

**WILLAMINA CITY COUNCIL
REGULAR MEETING AGENDA
Tuesday, October 11th
Regular City Council Meeting
@ West Valley Fire
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

1. Approval of Minutes – September 15, 2016
2. Approval of Minutes – September 29, 2016
3. Check Registers – September 1 to 31st, 2016 (information only)
4. Financials September 2016

CORRESPONDENCE – City of Willamina Application for City Office

1. Shirley Fitzgerald
2. Sheryl Christi Hansen
3. Michelle Nolen
4. Susan Richman
5. Patrick Howard Keith

REGULAR AGENDA

5. Staff Report on other cities use of iPad
6. Staff Report on cost for metal awning over the doors of the library - separate
handout

BUSINESS CARRIED FORWARD-UPDATE

7. The Old Department Store
8. Library Awnings
9. Senior Center - Update
10. Stop Sign – Update Traffic Study Oak and Pioneer - separate
handout

BUSINESS FROM THE COUNCIL – Committee Reports – No documents attached.

REPORTS FROM/CITY Officers

11. Sherriff's Report
12. Librarian Report
13. Code Enforcement Report
14. Events Calendar

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City Of Willamina
Minutes of the Second Thursday of The Month Meeting of the City Council
Regular Meeting
September 15, 2016
6:00 PM

Location of Meeting:

West Valley Fire Station 8
825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor Rita Baller
Councilor Theresa McKnight
Councilor Robert Burr
Councilor Heather Stritzke
Councilor Katie Vinson
City Manager Robert Sivick
City Recorder Debbie Bernard
Public Works Director Jeff Brown
News Register Reporter Paul Daquilante
Guest In The Audience
Craig Johnson
Doug Colton
Chris and Maria Scholten
Jim Jacks Council of Governments
Lisa Bronson Willamina City Planner
Dennis Ulrich

The regular meeting of the City Council Regular Meeting of City of Willamina was called to order at 6:00 PM on September 15, 2016 at West Valley Fire Station 8 by Mayor Ila Skyberg. The pledge of allegiance was led by the Mayor. The City Recorder took roll call and a quorum was present.

I. Approval of Agenda

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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.

Mayor Skyberg took time to announce special thanks Ross Schultz former City Manager in the audience and presented him with a thank you gift from the Mayor and Council. Ross accepted graciously and responded by thanking the City and Staff and said good luck to the new city manager. The Mayor then welcomed Bob Sivick the cities new City manager.

III. Consideration of Open Issues

1. Consent Agenda

Mayor Skyberg

MOTION: Councilor Baller motion to approve the Consent Agenda (Minutes of August 11, 2016 and the Check Registers of August 1-31, 2016 and a Budget to Actual). Councilor McKnight seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor

IV. Consideration of New Business

1. Correspondence

City Of Willamina Application for City Office

The Council was presented an application for City Office from Dave Buswell to the Library Board. Mayor Skyberg appointed Dave Buswell to the Library Board. By head nod and clapping the Council approved.

Mayor Skyberg then introduced Jim Jacks who explained to the Council he had been assigned the City of Willamina planner interim after Marjorie Mattson leaving and wanted to introduce the Cities permanent planner Lisa Brosnan.

2. Public Hearing

Chris and Maria Scholten

Variance 2016-02

Mayor Skyberg opened the Public Hearing and read the Land use Planning Public Hearing Procedures.

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MAYOR: Good evening, my name is Ila Skyberg. I am the Mayor for the City of Willamina and I will be presiding over the meeting. The public hearing is now open. This is the time and place set for the public hearing in the matter of Variance 2016-02 requesting a major variance to waive the requirements for a garage and driveway paving for the placement of a manufactured home on an individual lot in the R-2 zone. Oregon land use law requires several items to be read into the record at the beginning of each public hearing. The city planner will read the material; your patience is appreciated as the statements are read.

PLANNER: The applicable criteria upon which this case will be decided are found in the Development Code, Section 3.104.04 [ORS 197.763(5) (a)] The specific criteria are summarized in the staff report and will be reviewed during this hearing. [[[Note: the ORS requiring the particular statement is in brackets for each statement.]]]

Testimony, arguments and evidence must be directed toward the criteria or other criteria in the plan or land use regulation which you believe to apply to the decision. [197.763 (5) (b)]

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Oregon Land Use Board of Appeals based on that issue. [197.763 (5) ©]

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision makers to respond to the issue precludes an action for damages in the circuit court. [197.796 (3) (b)]

The hearing will proceed with the staff report followed by the applicant and those in support of the application. All those who are opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. The commission or staff may question the applicant and those who testified. The applicant will be given an opportunity to rebut the testimony or evidence.

If you have any documents, maps or letters that you wish to have considered by this body, they must be formally placed in the record of this proceeding. To do that, either before or after you speak, please leave the material with the Recorder, who will make sure your evidence is identified and placed in the record.

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Prior to the conclusion of the hearing, any participant may request an opportunity to present additional evidence or testimony regarding the application. [197.763 (6) (a)] If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for submission of written evidence or testimony. If the record is kept open, it will be for a minimum of seven days, with a short rebuttal period thereafter afforded to the applicant.

MAYOR: Questions for the audience: Are there objections to the notice that was sent in this case?

None

Are there objections to the jurisdiction of the Commission to hear and decide this case?

None

Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council?

Councilor Stritzke declared bias and said her husband works for Chris Scholten. Councilor Baller stated she visited the premises that are in consideration of the Variance. Councilor McKnight and Mayor Skyberg stated they also visited the site.

The staff report was then presented by Lisa Brosnan Council of Governments City Planner and read in detail.

Lisa stated the variance is for the waiver of a garage requirement and waiver of the requirements of driveway paving. The subject property is landlocked. Lisa added that notices were sent out to adjacent the property owners. Also, the request for comments was sent out for agency review. There was comment made by City Engineer Peter Olson and made a part of the report.

Lisa referred the Council to the Staff report and pointed out the section of the Development Code that makes the request a major variance to Code Section 2.102.05K (R-2 Development Standards) and Code Section 2.303.02.G (Manufactured Homes on Individual Lots) to waive the garage requirement and a major variance to Code Section 2.203.08.A (Parking and Loading Area Development Requirements) for the placement of a manufactured home on an individual lot in the R-2 Zone. Willamina Development Code Section 3.104.04 Variance criteria.

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Lisa went over the findings in the report and the criteria a, b, c, and d in the report. The last criteria was the minimum requirements written in the report. Lisa stated Staff recommends approval to allow waiver and approval of a major variance subject to conditions of approve as stated in the staff report..

Chris Scholten handed a group of pictures to the council on the property. Chris referred to topical map and the pictures.
Councilor Baller asked Chris what he is going to do about drainage issue that would affect the house in front of his property.

Chris responded that he planned tap into the storm drain; he said he does not want to do paving because of water run.

Rita said the City should figure out the drainage that would affect neighboring properties. The other comment is historically we have also required at least the minimum of a carport. Out of fairness she thinks a carport should be required. Rita said as a standard the city has required a carport and gave examples of one on 3rd and B and one on Yamhill St. Rita said as a standard we have always at least required a carport.

Bob Burr asked Chris if a carport is possible. Chris responded yes.

Lisa asked if there were any more comments for or opposed. There were none.

Mayor Skyberg then closed the Public Hearing.

Jim Jacks clarified if you close the hearing the council could then deliberate amongst them the pros and cons and the staff report. The opportunity to add information is over. He continued that there will be notice of the decision and an appeal period. Then the decision would be final.

City Manager, Bob Sivick adds that we would need a motion for the amendment of the carport.

MOTION: Councilor Baller motion to accept the Variance per the recommendations of the staff report of no garage with the amendment to minimum of one carport. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor

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

MOTION: Councilor Baller motion to reconsider her motion. Councilor Burr seconded. Motion died.

The City Manager stated the Council's decision stands.

Chris asked who will provide direction for the sub direction sidewalk vs the elevation. Lisa responded that she will check with the City Engineer.

Mayor Skyberg then referred back to public input and the sign in form. The City Recorder responded that no one signed in to speak, however, there could be people that came in late.

Tony Watkins stood to speak and stated his address at 991 Barber. Tony referred to a tree that he has complained about several times to the City and said it needs to be cut down. The City recorder responded that the City had just hired a Code Enforcer and he would follow-up that complaint.

Tobi Pratt then stated her address at 188 NW 3rd and praised the City of the new code enforcement hire, David Morey.

Mayor Skyberg moved to declare 6 Planning Commission open seats.

Mayor Skyberg also re-appointed Dennis Ulrich to the Planning Commission.

MOTION: Councilor Burr motion to approve Dennis Ulrich to the Planning Commission Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor

The Mayor then moved to the subject of the Old Department Store. She asked the City Recorder to address the issue. Debbie responded that the report in the packet was created by Barbara Hoffenbrel Realty. Barb did a market analysis on the Old Department Store and arrived at a value of \$240,000. Debbie went over the comps in the report. Debbie added that Barb also completed a market analysis on the Old City Public Works Shop and went over the comps on that analysis and value of \$135,000.

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Mayor Skyberg asked Jeff to report on the Roof of the Old Department Store proposal. Jeff reported he talked to Chris Scholten provided a written estimate. Other companies he contacted to did not provide a response. He said Chris Scholten Construction could do repairs up to \$5000. Jeff said it won't totally repair the roof but would stop major leaks.

MOTION: Councilor Baller motion to accept the proposal by Chris Scholten for \$5000. Councilor Burr seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

Mayor Skyberg then moved to the topic of the Library Façade. She referenced the color of the library. Mayor Skyberg said she was surprised by the green that was chosen on the building. She presented samples and pictures from a library board meeting where the color of paint was selected. The color does not match, said the Mayor. She said how we came across Christmas green is a surprise to her. She said she does not want that green to be their legacy; she wants the building repainted. Mayor Skyberg said the paint could be donated. She added that the work completed was excellent the problem is just the color.

Councilor Stritzke said she doesn't think the color is that bad.

City Manager Bob Sivick said if you were going to take any action, Council can direct staff to look into an action to see if the building could be repainted.

MOTION: Councilor Baller motion to direct staff to look into the repainting of the library. Councilor McKnight seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

The City Manager reported that he tried to view the property but could not get there. He added that he also wanted to get a hold of Myrtle to get institutional knowledge and background so that they could report to the Council. He wanted to clarify of individuals that had option to purchase were alive or passed away.

Mayor Skyberg asked for a report on the stop sign on Pioneer. Debbie reported that the City Engineer Peter Olsen came back with a cost of \$1200 to do the traffic study.

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MOTION: Councilor Stritzke motion to approve the traffic study on Pioneer to go forward. Councilor Baller seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

MOTION: Councilor Vinson motion to adjourn. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, 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 October 11, 2016 at:
West Valley Fire Station 8
825 NE Main St
Willamina, Oregon 97396

The meeting was adjourned at 7:30 PM.

Minutes submitted by: City Recorder Debbie Bernard

Minutes approved by: Mayor Ila Skyberg

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City Of Willamina
Minutes of the Monthly Meeting of the City Council
September 29, 2016
6:00 PM

Location of Meeting:

West Valley Fire
 825 NE Main St
 Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor Rita Baller
 Councilor Theresa McKnight
 Councilor Robert Burr
 Councilor Heather Stritzke
 Councilor Katie Vinson
 City Manager Robert Sivick
 City Recorder Debbie Bernard
 Public Works Director Jeff Brown
 News Register Reporter Paul Daquilante
 Guest In The Audience
 Craig Johnson
 Doug Colton
 Shirley Fitzgerald
 Michiel Fitzgerald

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on September 29, 2016 at West Valley Fire by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

Public Input

Mayor Ila Skyberg

Mayor Skyberg asked Craig Johnson to speak and state his name and address as he signed in for public comment. Craig stated his address at 482 NE B. St, Willamina, OR.

Craig said he had several concerns.

He commented on the painting of the Library and asked if it was a grant that paid to paint the library. Craig wanted to know where the Municipal Court would be held if we move our Council meetings to West Valley Fire.

He asked if City Council was meeting at West Valley Fire permanently.

The Mayor asked Debbie to respond. The City Recorder responded that she had a request in to West Valley Fire and had not heard back on whether the City could use it indefinitely.

Heather then asked Council members if they should ask the City Manager to further look into it. The Council head nodded yes.

Mayor Skyberg asked Doug Colton to go next and speak on Public Input.

Doug stated his address of 475 Pioneer, Willamina. Doug said he also had a list of items he wanted to ask about. He brought up the water rates and said he pays \$92.00 every month just like everyone else and asked why the senior discount was not looked into. Doug questioned the report that was in the News letter last month comparing the City of Willamina utility rates to other Cities and said it was inaccurate as those other cities have an allowable amount of water. Doug said there should be a retraction or further explanation.

In addition, he added that Owners of Vacant houses should pay for water and sewer and that the City was losing revenue.

Last Doug thanked the Mayor on the Traffic Study on Pioneer.

Correspondence from Marilyn Coates.

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Mayor Ila Skyberg

Mayor Skyberg past around a thank you note around the room from Marilyn Coates thanking Council for the going away gift.

Mayor Skyberg also noted that she received a thank you email from Ross Schultz for his parting gift. Mayor Skyberg then stated that for the record she purchased the gifts.

Ford Foundation Grant

Mayor Ila Skyberg

Mayor Skyberg commented that the City had been awarded a grant from the Ford Foundation and asked the City Recorder if it should be accepted by Council. Debbie responded and said the grant award was accepted by the City Manager and would be added to the Council Agenda in October to report on the details.

1. Repainting of The Library

Mayor Ila Skyberg

Heather stated that it would be ridiculous to repaint the library. She added that if they felt so strongly about it why that didn't it come up prior to painting the library. She suggested the repainting of the doors to a different shade of red. Heather then said the reality is the color on the building will eventually fade out.

Repainting of The Library continued

Councilor Burr commented that he does not like to comment on color but could live with it. City Manager Bob Sivick offered details on the grant to the council and said the money used to the paint the library came from a \$5000 grant; \$3800 was already used and we have \$1200 left for an awning and signage. He said if we use the remaining dollars plus general fund dollars and repaint it twice, the city could be in violation of the grant. Bob said he is not sure if the grantor would like that and the city could receive a request to return the money.

The City Manager said he felt the Cities reputation could be damaged and be perceived that the city is not using grant monies wisely by the repainting. He

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said again whether we use grant monies or general fund dollars his fear is that the city's reputation for getting new grants is somewhat damaged. Bob added that he understands that the dark green is preferred over a light green color but it could be perceived as wasteful. He also clarified the balance grant monies could be used for the exterior awning and signage.

Bob Sivick went on and said if we paint it again and don't like the color then would there be a desire to even paint it again because the color of green was not correct. Mayor Skyberg then said she was very disappointed in the color. Mayor Skyberg said she wrote the grant and she wanted it pointed out that she was very disappointed with the color after all the talk on color as it was extensive. She said it took her 3 times to rewrite the grant and just pouty.

Councilor Baller said she wanted to there to be a motion as to the decision on the library. Katie said she felt the window had closed regarding repainting of the library as the rains are coming. Katie added that having an awning would take away from the color. City Manager Bob Sivick advised that there should be an affirmative motion otherwise it dies tonight.

MOTION: Councilor Vinson motion to paint the library doors a different color. Councilor Stritzke seconded. Motion passed unanimously with Councilors Baller, McKnight, Burr, Stritzke and Vinson voting aye. All in favor.

Bob Burr offered discussions if there were any repainting in the spring that it be donated dollars. Rita asked how soon we could get the awning and signage done. Debbie responded that we received a bid from Salem Tent and awning that was fabric. Jeff then said that a fabric awning would tear away during a snow event and he would recommend not putting up a fabric awning. Doug Colton from the audience suggested placing two posts and securing the footing of the awning. Doug also suggested an artistic writing on the wall of the building. Katie offered information regarding signage and said she knew a person that does artwork and could repair the signage. Bob Burr asked that staff come back with a bid for a metal awning; Bob Burr

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wanted to note that Salem Tent and Awning does not do metal awning. Heather asked the Mayor if she had something to say about the repaint color of the doors. Ila responded no and that it could be discussed later.

2. Roof Repairs at Dept. Store

Jeff Brown

Jeff reported that he Chris Scholten and his crew would start scheduling his crew next week on the repairs of the new roof. His plan is to work the cricket and getting it pitched differently. Jeff also reported new damage which was a vertical crack that goes from top to bottom; he left a message for Chris Scholten to see the damage; also that you could see through to the adjacent building separated about 1 inch. He asked council for their thoughts and if it were concerning or not concerning. No responses.

3. Mayor Skyberg moved to the topic of moving the City Council regular meetings to West Valley Fire and adding moving the City Manager in to the Chambers. . Debbie reported that she had asked the West Valley staff and had not heard back on a decision. She added that West Valley Fire monthly meeting is the same night as the cities meeting. Craig Johnson from the audience asked if there would be a charge for use of the room. Doug Colton asked if there were a speaker system in the room. City Manager Bob Sivick advised Council they could take action to direct staff to follow through with investigating a permit solution on move to West Valley Fire; he added that the code states the second council meetings will be held the second Thursday of the month and added that there would have to be a resolution to change the meeting date or place. Ila responded that the reason to move the West Valley is so that the City Manager could move down stairs in the chambers. The City Manager responded to that as said he would not recommend that they look at moving him into the Chambers as the reason to move council meetings. He recommended that the Council consider those topics separately. Kathie asked if there was a possibility to move the Accountant to Bob's office upstairs. Bob responded that his personal feelings are that he does not want to move the accountant. Heather asked Bob if he felt it would be more valuable to be downs stairs. Bob responded

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that he does not feel that it is more or less valuable and the only thing he would comment on was the hvac system.

4. Mayor Skyberg then moved to the subject of purchasing iPads. Debbie said that it would change the communications for the Council and it was so much cheaper than printing an agenda. She also advised that as we move into more information and activities the iPad would be an asset. Debbie also asked Bob Sivick if the City could pay for internet for the Councilors that did not have internet service at home. The City Manager responded that it is probably not illegal but would advise against it because of the possible risk of public perception. Heather said that she felt the iPads are very expensive and at this time it may not sound advisable. Debbie responded that the cost of paper is so high that we pay for an iPad over and over. Bob Burr asked the council if there were anyone did not have internet. Rita responded that she did not but she knows other cities are going to that and she said there must be a reasonable way for that service to be offered that could service us. Katie offered that the High School has iPad that are left over by students that may be a possibility for us to purchase. The City Manager added that the Council would not enjoy the cost benefits unless all the Council supports it. Jeff added that a few years back the Mayor was recalled for using a cell phone for person business. Rita then said there are laws on the book if you use your personal computer for City business you're at risk for getting in trouble and having your computer tied up. She gave an example of a Councilor in McMinnville so she supported having on for City business would be hand. Heather then said we should direct staff to contact the schools to see if they have iPad's available; Rita said research on other cities and how they are using iPad would be interest. City Manager Bob Sivick added that the City he came from councilors were assigned laptops and were not approved internet access. He added that internet access has become like a normal utility.

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

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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.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on October 11th, 2016
at: West Valley Fire
825 NE Main St
Willamina, Oregon 97132

The agenda for the next meeting is as follows:
Bids for an Awning over the doors at the library.
Follow-up of iPad.

The meeting was adjourned at 7:00 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder, Debbie Bernard

Minutes approved by: Mayor Ila, Skyberg

An Equal Opportunity Employer

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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
7813										
09/16	09/06/2016	7813	1380	CARQUEST	IC-135988	1	10-72-5504	.00	1.85-	1.85-
09/16	09/06/2016	7813	1380	CARQUEST	ID-135628	1	30-11-5504	.00	83.65	83.65
09/16	09/06/2016	7813	1380	CARQUEST	ID-136276	1	30-11-5504	.00	14.59	14.59
Total 7813:								.00		96.39
7814										
09/16	09/06/2016	7814	1460	DAVISON AUTO PARTS, INC.	924-377898	1	10-72-5137	.00	66.32	66.32
09/16	09/06/2016	7814	1460	DAVISON AUTO PARTS, INC.	924-379576	1	10-72-5137	.00	49.99	49.99
09/16	09/06/2016	7814	1460	DAVISON AUTO PARTS, INC.	924-380163	1	40-11-5137	.00	30.99	30.99
Total 7814:								.00		147.30
7815										
09/16	09/06/2016	7815	670	DEBRA J BERNARD	090216	1	10-12-5233	.00	125.00	125.00
Total 7815:								.00		125.00
7816										
09/16	09/06/2016	7816	1580	DK QUARRIES INC	96992	1	20-11-5522	.00	104.45	104.45
09/16	09/06/2016	7816	1580	DK QUARRIES INC	96992	2	30-11-5530	.00	104.44	104.44
Total 7816:								.00		208.89
7817										
09/16	09/06/2016	7817	5340	HEIDI'S HELPING HANDS	330	1	10-12-5209	.00	100.00	100.00
09/16	09/06/2016	7817	5340	HEIDI'S HELPING HANDS	330	2	10-65-5209	.00	100.00	100.00
Total 7817:								.00		200.00
7818										
09/16	09/06/2016	7818	5605	STOCKFORD, JEREMY	090116	1	30-00-2300	.00	3.68	3.68
09/16	09/06/2016	7818	5605	STOCKFORD, JEREMY	090116	2	40-00-2400	.00	5.31	5.31

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7818:								.00		8.99
7819										
09/16	09/06/2016	7819	5606	TERRY'S TIRES & SERVICES LL	083016	1	10-66-5504	.00	20.00	20.00
Total 7819:								.00		20.00
7820										
09/16	09/08/2016	7820	2260	ILA SKYBERG	090816	1	10-13-5355	.00	200.00	200.00
Total 7820:								.00		200.00
7821										
09/16	09/13/2016	7821	870	BRETTTHAUER OIL CO.	CL45711	1	10-72-5120	.00	30.96	30.96
09/16	09/13/2016	7821	870	BRETTTHAUER OIL CO.	CL45711	2	30-11-5120	.00	48.45	48.45
Total 7821:								.00		79.41
7822										
09/16	09/13/2016	7822	1135	CITY OF YAMHILL	00270	1	10-14-5211	.00	250.00	250.00
Total 7822:								.00		250.00
7823										
09/16	09/13/2016	7823	1480	DEANGELO BROTHERS INCOR	1278556	1	10-66-5512	.00	6,502.20	6,502.20
Total 7823:								.00		6,502.20
7824										
09/16	09/13/2016	7824	1630	DXE MEDICAL INC	554745	1	10-12-5137	.00	163.00	163.00
09/16	09/13/2016	7824	1630	DXE MEDICAL INC	554745	2	10-65-5504	.00	104.00	104.00
Total 7824:								.00		267.00
7825										
09/16	09/13/2016	7825	2520	KATHY TAYLOR CONSULTING	083016	1	10-12-5200	.00	714.80	714.80

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7825:								.00		714.80
7826										
09/16	09/13/2016	7826	5593	LUCE, ANITA	091216	1	30-10-4330	.00	42.40	42.40
09/16	09/13/2016	7826	5593	LUCE, ANITA	091216	2	40-10-4340	.00	58.54	58.54
Total 7826:								.00		100.94
7827										
09/16	09/13/2016	7827	5607	MOLDOVAN, GAIL	090616	1	30-00-2300	.00	2.28	2.28
Total 7827:								.00		2.28
7828										
09/16	09/13/2016	7828	3070	NEWS REGISTER	46731	1	10-12-5230	.00	417.59	417.59
Total 7828:								.00		417.59
7829										
09/16	09/13/2016	7829	3060	NW NATURAL	082416	1	10-67-5415	.00	15.72	15.72
09/16	09/13/2016	7829	3060	NW NATURAL	082416L	1	10-67-5415	.00	15.72	15.72
Total 7829:								.00		31.44
7830										
09/16	09/13/2016	7830	3300	ONE CALL CONCEPTS, INC.	6060517	1	30-11-5200	.00	55.65	55.65
09/16	09/13/2016	7830	3300	ONE CALL CONCEPTS, INC.	6070517	1	30-11-5200	.00	5.25	5.25
Total 7830:								.00		60.90
7831										
09/16	09/13/2016	7831	3510	PARADISE NW	1075	1	30-11-5108	.00	1,314.00	1,314.00
Total 7831:								.00		1,314.00
7832										
09/16	09/13/2016	7832	3590	PGE	161443 1 8.2	1	10-67-5415	.00	94.57	94.57
09/16	09/13/2016	7832	3590	PGE	161543 0 8.2	1	10-12-5415	.00	26.54	26.54

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
09/16	09/13/2016	7832	3590	PGE	324253 8 8.2	1	10-12-5415	.00	142.29	142.29
09/16	09/13/2016	7832	3590	PGE	466859 0 8.2	1	10-67-5415	.00	16.48	16.48
09/16	09/13/2016	7832	3590	PGE	496020 3 8.2	1	30-11-5415	.00	259.18	259.18
09/16	09/13/2016	7832	3590	PGE	507121 6 8.2	1	10-65-5415	.00	180.20	180.20
09/16	09/13/2016	7832	3590	PGE	507200 8 8.2	1	10-12-5415	.00	36.05	36.05
09/16	09/13/2016	7832	3590	PGE	513433 7 8.2	1	10-66-5415	.00	19.76	19.76
09/16	09/13/2016	7832	3590	PGE	610174 9 8.2	1	10-12-5415	.00	16.48	16.48
09/16	09/13/2016	7832	3590	PGE	641118 9 8.2	1	30-11-5415	.00	1,396.58	1,396.58
09/16	09/13/2016	7832	3590	PGE	744232 4 8.2	1	30-11-5415	.00	582.26	582.26
09/16	09/13/2016	7832	3590	PGE	750342 2 8.2	1	30-11-5415	.00	17.89	17.89
09/16	09/13/2016	7832	3590	PGE	750533 6 8.2	1	30-11-5415	.00	552.63	552.63
09/16	09/13/2016	7832	3590	PGE	805606 5 8.2	1	40-11-5415	.00	876.57	876.57
09/16	09/13/2016	7832	3590	PGE	805764 2 8.2	1	40-11-5415	.00	124.91	124.91
09/16	09/13/2016	7832	3590	PGE	807423 3 8.2	1	40-11-5415	.00	50.29	50.29
09/16	09/13/2016	7832	3590	PGE	811057 3 8.2	1	40-11-5415	.00	1,215.91	1,215.91
09/16	09/13/2016	7832	3590	PGE	841250 8 8.2	1	10-66-5415	.00	30.49	30.49
09/16	09/13/2016	7832	3590	PGE	864782 2 8.2	1	10-72-5415	.00	272.70	272.70
09/16	09/13/2016	7832	3590	PGE	892840 4 8.2	1	10-66-5415	.00	16.48	16.48
09/16	09/13/2016	7832	3590	PGE	9997 2 8.23.	1	40-11-5415	.00	122.74	122.74
Total 7832:								.00		6,051.00
7833										
09/16	09/13/2016	7833	4110	SHELDON OIL COMPANY	13123	1	10-72-5120	.00	85.00	85.00
09/16	09/13/2016	7833	4110	SHELDON OIL COMPANY	13123	2	20-11-5120	.00	36.58	36.58
09/16	09/13/2016	7833	4110	SHELDON OIL COMPANY	13123	3	30-11-5120	.00	24.72	24.72
09/16	09/13/2016	7833	4110	SHELDON OIL COMPANY	13123	4	40-11-5120	.00	24.72	24.72
09/16	09/13/2016	7833	4110	SHELDON OIL COMPANY	13123	5	10-66-5120	.00	44.25	44.25
09/16	09/13/2016	7833	4110	SHELDON OIL COMPANY	13123	6	10-72-5120	.00	209.28	209.28
Total 7833:								.00		424.55
7834										
09/16	09/13/2016	7834	4160	SKYBERG'S	083116	1	10-72-5137	.00	157.14	157.14
09/16	09/13/2016	7834	4160	SKYBERG'S	083116	2	10-12-5137	.00	14.67	14.67
09/16	09/13/2016	7834	4160	SKYBERG'S	083116	3	20-11-5504	.00	57.00	57.00
09/16	09/13/2016	7834	4160	SKYBERG'S	083116	4	40-11-5137	.00	116.04	116.04
09/16	09/13/2016	7834	4160	SKYBERG'S	083116	5	30-11-5137	.00	162.10	162.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7834:								.00		506.95
7835										
09/16	09/13/2016	7835	5130	YAMHILL COMMUNICATIONS A	2016-3BB	1	10-18-5302	.00	1,748.83	1,748.83
Total 7835:								.00		1,748.83
7836										
09/16	09/13/2016	7836	5150	YAMHILL COUNTY SHERIFF'S O	STATEMENT	1	10-18-5217	.00	15,981.90	15,981.90
Total 7836:								.00		15,981.90
7837										
09/16	09/13/2016	7837	5607	MOLDOVAN, GAIL	090616-1	1	40-00-2400	.00	3.38	3.38
Total 7837:								.00		3.38
7838										
09/16	09/13/2016	7838	5549	Ross Schultz	W 08	1	10-12-5200	.00	400.00	400.00
Total 7838:								.00		400.00
7844										
09/16	09/26/2016	7844	110	A&E SAFE AND ALARM CO.	144343	1	30-11-5200	.00	59.85	59.85
Total 7844:								.00		59.85
7845										
09/16	09/26/2016	7845	5608	ALKIRE, HOWARD	092016	1	10-12-5200	.00	89.35	89.35
Total 7845:								.00		89.35
7846										
09/16	09/26/2016	7846	430	ARAMARK UNIFORM SERVICES	862462718	1	10-72-5140	.00	129.14	129.14
09/16	09/26/2016	7846	430	ARAMARK UNIFORM SERVICES	862473163	1	10-72-5140	.00	148.50	148.50
09/16	09/26/2016	7846	430	ARAMARK UNIFORM SERVICES	862483614	1	10-72-5140	.00	148.50	148.50
09/16	09/26/2016	7846	430	ARAMARK UNIFORM SERVICES	862494068	1	10-72-5140	.00	148.50	148.50
09/16	09/26/2016	7846	430	ARAMARK UNIFORM SERVICES	862504479	1	10-72-5140	.00	148.50	148.50

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7846:								.00		723.14
7847										
09/16	09/26/2016	7847	700	BAKER AND TAYLOR BOOKS	4011686193	1	10-65-5106	.00	18.23	18.23
Total 7847:								.00		18.23
7848										
09/16	09/26/2016	7848	720	BEERY, ELSNER & HAMMOND	13177	1	10-12-5203	.00	42.50	42.50
Total 7848:								.00		42.50
7849										
09/16	09/26/2016	7849	940	CASELLE, INC.	75623	1	10-12-5235	.00	1,200.00	1,200.00
Total 7849:								.00		1,200.00
7850										
09/16	09/26/2016	7850	5528	Coates, Marilyn	201601	1	10-12-5200	.00	125.00	125.00
Total 7850:								.00		125.00
7851										
09/16	09/26/2016	7851	4640	CONST & GEN LABORERS UNI	SEPTEMBE	1	10-12-5320	.00	148.16	148.16
Total 7851:								.00		148.16
7852										
09/16	09/26/2016	7852	5595	ENCORE HOME FURNISHINGS	081216	1	10-65-6000	.00	755.70	755.70
Total 7852:								.00		755.70
7853										
09/16	09/26/2016	7853	2160	HONEY BUCKET	0550118303	1	10-66-5200	.00	106.00	106.00
09/16	09/26/2016	7853	2160	HONEY BUCKET	0550118304	1	10-66-5200	.00	106.00	106.00
09/16	09/26/2016	7853	2160	HONEY BUCKET	0550118305	1	10-66-5200	.00	106.00	106.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7853:								.00		318.00
7854										
09/16	09/26/2016	7854	2660	LEAGUE OF OREGON CITIES	1169	1	10-13-5342	.00	370.00	370.00
Total 7854:								.00		370.00
7855										
09/16	09/26/2016	7855	2700	LES SCHWAB TIRE CENTER	2160021675	1	10-66-5504	.00	473.26	473.26
Total 7855:								.00		473.26
7856										
09/16	09/26/2016	7856	2610	LOCAL GOVERNMENT PERSON	12813	1	10-12-5200	.00	235.55	235.55
Total 7856:								.00		235.55
7857										
09/16	09/26/2016	7857	2900	MID-WILLAMETTE VALLEY COU	1617100	1	10-17-5214	.00	1,545.75	1,545.75
Total 7857:								.00		1,545.75
7858										
09/16	09/26/2016	7858	3120	OREGON ASSOCIATION OF WA	21386	1	30-11-5320	.00	317.85	317.85
Total 7858:								.00		317.85
7859										
09/16	09/26/2016	7859	3590	PGE	090616	1	10-19-5400	.00	1,545.47	1,545.47
Total 7859:								.00		1,545.47
7860										
09/16	09/26/2016	7860	3730	PRIMISYS	011101	1	10-12-5234	.00	400.00	400.00
Total 7860:								.00		400.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7861										
09/16	09/26/2016	7861	3820	RECOLOGY WESTERN OREGO	05159611	1	10-66-5415	.00	18.36	18.36
09/16	09/26/2016	7861	3820	RECOLOGY WESTERN OREGO	05159629	1	10-12-5415	.00	34.32	34.32
09/16	09/26/2016	7861	3820	RECOLOGY WESTERN OREGO	05159934	1	30-11-5415	.00	10.53	10.53
09/16	09/26/2016	7861	3820	RECOLOGY WESTERN OREGO	05159942	1	10-65-5415	.00	10.53	10.53
09/16	09/26/2016	7861	3820	RECOLOGY WESTERN OREGO	05159959	1	10-72-5415	.00	146.24	146.24
Total 7861:								.00		219.98
7862										
09/16	09/26/2016	7862	3970	ROGERS MACHINERY COMPA	1042601	1	30-11-5530	.00	426.03	426.03
Total 7862:								.00		426.03
7863										
09/16	09/26/2016	7863	5587	SHERWIN-WILLIAMS CO	9072-0	1	20-11-5522	.00	23.36	23.36
Total 7863:								.00		23.36
7864										
09/16	09/26/2016	7864	5596	SIVICK, ROBERT J	092116	1	10-12-5200	.00	3,426.57	3,426.57
Total 7864:								.00		3,426.57
7865										
09/16	09/26/2016	7865	4290	STAPLES CREDIT PLAN	082916	1	10-12-5137	.00	182.84	182.84
09/16	09/26/2016	7865	4290	STAPLES CREDIT PLAN	082916	2	10-65-5137	.00	112.20	112.20
09/16	09/26/2016	7865	4290	STAPLES CREDIT PLAN	082916	3	10-65-5106	.00	21.99	21.99
09/16	09/26/2016	7865	4290	STAPLES CREDIT PLAN	082916	4	10-72-5137	.00	105.07	105.07
Total 7865:								.00		422.10
7866										
09/16	09/26/2016	7866	4360	SUMCO EXCAVATING INC	10108	1	30-11-5531	.00	1,628.27	1,628.27
Total 7866:								.00		1,628.27
7867										
09/16	09/26/2016	7867	5516	The Bulletin Board	090116	1	10-12-5230	.00	15.00	15.00

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7867:								.00		15.00
7868										
09/16	09/26/2016	7868	4960	WATERLAB CORP.	70111	1	30-11-5250	.00	935.00	935.00
09/16	09/26/2016	7868	4960	WATERLAB CORP.	70111	2	40-11-5250	.00	350.00	350.00
Total 7868:								.00		1,285.00
7869										
09/16	09/26/2016	7869	4410	WILLAMINA SAW SHOP	758897	1	40-11-5137	.00	4.95	4.95
Total 7869:								.00		4.95
7870										
09/16	09/26/2016	7870	5020	XEROX	086075398	1	10-65-5606	.00	174.10	174.10
09/16	09/26/2016	7870	5020	XEROX	086075399	1	10-12-5606	.00	375.90	375.90
Total 7870:								.00		550.00
7871										
09/16	09/26/2016	7871	5080	YAMHILL COUNTY COMMUNITY	090616	1	10-68-5510	.00	200.00	200.00
09/16	09/26/2016	7871	5080	YAMHILL COUNTY COMMUNITY	090616	2	10-66-5200	.00	400.00	400.00
Total 7871:								.00		600.00
Grand Totals:								.00		52,832.81

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	1.85	41,581.64-	41,579.79-
10-12-5137	360.51	.00	360.51
10-12-5200	4,991.27	.00	4,991.27
10-12-5203	42.50	.00	42.50
10-12-5209	100.00	.00	100.00

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GL Account	Debit	Credit	Proof
10-12-5230	432.59	.00	432.59
10-12-5233	125.00	.00	125.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	148.16	.00	148.16
10-12-5415	255.68	.00	255.68
10-12-5606	375.90	.00	375.90
10-13-5342	370.00	.00	370.00
10-13-5355	200.00	.00	200.00
10-14-5211	250.00	.00	250.00
10-17-5214	1,545.75	.00	1,545.75
10-18-5217	15,981.90	.00	15,981.90
10-18-5302	1,748.83	.00	1,748.83
10-19-5400	1,545.47	.00	1,545.47
10-65-5106	40.22	.00	40.22
10-65-5137	112.20	.00	112.20
10-65-5209	100.00	.00	100.00
10-65-5415	190.73	.00	190.73
10-65-5504	104.00	.00	104.00
10-65-5606	174.10	.00	174.10
10-65-6000	755.70	.00	755.70
10-66-5120	44.25	.00	44.25
10-66-5200	718.00	.00	718.00
10-66-5415	85.09	.00	85.09
10-66-5504	493.26	.00	493.26
10-66-5512	6,502.20	.00	6,502.20
10-67-5415	142.49	.00	142.49
10-68-5510	200.00	.00	200.00
10-72-5120	325.24	.00	325.24
10-72-5137	378.52	.00	378.52
10-72-5140	723.14	.00	723.14
10-72-5415	418.94	.00	418.94
10-72-5504	.00	1.85-	1.85-
20-00-2000	.00	221.39-	221.39-
20-11-5120	36.58	.00	36.58
20-11-5504	57.00	.00	57.00
20-11-5522	127.81	.00	127.81
30-00-2000	.00	8,047.28-	8,047.28-
30-00-2300	5.96	.00	5.96
30-10-4330	42.40	.00	42.40

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
30-11-5108	1,314.00	.00	1,314.00
30-11-5120	73.17	.00	73.17
30-11-5137	162.10	.00	162.10
30-11-5200	120.75	.00	120.75
30-11-5250	935.00	.00	935.00
30-11-5320	317.85	.00	317.85
30-11-5415	2,819.07	.00	2,819.07
30-11-5504	98.24	.00	98.24
30-11-5530	530.47	.00	530.47
30-11-5531	1,628.27	.00	1,628.27
40-00-2000	.00	2,984.35-	2,984.35-
40-00-2400	8.69	.00	8.69
40-10-4340	58.54	.00	58.54
40-11-5120	24.72	.00	24.72
40-11-5137	151.98	.00	151.98
40-11-5250	350.00	.00	350.00
40-11-5415	2,390.42	.00	2,390.42
99-00-1009	.00	.00	.00
Grand Totals:	<u>52,836.51</u>	<u>52,836.51-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 SEPTEMBER 30, 2016

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	63,343.50
99-00-1015	XPRESS DEPOSIT ACCOUNT	2,400.89
99-00-1020	PAYROLL - CHECKING	20,000.11
99-00-1030	INVESTMENTS-LGIP	676,910.57
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,982.78
99-00-1040	PETTY CASH	207.48
		<hr/>
	TOTAL COMBINED CASH	765,845.33
99-00-1700	UTILITY CASH CLEARING	(97,172.01)
99-00-1800	BUSINESS LICENSE CASH CLEARING	(140.00)
99-00-1905	GENERAL FUND CASH CLEARING	55,735.73
99-00-1910	MERCHANT SERVICES CLEARING	208.40
99-00-1009	CASH ALLOCATED	(724,477.45)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	(178,587.38)
20	ALLOCATION TO STREET FUND	118,447.39
21	ALLOCATION TO STREET SDC FUND	90,000.00
30	ALLOCATION TO WATER FUND	12,867.63
31	ALLOCATION TO WATER SDC FUND	59,150.00
40	ALLOCATION TO WASTEWATER FUND	207,870.16
41	ALLOCATION TO WASTEWATER SDC FUND	16,204.00
50	ALLOCATION TO DEBT FUND	398,525.65
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	724,477.45
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(724,477.45)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2016

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(178,587.38)	
10-00-1200	ACCOUNTS RECEIVABLE		678.06	
10-00-1250	EMPLOYEE ADVANCES	(1,200.00)	
10-00-1280	TAXES RECEIVABLE		29,479.00	
10-00-1300	INVENTORY		8,213.00	
10-00-1400	LAND		117,841.00	
10-00-1420	LAND IMPROVEMENTS		980,055.00	
10-00-1430	BUILDINGS		287,397.00	
10-00-1440	EQUIPMENT		134,487.00	
10-00-1460	VEHICLES		52,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	(547,587.00)	
10-00-1930	DUE FROM FUND 30		25,000.00	
	TOTAL ASSETS			908,237.68

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	(684.20)	
10-00-2002	ACCRUED EXPENSES		168.64	
10-00-2004	DEFERRED REVENUE		22,364.00	
10-00-2110	PAYROLL TAX PAYABLE	(119.67)	
10-00-2120	BENEFITS PAYABLE	(3,770.73)	
10-00-2130	UNION DUES PAYABLE		148.16	
10-00-2150	ACCRUED VACATION		23,138.80	
	TOTAL LIABILITIES			41,245.00

FUND EQUITY

10-00-3000	FUND BALANCE	(48,415.74)	
10-00-3060	RESTRICTED DOWNTOWN LOAN		25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT		1,024,655.00	
	REVENUE OVER EXPENDITURES - YTD	(134,246.58)	
	BALANCE - CURRENT DATE		866,992.68	
	TOTAL FUND EQUITY			866,992.68
	TOTAL LIABILITIES AND EQUITY			908,237.68

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	35,794.00	35,794.00	.0
10-10-4001 PROPERTY TAX	.00	.00	338,293.00	338,293.00	.0
10-10-4002 PROPERTY TAX PRIOR	3,963.95	9,072.62	9,988.00	915.38	90.8
10-10-4003 INTEREST ON TAXES	.00	.00	52.00	52.00	.0
10-10-4110 STATE CIGARETTE TAX	223.18	3,225.04	3,060.00	(165.04)	105.4
10-10-4111 STATE REVENUE SHARING	.00	9,697.83	24,480.00	14,782.17	39.6
10-10-4112 STATE LIQUOR TAX	4,715.32	4,715.32	31,571.00	26,855.68	14.9
10-10-4501 BUSINESS LICENSES	.00	.00	2,229.00	2,229.00	.0
10-10-4511 LIEN SEARCHES	60.00	180.00	612.00	432.00	29.4
10-10-4571 OLCC LICENSE FEE	.00	.00	218.00	218.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	212.52	12,241.00	12,028.48	1.7
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,938.00	12,938.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	59,590.00	59,590.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	260.00	260.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	705.73	1,395.56	4,769.00	3,373.44	29.3
10-10-4816 DONATIONS	2.00	2.00	.00	(2.00)	.0
10-10-4900 INTEREST INCOME	552.77	1,633.01	2,856.00	1,222.99	57.2
10-10-4901 MISCELLANEOUS INCOME	62.75	101.50	.00	(101.50)	.0
TOTAL DEPARTMENT 10	10,285.70	30,235.40	538,951.00	508,715.60	5.6
 <u>COURT</u>					
10-14-4506 CODE ENFORCEMENT FINES	.00	.00	1,000.00	1,000.00	.0
10-14-4507 COURT FINES AND FEES	.00	75.00	3,409.00	3,334.00	2.2
10-14-4508 COURT COSTS ASSESSED	.00	.00	1,020.00	1,020.00	.0
TOTAL COURT	.00	75.00	5,429.00	5,354.00	1.4
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	.00	1,900.00	1,000.00	(900.00)	190.0
TOTAL PLANNING	.00	1,900.00	1,000.00	(900.00)	190.0
 <u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	.00	2,997.77	18,000.00	15,002.23	16.7
10-19-4823 MISC UTILITY RESERVE	.00	749.46	4,500.00	3,750.54	16.7
TOTAL STREET LIGHTS	.00	3,747.23	22,500.00	18,752.77	16.7

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,000.00	8,000.00	.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	.00	.00	10,000.00	10,000.00	.0
<u>LIBRARY</u>					
10-65-4560 FINES	36.12	168.07	1,795.00	1,626.93	9.4
10-65-4705 CCRLS FORMULA PAYMENT	.00	4,288.50	14,280.00	9,991.50	30.0
10-65-4708 CCRLS LOST BOOK	.00	159.67	301.00	141.33	53.1
10-65-4711 CCRLS NET LENDING	.00	.00	1,814.00	1,814.00	.0
10-65-4714 CCRLS RURAL PATRON	.00	60.00	1,681.00	1,621.00	3.6
10-65-4811 READY TO READ GRANT	.00	.00	1,040.00	1,040.00	.0
10-65-4816 DONATIONS	.00	.00	31.00	31.00	.0
10-65-4901 MISCELLANEOUS INCOME	14.25	61.97	.00	(61.97)	.0
TOTAL LIBRARY	50.37	4,738.21	20,942.00	16,203.79	22.6
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	510.00	510.00	.0
TOTAL CEMETERY	.00	.00	510.00	510.00	.0
<u>FUND/DEPT ALLOCATIONS</u>					
10-72-9615 FUND/DEPT ALLOCATIONS	.00	.00	40,401.00	40,401.00	.0
TOTAL DEPARTMENT 72	.00	.00	40,401.00	40,401.00	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	.00	14,076.00	14,076.00	.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	.00	17,442.00	17,442.00	.0
TOTAL TRANSFER	.00	.00	31,518.00	31,518.00	.0
TOTAL FUND REVENUE	10,336.07	40,695.84	671,251.00	630,555.16	6.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	535.16	1,009.76	1,938.00	928.24	52.1
10-12-5123	137.00	498.94	.00	(498.94)	.0
10-12-5124	237.65	496.39	4,080.00	3,583.61	12.2
10-12-5126	.00	141.47	612.00	470.53	23.1
10-12-5137	177.67	1,187.52	7,140.00	5,952.48	16.6
10-12-5200	4,991.27	10,117.42	68,000.00	57,882.58	14.9
10-12-5201	.00	.00	15,000.00	15,000.00	.0
10-12-5203	42.50	3,676.09	5,000.00	1,323.91	73.5
10-12-5207	117.17	8,036.71	31,620.00	23,583.29	25.4
10-12-5209	.00	350.00	2,550.00	2,200.00	13.7
10-12-5230	432.59	1,159.95	3,060.00	1,900.05	37.9
10-12-5233	125.00	422.50	20,400.00	19,977.50	2.1
10-12-5234	.00	800.00	6,120.00	5,320.00	13.1
10-12-5235	1,200.00	3,120.00	4,404.00	1,284.00	70.8
10-12-5320	(148.16)	3,364.60	4,680.00	1,315.40	71.9
10-12-5342	.00	.00	1,500.00	1,500.00	.0
10-12-5344	.00	1,415.80	700.00	(715.80)	202.3
10-12-5355	.00	.00	300.00	300.00	.0
10-12-5360	.00	3,331.00	.00	(3,331.00)	.0
10-12-5413	.00	878.50	3,060.00	2,181.50	28.7
10-12-5415	255.68	507.24	5,610.00	5,102.76	9.0
10-12-5504	.00	.00	10,200.00	10,200.00	.0
10-12-5600	.00	.00	1,000.00	1,000.00	.0
10-12-5606	375.90	1,167.86	6,000.00	4,832.14	19.5
	<u>8,479.43</u>	<u>41,681.75</u>	<u>202,974.00</u>	<u>161,292.25</u>	<u>20.5</u>
<u>COUNCIL</u>					
10-13-5307	.00	.00	1,700.00	1,700.00	.0
10-13-5342	370.00	490.00	2,000.00	1,510.00	24.5
10-13-5344	.00	.00	600.00	600.00	.0
10-13-5355	200.00	200.00	1,200.00	1,000.00	16.7
	<u>570.00</u>	<u>690.00</u>	<u>5,500.00</u>	<u>4,810.00</u>	<u>12.6</u>

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5200 CONTRACT SERVICES	.00	.00	200.00	200.00	.0
10-14-5211 MUNI COURT JUDGE	250.00	750.00	3,600.00	2,850.00	20.8
10-14-5306 STATE ASSESSMENT	.00	.00	1,367.00	1,367.00	.0
10-14-5313 COUNTY JAIL ASSESSMENT	.00	.00	271.00	271.00	.0
10-14-5317 COURT REFUNDS	.00	.00	408.00	408.00	.0
10-14-5320 DUES, LICENSE, PERMITS	.00	.00	2,000.00	2,000.00	.0
10-14-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	750.00	750.00	.0
10-14-5344 TRAVEL	.00	.00	500.00	500.00	.0
10-14-5413 TELEPHONE	.00	.00	415.00	415.00	.0
10-14-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
TOTAL COURT	250.00	750.00	10,511.00	9,761.00	7.1
<u>PLANNING</u>					
10-17-5204 ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
10-17-5214 PLANNING SERVICES	1,545.75	1,901.25	3,000.00	1,098.75	63.4
TOTAL PLANNING	1,545.75	1,901.25	4,000.00	2,098.75	47.5
<u>PUBLIC SAFETY</u>					
10-18-5000 SALARY - WAGES	615.00	2,467.46	19,282.00	16,814.54	12.8
10-18-5020 PAYROLL TAX	48.35	177.84	1,751.00	1,573.16	10.2
10-18-5040 BENEFITS	.00	2,483.84	12,623.00	10,139.16	19.7
10-18-5060 PERS	.00	.00	1,157.00	1,157.00	.0
10-18-5090 WORKERS COMP	.00	.00	595.00	595.00	.0
10-18-5120 GAS - OIL	.00	33.23	153.00	119.77	21.7
10-18-5217 POLICE SERVICES CONTRACT	15,981.90	47,945.70	191,760.00	143,814.30	25.0
10-18-5302 DUES YCOM	1,748.83	5,246.49	21,420.00	16,173.51	24.5
10-18-5413 TELEPHONE	.00	92.08	.00	(92.08)	.0
10-18-5504 REPAIRS - MAINTENANCE	.00	.00	255.00	255.00	.0
TOTAL PUBLIC SAFETY	18,394.08	58,446.64	248,996.00	190,549.36	23.5
<u>STREET LIGHTS</u>					
10-19-5400 STREET LIGHTS	1,545.47	4,612.72	18,360.00	13,747.28	25.1
TOTAL STREET LIGHTS	1,545.47	4,612.72	18,360.00	13,747.28	25.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,000.00	8,000.00	.0
TOTAL SPECIAL	.00	.00	10,000.00	10,000.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	1,799.93	3,854.78	15,340.00	11,485.22	25.1
10-65-5020 PAYROLL TAX	129.04	274.03	1,443.00	1,168.97	19.0
10-65-5040 BENEFITS	1,419.33	1,854.45	10,515.00	8,660.55	17.6
10-65-5060 PERS	.00	.00	964.00	964.00	.0
10-65-5090 WORKERS COMP	.00	.00	46.00	46.00	.0
10-65-5100 BOOKS CHILDREN	.00	.00	2,040.00	2,040.00	.0
10-65-5101 AUDIO VISUAL CHILDREN	.00	.00	1,020.00	1,020.00	.0
10-65-5102 AUDIO VISUAL ADULT	.00	44.02	.00	(44.02)	.0
10-65-5106 BOOKS ADULTS	.00	161.25	2,040.00	1,878.75	7.9
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	306.00	306.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	.00	816.00	816.00	.0
10-65-5112 SPECIAL PROGRAM ADULT	.00	.00	204.00	204.00	.0
10-65-5137 SUPPLIES	.00	112.20	.00	(112.20)	.0
10-65-5209 CLEANING SERVICES	.00	350.00	1,020.00	670.00	34.3
10-65-5320 DUES, LICENSE, PERMITS	.00	284.00	500.00	216.00	56.8
10-65-5321 SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
10-65-5413 TELEPHONE	.00	186.08	1,224.00	1,037.92	15.2
10-65-5415 UTILITIES	190.73	346.73	2,550.00	2,203.27	13.6
10-65-5504 REPAIRS - MAINTENANCE	104.00	553.05	1,428.00	874.95	38.7
10-65-5606 EQUIPMENT LEASE	174.10	604.21	2,469.00	1,864.79	24.5
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
10-65-6000 CAPITAL OUTLAY	755.70	755.70	850.00	94.30	88.9
TOTAL LIBRARY	4,572.83	9,380.50	46,275.00	36,894.50	20.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5001 PW ALLOCATED PAYROLL	.00	422.00	2,535.00	2,113.00	16.7
10-66-5090 WORKERS COMP	253.70	507.40	.00	(507.40)	.0
10-66-5120 GAS - OIL	44.25	110.01	153.00	42.99	71.9
10-66-5140 UNIFORMS - TOWELS	.00	.00	612.00	612.00	.0
10-66-5200 CONTRACT SERVICES	400.00	1,536.00	2,688.00	1,152.00	57.1
10-66-5413 TELEPHONE	.00	110.89	714.00	603.11	15.5
10-66-5415 UTILITIES	85.09	276.77	2,202.00	1,925.23	12.6
10-66-5504 REPAIRS - MAINTENANCE	493.26	537.25	2,244.00	1,706.75	23.9
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	6,502.20	6,502.20	5,100.00	(1,402.20)	127.5
10-66-5600 EQUIPMENT	.00	.00	500.00	500.00	.0
10-66-9150 PW EXPENSE ALLOCATION	.00	.00	344.00	344.00	.0
10-66-9615 PW EXPENSE ALLOCATION	.00	58.00	.00	(58.00)	.0
TOTAL PARKS	7,778.50	10,060.52	17,592.00	7,531.48	57.2
<u>MUSEUM</u>					
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	.00	131.20	757.00	625.80	17.3
10-67-5415 UTILITIES	142.49	253.37	2,142.00	1,888.63	11.8
10-67-5504 REPAIRS - MAINTENANCE	.00	.00	1,020.00	1,020.00	.0
10-67-5606 EQUIPMENT LEASE	.00	.00	1,531.00	1,531.00	.0
TOTAL MUSEUM	142.49	452.57	5,550.00	5,097.43	8.2
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	200.00	200.00	2,448.00	2,248.00	8.2
10-68-5513 PORTABLE RESTROOM	.00	.00	204.00	204.00	.0
TOTAL CEMETERY	200.00	200.00	2,752.00	2,552.00	7.3
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	19,820.10	45,467.61	106,000.00	60,532.39	42.9
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	(16,200.00)	(97,201.00)	(81,001.00)	(16.7)
10-70-5020 PAYROLL TAX	1,503.31	3,407.30	9,030.00	5,622.70	37.7
10-70-5040 BENEFITS	3,173.49	9,041.71	28,968.00	19,926.29	31.2
10-70-5060 PERS	.00	1,179.37	6,360.00	5,180.63	18.5
10-70-5090 WORKERS COMP	412.27	824.54	319.00	(505.54)	258.5
10-70-9610 OVERHEAD ALLOCATION	.00	.00	9,628.00	9,628.00	.0
TOTAL PAYROLL ADMIN	24,909.17	43,720.53	63,104.00	19,383.47	69.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	8,344.88	25,579.74	180,755.00	155,175.26	14.2
10-71-5001 PW ALLOCATED PAYROLL	.00	(49,616.00)	(297,693.00)	(248,077.00)	(16.7)
10-71-5002 ADMIN ALLOCATED PAYROLL	.00	2,150.00	12,900.00	10,750.00	16.7
10-71-5020 PAYROLL TAX	614.21	1,861.81	15,846.00	13,984.19	11.8
10-71-5040 BENEFITS	3,587.95	10,086.63	51,513.00	41,426.37	19.6
10-71-5060 PERS	.00	1,601.39	12,592.00	10,990.61	12.7
10-71-5090 WORKERS COMP	253.70	507.40	6,982.00	6,474.60	7.3
10-71-9610 OVERHEAD ALLOCATION	.00	.00	17,105.00	17,105.00	.0
10-71-9615 OVERH ALLOCATED TO OTHER DEPT	.00	(6,734.00)	.00	6,734.00	.0
TOTAL PAYROLL PUBLIC WORKS	12,800.74	(14,563.03)	.00	14,563.03	.0
<u>DEPARTMENT 72</u>					
10-72-5002 ADMIN ALLOCATED PAYROLL	.00	292.00	1,751.00	1,459.00	16.7
10-72-5120 GAS - OIL	325.24	583.51	816.00	232.49	71.5
10-72-5137 SUPPLIES	223.46	744.50	15,300.00	14,555.50	4.9
10-72-5140 UNIFORMS - TOWELS	.00	1,239.70	1,224.00	(15.70)	101.3
10-72-5200 CONTRACT SERVICES	.00	540.00	8,262.00	7,722.00	6.5
10-72-5203 LEGAL SERVICES	.00	903.00	1,020.00	117.00	88.5
10-72-5207 INSURANCE	7,919.54	7,919.54	4,182.00	(3,737.54)	189.4
10-72-5233 TECHNOLOGY SERVICES	.00	44.99	.00	(44.99)	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	.00	200.00	200.00	.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,500.00	1,500.00	.0
10-72-5415 UTILITIES	418.94	854.45	2,346.00	1,491.55	36.4
10-72-5504 REPAIRS - MAINTENANCE	.00	537.28	816.00	278.72	65.8
10-72-5507 EQUIPMENT MAINTENANCE	.00	.00	663.00	663.00	.0
10-72-9610 OVERHEAD ALLOCATION	.00	.00	2,321.00	2,321.00	.0
TOTAL DEPARTMENT 72	8,887.18	13,658.97	40,401.00	26,742.03	33.8
<u>DEPARTMENT 81</u>					
10-81-5915 GRANT EXP GREEN GROWTH FACADE	.00	3,950.00	.00	(3,950.00)	.0
TOTAL DEPARTMENT 81	.00	3,950.00	.00	(3,950.00)	.0
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	.00	.00	(138,510.00)	(138,510.00)	.0
TOTAL TRANSFER	.00	.00	(138,510.00)	(138,510.00)	.0
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	133,746.00	133,746.00	.0
TOTAL CONTINGENCY	.00	.00	133,746.00	133,746.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	90,075.64	174,942.42	671,251.00	496,308.58	26.1
NET REVENUE OVER EXPENDITURES	(79,739.57)	(134,246.58)	.00	134,246.58	.0

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2016

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	118,447.39	
	TOTAL ASSETS		118,447.39

LIABILITIES AND EQUITY

FUND EQUITY

20-00-3000	FUND BALANCE	98,192.43	
	REVENUE OVER EXPENDITURES - YTD	20,254.96	
	BALANCE - CURRENT DATE	118,447.39	
	TOTAL FUND EQUITY		118,447.39
	TOTAL LIABILITIES AND EQUITY		118,447.39

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	49,061.00	49,061.00	.0
20-10-4115 STATE HIGHWAY REVENUE	9,982.34	30,261.54	124,000.00	93,738.46	24.4
TOTAL DEPARTMENT 10	9,982.34	30,261.54	173,061.00	142,799.46	17.5
TOTAL FUND REVENUE	9,982.34	30,261.54	173,061.00	142,799.46	17.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>						
20-11-5001	PW ALLOCATED PAYROLL	.00	5,514.00	33,081.00	27,567.00	16.7
20-11-5002	ADMIN ALLOCATED PAYROLL	.00	1,542.00	9,252.00	7,710.00	16.7
20-11-5090	WORKERS COMP	380.55	761.10	.00	(761.10)	.0
20-11-5120	GAS - OIL	36.58	113.32	2,040.00	1,926.68	5.6
20-11-5140	UNIFORMS - TOWELS	.00	.00	168.00	168.00	.0
20-11-5204	ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00	.0
20-11-5344	TRAVEL	.00	.00	30.00	30.00	.0
20-11-5413	TELEPHONE	.00	66.37	510.00	443.63	13.0
20-11-5415	UTILITIES	.00	.00	3,060.00	3,060.00	.0
20-11-5504	REPAIRS - MAINTENANCE	57.00	583.98	204.00	(379.98)	286.3
20-11-5521	SIDEWALK MAINTENANCE	.00	.00	6,630.00	6,630.00	.0
20-11-5522	STREET MAINTENANCE	127.81	677.81	20,000.00	19,322.19	3.4
20-11-5600	EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
	TOTAL EXPENDITURE	601.94	9,258.58	86,475.00	77,216.42	10.7
<u>CAPITAL</u>						
20-80-6001	CAPITAL-SIDWALK STRIPING	.00	.00	2,000.00	2,000.00	.0
	TOTAL CAPITAL	.00	.00	2,000.00	2,000.00	.0
<u>TRANSFER</u>						
20-90-9610	OVERHEAD ALLOCATION	.00	.00	12,268.00	12,268.00	.0
20-90-9615	PW EXPENSE ALLOCATION	.00	748.00	4,490.00	3,742.00	16.7
	TOTAL TRANSFER	.00	748.00	16,758.00	16,010.00	4.5
<u>CONTINGENCY</u>						
20-99-9900	CONTINGENCY	.00	.00	67,828.00	67,828.00	.0
	TOTAL CONTINGENCY	.00	.00	67,828.00	67,828.00	.0
	TOTAL FUND EXPENDITURES	601.94	10,006.58	173,061.00	163,054.42	5.8
	NET REVENUE OVER EXPENDITURES	9,380.40	20,254.96	.00	(20,254.96)	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2016

STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	90,000.00	
	TOTAL ASSETS		90,000.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
21-00-3050	FUND BALANCE, RESTRICTED	60,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	30,000.00	
	TOTAL FUND EQUITY		90,000.00
	TOTAL LIABILITIES AND EQUITY		90,000.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	81,420.00	81,420.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	.00	.00	21,848.00	21,848.00	.0
TOTAL DEPARTMENT 10	.00	.00	103,268.00	103,268.00	.0
TOTAL FUND REVENUE	.00	.00	103,268.00	103,268.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

STREET SDC FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>CONTINGENCY</u>						
21-99-9900	CONTINGENCY	.00	.00	103,268.00	103,268.00	.0
	TOTAL CONTINGENCY	.00	.00	103,268.00	103,268.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	103,268.00	103,268.00	.0
	NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2016

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	12,867.63	
30-00-1251	UTILITY RECEIVABLE	57,347.96	
30-00-1300	INVENTORY	16,426.00	
30-00-1400	LAND	122,465.00	
30-00-1410	SYSTEMS	1,564,436.00	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	609,457.00	
30-00-1440	EQUIPMENT	123,729.00	
30-00-1460	VEHICLES	29,608.00	
30-00-1490	ACCUMULATED DEPRECIATION	(1,510,072.00)	
	TOTAL ASSETS		<u>1,026,652.59</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	32,617.21	
30-00-2830	WATER FHA 91-01 SERIES 1980	40,443.51	
30-00-2831	WATER FHA 91-02 SERIES 2001	782,998.40	
30-00-2910	DUE TO FUND 10	25,000.00	
30-00-2950	DUE TO FUND 50	100,000.00	
	TOTAL LIABILITIES		984,188.75

FUND EQUITY

30-00-3000	FUND BALANCE	(93,331.78)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	116,569.09	
	REVENUE OVER EXPENDITURES - YTD	<u>19,226.53</u>	
	BALANCE - CURRENT DATE	<u>42,463.84</u>	
	TOTAL FUND EQUITY		<u>42,463.84</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,026,652.59</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	(70,922.00)	(70,922.00)	.0
30-10-4330 WATER REVENUE	(42.40)	95,866.94	502,000.00	406,133.06	19.1
30-10-4332 NEW CONNECTION FEE	.00	.00	4,080.00	4,080.00	.0
30-10-4337 DOUBLE CHECK VALVE	.00	.00	561.00	561.00	.0
30-10-4350 RECOVERY BAD DEBT	40.55	153.63	255.00	101.37	60.3
30-10-4581 PENALTY AND FEES	.00	1,350.00	6,120.00	4,770.00	22.1
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	75.00	204.00	129.00	36.8
TOTAL DEPARTMENT 10	(1.85)	97,445.57	442,298.00	344,852.43	22.0
TOTAL FUND REVENUE	(1.85)	97,445.57	442,298.00	344,852.43	22.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	4,123.00	12,702.60	44,130.00	31,427.40	28.8
30-11-5001 PW ALLOCATED PAYROLL	.00	22,756.00	136,531.00	113,775.00	16.7
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	6,364.00	38,185.00	31,821.00	16.7
30-11-5020 PAYROLL TAX	316.08	960.18	3,837.00	2,876.82	25.0
30-11-5040 BENEFITS	777.44	2,172.28	9,539.00	7,366.72	22.8
30-11-5060 PERS	.00	1,081.90	5,296.00	4,214.10	20.4
30-11-5090 WORKERS COMP	1,078.23	2,156.46	1,844.00	(312.46)	116.9
30-11-5108 CHEMICALS	1,314.00	3,776.00	20,400.00	16,624.00	18.5
30-11-5120 GAS - OIL	73.17	225.53	3,060.00	2,834.47	7.4
30-11-5123 MERCHANT FEES	.00	.00	1,530.00	1,530.00	.0
30-11-5126 POSTAGE	.00	95.75	2,040.00	1,944.25	4.7
30-11-5137 SUPPLIES	162.10	201.70	2,040.00	1,838.30	9.9
30-11-5140 UNIFORMS - TOWELS	.00	.00	1,008.00	1,008.00	.0
30-11-5200 CONTRACT SERVICES	120.75	120.75	10,246.00	10,125.25	1.2
30-11-5204 ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00	.0
30-11-5250 SYSTEM ANALYSIS	935.00	1,305.00	3,321.00	2,016.00	39.3
30-11-5320 DUES, LICENSE, PERMITS	317.85	672.85	1,605.00	932.15	41.9
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
30-11-5344 TRAVEL	.00	86.02	530.00	443.98	16.2
30-11-5413 TELEPHONE	.00	1,308.22	6,000.00	4,691.78	21.8
30-11-5415 UTILITIES	2,819.07	5,735.99	44,904.00	39,168.01	12.8
30-11-5504 REPAIRS - MAINTENANCE	.00	294.51	5,100.00	4,805.49	5.8
30-11-5530 SUPPLY SYSTEM MAINTENANCE	530.47	2,802.70	51,000.00	48,197.30	5.5
30-11-5531 DISTRIBUTION MAINTENANCE	1,628.27	2,231.74	5,100.00	2,868.26	43.8
30-11-5600 EQUIPMENT	.00	8,080.86	12,000.00	3,919.14	67.3
TOTAL EXPENDITURE	14,195.43	75,131.04	419,746.00	344,614.96	17.9
30-80-6000 CAPITAL-VEHICLES	.00	.00	4,000.00	4,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	.00	10,000.00	10,000.00	.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	19,000.00	19,000.00	.0
TRANSFER					
30-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	14,076.00	14,076.00	.0
30-90-9610 OVERHEAD ALLOCATION	.00	.00	50,631.00	50,631.00	.0
30-90-9615 PW EXPENSE ALLOCATION	.00	3,088.00	18,529.00	15,441.00	16.7
30-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	39,609.00	39,609.00	.0
TOTAL TRANSFER	.00	3,088.00	122,845.00	119,757.00	2.5

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>CONTINGENCY</u>					
30-99-9900 CONTINGENCY	.00	.00	(119,293.00)	(119,293.00)	.0
TOTAL CONTINGENCY	.00	.00	(119,293.00)	(119,293.00)	.0
TOTAL FUND EXPENDITURES	14,195.43	78,219.04	442,298.00	364,078.96	17.7
NET REVENUE OVER EXPENDITURES	(14,197.28)	19,226.53	.00	(19,226.53)	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2016

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	59,150.00	
	TOTAL ASSETS		<u>59,150.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
31-00-3050	FUND BALANCE, RESTRICTED	59,414.00	
31-00-3100	FUND BALANCE, RESTRICTED	(264.00)	
	TOTAL FUND EQUITY		<u>59,150.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>59,150.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	57,588.00	57,588.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	.00	15,127.00	15,127.00	.0
TOTAL DEPARTMENT 10	.00	.00	72,715.00	72,715.00	.0
TOTAL FUND REVENUE	.00	.00	72,715.00	72,715.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	13,203.00	13,203.00	.0
TOTAL TRANSFER	.00	.00	13,203.00	13,203.00	.0
<u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	59,512.00	59,512.00	.0
TOTAL CONTINGENCY	.00	.00	59,512.00	59,512.00	.0
TOTAL FUND EXPENDITURES	.00	.00	72,715.00	72,715.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2016

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	207,870.16	
40-00-1251	UTILITY RECEIVABLE	55,432.85	
40-00-1300	INVENTORY	16,426.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,560,287.00	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	317,679.00	
40-00-1440	EQUIPMENT	297,855.00	
40-00-1460	VEHICLES	63,349.00	
40-00-1490	ACCUMULATED DEPRECIATION	(1,979,395.00)	
	TOTAL ASSETS		<u>2,966,318.01</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	34,214.76	
40-00-2840	WASTEWATER TREATMENT G0300	1,163,202.00	
40-00-2841	WASTEWATER TREATMENT G9900	332,336.00	
	TOTAL LIABILITIES		<u>1,531,713.57</u>

FUND EQUITY

40-00-3000	FUND BALANCE	200,988.62	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,191,051.30	
	REVENUE OVER EXPENDITURES - YTD	<u>42,564.52</u>	
	BALANCE - CURRENT DATE	<u>1,434,604.44</u>	
	TOTAL FUND EQUITY		<u>1,434,604.44</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,966,318.01</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	168,314.00	168,314.00	.0
40-10-4340 WASTEWATER REVENUE	(58.54)	96,677.90	543,200.00	446,522.10	17.8
40-10-4342 NEW CONNECTION FEE	.00	.00	1,020.00	1,020.00	.0
40-10-4350 RECOVERY BAD DEBT	39.67	195.81	255.00	59.19	76.8
TOTAL DEPARTMENT 10	(18.87)	96,873.71	712,789.00	615,915.29	13.6
TOTAL FUND REVENUE	(18.87)	96,873.71	712,789.00	615,915.29	13.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,282.40	9,847.21	53,139.00	43,291.79	18.5
40-11-5001 PW ALLOCATED PAYROLL	.00	20,924.00	125,546.00	104,622.00	16.7
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	5,852.00	35,113.00	29,261.00	16.7
40-11-5020 PAYROLL TAX	244.06	720.67	4,526.00	3,805.33	15.9
40-11-5040 BENEFITS	1,638.55	4,580.87	19,298.00	14,717.13	23.7
40-11-5060 PERS	.00	339.40	3,188.00	2,848.60	10.7
40-11-5090 WORKERS COMP	792.82	1,585.64	1,923.00	337.36	82.5
40-11-5108 CHEMICALS	.00	.00	9,180.00	9,180.00	.0
40-11-5120 GAS - OIL	24.72	87.33	2,550.00	2,462.67	3.4
40-11-5123 MERCHANT FEES	.00	.00	2,040.00	2,040.00	.0
40-11-5126 POSTAGE	.00	70.50	1,734.00	1,663.50	4.1
40-11-5137 SUPPLIES	116.04	267.59	1,530.00	1,262.41	17.5
40-11-5140 UNIFORMS - TOWELS	.00	.00	1,862.00	1,862.00	.0
40-11-5200 CONTRACT SERVICES	.00	510.03	.00	(510.03)	.0
40-11-5204 ENGINEERING SERVICES	.00	.00	1,530.00	1,530.00	.0
40-11-5250 SYSTEM ANALYSIS	350.00	980.00	7,140.00	6,160.00	13.7
40-11-5320 DUES, LICENSE, PERMITS	.00	.00	504.00	504.00	.0
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
40-11-5344 TRAVEL	.00	.00	131.00	131.00	.0
40-11-5413 TELEPHONE	.00	771.39	5,304.00	4,532.61	14.5
40-11-5415 UTILITIES	2,390.42	4,148.29	26,520.00	22,371.71	15.6
40-11-5504 REPAIRS - MAINTENANCE	.00	140.00	2,652.00	2,512.00	5.3
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	644.27	12,097.00	11,452.73	5.3
40-11-5600 EQUIPMENT	.00	.00	6,500.00	6,500.00	.0
TOTAL EXPENDITURE	8,839.01	51,469.19	324,507.00	273,037.81	15.9
<hr/>					
40-80-6000 CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	1,000.00	1,000.00	.0
<hr/>					
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	17,442.00	17,442.00	.0
40-90-9610 OVERHEAD ALLOCATION	.00	.00	46,557.00	46,557.00	.0
40-90-9615 PW EXPENSE ALLOCATION	.00	2,840.00	17,038.00	14,198.00	16.7
40-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	148,395.00	148,395.00	.0
TOTAL TRANSFER	.00	2,840.00	229,432.00	226,592.00	1.2
<hr/>					
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	157,850.00	157,850.00	.0
TOTAL CONTINGENCY	.00	.00	157,850.00	157,850.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	8,839.01	54,309.19	712,789.00	658,479.81	7.6
NET REVENUE OVER EXPENDITURES	(8,857.88)	42,564.52	.00	(42,564.52)	.0

CITY OF WILLAMINA
BALANCE SHEET
SEPTEMBER 30, 2016

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	16,204.00	
	TOTAL ASSETS		16,204.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
41-00-3050	FUND BALANCE, RESTRICTED	15,000.00	
41-00-3100	FUND BALANCE, RESTRICTED	1,204.00	
	TOTAL FUND EQUITY		16,204.00
	TOTAL LIABILITIES AND EQUITY		16,204.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER SDC FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	9,975.00	9,975.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	.00	19,299.00	19,299.00	.0
TOTAL DEPARTMENT 10	<u>.00</u>	<u>.00</u>	<u>29,274.00</u>	<u>29,274.00</u>	<u>.0</u>
TOTAL FUND REVENUE	<u>.00</u>	<u>.00</u>	<u>29,274.00</u>	<u>29,274.00</u>	<u>.0</u>

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

WASTEWATER SDC FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,157.00	24,157.00	.0
TOTAL TRANSFER	.00	.00	24,157.00	24,157.00	.0
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	5,117.00	5,117.00	.0
TOTAL CONTINGENCY	.00	.00	5,117.00	5,117.00	.0
TOTAL FUND EXPENDITURES	.00	.00	29,274.00	29,274.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

CITY OF WILLAMINA
 BALANCE SHEET
 SEPTEMBER 30, 2016

DEBT FUND

ASSETS

50-00-1009	CASH ALLOCATED	398,525.65	
50-00-1930	DUE FROM FUND 30	100,000.00	
		<u> </u>	
	TOTAL ASSETS		<u><u>498,525.65</u></u>

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3000	FUND BALANCE	(.35)	
50-00-3050	FUND BALANCE, RESTRICTED		498,526.00	
			<u> </u>	
	TOTAL FUND EQUITY			<u><u>498,525.65</u></u>
	TOTAL LIABILITIES AND EQUITY			<u><u>498,525.65</u></u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
50-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	413,526.00	413,526.00	.0
50-10-4900 INTEREST INCOME	.00	.00	2,500.00	2,500.00	.0
TOTAL DEPARTMENT 10	.00	.00	416,026.00	416,026.00	.0
 <u>TRANSFER</u>					
50-90-9730 DEBT SERVICE TRANSFER FROM 30	.00	.00	39,609.00	39,609.00	.0
50-90-9731 DEBT SERVICE TRANSFER FROM 31	.00	.00	13,203.00	13,203.00	.0
50-90-9740 DEBT SERVICE TRANSFER FROM 40	.00	.00	148,396.00	148,396.00	.0
50-90-9741 DEBT SERVICE TRANSFER FROM 41	.00	.00	24,157.00	24,157.00	.0
TOTAL TRANSFER	.00	.00	225,365.00	225,365.00	.0
 TOTAL FUND REVENUE	 .00	 .00	 641,391.00	 641,391.00	 .0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING SEPTEMBER 30, 2016

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
50-82-8030 WATER DEBT SERVICE PRINC	.00	.00	66,342.00	66,342.00	.0
50-82-8035 WATER DEBT SERVICE INTEREST	.00	.00	37,762.00	37,762.00	.0
50-82-8040 WW DEBT SERVICE PRINCIPAL	.00	.00	102,573.00	102,573.00	.0
50-82-8045 WW DEBT SERVICE INTEREST	.00	.00	69,980.00	69,980.00	.0
TOTAL DEPARTMENT 82	.00	.00	276,657.00	276,657.00	.0
<u>CONTINGENCY</u>					
50-99-9900 CONTINGENCY	.00	.00	364,734.00	364,734.00	.0
TOTAL CONTINGENCY	.00	.00	364,734.00	364,734.00	.0
TOTAL FUND EXPENDITURES	.00	.00	641,391.00	641,391.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

City of Willamina
Staff report

Date Tuesday, October 11, 2016
From Staff

Subject Application for City Office – Planning Commission

Background

At the September 15th Council Meeting the Mayor declared 6 planning commission open seats. Mayor Skyberg also reappointed Dennis Ulrich to the planning commission.

Staff advertised for new members by utilizing the Willamina High School reader board and local Bulletin to announce the City needed members for the Planning Commission. The announcement also went out in the monthly Newsletter to all utility customers. The Bulletins article indicated that only one member could be from out of town (incorrect).

After review of Ordinance 643, it does not state that only one member can live out of town but does state the member has to have sincere interest for the betterment of Willamina (see Ordinance 643 attached). The decision to appoint members living out of town is at the discretion of the Council. At no time can there be a quorum of members that live outside the city. The City has received 5 applications which are in this packet for review.

Shirley Fitzgerald	531 SE Washington St
Sheryl Christi Hansen	Temp. address 2650 Sesame Street Dundee Has a bid on a house in Willamina
Michelle Nolen	18661 SW Willamina Creek Rd
Susan Richman	1810 SW Mendenhall Rd
Patrick Howard Keith	22915 S Hwy 99W

Financials

At this point the City has spent a minimal amount of resources to advertise for the recruitment.

Council Options

Council can choose to;

1. Appoint from the candidates that have applied with Council approval.
2. Direct staff to continue to advertise to recruit

Staff Recommendation

There is no staff recommendation at this time.

Attached: Title III 31.15 Membership and Ordinance 643

CITY PLANNING COMMISSION Title iii

§ 31.15 MEMBERSHIP.

(A) The Commission shall consist of 7 members who are not elected officials or employees of the city. Commission members shall receive no compensation, but may be reimbursed for expenses duly authorized in advance by the City Council.

(B) No more than 2 members of the Commission shall engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership or developing of real estate for profit.

(C) No more than 2 members shall be engaged in the same kind of occupation, business, trade or profession.

(D) The Planning Commission is a public body as defined by O.R.S. 192.410 and as such shall be subject to Public Records and Public Meetings law, being O.R.S. Ch. 192.

(Ord. 574, passed 8-31-1995)

§ 31.16 APPOINTMENT AND TERM.

Members of the Planning Commission shall be appointed by the City Council for a term of 4 years, beginning at the first regular Commission meeting of the calendar year immediately after appointment.

(Ord. 574, passed 8-31-1995)

§ 31.17 VACANCIES AND REMOVALS.

(A) Any vacancy in the Commission shall be filled by City Council appointment and shall be for the unexpired term of the predecessor in office.

(B) (1) A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty.

(2) A member who is absent from 3 consecutive meetings without an excuse as approved by the Planning Commission and/or Chairperson, is rebuttably presumed to be in nonperformance of duty, and the City Council shall declare the position vacant unless finding otherwise following the hearing.

(Ord. 574, passed 8-31-1995)

ORDINANCE NO. 643

AN ORDINANCE AMENDING SECTION 31 OF THE WILLAMINA MUNICIPAL CODE

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

WHEREAS, the City Council wishes to amend Title III, Section 31 of said Code as set forth in the attached Exhibit A;

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

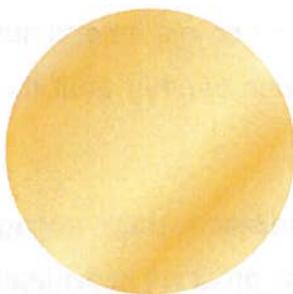
Section 1. Section 31.15 through 31.22 of the Code is hereby replaced in its entirety by the attached Exhibit A Sections 31.10 through 31.500.

First Reading: 03/08/12

Second Reading: 04/12/12

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this 12th day of April, 2012, by the following vote and effective on the 30th day following adoption.

YEAS	ADAMS, BALLER, BRAMALL, LONG, SKYBERG, TONEY
NAYS	None
ABSTAIN	None
ABSENT	None



Vernon Mosser
Vernon Mosser, Mayor

ATTEST:
Sue C Hollis
Sue C Hollis, City Recorder

Attachment – Exhibit A

F/ORDINANCES/ORDINANCE.643.ADOPTED

EXHIBIT A – ORDINANCE NO. 643

Page 1 of 7

31.10 Re-establishment

There is hereby established a city Planning Commission (hereafter called "Commission") which is an advisory committee to the City Council.

31.20 Membership

- (1) The Commission shall consist of seven (7) members who are not elected officials, members of the City Budget Committee, or employees of the City. At the discretion of the City Council, appointees to the Commission may reside outside the City Limits. Appointees residing outside the City Limits must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City of Willamina. At no time shall a quorum of the Commission reside outside the City Limits. The City Manager, or his/her designee, or if no City Manager exists, the City Recorder and other City staff members designated by him/her, including but not limited to the City Planner, Planning Secretary, City Engineer and City Attorney, shall be entitled to sit with the Commission and take part in its discussions, but shall not have the right to vote. Commission members who serve on the Budget Committee at the time of adoption of this amendment to the Municipal Code will be permitted to retain their membership until their term expires.
- (2) No more than two (2) voting members of the Commission may engage principally in buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.
- (3) No voting member shall be related to another voting member of the Commission nor to a member of the City Council closer than the third degree of either blood relationship or through affinity.

EXHIBIT A – ORDINANCE NO. 643

Page 2 of 7

- (4) Members serve at the will of Council. Members may also be removed by the City Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse approved by the Commission is presumed to be in nonperformance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing. Upon failure of a member to attend three (3) meetings in a 12-month period, the Commission may recommend termination of that appointment to the City Council and the Council may remove the incumbent from the Commission and declare the position vacant to be filled in the manner of a regular appointment.
- (5) In the event that any member of the Commission changes residence after appointment so that s/he no longer resides within the City, his/her membership on the Commission shall be reviewed by the City Council as to whether termination of their appointment is necessary.

31.30

Term of Office

Commission members shall be appointed by the City Council for terms of up to three (3) years, said terms to end on December 31 of the year of expiration. Terms of Planning Commissioners shall be staggered in order to establish an approximately equal number of expiring terms each year. Commissioners may be considered for reappointment at the discretion of City Council. Appointees to fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

31.40

Method to Fill Vacancies

The City Council shall determine the method to be used for recruiting and filling vacancies on the Commission.

31.50

Presiding Members

The Commission shall elect its own Chairperson and Vice-Chairperson from its members at its first meeting in January of each year. In the event of vacancy or removal in the Chairperson or Vice-Chairperson's position, the Commission shall fill the same by election at its next regular meeting.

EXHIBIT A – ORDINANCE NO. 643

Page 3 of 7

31.60 Duties and Powers of Presiding Members

- (1) Chairperson:
 - a. Preside at all meetings of the Commission.
 - b. Sign all documents of the Commission.
 - c. Review Planning Commission agendas with staff.
 - d. Encourage active discussion of all items brought before the Commission.
 - e. In conjunction with staff, orient new members to the Planning Commission.
 - f. Report to the Council on the activities of the Planning Commission at least once a year.
 - g. See that all actions of the Commission are properly taken.

- (2) Vice-Chairperson:

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

31.70 Meetings

- (1) One regular monthly meeting will be held on the first Tuesday of each month at 7:00 PM in the Council Chambers at City Hall. If no agenda items are scheduled before the Commission, the regularly scheduled meeting will be cancelled. If the first Tuesday is a legal holiday, the meeting will be held on the 1st Wednesday at the same time and place. The date and time of the regularly scheduled monthly meeting may be changed upon request of the Chairperson or by a majority of the voting members of the Commission. Meetings of the Commission shall be open to the public and are subject to the requirements of Oregon's Public Meeting Laws. Commission meetings are only allowed to be held in Executive Session pursuant to Oregon Public Meetings Law.

EXHIBIT A – ORDINANCE NO. 643

Page 4 of 7

- (2) Four (4) voting members of the Commission shall constitute a quorum for the transaction of business. The Chairperson has full voting rights as a member of the Commission. A lesser number may adjourn the meeting to a later date.
- (3) Robert's Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules or the Land Use and Development Code.
- (4) Deadline for filing for placement on the agenda for applications shall be in accordance with the requirements of the Land Use and Development Code and other City Ordinances. Every effort shall be made to have written agendas available seven (7) calendar days prior to the meeting.
- (5) When dealing with legislative matters, at its discretion Commission may review and reconsider any issue at any time that material facts surface that were not previously made available.
- (6) Each member of the Commission who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Commission shall notify the Planning Secretary at the earliest possible opportunity and, in any event, prior to 4:00 PM on the date of the meeting. The Planning Secretary shall notify the Chairperson of the Commission in the event that the projected absences will produce a lack of a quorum.
- (7) In the event that the Commission does not contain enough members to constitute a quorum, any agenda action item may be referred to the City Council for action, including final disposition as the Council deems appropriate, at the first Council meeting after notice and time requirements have been met. The Commission may also reschedule the action item for a future date and time certain provided that the timeline for a decision on a land use action can still be met. The City Planner will determine whether the timeline can be met in this latter case.

31.80 Compensation

Members of the Commission shall receive no compensation other than reimbursement of expenses authorized by the City Council.

31.90 Expenditures

The Commission shall have no authority to make expenditures on behalf of the City or to obligate the City for payment of any sums of money except as specifically provided by prior written authorization by the Council authorizing such expenditures by appropriate resolution, which resolution shall provide the administrative method by which such funds shall be drawn and expended. If the Commission requests staff or City Planner assistance for a project, such as a grant application or special study, the City Recorder will determine if the request must be approved by the City Council.

31.100 Staff Services

The Planning Secretary, or his/her designee, shall keep a record of Commission proceedings, prepare and disseminate agendas, and post meeting notifications.

31.200 Training

To the extent that City funds permit, or that land use or other specialists may be willing to provide without charge, training for the Commission or individual members thereof may be made available at the discretion of the City Council.

EXHIBIT A – ORDINANCE NO. 643

Page 6 of 7

31.300 Ethics

Commission members shall abide by all applicable ethical standards and practices, including but not limited to, those required by Oregon Revised Statutes Chapter 244 (Government Ethics).

31.400 Conflict of Interest

A member of the Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: The member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two (2) years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

31.500 Powers and Duties of the Commission

The Commission has the power and authority to make recommendations and suggestions to the Council and other public officials and individuals concerning, but not necessarily limited to, the following, as well as to make certain other decisions as outlined in the Development Code. Such recommendations and suggestions shall be in writing.

- (1) Laying out, widening, extending and locating of public thoroughfares, parking of vehicles, relief of traffic congestion;
- (2) Betterment of housing and sanitation conditions;
- (3) Establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development;

EXHIBIT A – ORDINANCE NO. 643

Page 7 of 7

- (4) Review of the Comprehensive Plan as directed by City Council, or at the time of Periodic Review as scheduled by the state, and recommend amendments to the Plan to the City Council;
- (5) Determine appeals of Type I development permits and land use actions and accept and determine Type II land use actions pursuant to the Land Use and Development Code;
- (6) Upon holding a public hearing, make a recommendation to the City Council regarding Type III and IV land use actions, including amendments to the Comprehensive Plan, Development Code, and zone changes;
- (7) Review public programs that are referred to it for recommendation, such as property acquisition or disposition, public building or other public facility proposals and transportation or right-of-way plans. Report as to the program's conformity with the Comprehensive Plan and Land Use and Development Code;
- (8) Prepare and periodically review land development regulations at the request of City Council, including but not limited to zoning, subdivision, and land partitioning and make recommendations to the City Council; and
- (9) Formulate and recommend various programs, policies, and ordinances intended to implement the Comprehensive Plan at the request of the City Council;
- (10) Perform other duties related to some aspect of community planning and development at the request of the City Council

check book

ORDINANCE NO. 654

AN ORDINANCE AMENDING TITLE III, SECTION 32.16, MUNICIPAL COURT SESSIONS, OF THE WILLAMINA MUNICIPAL CODE

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

WHEREAS, the City Council wishes to amend Title III, Section 32.16 of said Code as set forth in this ordinance;

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

Section 1. THAT Section 32.16, Municipal Court Sessions, is replaced in its entirety by the following language:

"Municipal Court will hold one regular session each month unless cancelled by the sitting Municipal Court Judge. The day and time for the regular session shall be established by the sitting Judge and confirmed by resolution of the City Council. Special sessions of the Court will be called by the sitting Municipal Court Judge as needed to expedite arraignments, meet emergencies or accommodate vacations or holidays."

First Reading: 01/09/14 Second Reading: 02/13/14

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this 13th day of February, 2014, by the following vote and effective on the 30th day following adoption.

YEAS	BALLER, BRAMALL, SKYBERG, ST ONGE
NAYS	NONE
ABSTAIN	NONE
ABSENT	HILL, TONEY



Corey L Adams
Corey L Adams, Mayor

ATTEST:
Sue C Hollis
Sue C Hollis, City Recorder

F/ORDINANCES/ORDINANCE.654.SECOND READING

Copy page

OPTIONAL FORM NO. 10

THIS OFFICE WILL REPLY TO YOUR REQUEST FOR INFORMATION ONLY IF YOU HAVE FURNISHED THE FOLLOWING INFORMATION:

NAME OF THE ORGANIZATION OR INDIVIDUAL REQUESTING INFORMATION
ADDRESS
CITY
STATE
ZIP

DATE OF BIRTH (if individual)
DATE OF DEATH (if deceased)
RELATIONSHIP TO THE DECEASED (if deceased)

REASON FOR REQUESTING INFORMATION
DATE OF REQUEST

NAME OF THE ORGANIZATION OR INDIVIDUAL TO WHOM INFORMATION IS BEING FURNISHED
ADDRESS
CITY
STATE
ZIP

NAME OF THE ORGANIZATION OR INDIVIDUAL TO WHOM INFORMATION IS BEING FURNISHED
ADDRESS
CITY
STATE
ZIP

NAME OF THE ORGANIZATION OR INDIVIDUAL TO WHOM INFORMATION IS BEING FURNISHED
ADDRESS
CITY
STATE
ZIP



City of Willamina



Application for City Office

See back for position criteria and requirements

Applicant's Full Name Shirley Fitzgerald
 Physical Address 531 SE Washington St.
 Mailing Address same
 Home Phone Number 503-376-8046
 Cell Phone Number 503-434-0750
 Email gunnerfitz@wbcable.net
 Occupation retired

Years of Residency 25 yrs Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

To try to help the town improve

Please share any governmental or volunteer experience you have had

Lions Club - served as secretary, treasurer, vice president, president.

while working at Spirit Mountain Casino as a Security Supervisor, - I was also the acting Manager on Duty at night.

What do you think makes you the best candidate for this position?

My willingness to serve and an open mind. I want to bring some new ideas to the attention of people.

Signature Shirley Fitzgerald Date 10-27-2016

An Equal Opportunity Employer

411 NE C Street, Willamina, Oregon 97396-2783 - Telephone (503) 876-2242 / Fax (503) 876-1121

www.willaminaoregon.gov



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Sheryl Christi Hansen
Physical Address (temp. address) 2650 Sesame Street
Mailing Address P.O. Box 188 Dundee, OR 97115
Home Phone Number _____
Cell Phone Number 971 347-4159
Email _____
Occupation Retired

Years of Residency Since 1989 Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

I would like to promote the health and growth of the city by using my extensive background. Past Oregon State realtor, Portland Community College Finance Dept. et al

Please share any governmental or volunteer experience you have had

CTC (Carlton Together Cares) Fund Raising, Community Events, International Festivals and Events employee Privacy Laws @ PCC, Business owner employee governmental roles, Fiduciary duties for students

What do you think makes you the best candidate for this position?

I have a desire to help affect positive change and work hard to promote growth.

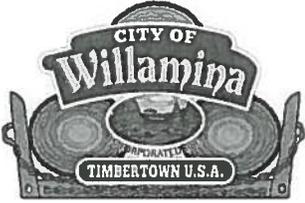
* My home residence plan is to be within the city.

Signature Sheryl C. Hansen Date 9-22-16

An Equal Opportunity Employer

411 NE C Street, Willamina, Oregon 97396-2783 - Telephone (503) 876-2242 / Fax (503) 876-1121

www.willaminaoregon.gov



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Michelle Nolen

Physical Address 18661 SW Willamina Creek Rd

Mailing Address same

Home Phone Number 503 876 8719

Cell Phone Number 503 686 4616

Email mnolen@gmail.com

Occupation unemployed

Years of Residency 4

Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

I'd like to take a more active role in my city government and helping ~~other~~ my community.

Please share any governmental or volunteer experience you have had

I've been volunteering at the local library, and city hall.

What do you think makes you the best candidate for this position?

I'm a great listener & problem solver and I'm eager to help out my community.

Signature Michelle Nolen

Date 9/16/16



City of Willamina Application for City Office

See back for position criteria and requirements

Applicant's Full Name Susan Richman
 Physical Address 18100 SW Mendonhall Rd
 Mailing Address Same
 Home Phone Number 971-237-5671
 Cell Phone Number _____
 Email bellemeadfarm@yahoo.com
 Occupation Farmer

Years of Residency 5 Registered Voter Yes No

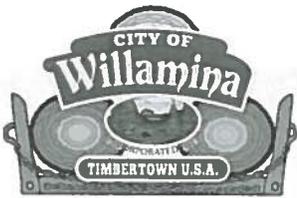
Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
 (Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?
Deep personal interest in planning and design as part of creating thriving (economic, etc) communities & neighborhoods

Please share any governmental or volunteer experience you have had
Volunteer: Red Cross, elementary classrooms, WVC, educational farms, SMART

What do you think makes you the best candidate for this position?

Signature Susan Richman Date 9/18/16

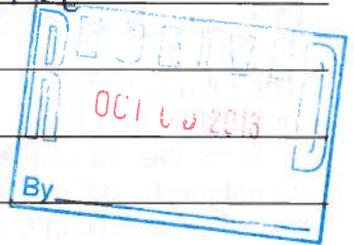


City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Patrick Howard Keith
Physical Address 22915 S Hwy 99W
Mailing Address Same
Home Phone Number NONE
Cell Phone Number 503-409-1732
Email patinacity@gmail.com
Occupation retired



Years of Residency 25 Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?
I thought filling the short term vacancy might be interesting.

Please share any governmental or volunteer experience you have had
NONE

Worked for the City of Salem for 40 years

What do you think makes you the best candidate for this position?
probably not the best

Have a rental across 1st st by the medical office

Signature Pat Keith Date Oct 2, 2016

City of Willamina
Staff report

Date Tuesday, October 11, 2016
From Staff

Subject iPad - research

Background

At the September 29th Council Meeting the Council directed staff to research how many city Councils use electronic devices such as the iPad for Council meetings.

The City Recorder sent out a request for information thru the Oregon Municipal Association of City Recorders list serve asking City Recorders for this information. Their responses are attached.

The majority of the cities that responded use electronic devices.

Staff Recommendation

1. Direct Staff to further investigate the purchase option for the iPad or Laptops.

STAFF FINDINGS ON CITIES USE OF IPAD OR LAPTOPS

Responses	City	Comments
Deputy City Recorder Diane Harris	City of Sutherlin	Our Council uses iPads, except for one who still likes to have his packet in hard copies. It works out great, I let them know when the packet is on our website and they download it onto their iPad for the meeting.
City Recorder Sue Ryan	City of Newberg	We just recently went with I-Pads – July and started electronic packets only in September.
Jennifer Gray, City Recorder	City of Hood River	Out of our seven member council, only three get paper copies of the packet. The other four use their personal laptops to view their packet. We would like to eventually get all of them their own city issued ipad or laptop, it just hasn't happened yet.
Lilly Alarcon-Strong	City of Hermiston	We use ipads and the Council really likes using them.
Executive Assistant/Assistant City Recorder		
Holzworth, Carla <Carla.Holzworth@corvallisoregon.gov>	City of Corvallis	Hi Debbie, Most of our Councilors use an iPad, but a few are still using laptops (their preference). Nobody uses paper copies! ☺ We only make three hard copy sets (Library for public, City Attorney, and Recorder for the official record). Hope that helps! Carla

STAFF FINDINGS ON CITIES USE OF IPAD OR LAPTOPS

Joshua Norton <jnorton@ci.myrtle-creek.c	City of Mytle-creek.or.us	We just received our new iPads yesterday. I synced them all with an Apple ID under my work email and my work dropbox so that I can upload packets to them. Tonight is our first council meeting with them, sink or swim;)
SOWA Amy <asowa@springfield-or.gov>	City of Springfield	In Springfield, all of our Council have iPads, as do our Department Directors. They have been electronic for about 5 years. It has been great and cut way down on copies made. We do provide paper maps for certain items because it can be hard to see a full size (11 x 17) map on the iPad unless you go section by section.
		Good luck!
		Amy
Angie Lanter, CMC		We just recently purchased iPads for our City Council. The councilors really like how easy they are to use. I really like how much paper, and copying time are saved! I email them our agenda in a pdf format, and they us the PDF expert app to view the packets.
City Recorder		We are now in the process of purchasing them for our Planning Commissioners.
City of Banks		
Stephanie Borst	City of Vernonia	
City Recorder		Our Council uses Microsoft surface tablets. Unfortunately they aren't exactly tech savvy so I am still having to print paper copies for them

STAFF FINDINGS ON CITIES USE OF IPAD OR LAPTOPS

Susanjoy Baskoro, CMC City Recorder	City of Gresham	Currently the City of Gresham is not using I pads or Laptops. I continue to provide Council with hard copies of the agenda materials. However, we are looking into it.
Deanna Casey, MMC City Recorder City of Central Point		We have provided iPads for our Mayor and Council Members and installed specific apps to be able to read and make annotations on the digital agenda packets. We use iAnnotate PDF reader. I also use this app to take minutes at the meeting on my iPad.
		We do have one council member who doesn't like Apple products and has requested another type of tablet if he is re-elected in November. We will consider something comparable in price, but the city is only supplying so they can get their packets and emails.
<i>Dawne Shaw</i>	City of Warrenton	We also use iPads for our Council; we switched over from laptops a little over a year ago. We put the agenda packets in a drop box that they can access. It can be difficult to email large packets, so we found the drop box works much better and it is a free app.
Administrative Assistant		
City of Warrenton		Thank you,
Carrie Zimbrick <carrie.zimbrick@willamin>	Willamina High School	Hi Debbie,
		We are moving towards chromebooks, but I will inquire with our high school Principal and tech director. How many were you hoping to acquire?

STAFF FINDINGS ON CITIES USE OF IPAD OR LAPTOPS

<i>Kelly Morse, MMC</i>	City of Redmond	Redmond uses iPads.
City Recorder		
City of Redmond		
Ruth Post, MMC	City of Philomath	Debbie,
City Recorder Philomath		Philomath still uses paper. Our packets are not sufficient in size to warrant electronic devices.

Willamina Library AUGUST 2016 Monthly Report

Number of

Patrons served:	Mondays	Tuesdays	Wednesdays	Thursdays	total
week1	32	47	27	22	128
week2	36	21	14	29	100
week3	32	15	22	22	91
week4	25	25	31	24	105
week5	36	39	24	0	99
Total:					523

PC Users:

week1	9	3	9	3	24
week2	6	5	7	5	23
week3	3	3	6	3	15
week4	3	5	9	4	21
week5	5	6	6	0	17
Total:					100

HOLDS pickedup

week1	7	14	11	7	39
week2	14	3	8	17	42
week3	5	15	11	26	57
week4	10	10	10	13	43
week5	12	13	9	0	34
Total:					215

Total Library Service Hours:

95

Total Volunteers:

4

Total Volunteer Hours:

78

Cash Count

fines	copies	total
\$19.90	\$7.75	\$27.65
\$21.37	\$4.00	\$25.37
\$3.00	\$0.00	\$3.00
\$9.75	\$1.25	\$11.00
\$2.00	\$5.25	\$7.25
\$56.02	\$18.25	\$74.27

New Card Signups:

13
2
6
0
10
31

Transactions:

Checkouts

AudioBooks:	22
DVDs:	698
Music:	32
Magazines:	14
Books- adult:	351
Books- youth:	226
McNaughton/Rotate:	40
TOTAL:	1383

Highlights: (August)

New Librarian started August 1st
Monthly theme: Astronomy
Wrapped up Summer Reading Program
Willamina kids started back to school
New Volunteer started: Will, PC assistance
Applied for Ready to Read Grant
JULY 1st: BASIC CARD CHANGES!
Ordered Furniture: Frank's Reading Corner and
meeting table
Library Exterior Painted:
Sign needs TLC

Next Month: (September)

National Library Sign-up Month
Monthly theme: National Preparedness Month
Banned Books Week 9/26
Fall Storytime begins 9/13
Library Board meetings resume
CCRLS meetings resume
Catalog Training
Closed 9/5 Labor Day
State Report Due 10/1

Willamina Library SEPT 2016 Monthly Report

Number of

Patrons served:	Mondays	Tuesdays	Wednesdays	Thursdays	total
week1				28	28
week2	HOLIDAY	43	20	27	90
week3	23	17	22	29	91
week4	41	33	28	24	126
week5	36	26	32	30	124
Total:					459

PC Users:

week1				6	6
week2	HOLIDAY	5	7	5	17
week3	7	2	7	6	22
week4	8	5	7	6	26
week5	8	4	10	4	26
Total:					97

HOLDS pickedup

week1				15	15
week2	HOLIDAY	35	6	3	44
week3	11	15	13	12	51
week4	23	26	14	23	86
week5	22	15	10	16	63
Total:					259

STORYTIME ATTENDANCE:

13-Sep Children: 5 Adults: 4
20-Sep Children: 4 Adults: 2
27-Sep Children: 5 Adults: 4

Total Library Service Hours: 80
Total Volunteers: 10
Total Volunteer Hours: 111.25

Cash Count

finer	copies	total
\$0.00	\$3.75	\$3.75
\$5.00	\$4.00	\$9.00
\$45.50	\$0.50	\$46.00
\$5.75	\$8.25	\$14.00
\$4.00	\$4.50	\$8.50
\$60.25	\$21.00	\$81.25

New Card Signups:

1
 4
 3
 0
 5
13

Transactions:	Checkouts:	Added to Catalog:
AudioBooks:	12	1
DVDs:	698	2
Music:	46	
Magazines:	3	
Books- adult:	361	2
Books- youth:	256	1
McNaughton/Rotate:	26	
TOTAL:	1402	6

Highlights: (September)

National Library Sign-up Month
Monthly theme: National Preparedness Month
Banned Books Week 9/26
Fall Storytime begins 9/13
Library Board meetings resume 9/20/16
CCRLS meetings resumed 9/2/16
Small Libraries Meeting 9/2/16
Upcoming: Summer Performers Showcase 9/24
Childrens Libraries Meeting 9/30/16
Catalog Training 9/8
Received Label Printer from CCRLS
State Report due 10/1
Library Bathroom Painted
Closed Labor Day

Next Month: (October) & Future Projects

10/1 State Report Due
10/7 Small Libraries Meeting
10/7 CCRLS PYM Meeting
10/10 Teen Read Week

*Weeding / Inventory Mgmt / Prep for RFID
*Collection Development Policy
*Library Social / Open House
*OLA Standards Audit
*Local Authors Section

Volunteer
Monthly Report
September 2016

Total Volunteer Hours:

Library – 111.25

City Hall – 52

WELCOME:

LIBRARY

Ashley McKeever – Library Clerk – working on a Local Authors project

Spirit Denhoed (Sheridan AllPrep Academy STUDENT)

Cori Farmer and Students (WHS Lifeskills Class)

Michael Marcias (WHS STUDENT/Cori Farmer's Class)

Pennie Giancone (WHS STUDENT/Cori Farmer's Class)

Kyisha Mezich (WHS STUDENT/Cori Farmer's Class)

Alex Segundo (WHS STUDENT/Cori Farmer's Class)

Other:

Meeting with Sheridan AllPrep Academy Online School 10/17 to discuss Volunteer Opportunities for online students in the area

THANK YOU! Thank you to all of the Volunteers. A special thanks to our City Hall Volunteers, Tina and Michelle, who stepped in to assist during Karen's vacation time.

Code Enforcement Month Report- October 2016

I started a little less than 25 days ago as the new Code Enforcement Officer and working hard to pick up where last Code Enforcement left off and have closed 6 of her open cases and opened 8 new cases.

Citizen Contacts- 38

Code Complaints Received- 9

Code Complaints Rectified - 8

No Citations or Warning given and reached compliance on the above issues by talking with people and working out solutions.

Received 3 complaints in two days about a pair of domesticated geese at fish pond that were chasing people and bite on adult male as he was walking around pond. These white geese were dropped of about 4 weeks ago by someone and were noted to be a little aggressive. I decided to relocate 2 of the geese to the sewer lagoons were they will have less interaction with citizens. It was a very interesting hour trying to catch them and safely move them from pond. Currently the geese are enjoying their new home and will be monitored for future issues. This relocation was ran through my contacts at Oregon Fish and Wildlife and deemed a necessary action. Fish and Wildlife also suggested signs at pond advising people not to feed geese.

Actively working on several abandoned homes in city and trying to get banks or owners to secure them and keep squatters out of properties.

Yearly Schedule of Events

CITY COUNCIL FUTURE ACTIVITIES

October 2016

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October

10/10/16 (Mon)	Columbus Day	holiday
10/24/16 (Mon)	United Nations Day	holiday
10/31/16 (Mon)	Halloween	holiday
10/08/16 (Sat)	Innovate Willamina Make a thon	
10/11/16 (Tues)	City Council Regular Meeting	
10/20/16 (Thurs)	Rich Winkel on site for Audit Prep	
10/27/16 (Thurs)	Local Government Dinner Hosted by the City of Carlton	

November 2016

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

11/11/16 (Fri)	Veterans Day	holiday
11/24/16 (Thu)	Thanksgiving	holiday
11/06/16 (Sun)	Daylight Saving (move clocks back 1 hour)	holiday

December 2016

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December

12/24/16 (Sat)	Christmas Eve	holiday
12/25/16 (Sun)	Christmas Day	holiday
12/31/16 (Sat)	New Year's Eve	holiday

25th Annual

Willamina

Coastal Hills Art Tour

November
11 & 12

9:00 am - 5:00 pm



Judy Buswell



Betty Frownfelter



Bill Boyson



Coastal Hills Quilters



Harry Long



Grand Ronde Art Guild



George Darr



J & M Designs



Ginny Wymore



Lorri Maynard



Amy Helein



Actually Paper Beads



April Wooden



Lisa Talley



Betty Faul



Rick Mishler



Rosemary Heuser



FM Craft Guild



Dragonfly Designs



Larsen Lavender and Bees



Jeff Gordon

Downtown Walking Tour kicking off the Holidays!
Celebrating 25 Years!



Tea Room
Linger to sip tea and marvel at the miniature works of Gary Brooks at The Willamina Museum of Local History.

"Take The Tour" and... have all of the artists stamp your card for a chance to win a prize from each artist.

Old Fashioned Hay Ride
Enjoy one of the pleasures of a bygone era. Don and Lori Lee's hay wagon stops at all key locations.



The Mayor & City Councilors cordially invite you to attend the
Local Government Dinner

Hosted by the City of Carlton

Thursday, October 27, 2016

6:00pm Social Hour

6:30pm Dinner

7:00pm Guest Speaker

- Jeb Bladine, News-Register



Menu

Dinner is served buffet-style

Appetizers

Deviled Eggs

Spicy Pear Salsa

w/ Housemade Tortilla Chips

Main Course

Roasted Chicken

w/ Garlic & Mushrooms

Baby Back Ribs

Side Dishes

Roasted Beet & Blue Cheese Salad

Loaded Baked Potatoes

Dessert

Sugar Cookies & Berry Jam

Cost

\$30.00/person

Beverages include brewed teas, coffee & a no-host bar

Farmers' Plate & Pantry

119 W Main Street

Carlton, OR 97111

Please RSVP by Wednesday, October 19th

Jennifer Nelson

jnelson@ci.carlton.or.us

(503) 852-7575

Checks payable to City of Carlton

191 E Main Street, Carlton, OR 97111

