



**Executive Board**  
 ORS 190  
 Sheriff Tim Svenson, Chair

**Director**  
 Janis Cameron

**Contractual Administrative Support**  
**Sheriff's Office**  
 Accounts Payable—YCOM Clerk  
 Financial Reports—User Group—Advisory Group

**Contractual Services**  
**Yamhill County**  
 Finance/Payroll—Legal  
 Personnel—IS/Microwave

**Radio System**  
 Dan Apperson  
 Contractor

**Dispatch Operations Manager**  
 Patti Sauers  
 CAD Operations Manager—MCT—CISM  
 Scheduling—Fire Defense

**YCOM Information Services**  
 Ross Warner  
 CAD/Data IS Manager  
 County MSAG Coordinator

**Data Analyst/MSAG**  
 Tim Vandewalle  
 CAD Tables—Mapping—Website

**Shift Supervisor**  
 Chris Featherston  
 Safety Committee—QA  
 Policy Manual

**Shift Supervisor**  
 Rita Baker  
 Training Coordinator  
 Police User Group/QA—Policy Manual

Steve Long  
 Dispatcher

Jeff Yates  
 Dispatcher

Darci Ancalade  
 Dispatcher

Kaye Sawyer  
 Dispatcher

Lindy Labunsky  
 Dispatcher

Mandy Firestone  
 Dispatcher

Josh Wittrock  
 Dispatcher

Tristan Thompson  
 Dispatcher Trainee

Dispatcher Trainee  
 Vacant

Talia DeHart  
 Dispatcher Trainee

Will Stewart  
 Dispatcher Trainee





## YCOM --- Historical Highlights

### **2015**

PSCI does not recommend YCOM merge with either PSAP in Marion County at this time.

Work on interop channel with Polk County is complete – OPSS3 to West 3

### **2014**

Dan Apperson's company takes over maintenance for the County radio system.

Narrow-banding of paging system redesigned and completed.

Legislation passed to collect 9-1-1 tax on uninitiated/throw away cell phones.

Yamhill County develops and issues an RFP for the phased replacement of the microwave system. Star Microwave is chosen for the project.

Simulcast paging project is completed.

Using YCOM reserve fund and City of McMinnville funds, Phase 1 of the microwave system replacement is begun.

A Homeland Security Grant is awarded to Yamhill County to fund the Phase II of the replacement of the aging microwave

system.

First phase of virtualization of YCOM systems is complete.

County Law channel added to Hebo Site.

Consulting firm, Public Safety Consulting, Inc (PSCI) hired to audit YCOM operations and look at merging with a PSAP outside of Yamhill County.

### **2013**

Creation of YCOM Advisory Committee to review and research options for the County radio system and YCOMs future.

ADCOMM presents options report replacement and management of the Microwave system.

Narrow-banding of paging frequency started in fall.

Radio Shop closes December 31, 2013.

### **2012**

In agreement with the County to use two County radio sites, the City of McMinnville contracts with DayWireless to install a 3 site simulcast radio system separate from the County system.

Radiodan, LLC hired to evaluate status of sites and radio system, create task lists and monitor Radio Shops quality or work/completion of the tasks. Inventory completed.

Inter-tie of UHF YCOM Radio system to 800 MHz Washington County tactical channel system completed.

Fifth dispatch workstation installed.

Patti Sauers promoted to new position: Dispatch Operations Manager.

Third supervisor position not funded and then eliminated.

### **2011**

Project to implement alpha-numeric paging capabilities begun – stalled in 2012 due to lack of second frequency or commercial provider.

### **2010**

UHF Simulcast radio system “go live” in August. Implementation of Fireground radio channels. Continue to obtain additional UHF frequencies.

Added Mt. Hebo radio site to the system.





## YCOM --- Historical Highlights

**2009**

Phase II and III of Radio Project designed. UHF Simulcast Radio System Project started. Project builds upon the success of current Multicast System.

**2008**

Legislation passes to allow dispatchers to retire after 25 years with benefits earned to that point.

Research into Newberg- Dundee 9-1-1/ YCOM consolidation begins in February. Discontinued due to cost factors.

Phase 1 of County Radio System Project completed In April. Sheriff's Office moves to UHF system.

YCOM moves into new McMinnville Police Department building in June. Fourth full workstation added.

High Heaven Tower Project completed in October.

Grant funding awarded to the County for Phase II of County Radio Project including equipment to interface the Radio Systems together to achieve interoperability.

Grant funding awarded to the County to

implement upgrade to Fire Paging System.

**2007**

Planning begins for YCOM's move to the new McMinnville Police Department building.

Facilities and Technology Committee created.

9-1-1 Trunks upgraded to SESS (analog to digital) – results in redundancy with routers in Beaverton and Hillsboro and loss of ability for 9-1-1 calls to automatically forward to Newberg-Dundee 9-1-1 in an emergency.

ADCOMM selected by County Radio Executive Committee to provide engineering plan for County radio system. Grant Committee established to locate funding for radio system.

Wireless and VoIP companies complete changes necessary to consistently and accurately deliver Phase II location data over SESS system. VoIP location data is limited by equipment or plan purchased by customer.

Oregon Military Department takes over management of OEM and State 9-1-1 Program.

**2006**

Yamhill County Sheriff Jack Crabtree appointed Chair of new five member YCOM Executive Board created by revised ORS 190 Agreement.

Janis Cameron appointed YCOM Director.

Murray Paolo selected to manage YCOM Radio Shops and YCOM IS.

County begins providing payroll and other services previously provided by the City of McMinnville. VoicePrint Logging Recorder purchased to replace Dictaphone.

GeoComm Mapping installed.

McMinnville Fire MDC's installed.

Wireless companies begin delivery of Phase II location data.

Voice Over Internet Providers (VoIP) begin marketing calling plans in Yamhill County.

ADCOMM selected by County Radio Executive Committee to provide analysis and recommend plan for County radio project.





## YCOM --- Historical Highlights

- 2005**  
Chief Jay Lilly YCOM Director time allocation and fee lowered to 40%.  
YCOM telephone and CAD equipment upgraded to Phase II standards. Cell companies still unable to send location data.  
Radio Implementation Committee comprised of user agencies created.  
Fire agencies move to conventional system.  
MFD remains on trunked MPT system.  
Sheriff's Office installs Mobile Data Computers (MDC) in early fall. McMinnville PD installation completed late fall.
- County Info Services Manager, Murray Paolo  
Selected to manage County Radio Implementation Project.  
John Morris, Senior Radio Tech, retires with over 20 years of dedicated service.
- 2004**  
Plant "Pallas" Phone system replaces CML.
- 2003**  
Zetron radio consoles replace Orbacom consoles using 5-year lease/purchase financing.
- Yamhill County passes 3-year local option levy to begin expanding radio system county-wide, already begun by City of McMinnville. Grants received significantly augment scope of local option levy radio system projects.
- 2002**  
YCOM funding formula implemented with 85% police and 15% fire cost allocation.
- 2001**  
YCOM replaces PSSI Computer Aided Dispatch system with VisionAIR system using 5-year lease/purchase financing.
- City of McMinnville purchases TAIT MPT1327 radio system.
- 2000**  
Chief Jay Lilly becomes half-time director of YCOM upon Chief Brown's retirement.  
YCOM hires Janis Cameron as Deputy Director to replace Chris Hantze who retires.
- Yamhill County bond levy for 450 MHz simulcast radio system fails.
- 1999**  
YCOM Policy Board reorganizes to include county rural fire districts. Along with Policy Board membership, districts become contributing members.
- 1998**  
YCOM enters into agreement with City of McMinnville for half-time director, Police Chief Rod Brown. Chris Hantze appointed deputy director.
- In addition to the director agreement, City of McMinnville agrees to provide accounting, legal, and information services previously provided by Yamhill County.
- Ross Warner hired by City of McMinnville as YCOM's information technical specialist to support CAD, Yamhill County master addressing guide, and computer technical support.  
Consoles replaced using 5-year lease purchase financing.
- 1997**  
Co-Director Pete Crowell retires and Assistant Police Chief Norm Hand serves as part-time director until elected Yamhill County Sheriff.





## YCOM --- Historical Highlights

### **1997, continued**

Kathie Orient is elected Chair of the YCOM Policy Board.

### **1996**

Yamhill County implements enhanced 9-1-

1. State of Oregon purchases CML telephone system to replace old system unable to handle enhanced (E-911) location data.

### **1994**

Assistant Police Chief Norm Hand appointed co-director of YCOM to handle personnel and daily management with Pete Crowell co-director for technical operations.

### **1992**

YCOM implements PPSI computer-aided dispatch system (CAD) replacing "homegrown" CAD system developed at the County.

### **1991**

Medical Priority Emergency Medical Dispatch (EMD) System implemented.

### **1989**

Pete Crowell appointed first YCOM full-time director.

### **1988**

Jan Fox serves as part-time director.

YCOM moves into City facility rent and primarily utility free.

### **1987**

Yamhill County bond levy to upgrade low band radio system and add east and west county repeater sites passes.

YCOM is formed under ORS 190. Previously Yamhill County and City of McMinnville operated joint emergency communication center in the basement of Yamhill County Courthouse.

JoAnn Barry serves as part-time director.

### **1985**

Yamhill County bond levy to implement new 800 MHz radio system fails.



RESOLUTION NO. - 2015-01

A resolution adopting the budget for the fiscal year beginning July 1, 2015 and to make appropriations.

NOW THEREFORE, BE IT RESOLVED BY THE EXECUTIVE BOARD OF THE YAMHILL COMMUNICATIONS AGENCY, as follows:

1. Adopting the Budget: The Executive Board for the Yamhill Communications Agency adopts the budget for Fiscal Year 2015-16, in the sum of \$3,025,261.
2. Making appropriations: The amounts for the fiscal year beginning July 1, 2015 are for the purposes shown below, and are hereby appropriated as follows:

General Fund:

Personnel Services	\$	1,734,709
Materials & Services		739,764
Capital Outlay		40,000
Operating Contingencies		40,000

Total General Fund Appropriation	\$	<u>2,554,473</u>
----------------------------------	----	------------------

Accepted by the Executive Board of the Yamhill Communications Agency at a board meeting held on the 18<sup>th</sup> day of June 2015 by the following votes:

Ayes:

Nays:

Approved this 18<sup>th</sup> day of June 2015.



Sheriff Tim Svenson, Chair

Attest:



Janis Cameron, Director

Resolution No. - 2015-01







YAMHILL COMMUNICATIONS BUDGET

ACTUAL	ACTUAL	REVISED BUDGET	PRIOR FTE	REQUESTED FTE	INITIAL BUDGET	PROPOSED BUDGET	APPROVED BUDGET	ADOPTED BUDGET
0	386	0			0	0	0	0
47859	74929	60000			60000	60000	60000	60000
1718331	1563724	1672513	17.0000	17.0000	1736284	1734709	1734709	1734709
TOTAL FOR PERSONNEL								
555	515	1236			1274	1274	1274	1274
085-014-496.00 WORKERS COMP ASSES								
0	0	0			0	0	0	0
47859	74929	60000			60000	60000	60000	60000
1718331	1563724	1672513	17.0000	17.0000	1736284	1734709	1734709	1734709
TOTAL FOR PERSONNEL								
5596	3565	5000			5000	5000	5000	5000
23	28	0			0	0	0	0
2790	2395	5000			5000	5000	5000	5000
463	0	500			500	500	500	500
10696	2950	36500			36500	36500	9000	28000
7632	6064	7000			10000	10000	10000	10000
89084	111536	40000			40000	40000	20000	40000
5998	6220	6700			7236	7236	5570	5570
9073	7370	10000			10000	10000	10000	10000
4980	7675	8000			8000	8000	8000	8000
81660	77600	273698			227178	227178	99486	100486
2400	2200	2600			2600	2600	2600	2600
1458	2187	1502			1502	1502	1502	1502
4133	3726	7000			7000	7000	7000	7000
9621	8207	10000			10000	10000	10000	10000
19111	20572	20000			21000	21000	21000	21000
454	520	500			500	500	500	500
126	319	500			500	500	500	500
893	1262	250			500	500	500	500
25834	25834	25834			27863	27863	27863	27863
185	0	0			0	0	0	0
28956	29296	30000			30000	30000	0	0
2583	2473	0			0	0	0	0
24259	29338	2500			2500	2500	2500	2500
9605	9538	8500			8500	8500	8500	8500
37	167	170			170	170	170	170
30426	44832	56000			46000	46000	46000	46000
848	2679	15000			15000	15000	15000	15000
3820	102	5000			5000	5000	5000	25000
6997	1070	3000			2500	2500	2500	2500
1006	702	800			800	800	800	800
49580	0	0			0	0	0	0
5745	1969	17947			8838	8838	355273	355273
446072	412396	599501			0	0	0	0
TOTAL FOR MATERIALS & SERVICES								
22610	33899	40000			540187	540187	679764	739764
0	7255	134240			60000	60000	20000	40000
22610	41154	174240			0	0	0	0
TOTAL FOR CAPITAL								
0	0	40000			40000	40000	40000	40000
0	0	287685			332443	332443	430788	430788
0	0	0			70000	0	0	0
0	0	40000			60000	60000	0	0
0	0	84973			96135	96135	0	0
0	0	0			0	70000	40000	40000
0	0	452658			598578	598578	510788	510788
TOTAL FOR 900-999								
2187013	2017274	2898912	17.0000	17.0000	2935049	2933474	2945261	3025261
TOTAL EXPENSES COMMUNICATIONS								











00 "EXHIBIT A"

**BUDGET**

**COMMITTEE MEETING**

NOTICE OF BUDGET COMMITTEE MEETING A public meeting of the Budget Committee of the Yamhill Communications Agency (YCOM), Yamhill County, State of Oregon, to discuss the budget for the fiscal year July 1, 2015 to June 30, 2016, will be held at the Yamhill County Courthouse, 535 NE Fifth Street, Room 32, McMinnville, OR 97128. The meeting will take place on the 16th day of April, 2015, at 1:00 p.m. The purpose of the meeting is for committee members to receive the budget message and to receive comment from the public on the proposed budget. A copy of the budget document may be inspected or obtained on or after April 13TH, at the Yamhill County Sheriff's Office, between the hours of 9:00 a.m. and 5:00 p.m. This is a public meeting where deliberation of the Budget will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

NR Published March 24, April 3, 2015

# News-Register

**KEEPING YOU CONNECTED**

611 NE Third Street • (503) 472-5114 • www.NewsRegister.com  
PO Box 727

## AFFIDAVIT OF PUBLICATION

STATE OF OREGON } ss.  
County of Yamhill

I, Connie Crafton, being first duly sworn, depose and say that I am the Legal Clerk, of the NEWS-REGISTER, a newspaper of general circulation as defined by O.R.S. 193.010 and O.R.S. 193.020 published two times each week at McMinnville, County of Yamhill, State of Oregon, and that YCOM - Public Notice April 16, 2015 Budget Meeting- - March 24, April 3, 2015  
Subscribed and sworn before me this 4/7/2015 .

Connie Crafton

Eleanor P. Williams

Notary Public for Oregon  
My Commission Expires 08/23/2015





**FORM LB-1**

**NOTICE OF BUDGET HEARING**

A public meeting of the Yamhill Communications Agency will be held on June, 18 at 3:00 pm in Room 32 of the County Courthouse, 535 NE Fifth Street, McMinnville, Oregon. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the YCOM Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Yamhill County Sheriff's Office (535 NE Fifth St., McMinnville), between the hours of 8:00a.m. and 5:00p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Janis Cameron

Telephone: (503) 435-5680

Email: Janis.Cameron@ci.mcminnville.or.us

**FINANCIAL SUMMARY - RESOURCES**

TOTAL OF ALL FUNDS	Actual Amount 2013-14	Adopted Budget This Year 2014-15	Approved Budget Next Year 2015-16
Beginning Fund Balance/Net Working Capital	793,829	742,159	796,422
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	0	0	0
Federal, State and All Other Grants, Gifts, Allocations and Donations	0	0	0
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	0	0
All Other Resources Except Property Taxes	2,056,716	2,156,753	2,148,839
Property Taxes Estimated to be Received	0	0	0
<b>Total Resources</b>	<b>2,850,545</b>	<b>2,898,912</b>	<b>2,945,261</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	1,563,724	1,672,513	1,734,709
Materials and Services	412,396	599,501	679,764
Capital Outlay	41,154	174,240	20,000
Debt Service	0	0	0
Interfund Transfers	0	0	0
Contingencies	0	40,000	40,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	0	412,658	470,788
<b>Total Requirements</b>	<b>2,017,274</b>	<b>2,898,912</b>	<b>2,945,261</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM \***

Name of Organizational Unit or Program FTE for that unit or program			
General Fund			
FTE	18	17	17.0
<b>Total Requirements</b>	<b>18</b>	<b>17</b>	<b>17.0</b>
<b>Total FTE</b>	<b>18</b>	<b>17</b>	<b>17.0</b>

**STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING \***

Funds have been moved from the radio reserve category into an expense line.

**PROPERTY TAX LEVIES**

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit per \$1,000)	N/A		
Local Option Levy			
Levy For General Obligation Bonds			

**STATEMENT OF INDEBTEDNESS**

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>



0.  
0.

00 "EXHIBIT A"

# News-Register

## KEEPING YOU CONNECTED

611 NE Third Street • (503) 472-5114 • www.NewsRegister.com  
PO Box 727

### AFFIDAVIT OF PUBLICATION

STATE OF OREGON } ss.  
County of Yamhill

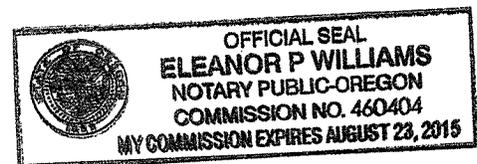
I, Connie Crafton, being first duly sworn, depose and say that I am the Legal Clerk, of the NEWS-REGISTER, a newspaper of general circulation as defined by O.R.S. 193.010 and O.R.S. 193.020 published two times each week at McMinnville, County of Yamhill, State of Oregon, and that YCOM - Display Form LB-1 - - June 2, 2015

Subscribed and sworn before me this 6/9/2015 .

Connie Crafton

Eleanor P. Williams

Notary Public for Oregon  
My Commission Expires 08/23/2015







Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight*

**City Staff:**

City Recorder: *Debbie Bernard*  
Accountant: *vacant*  
Office Specialist: *vacant*  
Library: *Melissa Hansen & Amber Deibel*  
Public Works Director: *Jeff Brown*  
Code Enforcement: *John Kowalik*

**City Of Willamina  
Minutes of the First Tuesday of The Month Meeting of the Finance  
Committee  
August 4, 2015  
4:00 PM**

**Location of Meeting:**

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

**Present at Meeting:** Mayor Skyberg

Councilor Hill  
Councilor Baller (late)  
Councilor Vinson  
City Recorder Bernard  
Quorum Was Present

The regular meeting of the Finance Committee of City of Willamina was called to order on August 4, 2015 at City Hall by Mayor Skyberg. The roll call was made by City Recorder Debbie Bernard and a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed.

**II. Review of Previous Minutes**

There were no previous minutes.

**III. Consideration of Open Issues**

1. Purchase Air Conditioner For Server Room

*An Equal Opportunity Employer*

411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121  
[willaminaoregon.gov](http://willaminaoregon.gov)



Councilor Hill called meeting for August 4th 2015 to Order shortly after 4:00pm.  
 Roll call was conducted and a quorum was present.  
 Councilor Baller then arrived a few minutes late.

## 1. Purchase Air Conditioner For Server Room

### Air Condition For The Server Room

Debbie Bernard

Debbie shared with the finance committee that a new air conditioner and heat pump was required in addition to keeping the existing one.

*Katie* Katie asked what about an unit on its own. Debbie responded we do have one up there however, it is not satisfactory.

Debbie went onto to say the existing heat pump is not powerful enough to add a new unit. She also offered the information that the sheriffs paid for part of old one. She said we are at risk for damage to our new server which is very expensive. *Katie* Katie asked about moving the server room. Debbie responded by stating the best place would be the Sherriff office. Gary stated what about connected a vent from the Sherriff's office the server room.

Ila noted that the Bid provided by the company looked very competitive.

Katie responded and said she did not realize there was a local company.

Now that we are purchasing a new server the recommendation from Primisys was to get a new air conditioner.

Ila noted that the room the server is located is one of the hottest location in the building. Ila pointed out that all the wiring is upstairs; also Gary asked if 9000 BTU unit is adequate. Debbie said the existing units have been a pleasant asset.

Ila asked about the server and the cost. Debbie responded 13 to 14,000. Ila noted the cost to the air conditioner is small in comparison. Rita noted that Dallas was also out this weekend; Rita asked should we go to the next size up while we are now in consideration. Katie questioned is this the total for the outside unit and inside unit. Debbie said there is additional work for electrical. She said that Jeff responded over the phone and said it would a couple hours of electrical work. Katie asked if there are any tax exemptions. Debbie responded we do not file taxes.

Gary asked so is everyone in agreement to send to Council and there was a nod.

## 2. Rita asked about Hampton Water Rates and how is that going.

Debbie received an email from Ray Bartlet and said he was bombarded with work and would get back to me later. Katie asked Debbie so are they saying the reads and billing are correct. Debbie said the consensus from Ray Bartlet, Ferguson and our Software *quest* Company is that the meter read from the new meter and rate calculation is correction.



Rita suggested asking Justin Riggs to weigh in. Debbie responded that she would communicate with Justin to get his take.

3. Rita offered a discussion up on the subject of signing checks and check signers. She stated that she feels there should be a resolution as to how the check signing is done now at present. The Reason she brought up was the recommendation from professional in the recent past in regards to separation of duties. Debbie said what we are doing now is we have 4 signers.
4. Rita asked about the state police security audit and asked Debbie when and how is that going and when will that be completed. Debbie responded she has not completed the deficiencies actions response and is working on a proposal and time frame that all the deficiencies would be addressed. Debbie also stated many of the deficiencies will be addressed with the new server. An example would be finger printing. Debbie is in communication with the State Police and they are responding that they want an outline of time frame completion of work. Ila asked that Debbie add Dennis Ulrich and Justin Stritzke.

Rita asked about the back up. Debbie responded Primisys has that ordered and installing it with the new server.

**MOTION:** Councilor Hill moved to adjourn meeting at 5:05. Council Baller seconded the motion. Motion carried unanimously, with Councilors Baller, Hill, voting aye. Councilor Vinson left a few minutes prior.

### Agenda and Time of Next Meeting

The next meeting will be held at 4:00 PM on September 1, 2015 at:  
City Hall  
411 NE "C" St  
Willamina, Oregon 97396

The meeting was adjourned at by Mayor Skyberg.

Minutes submitted by: City Recorder Debbie Bernard

Minutes approved by: Councilor Hill

*An Equal Opportunity Employer*

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

[willaminaoregon.gov](http://willaminaoregon.gov)



REPORT PARAMETERS

-----

ORGANIZATION : 020

BANK : 3

PRINT BY : CHECK DATE

SORT OPTION : VENDOR NAME

PRINT DETAILS : N

BEGINNING CHECK DATE : 07/01/15

ENDING CHECK DATE : 07/31/15

ORG NAME FOR EXTRACT FILE : WILLA



CITY OF WILLAMINA  
CHECK REGISTER  
DATE RANGE: 07/01/15 - 07/31/15

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6674	\$179.55	07/17/15	A&E	0	A&E SECURITY & ELECTRONIC SOLUTIONS	OUTSTANDING
3	6675	\$694.87	07/17/15	AMAZN	0	AMAZON	OUTSTANDING
3	6643	\$300.00	07/15/15	DEIBE	0	AMBER DEIBEL	OUTSTANDING
3	6707	\$48.04	07/30/15	DEIBE	0	AMBER DEIBEL	OUTSTANDING
3	6676	\$339.00	07/17/15	AMWA	0	AMERICAN WATER WORKS ASSOCIATION	OUTSTANDING
3	6708	\$285.49	07/30/15	BRTTH	0	BRETTHAUER OIL CO.	OUTSTANDING
3	6709	\$500.00	07/30/15	CMORE	0	C MORE PIPE SERVICES	OUTSTANDING
3	6710	\$2047.00	07/30/15	CSCDC	0	CASCADE COLUMBIA	OUTSTANDING
3	6677	\$482.29	07/17/15	CASC	0	CASCADE FORM SYSTEMS	OUTSTANDING
3	6696	\$1061.11	07/23/15	CENLK	0	CENTURYLINK	OUTSTANDING
3	6711	\$374.47	07/30/15	CENLK	0	CENTURYLINK	OUTSTANDING
3	6678	\$17.90	07/17/15	CCC	0	CHEMERETA COMMUNITY COLLEGE	OUTSTANDING
3	6679	\$250.00	07/17/15	CITY	0	CITY OF YAMHILL	OUTSTANDING
3	6712	\$185.20	07/30/15	UNTON	0	CONST & GEN LABORERS UNION	OUTSTANDING
3	6713	\$30.68	07/30/15	DKIDD	0	DEAN & BARBARA KIDD	OUTSTANDING
3	6642	\$1344.99	07/15/15	BERND	0	DEBRA J BERNARD	OUTSTANDING
3	6714	\$36.29	07/30/15	BERND	0	DEBRA J BERNARD	OUTSTANDING
3	6680	\$127.56	07/17/15	DEMCO	0	DEMCO	OUTSTANDING
3	6697	\$311.84	07/23/15	ENVRC	0	ENVIRO-CLEAN EQUIPMENT	OUTSTANDING
3	6698	\$148.10	07/23/15	FERGE	0	FET PORTLAND WATERWORKS #3011	OUTSTANDING
3	6715	\$773.14	07/30/15	FERGE	0	FET PORTLAND WATERWORKS #3011	OUTSTANDING
3	6716	\$30.99	07/30/15	GMNT	0	GOODMAN'S TRUE VALUE	OUTSTANDING
3	6682	\$212.00	07/17/15	HNYBC	0	HONEY BUCKET	OUTSTANDING
3	6683	\$27.00	07/17/15	ITMZR	0	ITEMIZER-OBSERVER	OUTSTANDING
3	6641	\$400.00	07/15/15	B400	0	JEFF BROWN	OUTSTANDING
3	6646	\$300.00	07/15/15	KOWOJ	0	JOHN P KOMOLIK	OUTSTANDING
3	6645	\$900.00	07/15/15	JUSRI	0	JUSTIN RIGGS	OUTSTANDING
3	6684	\$260.16	07/17/15	JUSRI	0	JUSTIN RIGGS	OUTSTANDING
3	6717	\$3.49	07/30/15	JUSRI	0	JUSTIN RIGGS	OUTSTANDING
3	6647	\$5941.00	07/15/15	KAYXL	0	KATHY TAYLOR CONSULTING	OUTSTANDING
3	6685	\$11875.00	07/17/15	KELLE	0	KELLER ASSOCIATES INC	OUTSTANDING
3	6718	\$1576.47	07/30/15	LOC	0	LEAGUE OF OREGON CITIES	OUTSTANDING
3	6719	\$50.82	07/30/15	LEVAN	0	LINDA L. EVANS	OUTSTANDING
3	6685	\$586.00	07/17/15	LGPI	0	LOCAL GOVERNMENT PERSONNEL INSTITUTE	OUTSTANDING
3	6688	\$1113.00	07/17/15	MWCOG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS	OUTSTANDING
3	6699	\$250.25	07/23/15	MWCOG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS	OUTSTANDING
3	6720	\$2783.35	07/30/15	MWCOG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS	OUTSTANDING
3	6687	\$270.00	07/17/15	MYLON	0	MOVIE LICENSING USA	OUTSTANDING
3	6700	\$595.00	07/23/15	NWSPR	0	NEWS REGISTER	OUTSTANDING
3	6721	\$39.80	07/30/15	NWNGG	0	NORTHWEST LOGGING SUPPLY, INC.	OUTSTANDING
3	6722	\$31.36	07/30/15	NWNTNR	0	NW NATURAL	OUTSTANDING
3	6691	\$60.00	07/17/15	OLA	0	OLA	OUTSTANDING
3	6689	\$115.00	07/17/15	OWU	0	OREGON ASSOCIATION OF WATER UTILITIES	OUTSTANDING
3	6701	\$77.00	07/23/15	ORDMV	0	OREGON DEPARTMENT OF MOTOR VEHICLES	OUTSTANDING
3	6690	\$578.20	07/17/15	ORR	0	OREGON DEPARTMENT OF REVENUE	OUTSTANDING
3	6723	\$1487.50	07/30/15	OREVA	0	OREVAC WEST INC	OUTSTANDING
3	6702	\$170.00	07/23/15	PACSO	0	PACIFIC SOLAR	OUTSTANDING
3	6724	\$13614.45	07/30/15	PRIMI	0	PRIMISYS	OUTSTANDING
3	6725	\$29.00	07/30/15	PRINT	0	PRINT NW	OUTSTANDING



CITY OF WILLIAMINA  
CHECK REGISTER  
DATE RANGE: 07/01/15 - 07/31/15

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6644	\$400.00	07/15/15			RICHARD HAYNES	OUTSTANDING
3	6648	\$1000.00	07/15/15			RICHARD MOWER	OUTSTANDING
3	6726	\$146.57	07/30/15			RMF INVESTMENT GROUP	OUTSTANDING
3	6727	\$157.62	07/30/15			SPRINT	OUTSTANDING
3	6692	\$1211.63	07/17/15			SETTLER SUPPLY COMPANY	OUTSTANDING
3	6703	\$270.00	07/23/15			STUCK ELECTRIC CO	OUTSTANDING
3	6704	\$42.97	07/23/15			SUBSCRIBER SERVICES	OUTSTANDING
3	6705	\$101.00	07/23/15			SUMMIT SUPPLY CORPORATION OF COLORADO	OUTSTANDING
3	6693	\$25.38	07/17/15			TELECHECK SERVICES, INC.	OUTSTANDING
3	6681	\$26.97	07/17/15			THE ENGLISH HOME	OUTSTANDING
3	6728	\$155.00	07/30/15			TITUS & RUTH WILKE	OUTSTANDING
3	6730	\$490.00	07/31/15			UNITED STATES POSTAL SERVICE	OUTSTANDING
3	6694	\$385.00	07/17/15			WATERLAB CORP.	OUTSTANDING
3	6729	\$5000.00	07/30/15			West Valley Community Campus	OUTSTANDING
3	6706	\$1596.00	07/23/15			YAMHILL COMMUNICATIONS AGENCY	OUTSTANDING
3	6695	\$2500.00	07/17/15			YAMHILL COUNTY PUBLIC WORKS DEPARTMENT	OUTSTANDING
TOTAL # OF ISSUED CHECKS:			65	TOTAL AMOUNT:		66422.50	
TOTAL # OF VOIDED/REISSUED CHECKS:			0	TOTAL AMOUNT:		0.00	
TOTAL # OF ACH CHECKS:			0	TOTAL AMOUNT:		0.00	
TOTAL # OF UNISSUED CHECKS:			0	TOTAL AMOUNT:		0.00	





Mayor Ila Skyberg

1

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight  
Allen Bramall*

**City Staff:**

*City Recorder: Debbie Bernard  
Accountant: vacant  
Office Specialist: Temp  
Library: Melissa Hansen & Amber Deibel  
Public Works Director: Jeff Brown  
Code Enforcement: John Kowalik*

**City Of Willamina  
Minutes of the Fourth Tuesday of Month Meeting of the Public Works Committee  
July 21, 2015 (meeting date was changed by Councilor Stritzke request)  
3:00 PM**

**Location of Meeting:**

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

**Present at Meeting:**

Mayor Skyberg  
Citizen Craig Johnson  
Public Works Superintendent Jeff Brown  
Council President Rita Baller -arrived Late  
Councilor Stritzke  
City Recorder Debbie Bernard

The regular meeting of the Public Works Committee of City of Willamina was called to order at 3:00 PM on July 21, 2015 at 411 NE "C" St by Councilor Gary Hill. City Recorder Bernard called roll call and a quorum was present.

**I. Approval of Agenda**

No request for approval.

**II. Review of Previous Minutes**

None provided.

**III. Consideration of Open Issues**

1. Bid Proposals for Street Repair  
Jeff Brown  
Jeff started out by talking about H & H Paving Company who won the SW Pioneer Overlay project. He said H & H could do additional street repair.

**An Equal Opportunity Employer**

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

[willaminaoregon.gov](http://willaminaoregon.gov)



He then presented a proposal created by H & H that listed several streets in Willamina at a total cost of \$60,000.

The list of streets proposed for repair were SW Lamson & Maple, Barber @ Maple, 4<sup>th</sup> St. from B St. to C St., 4<sup>th</sup> St. to C St., and D St. from 4<sup>th</sup> to 3<sup>rd</sup>.

Councilor Stritzke asked Debbie if there was money for these projects. Debbie responded that the proposal presented was the first time she had seen the paper work or was aware of the Jeff's request and she would have to review the information and get back to the committee. Jeff stated that he assumed we could use SDC's money. He said he was aware Harold Miller was building up on 6th street and other houses were being built by West One homes. Debbie responded again she would research and get back to Jeff.

2. COG TRAINING

Mayor Skyberg

Ila asked if the Cog Training could be moved to the July 28th.

3. City Hall Roof

Jeff Brown

Jeff talked about the repair of the roof at City Hall. He said that he had requested 3 bids but only received one bid back from Chris Scholten Construction for \$9,450 which was presented at this meeting. He said he requested a bid for Corey Adams and Washington Roofing. It was recommended to add the Bid Proposal to the next agenda.

Jeff also stated that he talked to Sherman Willamina and he spoke with SM and them getting bids for the City and will bid painting. Heather asked for Museum are we taking down the paint to the woods? Jeff noted he put \$10,000 for Museum and 8,000 for City Hall painting in the budget. Next meeting Jeff will have bids from Sherman Willamina. **\*\*Lead Paint Certified \*\***Jeff stated the Paint is for the outside.

4. Red Line Wave Broad Band

Jeff Brown

There was a discussion brought up by Jeff regarding Wave Broad Band requesting a permit to bore under street to bury lines. Jeff gave them the OK.

5. Lamson Park Porta Potty

Jeff Brown

Jeff asked if it was OK to leave a porta potty at Lamson. It was the consensus to leave the port a potty. There was a question asked if a porta potty could be left at the Garden Spot Park. Rita stated we could try it and see if it works. Gary wanted the subject sent to City Council for approval. There was a suggestion to bring one in for Cemetery. Jeff said we can borrow one from another park.

6. Heather asked the question since the Willamina Cemetery is a Pioneer Cemetery does that mean there are no faults; Jeff responded some have vaults some do not. She asked if a plot could be

**An Equal Opportunity Employer**

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

[willaminaoregon.gov](http://willaminaoregon.gov)



purchased. Jeff responded there are some available. Jeff said Sue sold a plot a few years ago. Jeff also noted Sue was working on a project to check on occupied plots.

Rita then said that we are sitting ducks should we sell plots and have no definite knowledge of who is buried where and if the plot is vacant. She added could you imagine if there is an error made. Rita said Val Admundsen told the City to not sell any plots. However, Sue did sell one against Val's advice. Gary offered he would follow up with the tribe and find a contact as to what was done in the past regarding burial plots. Gary also added he has kept records for the past and will present that info to the City Recorder or Jeff.

Debbie shared that she remembers Sue having her run google maps to provide to the Tribe for their research. Debbie said that Sue reported to her that the maps were not sufficient for the Tribe to study and give a conclusive feedback.

Rita said at one point people visited to advise how to repair headstones and they may be a good contact for radar. Gary asked Debbie if sue old files showed who she contacted; did she contact Chemeketa. Heather responded that U of O or OSU would be a contact that has programs for research on ground and soils that show disturbed ground data; she also said there are equipment above ground to test to see if the ground has changed that would depict changes in the soil that can give conclusive archeological site information.

Ila stated that a man from Sheridan showed up at the Cemetery and it was locked. He showed up at City Hall when we were having an Employee meeting and City Hall was closed. Jeff responded that the drive thru gates is always locked. If we leave them locked or unlocked it becomes a race track. Ila asked if we could post a sign when we are open. Jeff said the city could make sign and post it at the cemetery and show who to contact. Heather said most small cemeteries are locked because they are not manned. Heather asked if a person could purchase a plot. Jeff responded and said yes there are a few plots still available. He said we have a map showing which plots are available; however, he does not know the accuracy. Rita asked that we put the research to find out the occupancy before we sell more plots.

#### **IV. Agenda and Time of Next Meeting**

The next meeting will be held at 3:00 AM on Tuesday, August 25, 2015 at:  
Willamina City Hall  
411 NE "C" St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Follow up to Heather question to Debbie if there is money for street repair.

The meeting was adjourned at 4:30 PM by Councilor Gary Hill.

Minutes submitted by: Debbie Bernard\_\_\_\_\_

**An Equal Opportunity Employer**

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

[willaminaoregon.gov](http://willaminaoregon.gov)



Minutes approved by: Gary Hill\_\_\_\_\_

**An Equal Opportunity Employer**

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

*[willaminaoregon.gov](http://willaminaoregon.gov)*



## Jeff Brown

---

**From:** dave quinton [dave@hhpavingco.com]  
**Sent:** Monday, July 13, 2015 10:34 AM  
**To:** Jeff Brown  
**Subject:** Asphalt paving proposal various streets  
**Attachments:** City of Willamina Various Streets.pdf

Hi Jeff,

See attached for the asphalt paving proposal, If you would like to take care of the traffic control you could save on that cost

At this time all the contractors that we would use to repair the man hole are to busy to look at it for me you might check with sumco out of Sheridan.

Thank You,  
....Dave

H&H Paving Co.  
503-363-6719 office  
503-362-5375 fax  
503-932-2199 cell



# Proposal / Agreement

H & H Paving Co.  
3140 22nd Street SE  
Salem, Oregon 97302



Office: (503) 363-6719  
Fax: (503) 362-5375  
CCB# 33393

**Locally owned and operated since 1979**

SUBMITTED TO City Of Willamina		PHONE 503-876-2242	DATE 07/07/15
STREET 411 NE C St PO Box 629		JOB NAME Various Streets	
CITY, STATE, ZIP CODE Willamina Or. 97396		JOB LOCATION SW Lamson SW Barber, 4th @ B st, D st.	
ARCHITECT	DATE OF PLANS	Email brown@ci.willamina.or.us	JOB PHONE Jeff 971-237-4611

We hereby submit specifications and estimates for:

**SW Lamson @ Maple 20'x220'**

Item	Description	Qty	Unit	Unit Cost	Est. Amount
1	Mobilization	1	LS	\$600.00	\$600.00
2	Minor Clean existing asphalt	1	LS	\$2700.00	\$2700.00
3	Prelevel & 2" asphalt overlay	98	Ton	\$85.30	\$8359.40
4	Traffic Control	1	LS	\$450.00	\$450.00

**Barber @ Maple 22'x50'**

Item	Description	Qty	Unit	Unit Cost	Est. Amount
1	Minor Clean existing asphalt	1	LS	\$600.00	\$600.00
2	Prelevel & 2" asphalt overlay	25	Ton	\$85.30	\$7250.50
3	Traffic Control	1	LS	\$350.00	\$350.00

**4th St From B st to C st 28'x271'**

Item	Description	Qty	Unit	Unit Cost	Est. Amount
1	Minor Clean existing asphalt	1	LS	\$2975.00	\$2975.00
2	Prelevel & 2" asphalt overlay	165	Ton	\$92.00	\$15,180.00
3	Traffic Control	1	LS	\$450.00	\$450.00

**4th St C st to power pole 18'x231'**

Item	Description	Qty	Unit	Unit Cost	Est. Amount
1	Minor Clean existing asphalt	1	LS	\$600.00	\$600.00
2	Prelevel & 2" asphalt overlay	90	Ton	\$92.00	\$8280.00

**D St From 4th to 3rd 26'x235'**

Item	Description	Qty	Unit	Unit Cost	Est. Amount
1	Restoration Clean Up	1	LS	\$600.00	\$600.00
2	Prelevel & 2" asphalt overlay	120	Ton	\$92.00	\$11,040.00
3	Traffic Control	1	LS	\$350.00	\$350.00

Scope of work to be performed with SW Pioneer dr project, If not an additional mobilization cost will apply

No: Night work, Concrete work, Asphalt grinding, A.C. Testing, Testing, Permits, Fees, or Bonds

I/we Herby agree that payment of the entire balance of this agreement shall become due and payable within 30 days following completion of the project, unless otherwise agreed upon hereon and I/we further agree that in the event H&H PAVING CO. INC. becomes obliged to hire an attorney for the purpose of collecting any amount due or enforcing any other term of this agreement then I/we will pay the reasonable attorney's fees regardless of whether suit is filed, at trial and upon thereon, in addition to such sums as allowed by law. I/we agree that the unpaid balance of this agreement shall bear interest at a rate of 1.5% per month from the date of completion of the project and said interest shall continue until all sums due hereunder are paid in full. Reflective cracking may appear in new asphalt.

**We agree** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: \_\_\_\_\_ dollars (\$ As Above )

As Above  
Payment to be made as follows:

All material is guaranteed to be as specified. Any alteration or deviation from above specifications involving costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized.....Dave Quinton

Note: This agreement may be withdrawn by us if not accepted within \_\_\_\_\_ 15 \_\_\_\_\_ days

**Acceptance of Agreement -** The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made outlined above

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_



# PROPOSAL

Date: 7/16/2015  
 Expiration Date: 8/16/2015

Chris Scholten Construction  
 8375 Rowell Creek Rd.  
 Willamina, OR 97396  
 971-241-7392  
 Fax 503-879-9094  
 Chrisscholten81@gmail.com

To JEFF BROWN  
 CITY OF WILLAMINA  
 411 NE C ST  
 WILLAMINA OR, 97396  
 503-876-2242

Salesperson	Job	Payment Terms	Due Date
	CITY HALL ROOF	TBN	

Qty	Description	Unit Price	Line Total
	STRIP ROOF DOWN TO BARE SURFACE, INSTALL AND PROVIDE ARC. COMPOSITION, INSTALL ALL NEW EDGE METAL, VALLEY FLASHING, ROOF TO WALL. REPLCE ALL VENTS AND BOOTS, INSTALL ROOFING OVER 30 POUND FELT. OWNER TO CHOOSE COLOR OF ROOFING.REMOVE ALL DEBRIS AND DISPOSE OF PROPERLY. LEAVE ALL GUTTERS FREE OF DEBRIS. APPROX. 27 SQUARE OF ROOFING.		
<b>Subtotal</b>			
<b>Sales Tax</b>			
<b>Total</b>			\$9,450

Quotation prepared by: CHRIS SCHOLTEN \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: \_\_\_\_\_





Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight  
Allen Bramall*

**City Staff:**

City Recorder: *Debbie Bernard*  
Accountant: *vacant*  
Office Specialist: *Amber Deibel*  
Library: *Melissa Hansen & Denise Amber Deibel*  
Public Works Director: *Jeff Brown*  
Code Enforcement: *John Kowolik*

**City Of Willamina  
Minutes of the Phone Meeting w Oregon Cemetery Board Inspection  
August 5, 2015  
9:30am**

**Location of Meeting:**

City of Willamina phone call 503-876-2242

**Present at Meeting:**

Brenda Biggs Compliance Specialist Inspector  
971.673.1505

Oregon Mortuary & Cemetery Board

Inspection Review by phone 8/5/2015 9:30am to 10:30am

Deficiency/ Correction report will be sent to the City shortly.

Form 1) page of violations 2) pages send back law and corrections

**I. Agenda**

Review submitted information (sent by the City Recorder to MCB) for Inspection Review.

**II. Consideration of Open Issues**

- Lola Chapin burial 8-22-14 Willamina Cemetery.
  - Provide document of burial.
  - Find funeral service paperwork – Debbie will contact MACY and Sons funeral director, date, burial – interment authorization
- Reviewed Maps.
- Certificate of Internment Rights
- Sample Rules – Brenda will send
- Second Right of Internment – allow a second family member in the same plot
- Internment Authorization Forms – request form funeral directors
- Cremated remains. Record person name that marked out the grave. Person bringing cremated Remains.
- Full Remains require a completed form.
- Current Laws.
- Roger Rules of Order for meetings. We get to determine how and when we meet and who is on the board.



- Scattering authorization by air or sea.
- Right to Corrections Form
- Inspection Review by phone 8/5/2015 9:30am to 10:30am
  - Deficiency/ Correction report will be sent to the City shortly.  
Form 1) page of violations 2) pages send back law and corrections
- Curry Gill 503-986-0690 – Debbie will contact to ask for information on radar confirming occupied plots
- Inspection or Audit is done every 2 years (in the future we may qualify for self-audit report)

### **Right to Corrections Form (if error made)**

- Notification of Found Human Remains.doc Effective 03/29/2013 OMCB  
Notification of Found Human Remains (other than cremated remains1)  
Oregon Mortuary & Cemetery Board  
Email: mortuary.board@state.or.us Fax: 971-673-1501

CEMETERY Phone Number Date of Notification

Name of person(s) discovering the remains Description of found remains / partial remains / funerary objects

Date remains Found Location remains were found (block, lot, plot, or other location)

Describe the circumstances under which remains were found in a presumed unoccupied grave:

Remains Positively Identified: Name of decedent: How were they identified: What was the outcome?

Remains Not Identified:

Date records updated to show space Licensee or Representative updating the records

is not available for interments

Disinterment Authorized by: **(Pursuant to ORS 97.220 or 146.105)**

**OAR 830-030-0000(8)** If human remains or partial human remains, other than processed cremated remains, are

- discovered in a presumed unoccupied grave or crypt when opening the grave or crypt for purposes

One possible violation would be records for Lola Chapmin. Correction can be made by August 17, 2015.

The meeting was ended at 10:30 AM by Brenda Biggs.

Minutes submitted by:  
Debbie Bernard, City  
Recorder



(CEMETERY NAME HERE):

In compliance with ORS 97.710, the (Cemetery Authority name here) has adopted these Rules and Regulations for the use of (Cemetery Name Here).

These Rules and Regulations are intended as a protective measure for all who use this facility. The nature of all improvements, good appearance of the grounds and buildings, and respectful observance of the sacredness of the place, requires adherence to rules in which the right of an individual is secondary to the needs of others.

Anything that mars the general beauty of Cemetery Name shall be avoided and lot owners shall consider that the one lot is but a part of the whole and seek to improve it only with regard to its surroundings.

Cemetery office hours are 8:30 a.m. to 3:30 p.m. Monday through Friday. Cemetery grounds are open for visitation seven days a week from dawn to dusk. The office is closed all Legal Holidays and weekends. Cemetery maps and burial records are available on our website or at the cemetery business office.

#### DEFINITIONS:

**Cemetery:** The term "cemetery" is hereby defined to include a burial park for earth interments, a community mausoleum for crypt entombments, for cremated remain inurnments, or a combination of one, or more than one, thereof.

**Cemetery Grounds:** The area described as [physical location] as constituting (Cemetery Name Here).

**Lots, plot or burial space:** The term "lot," "plot," or "burial space" shall be used interchangeably, and shall apply with like effect to one, or more than one, adjoining graves; to one, or more than one, adjoining crypts or vaults; or to one, or more than one adjoining niches.

**Interment:** The term "interment" shall mean the permanent disposition of the remains of a deceased person by inurnment, entombment or burial.

**Memorial:** The term "memorial" shall include a monument, marker, headstone, crypt and niche plates or name engraved on the Memorial wall.

**Monument:** The term "monument" shall include a tombstone or memorial of granite, which shall extend above the surface of the ground.

**Memorial Wall:** A granite wall bearing engraved names.

#### VISITORS:

All persons are welcome to visit the cemetery grounds while the gates are open; however, all persons entering the cemetery grounds shall respect the rules and regulations of the cemetery provided herein. Loud, boisterous and profane language is prohibited. No person will be permitted to disturb the quiet or good order of the grounds or to act in any unseemly, irreverent or boisterous manner. Employees are instructed to see that proper decorum is maintained at all times. Children are not allowed to run at will over the grounds. Cemetery staff shall exclude or eject all those who persistently disregard Cemetery Rules.



Visitors are forbidden to cut, pick or remove flowers or plants without permission, or to break or injure trees or shrubs, or to injure or deface any monument, vault, structure or other cemetery property.

Anyone violating this regulation is liable for arrest and prosecution.

No persons with firearms will be allowed to enter any part of the grounds, except in the case of a military funeral. For military funerals, only active duty military personnel who are participants in the funeral shall be allowed to carry firearms.

Dogs are not allowed on the Cemetery grounds.

Visitors who are not part of a funeral in process shall not congregate around the grave while the committal service is in progress.

#### GRAVES, LOTS AND IMPROVEMENTS

All lots are sold subject to the rules and regulations of (Cemetery Name Here) and subject to free right-of-way for all water drainage pipes as may be located in any lot, walk or avenue.

The price of all lots include the perpetual care of the same, and the price shall be paid in full before any interment is permitted; or within 12 months of purchase, whichever occurs first. If additional adjoining lots are desired, they must be paid for in full before the end of one year from date of first purchase. Owners with an outstanding balance at the end of 12 months will be sent a letter requesting payment in full within 30 days. If payment is not received within the 30-day grace period, the owner will receive a refund of all monies paid on account, less a 10% handling fee.

The prices of lots vary, and do not appreciate in value once purchased. They are fixed according to the size and location. The price of all lots includes the endowed care of the same.

Graves cannot be sold, except back to (Cemetery Name Here). The cemetery will buy the grave back at the original purchase price. The owner of the grave also has a right to transfer or assign their grave to another family member or individual by written permission. Owners also have the right to give permission for the burial of the cremated remains of another individual on their grave. Lot owners should advise the cemetery office of any change of address or contact information.

The (Cemetery Name Here) and its Cemetery Staff reserves the right to correct any errors that may be made by it either in making interments, disinterments or removals, or in the description, transfer or conveyance of any interment property, either by canceling such conveyance and substituting and conveying in lieu thereof other interment property of equal or greater value and similar location as far as possible, or as may be selected by the cemetery, or by refunding the amount of money paid on account of said purchase. In the event such error involves the interment of the remains of any person in such property, the cemetery reserves, and shall have, the right to remove and/or transfer such remains so interred to such other property of equal or greater value location as may be substituted and conveyed in lieu thereof. In the event such error requires disinterment of remains, purchaser and heirs agree to give written permission for disinterment to correct such errors. The (Cemetery Name Here) and its Cemetery Staff shall also have the right to correct any errors made by placing an improper inscription, including an incorrect name or date, either on memorial or on the container for cremated remains.



## INTERMENTS AND FUNERALS

(Cemetery Name Here) and its Cemetery Staff shall open Graves only when they have been given sufficient notice to complete the work. No interment or disinterment will be permitted without an order, from the proper authority and without the permission of the lot owner and the next of kin of the deceased.

Advance notice must be given the cemetery office of the intention to bury the remains of any person who died of smallpox or other virulent contagious disease, so that a proper time may be appointed and suitable arrangements made for the safety of the employees and the public. Remains of persons having died of any contagious disease shall not be disinterred.

Burials of more than one full body in the same grave is strictly prohibited. One grave will accommodate a maximum of one full body burial and no more than 4 sets of cremated remains, or only 4 sets of cremated remains without one full body. However, a full body burial must take place prior to the burial of any cremated remains, or take place second, after the first set of remains are placed.

No grave on any lot shall be opened, filled or sodded except by the cemetery personnel.

Funerals, on reaching the cemetery, will be under the charge of the cemetery personnel only and shall obey all directions provided by cemetery staff.

Every full body earth interment shall be enclosed in an appropriate vault or liner that meets the approval of the cemetery management. A list of interment charges is available in the cemetery office. No graveside services are allowed. Family services may be held in one of our two Mausoleum Courtyard areas. Family may be allowed to watch placement after the service.

## DISINTERMENTS AND REMOVALS

When disinterments are to be made and remains taken from the cemetery, the consent of the cemetery manager as well as a permit from the State Registrar of the Center for Health Statistics shall be obtained. In addition, written consent of the owner of the lot or grave, and the surviving wife, husband, children (of legal age), or parents of the deceased shall be obtained, but if consent of any such person cannot be obtained, a court order shall be required. On a full body earth disinterment, cemetery personnel shall remove the earth down to the vault or liner. After that, the vault company or funeral home shall be responsible for the final removal of the remains.

## TREES, SHRUBBERY AND FLOWERS

Cemetery personnel will have charge of planting of trees and shrubs in accordance with the general plan for the landscaping of the grounds. Additional planting of shrubs, flowers and trees may be allowed within certain areas of the cemetery with the proper approval by the cemetery manager. No plantings of any kind will be permitted on graves.

If any tree, shrub, vine or plant shall, by means of its roots, branches, or otherwise, become detrimental to lots or avenues, or dangerous or inconvenient to walks or roadways, or interfere with the general design of the cemetery, cemetery staff shall have the right and it shall be their duty to remove the same, when in their professional judgment it seems best. The determination of when a tree, shrub, vine or plant becomes detrimental is subject to the discretion of cemetery staff.



## OBJECTIONABLE ARTICLES

The cemetery management prohibits enclosures of any kind including ornaments, frames, chairs, benches, vases, glass cases or any other articles on cemetery grounds. Cemetery management reserves the right to remove such items without notice to the lot holder.

Seasonal decorations, excluding benches, vases, glass items or toys, will be allowed beginning three days prior to the any holiday recognized by the (Cemetery Name Here) which includes Memorial Day, Independence Day, Veteran's Day, Thanksgiving, Christmas Eve, Christmas, Valentine's Day, Mother's Day and Father's Day. Seasonal decorations must be removed within 7 days after the holiday or the property will be deemed abandoned property and removed.

No signs indicating that a lot or crypt is "for sale" nor signs, cards or advertisements of any kind will be permitted.

Funeral designs and floral pieces will be removed from graves, niches or crypts when they become wilted or unsightly. Persons desiring to retain any funeral designs or floral pieces must remove the same within forty-eight hours after interment.

Any damage caused by use of glues, tapes, or other products to affix or secure items to mausoleum faces or markers, and the processes, chemicals or tools employed to remove those products is not the responsibility of (Cemetery Name Here).

Unsightly decorations affixed and/or secured to the mausoleums face, or those encroaching onto another person's property, including, but not limited to, flowers, cards, pictures, stuffed animals, etc., will be removed by cemetery personnel without notice. If the damage caused by the use of glues, tapes or other products to affix or secure items to the mausoleums face is excessive and needs repair, the cemetery reserves the right to seek reimbursement of those costs of repair from the party that caused such damage.

## FLORAL ARRANGEMENTS

No flower receptacles may be placed on any plot or in the mausoleum, unless made of approved material, size and design. Glass is not acceptable. The cemetery shall not be liable for floral pieces, baskets or frames in which or to which such floral pieces are attached, beyond the acceptance of such floral pieces for funeral services held in the cemetery.

Artificial flowers do not fit in the general theme of the cemetery where natural plantings are the basis of its park-like effect. Artificial flowers, wreaths, etc., will not be allowed during the period beginning March 1st and ending October 31st of each year, which are the normal period of lawn mowing and maintenance and the normal growing season of the year. All such artificial floral arrangements present during these months will automatically be removed. During the remainder of the year, artificial arrangements will be allowed so long as they do not become unsightly and are placed in approved receptacles. At no time will the cemetery assume any responsibility for the care, preservation or safekeeping of artificial floral arrangements.

Flower vases that protrude above the level of the ground will not be permitted. All flower vases must be installed by cemetery personnel, and such flower vases must be of a material, design and size that meets the approval of the cemetery. Temporary flower vases are available in the cemetery office.



The cemetery will not be responsible for vases that are damaged or stolen from graves lots or mausoleums.

#### AUTOMOBILES

No driving or riding will be allowed on lots or upon the lawns or walks; this applies to bicycles, skateboards, rollerblades, scooters etc. All persons driving any vehicle in the cemetery will be held responsible for any damage done by them.

No U-turns are allowed. Vehicles shall proceed to the next cross street and proceed through the cemetery to exit the grounds.

Speed of automobiles shall not exceed posted limits.

Automobiles shall be parked so that traffic is not obstructed.

#### MONUMENTS

Permanence is essential in any monumental work. Therefore, any monument or marker must be constructed of a durable material, as determined by cemetery personnel.

Monuments will only be allowed on those family lots purchased with monument privileges. Check with cemetery personal for further information regarding upright monuments.

Only one marker will be allowed on each grave and must be of required size. Only borderless markers will be allowed.

The following are the standard marker sizes allowed:

Cremation and Infant Markers (Section M & N) 16"x8"x4"

Infant Markers (Section L) 28"x16 x 4"

Double Cremation Markers (Section M) 24"x12"x4"

Single Markers 30"x18"x 4"

Companion Markers 48"x18"x 4"

Markers will be set at the head of each grave. Companion markers, intended to embrace two or more graves, shall be permitted.

Delivery of monuments and markers by outside vendors may be made only during the normal working days and hours of the cemetery. All fees associated with monuments or markers by outside vendors must be paid in full prior to placement. Please obtain a copy of our Rules and Regulations from the cemetery office prior to purchasing a monument or marker from an outside vendor.

Monument and marker firms will be held responsible for any damage done by them to other monuments, grass, trees, or any other object whatsoever in the cemetery. They are subject to the control and direction of cemetery personnel.

Workmen must suspend their labors within the immediate vicinity of a funeral until the conclusion of all the services.



## FOUNDATIONS

Cemetery personnel shall do excavations and foundations for any monument or marker and all cement work only, except if an outside vendor has been approved to do so by the cemetery manager. See our

Rules and Regulations.

No foundations will be put in during freezing or inclement weather.

## PRICES FOR FOUNDATIONS

The cemetery management has established and published prices for the construction of all sizes of foundations, which is contained in our Rules and Regulations, of which a copy can be obtained in the cemetery office.

## PEDDLING OR SOLICITING

Soliciting the sale of any commodity, soliciting of donations or distribution of any printed material, other than by cemetery personnel, is strictly prohibited.

## RIGHTS OF LOT OWNERS AND HEIRS

All rights of lot owners shall be consistent with ORS 97.510 or 97.650.

## EMPLOYEES

All the employees of the cemetery are instructed to give respectful and courteous attention to lot owners and visitors. Any violation of this rule should be reported to the Cemetery Manager.

Employees are also instructed to afford equal and courteous attention to all funeral directors, and contractors who may have business on the grounds.

No money shall be paid to any of the employees of the cemetery as a fee or reward for any service performed.

Employees are forbidden to take orders or instructions for work unless issued by the cemetery manager.

## GENERAL

All full body human remains intended for interment shall be received at the cemetery in a suitable casket or container and will not be placed in the grave, crypt or moved about without being in an acceptable container. An "acceptable container" is defined to mean one that will insure protection to the health and safety of the cemetery personnel, provide a proper covering for all remains, and meet minimum requirements for the maintenance of appropriate respect and consideration.

Human remains, other than cremated remains, interred in the Mausoleum shall be embalmed. Ground burial does not require embalming of human remains.

The cemetery shall take reasonable precaution to protect lot owners and the property rights of grave owners, within the cemetery, from loss or damage; but it distinctly and expressly disclaims all responsibility for loss or damage caused by the elements, acts of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots or order of any military or civil authority, whether the damage be direct or collateral, other than has been herein provided.



The foregoing rules and regulations are subject to change whenever the (Cemetery Name Here) deems it necessary. They are also subject to any changes that may occur through legislative act of the State of Oregon.

The cemetery manager will review prices on labor, lots, crypts and niches annually and make his recommendations to the Board of Directors for approval as part of the annual budget process.



## Observations – Accounting, Budget, Finance

These topics have been prepared based on my professional expertise in collaboration with Debbie Bernard and other staff.

### *Overhead Allocation*

In prior years, invoices for the following expenses were charged to many fund and several departments in the general fund. By accounting in this manner, it was very difficult to see the actual costs in the general ledger. In order to more accurately understand the cost of these items, all charges will be in the General Fund and a monthly allocation will be charged to other funds.

Enterprise funds will have a monthly overhead allocation, rather than percentage of numerous invoices. At year end, or sooner if needed, the allocation will be revised to match actual expenditures. Additionally, internal charges between General Fund departments are not necessary.

010-150-6020 EQUIPMENT REPAIR & MAINTENANCE -A	(21,350)
010-150-6021 EQUIPMENT LEASE - A	(9,500)
010-150-6038 INSURANCE - A	(29,650)
010-150-6065 PROFESSIONAL SERVICES - A	(95,000)
010-150-6068 IT SERVICES -A	(21,600)
010-150-6070 SUPPLIES - A	(25,800)
	<b>Total (202,900)</b>

### *Payroll Allocation*

All charges for an employee including wages, payroll tax and benefits will be charged to a single department.

If an employee works primarily at one location, one department or fund will be charged.

All other employees will be charged to either Administration Payroll or Public Works Payroll Departments in the General Fund. Each month an allocation entry will be made to charge the Enterprise funds for their share of these expenditures. At year end, or sooner if needed, the allocation will be revised to match actual expenditures. Additionally, no charges will be made to general fund departments, except for Public Works allocation to Parks.

Public Works Allocation is in the General Fund, but all expenses (except Parks) is fully allocated to the Enterprise Funds, resulting in zero impact on the General Fund.



## City of Willamina – Financial Observations

---

This will significantly reduce the time (cost) of accounting for payroll which was excessively complex and time consuming. Employees no longer must keep overly detailed time cards, which the accounting staff no longer have to create. Information from Paychex can be automatically uploaded, which was not possible with the former methodology.

Worker Compensation can be based upon estimated activity.

### *Streets Capital*

Based on the budget, expenditures for street projects are limited to \$18,000 for Street Maintenance, \$6,500 for Sidewalk Maintenance, \$50,000 for Small City Allotment (restricted) and \$208,000 for ODOT project (restricted).

If the City wants to engage in more activities a supplemental budget is required.

Street Fund has \$6,948 in contingency. However, this ending fund balance was an estimate that may change when an accounting for the past is done and fund balances revised.

General Funds could be allocated, but because of the lack of accurate financial information I believe this is unwise at this time. Once a new accounting system is installed and financial statements can be produced, this situation may change.

It is highly improbable the funds from the following funds can be used.

SDC Funds cannot be used unless the project is capacity building, such as a new road.

Water or Wastewater Funds cannot be used unless the underlying purpose is either a water or wastewater project. In which case roads can be brought back to their former condition.

### *Caselle Upgrade*

Without a full-time Accountant, this project is going to be a challenge. Each phase or module usually takes the full attention of an in-house expert for a month or more. It is most valuable in the long run to set it up correctly and thoughtfully, rather than rush the implementation.

Typically, accounting software migrations take between 6 months and a year. In this case, little transaction data can be salvaged from the existing system. However, the lack of balance sheet information is highly unusual and will require extensive effort which will be a first for me.



# City of Willamina – Financial Observations

---

## Utility Billing Module

Migrate existing open items and customer data to the new system. This is in process.

Court Module—pending – probably in November or December

## General Ledger

The first task is to create a new chart of accounts that represents the activities of the City. This is done.

Once created, compared carefully to historical GL. This is done.

Next, the Budget 2015-16 is loaded. This is 90% done.

Balance Sheet as of 6/30/2105– The target for this phase is optimistically end of October

Historical analysis will be required to determine values since the last clean opinion audit (2007). The emphasis will be on restricted items and enterprise funds:

- SDC revenues

- Transfers

- Unrecorded transactions for LGIP

- Debt Service

Cash – accounts are calculated and balanced, however, the allocation between funds is pending

Fund Balance – this will be the last item to be determined and will be a calculated amount

Accounts Receivable – see Utility & Court

Accounts Payable – Set up Vendors and check processing – pending

Accrued Liability – pending

No historical transactions will be migrated or reconstructed for balance sheet accounts.

Data Migration – The target for this phase is optimistically end of October

Current Year Transactions – Utility Billing, Court, Cash Receipts, Payroll and Accounts Payable will start going on line as soon as September. Transactions for the year already posted in GEMS will be reposted into Caselle.





Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President*  
*Allan Bramall*  
*Gary L Hill, Jr*  
*Theresa McKnight*  
*Heather Stritzke*  
*Katie Vinson*

**City Staff:**

City Recorder: *Debra Bernard*  
Accountant:  
Library: *Melissa Hansen*  
Library Admin Clerk: *Amber Deibel*  
Public Works Director: *Jeff Brown*  
Code Enforcement Officer: *John Kowolik*

## **REPORT TO THE CITY COUNCIL**

**John Kowolik**

**Code Enforcement Officer and Municipal Court Clerk**

**August 13, 2015**

Since my last report to the Council, a major assist for the Code Enforcement position has been the acquisition of a marked vehicle to be a visible reminder that there is in fact someone who is enforcing the Willamina Municipal Code. The vehicle went into service on Friday, July 31, 2015. One of the immediate public relations results that day was providing information and direction for tourists who gravitated to the marked vehicle for assistance. Touring the city while observing progress on current violations also drew some quite appreciative stares from residents, including some residents who flagged me down to talk about issues in their immediate neighborhood. The vehicle itself will always be located inside the City limits, never used for purposes other than code enforcement. I very much appreciate the acquisition by the Mayor and City Council of this vehicle for the Code Enforcement position.

During my work hours the vehicle when not being driven around the City, is parked near the City Hall. The first day it immediately attracted the attention of the young children at the park. Some wanted to see the interior of the "cop car", and of course wanted Sheriff's Office stickers. I briefly showed them the interior of the vehicle, explaining that it was not a police vehicle but that it was for code enforcement only. I also explained to them what code enforcement actually is; but they were far happier when I found some stickers and gave them out.

Another major achievement was the movement of my workstation upstairs, now sharing the space with the Sheriff's Office substation. The movement was completed at the end of July.

During the month of July, 32 new cases were added; 18 of which were complaints received and 14 were based on personal observations. Of these cases, 3 of the citizen complaints were satisfactorily resolved for them. One case from May and four from June were also successfully resolved to date. The rest of the cases are either in open-and-monitoring status, or pending. As often happens with the handling of complaints, a triage system is in effect, with the most egregious safety and health violations being tended to first.



Some of my attention has also been directed to resolving ongoing issues related to abandoned and vacant houses. Gaining compliance from service and management firms in addressing code violations on properties they allegedly care for has proven to be a labor-intensive and slow process. These firms in almost all cases are located all over the United States, and do not always respond to phone calls or email attempts at notification of problems. Some of these vacant premises have seen no utility activity for over three years, with one having been vacant for five. Searching for owners, caretakers, real-estate firms, mortgage companies, and other responsible parties, in many of these cases does not result in any promising leads. Yet, the violations need to be addressed and resolved. Having identified some of the more blatant examples of careless absentee ownership of vacant properties, I intend to hound those essentially responsible in eventually doing what they are required to do under Ordinance 655 as added to Title IX of the Municipal Code as the new Chapter 95.

A review of Ordinance 655 addressing Abandoned Property revealed that the one on the City of Willamina web site was different from the one which was actually passed in April 2014. Bringing this discrepancy to the attention of the City Recorder resulted in an immediate correction by her, removing the draft version from the web site and replacing it with the actual one.

I would like to bring to the attention of the City Council that I complete a daily activity log of my efforts. This log is available at any time for review by the City Council. Also available for inspection is a running listing of code violation cases and their current status.

John Kowolik



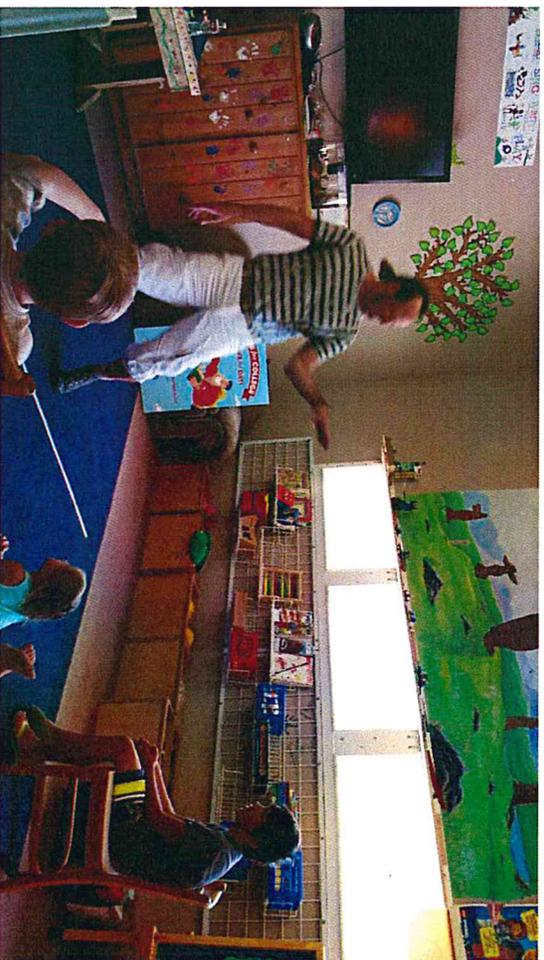
**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT  
3RD QUARTER 2015**

	Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Loan ILL	Out of District Borrow ILL	Out of District Loan ILL	Reference Answered	Attendance	Item Add	Patron Add	Total Ck Out	Total Ck In	CCRLS	
773	118	303	35	15 J 3 Y	68 J 10 Y	166	151	65	270	499			68	1,534	171	12	1,634	1,581	496.50 net loans	
773	118	303	35	J Y	J Y	166	151	65	270	499	0	68	1,534	171	12	1,634	1,581	\$	496.50	
				J Y	J Y			0 J												83
				J Y	J Y			0 Y												0
																				7,943

**WILLAMINA PUBLIC LIBRARY INCOME REPORT**

	MONTH		
	Jul-15	Aug-15	Sep-15
I	Fines \$	164.80	
N	Cards	63	
C	Copies	37.75	
O	Lost Books	25.75	
M	Other		
E	Other		
	<b>TOTAL \$</b>	<b>291.30</b>	<b>\$ -</b>
	Volunteer Hours		





Story teller Christopher Leebrick  
6 AUG 15



## Youth Services Report for City Council

July 2015

Our July performances for Summer Reading Program was, July 7<sup>th</sup> we had The Great Egg Drop with the WVFD. The children wrapped their egg in recyclables and then the Firemen dropped the egg from the ladder truck. We had 5 eggs that did not break and a total attendance of 88. On July 14<sup>th</sup> the performer was The Magic of Puppetry with Vikki Green. The kids really enjoyed her, parents are telling me that their children are making up stories and having shows at home because of her performance! She had 73 children and 37 adults for a total of 110. The next week on July 21<sup>st</sup> was Stories from far away with Chetter Galloway. Chetter had a total of 74. This was not one of our better Performers. Our final was on July 28<sup>th</sup> , Summer Reading water fight with the WVFD Firemen! The Firemen used their helmet for the drawings. The kids had a blast, there was 91 children and 39 adults for a total of 130.

On a couple Thursday mornings we had Lego building time. With the hot weather they enjoyed coming in to play with the Lego's and to keep cool.

I went to an OYAN meeting in Lincoln City on July 24<sup>th</sup>. It was nice to meet some of the other Youth Librarians and to hear about some of their programs. Graphic Novels was the main topic.

I'm working on The Ready to Read Grant 2016, which is due to the Oregon State Library by August 31<sup>st</sup>.

Amber Deibel

