10-4337	Double Check Valve	.00	561.00-	.00
30-10-4350	Recovery Bad Debt	.00	255.00-	.00
30-10-4581	Penalty And Fees	550.00-	6,120.00-	8.99
30-10-4582	Non-sufficient Check Fees	.00	204.00-	.00
Total Revenue:		46,919.63-	442,298.00-	10.61
Expenditure				
30-11-5000	Salary - Wages	.00	44,130.00	.00
30-11-5001	PW Allocated Payroll	.00	136,531.00	.00
30-11-5002	Admin Allocated Payroll	.00	38,185.00	.00
30-11-5020	Payroll Tax	.00	3,837.00	.00
30-11-5040	Benefits	777.44	9,539.00	8.15
30-11-5060	PERS	.00	5,296.00	.00
30-11-5090	Workers Comp	.00	1,844.00	.00
30-11-5108	Chemicals	415.00	20,400.00	2.03
30-11-5120	Gas - Oil	65.04	3,060.00	2.13
30-11-5123	Merchant Fees	.00	1,530.00	.00
30-11-5126	Postage	22.95	2,040.00	1.13
30-11-5137	Supplies	39.60	2,040.00	1.94
30-11-5140	Uniforms - Towels	.00	1,008.00	.00
30-11-5200	Contract Services	.00	10,246.00	.00
30-11-5204	Engineering Services	.00	10,000.00	.00
30-11-5250	System Analysis	225.00	3,321.00	6.78
30-11-5320	Dues, License, Permits	355.00	1,605.00	22.12
30-11-5342	Conference/Seminar/Training	.00	500.00	.00
30-11-5344	Travel	54.74	530.00	10.33
30-11-5413	Telephone	549.90	6,000.00	9.17
30-11-5415	Utilities	2,914.22	44,904.00	6.49
30-11-5504	Repairs - Maintenance	196.27	5,100.00	3.85
30-11-5530	Supply System Maintenance	527.74	51,000.00	1.03
30-11-5531	Distribution Maintenance	297.97	5,100.00	5.84
30-11-5600	Equipment	1,248.00	12,000.00	10.40
Total Expenditure:		7,688.87	419,746.00	1.83
Capital				
30-80-6000	Capital-Meter Replacement	.00	4,000.00	.00
30-80-6001	Capital Outlay-Intake Redesign	.00	10,000.00	.00
30-80-6002	Capital-GIS Mapping of System	.00	5,000.00	.00
Total Capital:		.00	19,000.00	.00
Transfer				
30-90-9110	In Lieu of Franchise Fee	.00	14,076.00	.00
30-90-9610	Overhead Allocation	.00	50,631.00	.00
30-90-9615	PW Expense Allocation	.00	18,529.00	.00
30-90-9750	Debt Service Transfer to 50	.00	39,609.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
	Total Transfer:	.00	122,845.00	.00
Contingency				
30-99-9900	Contingency	.00	119,293.00-	.00
	Total Contingency:	.00	119,293.00-	.00
	WATER FUND Revenue Total:	46,919.63-	442,298.00-	10.61
	WATER FUND Expenditure Total:	7,688.87	442,298.00	1.74
	Total WATER FUND:	39,230.76-	.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
WATER SDC FUND				
Revenue				
31-10-4000	Beginning Fund Balance Budget	.00	57,588.00-	.00
31-10-4431	System Development Charges	.00	15,127.00-	.00
Total Revenue:		.00	72,715.00-	.00
Transfer				
31-90-9750	Debt Service Transfer to 50	.00	13,203.00	.00
Total Transfer:		.00	13,203.00	.00
Contingency				
31-99-9900	Contingency	.00	59,512.00	.00
Total Contingency:		.00	59,512.00	.00
WATER SDC FUND Revenue Total:		.00	72,715.00-	.00
WATER SDC FUND Expenditure Total:		.00	72,715.00	.00
Total WATER SDC FUND:		.00	.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
WASTEWATER FUND				
Revenue				
40-10-4000	Beginning Fund Balance Budget	.00	168,314.00-	.00
40-10-4340	Wastewater Revenue	48,264.70-	543,200.00-	8.89
40-10-4342	New Connection Fee	.00	1,020.00-	.00
40-10-4350	Recovery Bad Debt	.00	255.00-	.00
Total Revenue:		48,264.70-	712,789.00-	6.77
Expenditure				
40-11-5000	Salary - Wages	.00	53,139.00	.00
40-11-5001	PW Allocated Payroll	.00	125,546.00	.00
40-11-5002	Admin Allocated Payroll	.00	35,113.00	.00
40-11-5020	Payroll Tax	.00	4,526.00	.00
40-11-5040	Benefits	1,638.55	19,298.00	8.49
40-11-5060	PERS	.00	3,188.00	.00
40-11-5090	Workers Comp	.00	1,923.00	.00
40-11-5108	Chemicals	.00	9,180.00	.00
40-11-5120	Gas - Oil	37.22	2,550.00	1.46
40-11-5123	Merchant Fees	.00	2,040.00	.00
40-11-5126	Postage	.00	1,734.00	.00
40-11-5137	Supplies	120.56	1,530.00	7.88
40-11-5140	Uniforms - Towels	.00	1,862.00	.00
40-11-5200	Contract Services	510.03	.00	.00
40-11-5204	Engineering Services	.00	1,530.00	.00
40-11-5250	System Analysis	350.00	7,140.00	4.90
40-11-5320	Dues, License, Permits	.00	504.00	.00
40-11-5342	Conference/Seminar/Training	.00	500.00	.00
40-11-5344	Travel	.00	131.00	.00
40-11-5413	Telephone	355.21	5,304.00	6.70
40-11-5415	Utilities	1,757.87	26,520.00	6.63
40-11-5504	Repairs - Maintenance	140.00	2,652.00	5.28
40-11-5540	Treatment System Maintenance	644.27	12,097.00	5.33
40-11-5600	Equipment	.00	6,500.00	.00
Total Expenditure:		5,553.71	324,507.00	1.71
Capital				
40-80-6000	Capital Outlay	.00	1,000.00	.00
Total Capital:		.00	1,000.00	.00
Transfer				
40-90-9110	In Lieu of Franchise Fee	.00	17,442.00	.00
40-90-9610	Overhead Allocation	.00	46,557.00	.00
40-90-9615	PW Expense Allocation	.00	17,038.00	.00
40-90-9750	Debt Service Transfer to 50	.00	148,395.00	.00
Total Transfer:		.00	229,432.00	.00
Contingency				
40-99-9900	Contingency	.00	157,850.00	.00
Total Contingency:		.00	157,850.00	.00
WASTEWATER FUND Revenue Total:		48,264.70-	712,789.00-	6.77

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
	WASTEWATER FUND Expenditure Total:	5,553.71	712,789.00	.78
	Total WASTEWATER FUND:	42,710.99-	.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
WASTEWATER SDC FUND				
Revenue				
41-10-4000	Beginning Fund Balance Budget	.00	9,975.00-	.00
41-10-4441	System Development Charges	.00	19,299.00-	.00
Total Revenue:		.00	29,274.00-	.00
Transfer				
41-90-9750	Debt Service Transfer to 50	.00	24,157.00	.00
Total Transfer:		.00	24,157.00	.00
Contingency				
41-99-9900	Contingency	.00	5,117.00	.00
Total Contingency:		.00	5,117.00	.00
WASTEWATER SDC FUND Revenue Total:		.00	29,274.00-	.00
WASTEWATER SDC FUND Expenditure Total:		.00	29,274.00	.00
Total WASTEWATER SDC FUND:		.00	.00	.00

Account Number	Account Title	2016-16 Current year Actual	2016-17 Current year Budget	Earned Expended Percent
DEBT FUND				
Revenue				
50-10-4000	Beginning Fund Balance Budget	.00	413,526.00-	.00
50-10-4900	Interest Income	.00	2,500.00-	.00
Total Revenue:		.00	416,026.00-	.00
Debt Service				
50-82-8030	Water Debt Service Princ	.00	66,342.00	.00
50-82-8035	Water Debt Service Interest	.00	37,762.00	.00
50-82-8040	WW Debt Service Principal	.00	102,573.00	.00
50-82-8045	WW Debt Service Interest	.00	69,980.00	.00
Total Debt Service:		.00	276,657.00	.00
Transfer				
50-90-9730	Debt Service Transfer from 30	.00	39,609.00-	.00
50-90-9731	Debt Service Transfer from 31	.00	13,203.00-	.00
50-90-9740	Debt Service Transfer from 40	.00	148,396.00-	.00
50-90-9741	Debt Service Transfer from 41	.00	24,157.00-	.00
Total Transfer:		.00	225,365.00-	.00
Contingency				
50-99-9900	Contingency	.00	364,734.00	.00
Total Contingency:		.00	364,734.00	.00
DEBT FUND Revenue Total:		.00	641,391.00-	.00
DEBT FUND Expenditure Total:		.00	641,391.00	.00
Total DEBT FUND:		.00	.00	.00
Grand Totals:		60,254.10-	.00	.00

Report Criteria:

- Print amounts with actual sign
- Accounts to include: With balances or activity
- Print Fund Titles
- Page and Total by Fund
- Print Department Titles
- Total by Department
- Print Department Titles
- Total by Department
- All Segments Tested for Total Breaks

Report Criteria:
Report type: GL detail
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7660										
07/16	07/06/2016	7660	4710	USDA - RD	PAYOFF 91-	1	99-00-1905	.00	40,687.28	40,687.28
Total 7660:								.00		40,687.28
7661										
07/16	07/12/2016	7661	110	A&E SAFE AND ALARM CO.	142404	1	10-12-5200	.00	119.70	119.70
07/16	07/12/2016	7661	110	A&E SAFE AND ALARM CO.	142409	1	10-12-5200	.00	59.85	59.85
Total 7661:								.00		179.55
7662										
07/16	07/12/2016	7662	310	AMAZON	8427 6.30.16	1	10-12-5137	.00	13.99	13.99
07/16	07/12/2016	7662	310	AMAZON	8427 6.30.16	2	10-65-5102	.00	54.97	54.97
07/16	07/12/2016	7662	310	AMAZON	8427 6.30.16	3	10-65-5101	.00	19.99	19.99
07/16	07/12/2016	7662	310	AMAZON	8427 6.30.16	4	10-65-5106	.00	9.88	9.88
07/16	07/12/2016	7662	310	AMAZON	8427 6.30.16	5	10-65-5100	.00	12.00	12.00
Total 7662:								.00		110.83
7663										
07/16	07/12/2016	7663	540	AMERICAN WATER WORKS AS	7001208861	1	30-11-5320	.00	355.00	355.00
Total 7663:								.00		355.00
7664										
07/16	07/12/2016	7664	430	ARAMARK UNIFORM SERVICES	862377339	1	10-72-5140	.00	129.14	129.14
07/16	07/12/2016	7664	430	ARAMARK UNIFORM SERVICES	862388110	1	10-72-5140	.00	129.14	129.14
07/16	07/12/2016	7664	430	ARAMARK UNIFORM SERVICES	862398809	1	10-72-5140	.00	129.14	129.14
07/16	07/12/2016	7664	430	ARAMARK UNIFORM SERVICES	862409614	1	10-72-5140	.00	129.14	129.14
Total 7664:								.00		516.56
7665										
07/16	07/12/2016	7665	700	BAKER AND TAYLOR BOOKS	4011619814	1	10-65-5106	.00	102.77	102.77
07/16	07/12/2016	7665	700	BAKER AND TAYLOR BOOKS	4011629835	1	10-65-5106	.00	90.32	90.32
07/16	07/12/2016	7665	700	BAKER AND TAYLOR BOOKS	4011638595	1	10-65-5106	.00	52.31	52.31
07/16	07/12/2016	7665	700	BAKER AND TAYLOR BOOKS	4011648627	1	10-65-5106	.00	34.05	34.05
Total 7665:								.00		279.45
7666										
07/16	07/12/2016	7666	720	BEERY, ELSNER & HAMMOND	STATEMENT	1	10-12-5203	.00	2,425.81	2,425.81
07/16	07/12/2016	7666	720	BEERY, ELSNER & HAMMOND	STATEMENT	2	10-72-5200	.00	43.00	43.00
Total 7666:								.00		2,468.81
7667										
07/16	07/12/2016	7667	870	BRETTTHAUER OIL CO.	CL41169	1	40-11-5120	.00	58.63	58.63
07/16	07/12/2016	7667	870	BRETTTHAUER OIL CO.	CL41169	2	10-72-5120	.00	65.48	65.48
07/16	07/12/2016	7667	870	BRETTTHAUER OIL CO.	CL41169	3	30-11-5120	.00	43.38	43.38

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7667:								.00		167.49
7668										
07/16	07/12/2016	7668	840	BRIM TRACTOR COMPANY INC.	IS59919	1	10-66-5600	.00	7,299.00	7,299.00
Total 7668:								.00		7,299.00
7669										
07/16	07/12/2016	7669	1380	CARQUEST	4758133159	1	10-72-5137	.00	27.92	27.92
07/16	07/12/2016	7669	1380	CARQUEST	4758133680	1	10-72-5504	.00	3.67	3.67
07/16	07/12/2016	7669	1380	CARQUEST	4758134052	1	10-72-5137	.00	8.38	8.38
07/16	07/12/2016	7669	1380	CARQUEST	4758134148	1	20-11-5504	.00	4.94	4.94
Total 7669:								.00		44.91
7670										
07/16	07/12/2016	7670	940	CASELLE, INC.	74375	1	10-12-5235	.00	960.00	960.00
Total 7670:								.00		960.00
7671										
07/16	07/12/2016	7671	1135	CITY OF YAMHILL	266	1	10-14-5211	.00	250.00	250.00
Total 7671:								.00		250.00
7672										
07/16	07/12/2016	7672	5588	COMMUNITY MEDIATORS OF Y	2016-17 CO	1	10-12-5200	.00	1,000.00	1,000.00
Total 7672:								.00		1,000.00
7673										
07/16	07/12/2016	7673	4640	CONST & GEN LABORERS UNI	DUES 7/201	1	10-00-2130	.00	272.24	272.24
Total 7673:								.00		272.24
7674										
07/16	07/12/2016	7674	5586	DAVID BLANCHARD	REFUND 57	1	30-00-2300	.00	35.65	35.65
07/16	07/12/2016	7674	5586	DAVID BLANCHARD	REFUND 57	2	40-00-2400	.00	49.46	49.46
Total 7674:								.00		85.11
7675										
07/16	07/12/2016	7675	1460	DAVISON AUTO PARTS, INC.	924372732	1	10-72-5504	.00	6.77	6.77
07/16	07/12/2016	7675	1460	DAVISON AUTO PARTS, INC.	924373485	1	10-72-5137	.00	2.28	2.28
07/16	07/12/2016	7675	1460	DAVISON AUTO PARTS, INC.	924373507	1	20-11-5504	.00	106.43	106.43
07/16	07/12/2016	7675	1460	DAVISON AUTO PARTS, INC.	924373785	1	40-11-5137	.00	12.77	12.77
Total 7675:								.00		128.25
7676										
07/16	07/12/2016	7676	1760	FERGUSON ENTERPRISES,INC	0524216	1	40-11-5540	.00	3,612.72	3,612.72
Total 7676:								.00		3,612.72

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7677										
07/16	07/12/2016	7677	2040	HACH	10004592	1	30-11-5530	.00	448.99	448.99
07/16	07/12/2016	7677	2040	HACH	9891097 CR	1	30-11-5108	.00	300.00-	300.00-
Total 7677:								.00		148.99
7678										
07/16	07/12/2016	7678	5340	HEIDI'S HELPING HANDS	253	1	10-12-5209	.00	200.00	200.00
07/16	07/12/2016	7678	5340	HEIDI'S HELPING HANDS	253	2	10-65-5209	.00	200.00	200.00
Total 7678:								.00		400.00
7679										
07/16	07/12/2016	7679	2160	HONEY BUCKET	550068896	1	10-66-5200	.00	106.00	106.00
07/16	07/12/2016	7679	2160	HONEY BUCKET	550068897	1	10-66-5200	.00	106.00	106.00
07/16	07/12/2016	7679	2160	HONEY BUCKET	550068898	1	10-66-5200	.00	106.00	106.00
Total 7679:								.00		318.00
7680										
07/16	07/12/2016	7680	5583	JOE & JUDY TUCKER	REFUND 10	1	30-00-2300	.00	21.15	21.15
Total 7680:								.00		21.15
7681										
07/16	07/12/2016	7681	5582	JOSEPH FOX	CONSIDERA	1	10-12-5360	.00	3,331.00	3,331.00
Total 7681:								.00		3,331.00
7682										
07/16	07/12/2016	7682	2520	KATHY TAYLOR CONSULTING	STATEMENT	1	10-12-5200	.00	4,329.60	4,329.60
Total 7682:								.00		4,329.60
7683										
07/16	07/12/2016	7683	2440	Keller Associates Inc	STATEMENT	1	30-11-5204	.00	116.25	116.25
07/16	07/12/2016	7683	2440	Keller Associates Inc	STATEMENT	2	20-11-5204	.00	610.00	610.00
Total 7683:								.00		726.25
7684										
07/16	07/12/2016	7684	5589	KENNETH KNIGHT	TRAVEL	1	10-12-5344	.00	547.96	547.96
Total 7684:								.00		547.96
7685										
07/16	07/12/2016	7685	2610	LOCAL GOVERNMENT PERSON	12507	1	10-12-5320	.00	586.00	586.00
Total 7685:								.00		586.00
7686										
07/16	07/12/2016	7686	2690	LOWES	7426053 6.3	1	10-72-5504	.00	56.98	56.98
07/16	07/12/2016	7686	2690	LOWES	7426053 6.3	2	10-72-5600	.00	398.05	398.05
Total 7686:								.00		455.03

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7687										
07/16	07/12/2016	7687	2900	MID-WILLAMETTE VALLEY COU	1516384	1	10-17-5214	.00	993.75	993.75
07/16	07/12/2016	7687	2900	MID-WILLAMETTE VALLEY COU	1617034	1	10-12-5320	.00	1,120.00	1,120.00
Total 7687:								.00		2,113.75
7688										
07/16	07/12/2016	7688	2890	MOVIE LICENSING USA	2187942	1	10-65-5320	.00	284.00	284.00
Total 7688:								.00		284.00
7689										
07/16	07/12/2016	7689	3070	NEWS REGISTER	3661	1	10-12-5230	.00	89.00	89.00
07/16	07/12/2016	7689	3070	NEWS REGISTER	43271	1	10-12-5230	.00	80.50	80.50
Total 7689:								.00		169.50
7690										
07/16	07/12/2016	7690	2910	NORTH COAST ELECTRIC COM	S7018926.00	1	30-11-5530	.00	3,480.00	3,480.00
Total 7690:								.00		3,480.00
7691										
07/16	07/12/2016	7691	5530	North Santiam Paving Company	213018-010	1	20-81-5915	.00	10,028.24	10,028.24
Total 7691:								.00		10,028.24
7692										
07/16	07/12/2016	7692	3590	PGE	1614431 6.2	1	10-67-5415	.00	65.94	65.94
07/16	07/12/2016	7692	3590	PGE	2045700 7.7.	1	10-19-5400	.00	1,532.53	1,532.53
07/16	07/12/2016	7692	3590	PGE	3242538 6.2	1	10-12-5415	.00	142.31	142.31
07/16	07/12/2016	7692	3590	PGE	4668590 6.2	1	10-67-5415	.00	16.48	16.48
07/16	07/12/2016	7692	3590	PGE	46960203 6.	1	30-11-5415	.00	254.45	254.45
07/16	07/12/2016	7692	3590	PGE	5071216 6.2	1	10-65-5415	.00	167.62	167.62
07/16	07/12/2016	7692	3590	PGE	5072008 6.2	1	10-12-5415	.00	36.05	36.05
07/16	07/12/2016	7692	3590	PGE	5134337 6.2	1	10-66-5415	.00	31.71	31.71
07/16	07/12/2016	7692	3590	PGE	6101749 6.2	1	10-12-5415	.00	16.48	16.48
07/16	07/12/2016	7692	3590	PGE	6411189 6.2	1	30-11-5415	.00	1,118.08	1,118.08
07/16	07/12/2016	7692	3590	PGE	7442324 6.2	1	30-11-5415	.00	594.97	594.97
07/16	07/12/2016	7692	3590	PGE	7503422 6.2	1	30-11-5415	.00	18.01	18.01
07/16	07/12/2016	7692	3590	PGE	7505336 6.2	1	30-11-5415	.00	1,060.63	1,060.63
07/16	07/12/2016	7692	3590	PGE	8056065 6.2	1	40-11-5415	.00	229.23	229.23
07/16	07/12/2016	7692	3590	PGE	8057642 6.2	1	40-11-5415	.00	163.40	163.40
07/16	07/12/2016	7692	3590	PGE	8074233 6.2	1	40-11-5415	.00	50.24	50.24
07/16	07/12/2016	7692	3590	PGE	8110573 6.2	1	40-11-5415	.00	1,357.35	1,357.35
07/16	07/12/2016	7692	3590	PGE	8412508 6.2	1	10-66-5415	.00	271.99	271.99
07/16	07/12/2016	7692	3590	PGE	8647822 6.2	1	10-72-5415	.00	269.53	269.53
07/16	07/12/2016	7692	3590	PGE	8928404 6.2	1	10-66-5415	.00	16.48	16.48
07/16	07/12/2016	7692	3590	PGE	99972 6.23.1	1	40-11-5415	.00	134.00	134.00
Total 7692:								.00		7,547.48
7693										
07/16	07/12/2016	7693	3700	POSEYLAND FLORIST	92211	1	10-13-5355	.00	50.00	50.00
07/16	07/12/2016	7693	3700	POSEYLAND FLORIST	92212	1	10-13-5355	.00	50.00	50.00

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Total 7693:								.00		100.00
7694										
07/16	07/12/2016	7694	3730	PRIMISYS	10778	1	10-12-5233	.00	2,329.00	2,329.00
07/16	07/12/2016	7694	3730	PRIMISYS	10779	1	10-12-5234	.00	400.00	400.00
Total 7694:								.00		2,729.00
7695										
07/16	07/12/2016	7695	5584	RANDY BROWN	REFUND 45	1	30-00-2300	.00	105.58	105.58
Total 7695:								.00		105.58
7696										
07/16	07/12/2016	7696	3820	RECOLOGY WESTERN OREGO	1080068163	1	10-66-5415	.00	41.65	41.65
07/16	07/12/2016	7696	3820	RECOLOGY WESTERN OREGO	1080116228	1	10-12-5415	.00	34.18	34.18
07/16	07/12/2016	7696	3820	RECOLOGY WESTERN OREGO	1080204289	1	30-11-5415	.00	14.66	14.66
07/16	07/12/2016	7696	3820	RECOLOGY WESTERN OREGO	1080218560	1	10-65-5415	.00	2.70	2.70
07/16	07/12/2016	7696	3820	RECOLOGY WESTERN OREGO	1080242222	1	10-72-5415	.00	145.51	145.51
Total 7696:								.00		238.70
7697										
07/16	07/12/2016	7697	5585	SARAH ROSS	REFUND 53	1	30-00-2300	.00	12.57	12.57
07/16	07/12/2016	7697	5585	SARAH ROSS	REFUND 53	2	40-00-2400	.00	17.59	17.59
Total 7697:								.00		30.16
7698										
07/16	07/12/2016	7698	4110	SHELDON OIL COMPANY	11384	1	40-11-5120	.00	70.61	70.61
07/16	07/12/2016	7698	4110	SHELDON OIL COMPANY	11384	2	10-72-5120	.00	185.64	185.64
07/16	07/12/2016	7698	4110	SHELDON OIL COMPANY	11384	3	10-18-5120	.00	17.82	17.82
07/16	07/12/2016	7698	4110	SHELDON OIL COMPANY	11384	4	20-11-5120	.00	34.29	34.29
Total 7698:								.00		308.36
7699										
07/16	07/12/2016	7699	5587	SHERWIN-WILLIAMS CO	2845-5	1	20-11-5522	.00	106.80	106.80
07/16	07/12/2016	7699	5587	SHERWIN-WILLIAMS CO	2873-7	1	20-11-5522	.00	70.08	70.08
Total 7699:								.00		176.88
7700										
07/16	07/12/2016	7700	4160	SKYBERG'S	STATEMENT	1	10-72-5137	.00	256.86	256.86
07/16	07/12/2016	7700	4160	SKYBERG'S	STATEMENT	2	10-12-5137	.00	9.49	9.49
07/16	07/12/2016	7700	4160	SKYBERG'S	STATEMENT	3	20-11-5504	.00	886.61	886.61
07/16	07/12/2016	7700	4160	SKYBERG'S	STATEMENT	4	40-11-5137	.00	25.56	25.56
07/16	07/12/2016	7700	4160	SKYBERG'S	STATEMENT	5	30-11-5137	.00	23.59	23.59
Total 7700:								.00		1,202.11
7701										
07/16	07/12/2016	7701	4290	STAPLES CREDIT PLAN	1583649581	1	10-12-5137	.00	56.13	56.13
07/16	07/12/2016	7701	4290	STAPLES CREDIT PLAN	1583961001	1	10-12-5137	.00	9.40	9.40
07/16	07/12/2016	7701	4290	STAPLES CREDIT PLAN	1596843041	1	10-12-5137	.00	363.22	363.22

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Total 7701:								.00		428.75
7702										
07/16	07/12/2016	7702	4250	SUMMIT SUPPLY CORPORATIO	78700	1	10-72-5137	.00	110.50	110.50
Total 7702:								.00		110.50
7703										
07/16	07/12/2016	7703	5516	The Bulletin Board	849	1	10-12-5230	.00	163.00	163.00
Total 7703:								.00		163.00
7704										
07/16	07/12/2016	7704	4600	TRAFFIC SAFETY SUPPLY CO I	114423 COR	1	20-11-5521	.00	.40	.40
07/16	07/26/2016	7704	4600	TRAFFIC SAFETY SUPPLY CO I	114423 COR	1	20-11-5521	.00	.40-	.40- V
Total 7704:								.00		.00
7705										
07/16	07/12/2016	7705	4590	TREEIFIC ARBOR CARE INC	4974	1	20-11-5504	.00	500.00	500.00
Total 7705:								.00		500.00
7706										
07/16	07/12/2016	7706	4960	WATERLAB CORP.	69587	1	40-11-5250	.00	350.00	350.00
07/16	07/12/2016	7706	4960	WATERLAB CORP.	69587	2	30-11-5250	.00	225.00	225.00
Total 7706:								.00		575.00
7707										
07/16	07/12/2016	7707	4830	WILCO	468199	1	20-11-5504	.00	60.79	60.79
Total 7707:								.00		60.79
7708										
07/16	07/12/2016	7708	4070	WILLAMINA SELECT MARKET	STATEMENT	1	10-72-5137	.00	7.48	7.48
Total 7708:								.00		7.48
7709										
07/16	07/12/2016	7709	5551	Wright Imaging	4187976	1	30-11-5200	.00	483.85	483.85
07/16	07/12/2016	7709	5551	Wright Imaging	4187976	2	40-11-5200	.00	238.92	238.92
Total 7709:								.00		722.77
7710										
07/16	07/12/2016	7710	5020	XEROX	085272555	1	10-65-5606	.00	246.04	246.04
Total 7710:								.00		246.04
7711										
07/16	07/12/2016	7711	5130	YAMHILL COMMUNICATIONS A	2016-8BB	1	10-18-5302	.00	1,748.83	1,748.83
Total 7711:								.00		1,748.83

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7712										
07/16	07/12/2016	7712	5150	YAMHILL COUNTY SHERIFF'S O	10	1	10-18-5217	.00	15,981.90	15,981.90
Total 7712:								.00		15,981.90
7713										
07/16	07/15/2016	7713	5549	Ross Schultz	W06	1	10-12-5200	.00	2,922.80	2,922.80
Total 7713:								.00		2,922.80
7717										
07/16	07/26/2016	7717	320	AMERICAN EXTERMINATION P	107725 7.15.	1	10-12-5200	.00	88.00	88.00
Total 7717:								.00		88.00
7718										
07/16	07/26/2016	7718	700	BAKER AND TAYLOR BOOKS	4011657221	1	10-65-5106	.00	34.67	34.67
Total 7718:								.00		34.67
7719										
07/16	07/26/2016	7719	870	BRETTTHAUER OIL CO.	CL42782	1	40-11-5120	.00	37.22	37.22
07/16	07/26/2016	7719	870	BRETTTHAUER OIL CO.	CL42782	2	10-72-5120	.00	20.47	20.47
07/16	07/26/2016	7719	870	BRETTTHAUER OIL CO.	CL42782	3	30-11-5120	.00	65.04	65.04
Total 7719:								.00		122.73
7720										
07/16	07/26/2016	7720	850	BRIAN O'NEIL CONSTRUCTION,	1037	1	20-11-5521	.00	6,460.00	6,460.00
Total 7720:								.00		6,460.00
7721										
07/16	07/26/2016	7721	1020	CENTURYLINK	3130131354	1	40-11-5413	.00	48.31	48.31
07/16	07/26/2016	7721	1020	CENTURYLINK	3130545380	1	10-12-5413	.00	104.08	104.08
07/16	07/26/2016	7721	1020	CENTURYLINK	3130545380	2	10-66-5413	.00	12.49	12.49
07/16	07/26/2016	7721	1020	CENTURYLINK	3130545380	3	20-11-5413	.00	24.98	24.98
07/16	07/26/2016	7721	1020	CENTURYLINK	3130545380	4	30-11-5413	.00	141.55	141.55
07/16	07/26/2016	7721	1020	CENTURYLINK	3130545380	5	40-11-5413	.00	133.22	133.22
07/16	07/26/2016	7721	1020	CENTURYLINK	313164607 7	1	10-67-5413	.00	64.92	64.92
07/16	07/26/2016	7721	1020	CENTURYLINK	313409135 7	1	30-11-5413	.00	47.26	47.26
07/16	07/26/2016	7721	1020	CENTURYLINK	313480540 7	1	40-11-5413	.00	104.40	104.40
07/16	07/26/2016	7721	1020	CENTURYLINK	313485013 7	1	10-12-5413	.00	301.65	301.65
07/16	07/26/2016	7721	1020	CENTURYLINK	314009711 7	1	30-11-5413	.00	93.84	93.84
07/16	07/26/2016	7721	1020	CENTURYLINK	314141888 7	1	10-12-5413	.00	15.22	15.22
07/16	07/26/2016	7721	1020	CENTURYLINK	314141888 7	2	10-66-5413	.00	1.83	1.83
07/16	07/26/2016	7721	1020	CENTURYLINK	314141888 7	3	20-11-5413	.00	3.65	3.65
07/16	07/26/2016	7721	1020	CENTURYLINK	314141888 7	4	30-11-5413	.00	20.70	20.70
07/16	07/26/2016	7721	1020	CENTURYLINK	314141888 7	5	40-11-5413	.00	19.48	19.48
07/16	07/26/2016	7721	1020	CENTURYLINK	314301458 7	1	10-65-5413	.00	92.37	92.37
Total 7721:								.00		1,229.95
7722										
07/16	07/26/2016	7722	670	DEBRA J BERNARD	EXPENSE 7.	1	10-12-5344	.00	29.95	29.95

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Total 7722:								.00		29.95
7723										
07/16	07/26/2016	7723	1760	FERGUSON ENTERPRISES,INC	0527346	1	40-11-5540	.00	294.52	294.52
07/16	07/26/2016	7723	1760	FERGUSON ENTERPRISES,INC	0529013	1	40-11-5540	.00	349.75	349.75
Total 7723:								.00		644.27
7724										
07/16	07/26/2016	7724	2270	ITEMIZER-OBSERVER	CITWIL 7.22.	1	10-12-5230	.00	35.00	35.00
Total 7724:								.00		35.00
7725										
07/16	07/26/2016	7725	3870	JUSTIN RIGGS	EXPENSE 7.	1	30-11-5504	.00	196.27	196.27
07/16	07/26/2016	7725	3870	JUSTIN RIGGS	EXPENSE 7.	1	30-11-5344	.00	54.74	54.74
Total 7725:								.00		251.01
7726										
07/16	07/26/2016	7726	2430	KEIZER FLORIST	100000232	1	10-13-5355	.00	80.95	80.95
Total 7726:								.00		80.95
7727										
07/16	07/26/2016	7727	2440	Keller Associates Inc	STATEMENT	1	30-11-5204	.00	736.25	736.25
07/16	07/26/2016	7727	2440	Keller Associates Inc	STATEMENT	2	10-17-5204	.00	101.25	101.25
07/16	07/26/2016	7727	2440	Keller Associates Inc	STATEMENT	3	20-11-5204	.00	312.50	312.50
Total 7727:								.00		1,150.00
7728										
07/16	07/26/2016	7728	2660	LEAGUE OF OREGON CITIES	17913	1	10-12-5320	.00	1,617.60	1,617.60
Total 7728:								.00		1,617.60
7729										
07/16	07/26/2016	7729	5528	Marilyn Coates	EXPENSE 7.	1	10-12-5137	.00	35.96	35.96
Total 7729:								.00		35.96
7730										
07/16	07/26/2016	7730	2070	MELISSA HANSEN	AGREEMEN	1	10-65-5040	.00	789.94	789.94
Total 7730:								.00		789.94
7731										
07/16	07/26/2016	7731	4110	SHELDON OIL COMPANY	10623 CORR	1	10-72-5120	.00	2.00	2.00
07/16	07/26/2016	7731	4110	SHELDON OIL COMPANY	279296-11	1	10-72-5137	.00	12.17	12.17
Total 7731:								.00		14.17
7732										
07/16	07/26/2016	7732	4230	SPRINT	569622313-1	1	10-18-5413	.00	46.04	46.04
07/16	07/26/2016	7732	4230	SPRINT	569622313-1	2	10-12-5413	.00	14.25	14.25

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07/16	07/26/2016	7732	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.56	40.56
07/16	07/26/2016	7732	4230	SPRINT	569622313-1	4	20-11-5413	.00	3.42	3.42
07/16	07/26/2016	7732	4230	SPRINT	569622313-1	5	30-11-5413	.00	50.93	50.93
07/16	07/26/2016	7732	4230	SPRINT	569622313-1	6	40-11-5413	.00	49.80	49.80
Total 7732:								.00		205.00
7733										
07/16	07/26/2016	7733	4380	SUPPLYWORKS	372184713	1	10-72-5137	.00	96.96	96.96
Total 7733:								.00		96.96
7734										
07/16	07/26/2016	7734	4440	TEI LANDMARK AUDIO	11846155	1	10-65-5102	.00	65.00	65.00
Total 7734:								.00		65.00
7735										
07/16	07/26/2016	7735	5590	THOMAS MARTIN	REFUND 18	1	30-00-2300	.00	22.50	22.50
07/16	07/26/2016	7735	5590	THOMAS MARTIN	REFUND 18	2	40-00-2400	.00	31.30	31.30
Total 7735:								.00		53.80
7736										
07/16	07/26/2016	7736	4600	TRAFFIC SAFETY SUPPLY CO I	114423 COR	1	20-11-5521	.00	40.00	40.00
Total 7736:								.00		40.00
7737										
07/16	07/26/2016	7737	5575	WEST ONE HOMES	REFUND 40	1	30-00-2300	.00	49.83	49.83
07/16	07/26/2016	7737	5575	WEST ONE HOMES	REFUND 40	2	40-00-2400	.00	69.05	69.05
Total 7737:								.00		118.88
7738										
07/16	07/26/2016	7738	5020	XEROX	085375154	1	10-12-5606	.00	396.74	396.74
Total 7738:								.00		396.74
7740										
07/16	07/26/2016	7740	5080	YAMHILL COUNTY COMMUNITY	STATEMENT	1	10-68-5510	.00	200.00	200.00
07/16	07/26/2016	7740	5080	YAMHILL COUNTY COMMUNITY	STATEMENT	2	10-66-5200	.00	200.00	200.00
Total 7740:								.00		400.00
Grand Totals:								.00		135,223.38

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	58,185.12-	58,185.12-
10-00-2130	272.24	.00	272.24
10-12-5137	488.19	.00	488.19

GL Account	Debit	Credit	Proof
10-12-5200	8,519.95	.00	8,519.95
10-12-5203	2,425.81	.00	2,425.81
10-12-5209	200.00	.00	200.00
10-12-5230	367.50	.00	367.50
10-12-5233	2,329.00	.00	2,329.00
10-12-5234	400.00	.00	400.00
10-12-5235	960.00	.00	960.00
10-12-5320	3,323.60	.00	3,323.60
10-12-5344	577.91	.00	577.91
10-12-5360	3,331.00	.00	3,331.00
10-12-5413	435.20	.00	435.20
10-12-5415	229.02	.00	229.02
10-12-5606	396.74	.00	396.74
10-13-5355	180.95	.00	180.95
10-14-5211	250.00	.00	250.00
10-17-5204	101.25	.00	101.25
10-17-5214	993.75	.00	993.75
10-18-5120	17.82	.00	17.82
10-18-5217	15,981.90	.00	15,981.90
10-18-5302	1,748.83	.00	1,748.83
10-18-5413	46.04	.00	46.04
10-19-5400	1,532.53	.00	1,532.53
10-65-5040	789.94	.00	789.94
10-65-5100	12.00	.00	12.00
10-65-5101	19.99	.00	19.99
10-65-5102	119.97	.00	119.97
10-65-5106	324.00	.00	324.00
10-65-5209	200.00	.00	200.00
10-65-5320	284.00	.00	284.00
10-65-5413	92.37	.00	92.37
10-65-5415	170.32	.00	170.32
10-65-5606	246.04	.00	246.04
10-66-5200	518.00	.00	518.00
10-66-5413	54.88	.00	54.88
10-66-5415	361.83	.00	361.83
10-66-5600	7,299.00	.00	7,299.00
10-67-5413	64.92	.00	64.92
10-67-5415	82.42	.00	82.42
10-68-5510	200.00	.00	200.00
10-72-5120	273.59	.00	273.59
10-72-5137	522.55	.00	522.55
10-72-5140	516.56	.00	516.56
10-72-5200	43.00	.00	43.00
10-72-5415	415.04	.00	415.04
10-72-5504	67.42	.00	67.42
10-72-5600	398.05	.00	398.05
20-00-2000	.40	19,253.13-	19,252.73-
20-11-5120	34.29	.00	34.29
20-11-5204	922.50	.00	922.50
20-11-5413	32.05	.00	32.05
20-11-5504	1,558.77	.00	1,558.77
20-11-5521	6,500.40	.40-	6,500.00
20-11-5522	176.88	.00	176.88
20-81-5915	10,028.24	.00	10,028.24
30-00-2000	300.00	9,890.72-	9,590.72-
30-00-2300	247.28	.00	247.28
30-11-5108	.00	300.00-	300.00-

GL Account	Debit	Credit	Proof
30-11-5120	108.42	.00	108.42
30-11-5137	23.59	.00	23.59
30-11-5200	483.85	.00	483.85
30-11-5204	852.50	.00	852.50
30-11-5250	225.00	.00	225.00
30-11-5320	355.00	.00	355.00
30-11-5344	54.74	.00	54.74
30-11-5413	354.28	.00	354.28
30-11-5415	3,060.80	.00	3,060.80
30-11-5504	196.27	.00	196.27
30-11-5530	3,928.99	.00	3,928.99
40-00-2000	.00	7,507.53-	7,507.53-
40-00-2400	167.40	.00	167.40
40-11-5120	166.46	.00	166.46
40-11-5137	38.33	.00	38.33
40-11-5200	238.92	.00	238.92
40-11-5250	350.00	.00	350.00
40-11-5413	355.21	.00	355.21
40-11-5415	1,934.22	.00	1,934.22
40-11-5540	4,256.99	.00	4,256.99
99-00-1009	.00	.00	.00
99-00-1905	40,687.28	.00	40,687.28
99-00-2000	.00	40,687.28-	40,687.28-
Grand Totals:	<u>135,824.18</u>	<u>135,824.18-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: GL detail
Check.Type = {<>} "Adjustment"

REGULAR AGENDA

RESOLUTION

16-17-003

SURPLUS CITY

SAFE

ORDINANCE NO. 663

AN ORDINANCE ADDING CHAPTER 96, TO TITLE XI GENERAL REGULATIONS ON RECREATIONAL VEHICLE PARKING, PLACEMENT AND USAGE

WHEREAS, THE City of Willamina has adopted a Code of Ordinances (hereinafter called "Code"); and

WHEREAS, the City Council wishes to add procedures to require a permit on recreational vehicle parking, placement and usage

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

Section 1. THAT Exhibit A, attached hereto and made a part hereof is hereby adopted and shall be added to Title IX of the Willamina Municipal Code as new Chapter 96, "Recreational Vehicle Parking, Placement and Usage and

Section 2. THAT It being necessary for the peace, health and safety of the citizens of Willamina that the ordinance be in effect immediately because of the condition of the trailers and properties affected by these procedures, therefore an emergency is declared to exist and this ordinance shall be in full force and effect upon its passage by the Council.

First Read: _____ Second Reading: _____

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this _____ day of _____, 2016 by the following vote and effective immediately upon adoption.

YEAS _____

NAYS _____

ABSTAIN _____

ABSENT _____

MAYOR ILA SKYBERG _____

ATTEST:

Debbie Bernard, City Recorder

CHAPTER 96: RECREATIONAL VEHICLE PARKING, PLACEMENT AND USAGE

Section

96.01	Definition
96.02	Permits Required
96.03	Fees
96.04	Exceptions
96.05	Vehicle Modifications
96.06	Water and sanitary disposal
96.07	Electric or other shared power sources
96.08	Violation/Penalty

§ 96.01 **Definition**

As used in this chapter, the term “recreational vehicle” means a vacation trailer or other unit with or without motive power which is designed for human occupancy and to be used temporarily for recreational or emergency purposes and has a gross floor space of less than four hundred (400) square feet. The term “recreational vehicle” also includes any self-propelled living quarters.

§ 96.02 **Permits Required**

- (A) It is unlawful to occupy any recreational vehicle used for sleeping or living purposes within the city for a period of time **exceeding fifteen (15) days**, or to reside in any recreational vehicle in any public place in the city, without first obtaining a permit therefor from the City Manager.

- (B) A recreational vehicle used for temporary sleeping purposes may be parked in the city outside of a trailer court and off of city streets, for a period **not to exceed** fifteen (15) days, if a permit is obtained from the City Manager. The permit shall be temporary only, and no more than two permits shall be issued to a particular recreational vehicle in the same calendar year.

- (C) A permit may be issued by the City Manager to park and utilize a recreational vehicle off city streets for a period not to exceed ninety (90) days for purposes of residing in a recreational vehicle on the same premises wherein a dwelling is being constructed and where the applicant has a current building permit for said construction. Prior to issuance of such ninety (90) permit, the applicant shall furnish proof to the City Manager that the recreational vehicle is fully self-contained and presents no health hazard to the

community with respect to water, sewer and garbage. Said permit shall be renewable for a period of thirty (30) days.

§ 96.03 **Fees**

- (A) The fees to be charged by the city for the aforementioned permits shall be established by resolution of the City Council.

§ 96.04 **Exceptions**

- (A) Recreational vehicles in approved recreational vehicle parks within the city are not affected by the provisions of this chapter.
- (B) The parking of recreational vehicles in the city which are not used for sleeping or living quarters are not regulated by this chapter, but are regulated by the general ordinances of the city regulating vehicular parking when parked on the city streets or alleys.

§ 96.05 **Vehicle Modifications**

- (A) The removal of the wheels or the placement of a recreational vehicle on posts, footings or permanent or temporary foundation shall not be considered as removing said recreational vehicle from the regulations contained in this chapter.

§ 96.06 **Water and Sanitary Disposal**

- (A) It is unlawful for any person occupying or using any recreational vehicle within the city to connect said recreational vehicle to the septic or water facilities of the city water and sewer system except in accordance with the ordinances of the city.

§ 96.07 **Electric or Other Shared Power Sources**

- (A) It is unlawful for any person occupying or using any recreational vehicle within the city to connect said recreational vehicle to attach any non-permanent connection device to the electrical supply system source of any permanent structure on the property the said occupied recreational vehicle is located at. The prohibition is not in effect if the said occupied recreational vehicle has been issued a permit under § 96.02.

§ 96.08

Violations / Penalty

- (A) A person violating any of the provisions of this chapter shall:
 - 1. Upon the first conviction thereof, be punishable by a fine not to exceed the sum of one hundred fifty dollars (\$150.00);
 - 2. Upon the second or further conviction thereof, be punishable by a fine not to exceed the sum of three hundred dollars (\$300.00).
- (B) Each day's violation of any provision of this chapter shall constitute a separate offense, punishable as set forth in this section.

RESOLUTION NO. 16.17-002

A RESOLUTION ADOPTING PUBLIC CONTRACTING RULES

THE CITY OF WILLAMINA RESOLVES AS FOLLOWS:

Section 1. Public Contracting Rules for the City of Willamina.

1.10.010 General provisions

- (1) Except as provided within these rules, Willamina’s public contracting is governed by the Oregon Public Contracting Code (ORS Chapters 279, 279A, 279B and 279C) (the “Code”) and the Oregon Attorney General’s Model Public Contract Rules (OAR Chapter 137, divisions 46, 47, 48 and 49) (the “Model Rules”).
- (2) The Willamina City Council (“Council”) is the local contract review board. Except as these rules may otherwise provide, the powers and duties of local contract review boards under the Code and Model Rules will be exercised by the Council and the powers and duties given or assigned to contracting agencies by the Code or Model Rules will be exercised by the City Manager acting as Willamina’s contracting agent.
- (3) For the purposes of these rules, “City Manager” means the City Manager for the City of Willamina, or the City Manager’s designee.
- (4) For the purposes of these rules, “Emergency” means circumstances that:
 - (A) Could not have been reasonably foreseen;
 - (B) Create a substantial risk of loss, damage or interruption of services or a substantial threat to property, public health, welfare or safety; and
 - (C) Require prompt execution of a contract to remedy the condition.

1.10.020 Personal service contracts not including certain construction-related personal services

- (1) “Personal service contract” means a contract for personal or professional services performed by an independent contractor, primarily for the provision of services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment skills, and for which the quality of the service depends on attributes that are unique to the service provider. Such services include, but are not limited to, the services of attorneys, accounting and auditing services, information technology services, planning and development services, artists, designers, performers, property managers and consultants. The City Manager has discretion

to determine whether a particular contract or service falls within this definition. For the purposes of this section, personal services contracts do not include contracts for architectural, engineering, photogrammetric, land surveying and, in very narrow instances, transportation-planning services when only such professionals may legally provide the service. The procedures for those contracts are found below at section 1.10.025.

- (2) The following formal selection procedure will be used when the estimated payment to the contractor exceeds \$75,000.
 - (a) Announcement. Willamina will give notice of its intent to procure personal services through a newspaper of general circulation, and any other means Willamina deems appropriate, including contacting prospective contractors directly. Announcements will include:
 - (A) A description of the proposed project;
 - (B) The scope of the services required;
 - (C) The project completion dates;
 - (D) A description of special requirements;
 - (E) When and where the application may be obtained and to whom it must be returned;
 - (F) The closing date; and
 - (G) Other necessary information.
 - (b) Application. Applications will include a statement that describes the prospective contractor's credentials, performance data, examples of previous work product or other information sufficient to establish contractor's qualification for the project, references, and other information identified by Willamina as necessary to make its selection.
 - (c) Initial screening. The City Manager will evaluate the qualifications of all applicants and select a prospective contractor or prospective contractors whose application demonstrates that the contractor is best qualified to meet Willamina's needs.
 - (d) Final selection.
 - (A) The City Manager will interview the finalists selected from the initial screening. At the City Manager's discretion, the interviews may be conducted before the Board.

- (B) After the interview process concludes, the City Manager will make the final selection. If the interviews are conducted before the Board, the Board will make the final selection.
 - (C) The final selection will be based upon applicant capability, experience, project approach, compensation requirements, references and any other criteria identified by Willamina as necessary for Willamina to select a contractor.
- (3) The following informal selection procedure may be used when the estimated payment to the contractor does not exceed \$75,000 or when the City Manager determines that the informal procedures will not interfere with competition among prospective contractors, reduce the quality of services or increase costs. The City Manager will contact a minimum of three prospective contractors qualified to offer the services sought. The City Manager will request an estimated fee, and make the selection consistent with Willamina's best interests. If three quotes are not received, the City Manager will make a written record of efforts to obtain the quotes.
- (4) The City Manager may enter into personal service contracts not exceeding an estimated \$25,000 without following the procedures under subsection (2) or (3). However, the City Manager must make reasonable efforts to choose the most qualified contractor to meet Willamina's needs. The amount of a given contract may not be manipulated to avoid the informal or formal selection procedures.
- (5) The City Manager may negotiate with a single source for personal services if the services are available from only one contractor, or the prospective contractor has special skills uniquely required for the performance of the services. Willamina must make written findings to demonstrate why the proposed contractor is the only contractor who can perform the services desired.
- (6) The City Manager may select a contractor without following any procedures if an emergency exists. In such instances, the City Manager must memorialize in writing the circumstances that justify the emergency appointments.

1.10.030 Authority to electronically advertise solicitations for goods and services

- (1) The City Manager is authorized to develop an "Electronic Procurement System" in accordance with OAR 137-047-0300(2)(b). As described in OAR 137-046-0110(16), this is an information system accessible through the Internet that allows Willamina to post electronic advertisements and receive electronic offers for goods and services. When an electronic procurement system is in place, the Model Rules allow procurement solicitations to be advertised exclusively online. This saves Willamina time and money over newspaper advertisements.

- (2) Prior to any development of an electronic procurement system, Willamina may advertise solicitations for goods and services on the Internet in addition to newspaper advertisements.

1.10.040 Authority to electronically advertise solicitations for public improvements

- (1) For all public improvement contracts with an estimated cost not exceeding \$125,000, the City Manager may electronically advertise solicitations in a manner deemed appropriate. This method of advertising will save Willamina time and money, may be used exclusively, and is allowed under ORS 279C.360(1).
- (2) An advertisement for a public improvement contract with an estimated cost over \$125,000 must be published at least once in a trade newspaper of general statewide circulation, such as the Daily Journal of Commerce.

1.10.050 Small procurements

- (1) As provided by ORS 279B.065, any procurement of goods or services not exceeding \$10,000 may be awarded in any manner the City Manager finds practical or convenient, including direct selection or award.
- (2) A small procurement contract may be amended in accordance with OAR 137-047-0800.
- (3) A procurement may not be artificially divided or fragmented to qualify for this section.

1.10.060 Sole-source procurements

- (1) Pursuant to ORS 279B.075(1), the City Manager is authorized to declare in writing certain goods and services to be available from only one source.
- (2) The determination of a sole-source must be based on findings required by ORS 279B.075(2), and otherwise be processed in accordance with OAR 137-047-0275.

1.10.070 Notice of intent to award certain contracts

- (1) At least seven days before the award of a public contract solicited under a traditional invitation to bid or request for proposals, Willamina will post or provide to each bidder or proposer notice of Willamina's intent to award a contract.
- (2) If stated in the solicitation document, Willamina may post this notice electronically or through non-electronic means and require the bidder or proposer to determine the status of Willamina's intent.

- (3) As an alternative, Willamina may provide written notice to each bidder or proposer of Willamina's intent to award a contract. This written notice may be provided electronically or through non-electronic means.
- (4) Willamina may give less than seven days notice of its intent to award a contract if Willamina determines in writing that seven days is impracticable as allowed by ORS 279B.135.
- (5) This section does not apply to goods and services contracts awarded under small procurements under these rules, or other goods and services contracts awarded in accordance with ORS 279B.070, 279B.075, 279B.080 or 279B.085.
- (6) This section does not apply to any public improvement contract or class of public improvement contracts exempted from competitive bidding requirements.
- (7) A protest of Willamina's intent to award a contract may only be filed in accordance with OAR 137-047-0740 or OAR 137-049-0450, as applicable.

1.10.080 Procedure for surplus property

- (1) Surplus property is property owned by Willamina such as office furniture, computers, equipment, vehicles, excluding real property, that the City Manager determines is surplus and no longer useful to Willamina.
- (2) The City Manager may authorize the sale, donation or destruction of surplus property. Surplus property may be sold through the informal solicitation of bids or through an auction, including an online auction. The City Manager has the discretion to advertise the sale of surplus property in a newspaper of city-wide circulation.
- (3) Employees of Willamina may purchase surplus property, so long as at least three individuals or entities have bid on the property and the employee's bid is the highest bid.

Section 2. This resolution is effective on the date of its adoption.

THIS RESOLUTION IS ADOPTED BY THE WILLAMINA CITY COUNCIL this ___ day of _____, 2016

Ila Skyberg Mayor

Attest: Debbie Bernard, City Recorder



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 7/1/2016 to 7/31/2016**

City	UCR Description	7/2/2015 to 8/1/2015	7/1/2016 to 7/31/2016	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0		1	2
	Burglary-Business	0	1		1	7
	Burglary-Non-Residence	0	0		2	9
	Burglary-Residence	2	0		6	16
	Larceny	4	3	-25.00 %	30	77
	Motor Vehicle Theft-Auto	2	0		5	8
	Rape	1	0			4
	Robbery	1	0			3
	Part 1 Total	10	4	-60.00 %	45	126
Part 2						
	All Other	0	0		1	7
	Disorderly Conduct	4	0		3	11
	Drug Laws	3	2	-33.33 %	17	30
	DUII	1	0		3	7
	Forgery	0	0		1	4
	Fraud	2	0		2	4
	Liquor Laws	0	0			4
	Runaway	0	0			2
	Sex Offenses	0	0			3
	Simple Assault	8	3	-62.50 %	15	42
	Stolen Property	0	0		2	2
	Tresspass/Prowler	4	0		11	28
	Vandalism	2	1	-50.00 %	10	37
	Weapons	0	0		2	3
	Part 2 Total	24	6	-75.00 %	67	184
Part 3						
	All Other	7	8	14.29 %	61	89
	Total For WILLAMINA	54	21	-61.11 %	217	496



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 7/1/2016 to 7/31/2016**

City	UCR Description	7/2/2015 to 8/1/2015	7/1/2016 to 7/31/2016	Percentage Change	YTD	Prior Year
WILLAMINA						
	Non-Reportable Offenses	13	3	-76.92 %	44	97
	Part 3 Total	20	11	-45.00 %	105	186
	Total For WILLAMINA	54	21	-61.11 %	217	496