

WILLAMINA CITY COUNCIL AGENDA

**Combined City Council & Town Hall Meeting Innovate
Willamina**

Tuesday, November 15 2016 @ 5:00pm

**West Valley Fire District
825 NE Main St, Willamina**

CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE – Sage Baller - Willamina Coin

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 – October 11, 2016
2. Check Registers – October 1 to 31st, 2016 (information only)
3. Financials October 2016

CORRESPONDENCE – none

REGULAR AGENDA

- | |
|---|
| <ol style="list-style-type: none">1. Town Hall Meeting 5:00 p.m. introducing Innovate Willamina – Guest Introductions2. Mr. Thompson Morrison will speak on Innovate Willamina and the Economic Opportunity w/ Online NW |
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- | |
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| <ol style="list-style-type: none">4. City Council Regular Meeting at 6:00 p.m5. Trailer Ordinance6. Staff Report regarding SDC's System Development Charges7. Change in time and location of Regular City Council Meetings and other committee meetings8. Request for Expression of Interest (REOI) draft on the Old Department Store and Public Works Building9. RESOLUTION NO. 16-17-004 Yamhill County Housing |
|--|

BUSINESS CARRIED FORWARD-UPDATE

1. The Old Department Store

An Equal Opportunity Employer

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

willaminaoregon.gov

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.

2. Library Awnings
3. Senior Center - Update
4. iPads

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

REPORTS FROM/CITY Officers

1. Sheriff's Report
2. Report from Public Works
3. Librarian Report
4. Code Enforcement Report
5. City County Dinner

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Report Criteria:
Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/16	10/05/2016	7872	110	A&E SAFE AND ALARM CO.	10-00-2000	161.00
10/16	10/05/2016	7873	310	AMAZON	10-00-2000	30.92
10/16	10/05/2016	7874	530	AVENET LLC	40-00-2000	500.00
10/16	10/05/2016	7875	5609	BACA, RONALDO	40-00-2000	14.89
10/16	10/05/2016	7876	780	BACKFLOW MANAGEMENT INC	40-00-2000	430.00
10/16	10/05/2016	7877	870	BRETTHAUER OIL CO.	30-00-2000	179.46
10/16	10/05/2016	7878	1020	CENTURYLINK	10-00-2000	1,100.72
10/16	10/05/2016	7879	1270	COPY CATS	10-00-2000	226.00
10/16	10/05/2016	7880	1460	DAVISON AUTO PARTS, INC.	10-00-2000	305.22
10/16	10/05/2016	7881	1760	FERGUSON ENTERPRISES,INC	30-00-2000	16.23
10/16	10/05/2016	7882	3870	JUSTIN RIGGS	30-00-2000	39.10
10/16	10/05/2016	7883	2440	Keller Associates Inc	30-00-2000	353.75
10/16	10/05/2016	7884	2660	LEAGUE OF OREGON CITIES	10-00-2000	20.00
10/16	10/05/2016	7885	3060	NW NATURAL	10-00-2000	48.31
10/16	10/05/2016	7886	5611	Parker, Lisa	10-00-2000	50.00
10/16	10/05/2016	7887	3590	PGE	40-00-2000	5,606.58
10/16	10/05/2016	7888	3740	PRINT NW	10-00-2000	41.00
10/16	10/05/2016	7889	2860	RICHARD MOWER	10-00-2000	49.76
10/16	10/05/2016	7890	5596	SIVICK, ROBERT J	10-00-2000	10.00
10/16	10/05/2016	7891	4230	SPRINT	40-00-2000	203.83
10/16	10/05/2016	7892	4360	SUMCO EXCAVATING INC	10-00-2000	90.00
10/16	10/05/2016	7893	2920	TOM NICKERSON	40-00-2000	170.00
10/16	10/05/2016	7894	4720	USPS	10-00-2000	470.00
10/16	10/05/2016	7895	5575	WEST ONE HOMES	40-00-2000	3.05
10/16	10/11/2016	7896	110	A&E SAFE AND ALARM CO.	10-00-2000	136.55
10/16	10/11/2016	7897	500	ATCO INTERNATIONAL	40-00-2000	272.50
10/16	10/11/2016	7898	700	BAKER AND TAYLOR BOOKS	10-00-2000	17.03
10/16	10/11/2016	7899	5613	BROOKS, PATTY	10-00-2000	35.00
10/16	10/11/2016	7900	1380	CARQUEST	10-00-2000	9.87
10/16	10/11/2016	7901	1135	CITY OF YAMHILL	10-00-2000	250.00
10/16	10/11/2016	7902	4640	CONST & GEN LABORERS UNION	10-00-2000	148.16
10/16	10/11/2016	7903	5614	DAVID MOREY	10-00-2000	29.06
10/16	10/11/2016	7904	1480	DEANGELO BROTHERS INCORPORATED	10-00-2000	2,541.87
10/16	10/11/2016	7905	1580	DK QUARRIES INC	30-00-2000	156.60
10/16	10/11/2016	7906	5615	ELASTEC	30-00-2000	963.00
10/16	10/11/2016	7907	1760	FERGUSON ENTERPRISES,INC	30-00-2000	31.79
10/16	10/11/2016	7908	5340	HEIDI'S HELPING HANDS	10-00-2000	250.00
10/16	10/11/2016	7909	2520	KATHY TAYLOR CONSULTING	10-00-2000	979.60
10/16	10/11/2016	7910	2700	LES SCHWAB TIRE CENTER	10-00-2000	47.94
10/16	10/11/2016	7911	3380	OREVAC WEST INC	30-00-2000	1,525.00
10/16	10/11/2016	7912	3730	PRIMISYS	10-00-2000	1,332.51
10/16	10/11/2016	7913	3740	PRINT NW	10-00-2000	70.00
10/16	10/11/2016	7914	3820	RECOLOGY WESTERN OREGON	10-00-2000	54.16
10/16	10/11/2016	7915	5612	SCHATAN, ROBERT	40-00-2000	10.63
10/16	10/11/2016	7916	4110	SHELDON OIL COMPANY	10-00-2000	329.49
10/16	10/11/2016	7917	4290	STAPLES CREDIT PLAN	40-00-2000	571.46
10/16	10/11/2016	7918	4330	STUCK ELECTRICK CO	30-00-2000	137.65
10/16	10/11/2016	7919	4830	WILCO	30-00-2000	36.97
10/16	10/11/2016	7920	5130	YAMHILL COMMUNICATIONS AGENCY	10-00-2000	1,748.83
10/16	10/11/2016	7921	5150	YAMHILL COUNTY SHERIFF'S OFFICE	10-00-2000	15,981.90
10/16	10/12/2016	7922		Void Check	99-00-1009	.00 V
10/16	10/12/2016	7923	5616	OREGON DEPARTMENT OF JUSTICE	10-00-2000	10.00
10/16	10/19/2016	7924	110	A&E SAFE AND ALARM CO.	10-00-2000	179.55
10/16	10/19/2016	7925	870	BRETTHAUER OIL CO.	10-00-2000	60.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/16	10/19/2016	7926	2040	HACH	30-00-2000	307.89
10/16	10/19/2016	7927	2160	HONEY BUCKET	10-00-2000	318.00
10/16	10/19/2016	7928	2540	LAKESIDE INDUSTRIES, INC.	20-00-2000	653.32
10/16	10/19/2016	7929	3590	PGE	10-00-2000	1,545.47
10/16	10/19/2016	7930	3730	PRIMISYS	10-00-2000	3,160.56
10/16	10/19/2016	7931	3820	RECOLOGY WESTERN OREGON	10-00-2000	248.71
10/16	10/19/2016	7932	5549	Ross Schultz	10-00-2000	543.20
10/16	10/19/2016	7933	4160	SKYBERG'S	30-00-2000	685.68
10/16	10/19/2016	7934	5480	STRATEGIC ECONOMIC DEVELOPMENT CORPOR	10-00-2000	500.00
10/16	10/19/2016	7935	4330	STUCK ELECTRIC CO	10-00-2000	302.00
10/16	10/19/2016	7936	5551	Wright Imaging	10-00-2000	698.73
10/16	10/24/2016	7937	450	AIR DIFFUSION SYSTEM	40-00-2000	7.50
10/16	10/24/2016	7938	430	ARAMARK UNIFORM SERVICES	20-00-2000	594.00
10/16	10/24/2016	7939	700	BAKER AND TAYLOR BOOKS	10-00-2000	17.64
10/16	10/24/2016	7940	720	BEERY, ELSNER & HAMMOND LLP	10-00-2000	2,825.50
10/16	10/24/2016	7941	940	CASELLE, INC.	10-00-2000	1,200.00
10/16	10/24/2016	7942	990	CHEMEKETA COMMUNITY COLLEGE	10-00-2000	162.00
10/16	10/24/2016	7943	980	CITY OF CARLTON	10-00-2000	120.00
10/16	10/24/2016	7944	1760	FERGUSON ENTERPRISES,INC	20-00-2000	434.00
10/16	10/24/2016	7945	2660	LEAGUE OF OREGON CITIES	10-00-2000	70.00
10/16	10/24/2016	7946	2900	MID-WILLAMETTE VALLEY COUNCIL OF GOVERN	10-00-2000	2,474.07
10/16	10/24/2016	7947	4400	S & W ELECTRIC WORKS INC.	30-00-2000	839.00
10/16	10/24/2016	7948	4160	SKYBERG'S	10-00-2000	2,836.44
10/16	10/24/2016	7949	5516	The Bulletin Board	10-00-2000	102.00
10/16	10/24/2016	7950	4960	WATERLAB CORP.	30-00-2000	440.00
10/16	10/24/2016	7951	5551	Wright Imaging	10-00-2000	506.93
10/16	10/24/2016	7952	5020	XEROX	10-00-2000	606.61
Grand Totals:						60,236.19

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	46,602.81-	46,602.81-
10-00-2130	148.16	.00	148.16
10-10-4501	35.00	.00	35.00
10-12-5126	470.00	.00	470.00
10-12-5137	800.68	.00	800.68
10-12-5200	1,582.65	.00	1,582.65
10-12-5203	2,460.00	.00	2,460.00
10-12-5209	125.00	.00	125.00
10-12-5230	221.06	.00	221.06
10-12-5233	3,648.06	.00	3,648.06
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	560.00	.00	560.00
10-12-5342	10.00	.00	10.00
10-12-5413	396.21	.00	396.21
10-12-5415	310.75	.00	310.75
10-12-5606	416.54	.00	416.54
10-13-5342	190.00	.00	190.00
10-14-5211	250.00	.00	250.00
10-14-5320	40.00	.00	40.00
10-17-5204	241.25	.00	241.25

GL Account	Debit	Credit	Proof
10-17-5214	2,494.07	.00	2,494.07
10-18-5120	32.82	.00	32.82
10-18-5217	15,981.90	.00	15,981.90
10-18-5302	1,748.83	.00	1,748.83
10-18-5413	46.04	.00	46.04
10-19-5400	1,545.47	.00	1,545.47
10-65-5102	17.99	.00	17.99
10-65-5106	47.60	.00	47.60
10-65-5209	125.00	.00	125.00
10-65-5233	297.50	.00	297.50
10-65-5320	162.00	.00	162.00
10-65-5413	40.00	.00	40.00
10-65-5415	230.47	.00	230.47
10-65-5504	161.00	.00	161.00
10-65-5606	190.07	.00	190.07
10-66-5120	50.93	.00	50.93
10-66-5140	150.76	.00	150.76
10-66-5200	620.00	.00	620.00
10-66-5413	74.87	.00	74.87
10-66-5415	98.80	.00	98.80
10-66-5512	2,541.87	.00	2,541.87
10-67-5413	95.13	.00	95.13
10-67-5415	121.65	.00	121.65
10-67-5504	149.50	.00	149.50
10-67-6000	2,836.44	.00	2,836.44
10-72-5120	254.88	.00	254.88
10-72-5137	350.57	.00	350.57
10-72-5200	1,205.66	.00	1,205.66
10-72-5203	365.50	.00	365.50
10-72-5233	227.51	.00	227.51
10-72-5415	450.41	.00	450.41
10-72-5504	323.09	.00	323.09
10-72-5507	59.12	.00	59.12
20-00-2000	.00	1,435.14-	1,435.14-
20-11-5120	43.05	.00	43.05
20-11-5140	154.43	.00	154.43
20-11-5413	72.04	.00	72.04
20-11-5522	1,165.62	.00	1,165.62
30-00-2000	.00	7,977.71-	7,977.71-
30-00-2300	11.69	.00	11.69
30-11-5120	61.75	.00	61.75
30-11-5137	1,037.15	.00	1,037.15
30-11-5140	41.57	.00	41.57
30-11-5200	119.70	.00	119.70
30-11-5204	112.50	.00	112.50
30-11-5250	230.00	.00	230.00
30-11-5344	39.10	.00	39.10
30-11-5413	469.12	.00	469.12
30-11-5415	2,692.68	.00	2,692.68
30-11-5530	3,162.45	.00	3,162.45
40-00-2000	.00	4,220.53-	4,220.53-
40-00-2400	16.88	.00	16.88
40-11-5108	272.50	.00	272.50
40-11-5120	125.52	.00	125.52
40-11-5137	174.49	.00	174.49
40-11-5140	297.00	.00	297.00
40-11-5250	210.00	.00	210.00

GL Account	Debit	Credit	Proof
40-11-5342	430.00	.00	430.00
40-11-5413	471.14	.00	471.14
40-11-5415	2,053.00	.00	2,053.00
40-11-5504	170.00	.00	170.00
99-00-1009	.00	.00	.00
Grand Totals:	<u>60,236.19</u>	<u>60,236.19-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:
Report type: Summary

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 OCTOBER 31, 2016

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	79,173.05
99-00-1015	XPRESS DEPOSIT ACCOUNT	634.33
99-00-1020	PAYROLL - CHECKING	32,478.22
99-00-1030	INVESTMENTS-LGIP	690,792.49
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,982.78
99-00-1040	PETTY CASH	74.48
		<hr/>
	TOTAL COMBINED CASH	806,135.35
99-00-1700	UTILITY CASH CLEARING	4,181.34
99-00-1800	BUSINESS LICENSE CASH CLEARING	(140.00)
99-00-1905	GENERAL FUND CASH CLEARING	40,687.28
99-00-1910	MERCHANT SERVICES CLEARING	1,631.49
99-00-1009	CASH ALLOCATED	(852,495.46)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	(144,173.34)
20	ALLOCATION TO STREET FUND	118,924.68
21	ALLOCATION TO STREET SDC FUND	96,000.00
30	ALLOCATION TO WATER FUND	56,317.83
31	ALLOCATION TO WATER SDC FUND	62,846.00
40	ALLOCATION TO WASTEWATER FUND	242,850.64
41	ALLOCATION TO WASTEWATER SDC FUND	21,204.00
50	ALLOCATION TO DEBT FUND	398,525.65
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	852,495.46
	ALLOCATION FROM GENERAL FUND - 99-00-1009	(852,495.46)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2016

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(144,173.34)	
10-00-1280	TAXES RECEIVABLE		29,479.00	
10-00-1300	INVENTORY		7,755.00	
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			<u>942,715.66</u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE		4,115.92	
10-00-2004	DEFERRED REVENUE		22,364.00	
10-00-2110	PAYROLL TAX PAYABLE	(119.67)	
10-00-2120	BENEFITS PAYABLE		2,654.86	
10-00-2130	UNION DUES PAYABLE		148.16	
10-00-2140	PERS PAYABLE		1,997.59	
10-00-2150	ACCRUED VACATION		23,138.80	
	TOTAL LIABILITIES			54,299.66

FUND EQUITY

10-00-3000	FUND BALANCE	(26,176.47)	
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	(135,062.53)	
	BALANCE - CURRENT DATE		888,416.00	
	TOTAL FUND EQUITY			<u>888,416.00</u>
	TOTAL LIABILITIES AND EQUITY			<u>942,715.66</u>

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	950.26	10,022.88	9,988.00	(34.88)	100.4
10-10-4003 INTEREST ON TAXES	.00	.00	52.00	52.00	.0
10-10-4110 STATE CIGARETTE TAX	255.01	3,480.05	3,060.00	(420.05)	113.7
10-10-4111 STATE REVENUE SHARING	.00	9,697.83	24,480.00	14,782.17	39.6
10-10-4112 STATE LIQUOR TAX	.00	4,715.32	31,571.00	26,855.68	14.9
10-10-4501 BUSINESS LICENSES	.00	(35.00)	2,229.00	2,264.00	(1.6)
10-10-4511 LIEN SEARCHES	20.00	200.00	612.00	412.00	32.7
10-10-4571 OLCC LICENSE FEE	.00	.00	218.00	218.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	184.45	396.97	12,241.00	11,844.03	3.2
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	359.31	1,754.87	4,769.00	3,014.13	36.8
10-10-4816 DONATIONS	2.00	4.00	.00	(4.00)	.0
10-10-4900 INTEREST INCOME	599.84	2,232.85	2,856.00	623.15	78.2
10-10-4901 MISCELLANEOUS INCOME	306.24	407.74	.00	(407.74)	.0
TOTAL DEPARTMENT 10	2,677.11	32,877.51	538,951.00	506,073.49	6.1
 <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	1,884.50	6,354.16	18,000.00	11,645.84	35.3
10-19-4823 MISC UTILITY RESERVE	.00	1,167.08	4,500.00	3,332.92	25.9
TOTAL STREET LIGHTS	1,884.50	7,521.24	22,500.00	14,978.76	33.4

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	60.25	228.32	1,795.00	1,566.68	12.7
10-65-4705 CCRLS FORMULA PAYMENT	4,217.00	8,505.50	14,280.00	5,774.50	59.6
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	17.25	79.22	.00	(79.22)	.0
TOTAL LIBRARY	4,294.50	9,032.71	20,942.00	11,909.29	43.1
<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>GRANT REVENUE FORD FAMILY FOUN</u>					
10-81-4816 GRANT REVENUE FORD FAMILY FOUN	5,000.00	5,000.00	.00	(5,000.00)	.0
TOTAL DEPARTMENT 81	5,000.00	5,000.00	.00	(5,000.00)	.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	13,856.11	56,406.46	630,850.00	574,443.54	8.9

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	691.08	1,700.84	1,938.00	237.16	87.8
10-12-5123	.00	498.94	.00	(498.94)	.0
10-12-5124	.00	496.39	4,080.00	3,583.61	12.2
10-12-5126	476.00	617.47	612.00	(5.47)	100.9
10-12-5137	200.28	2,188.48	7,140.00	4,951.52	30.7
10-12-5200	147.85	11,788.07	68,000.00	56,211.93	17.3
10-12-5201	.00	.00	15,000.00	15,000.00	.0
10-12-5203	.00	6,136.09	5,000.00	(1,136.09)	122.7
10-12-5207	.00	8,036.71	31,620.00	23,583.29	25.4
10-12-5209	100.00	575.00	2,550.00	1,975.00	22.6
10-12-5230	.00	1,381.01	3,060.00	1,678.99	45.1
10-12-5233	.00	4,070.56	20,400.00	16,329.44	20.0
10-12-5234	.00	1,200.00	6,120.00	4,920.00	19.6
10-12-5235	1,200.00	4,320.00	4,404.00	84.00	98.1
10-12-5320	(88.16)	3,924.60	4,680.00	755.40	83.9
10-12-5342	10.00	10.00	1,500.00	1,490.00	.7
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	402.11	1,676.82	3,060.00	1,383.18	54.8
10-12-5415	293.03	1,111.02	5,610.00	4,498.98	19.8
10-12-5504	55.00	55.00	10,200.00	10,145.00	.5
10-12-5600	.00	.00	1,000.00	1,000.00	.0
10-12-5606	416.54	1,584.40	6,000.00	4,415.60	26.4
TOTAL ADMIN	3,903.73	56,118.20	202,974.00	146,855.80	27.7
<u>COUNCIL</u>					
10-13-5307	.00	.00	1,700.00	1,700.00	.0
10-13-5342	190.00	680.00	2,000.00	1,320.00	34.0
10-13-5344	.00	.00	600.00	600.00	.0
10-13-5355	.00	200.00	1,200.00	1,000.00	16.7
TOTAL COUNCIL	190.00	880.00	5,500.00	4,620.00	16.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105	(125.00)	(125.00)	.00	125.00	.0
10-14-5200	.00	.00	200.00	200.00	.0
10-14-5211	.00	1,000.00	3,600.00	2,600.00	27.8
10-14-5306	.00	.00	1,367.00	1,367.00	.0
10-14-5313	.00	.00	271.00	271.00	.0
10-14-5317	.00	.00	408.00	408.00	.0
10-14-5320	.00	40.00	2,000.00	1,960.00	2.0
10-14-5342	.00	.00	750.00	750.00	.0
10-14-5344	.00	.00	500.00	500.00	.0
10-14-5413	.00	.00	415.00	415.00	.0
10-14-5600	.00	.00	1,000.00	1,000.00	.0
TOTAL COURT	(125.00)	915.00	10,511.00	9,596.00	8.7
<u>PLANNING</u>					
10-17-5204	318.75	560.00	1,000.00	440.00	56.0
10-17-5214	2,474.07	4,395.32	3,000.00	(1,395.32)	146.5
TOTAL PLANNING	2,792.82	4,955.32	4,000.00	(955.32)	123.9
<u>PUBLIC SAFETY</u>					
10-18-5000	1,672.50	4,139.96	19,282.00	15,142.04	21.5
10-18-5020	141.33	319.17	1,751.00	1,431.83	18.2
10-18-5040	.00	2,483.84	12,623.00	10,139.16	19.7
10-18-5060	.00	.00	1,157.00	1,157.00	.0
10-18-5090	1.84	1.84	595.00	593.16	.3
10-18-5120	.00	66.05	153.00	86.95	43.2
10-18-5217	.00	63,927.60	191,760.00	127,832.40	33.3
10-18-5302	.00	6,995.32	21,420.00	14,424.68	32.7
10-18-5413	46.02	184.14	.00	(184.14)	.0
10-18-5504	.00	.00	255.00	255.00	.0
TOTAL PUBLIC SAFETY	1,861.69	78,117.92	248,996.00	170,878.08	31.4
<u>STREET LIGHTS</u>					
10-19-5400	.00	6,158.19	18,360.00	12,201.81	33.5
TOTAL STREET LIGHTS	.00	6,158.19	18,360.00	12,201.81	33.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	1,922.08	5,776.86	15,340.00	9,563.14	37.7
10-65-5020 PAYROLL TAX	135.50	409.53	1,443.00	1,033.47	28.4
10-65-5040 BENEFITS	1,419.33	3,273.78	10,515.00	7,241.22	31.1
10-65-5060 PERS	.00	93.06	964.00	870.94	9.7
10-65-5090 WORKERS COMP	2.00	2.00	46.00	44.00	4.4
10-65-5100 BOOKS CHILDREN	.00	11.70	2,040.00	2,028.30	.6
10-65-5101 AUDIO VISUAL CHILDREN	.00	.00	1,020.00	1,020.00	.0
10-65-5102 AUDIO VISUAL ADULT	38.90	100.91	.00	(100.91)	.0
10-65-5106 BOOKS ADULTS	.00	208.85	2,040.00	1,831.15	10.2
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	157.12	.00	(157.12)	.0
10-65-5209 CLEANING SERVICES	100.00	575.00	1,020.00	445.00	56.4
10-65-5233 TECHNOLOGY SERVICES	.00	297.50	.00	(297.50)	.0
10-65-5320 DUES, LICENSE, PERMITS	162.00	446.00	500.00	54.00	89.2
10-65-5321 SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
10-65-5413 TELEPHONE	94.63	320.71	1,224.00	903.29	26.2
10-65-5415 UTILITIES	103.90	681.10	2,550.00	1,868.90	26.7
10-65-5504 REPAIRS - MAINTENANCE	55.00	769.05	1,428.00	658.95	53.9
10-65-5606 EQUIPMENT LEASE	381.26	985.47	2,469.00	1,483.53	39.9
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
10-65-6000 CAPITAL OUTLAY	.00	755.70	850.00	94.30	88.9
TOTAL LIBRARY	4,414.60	14,864.34	46,275.00	31,410.66	32.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5001 PW ALLOCATED PAYROLL	211.00	844.00	2,535.00	1,691.00	33.3
10-66-5020 PAYROLL TAX	282.70	282.70	.00	(282.70)	.0
10-66-5090 WORKERS COMP	3.39	510.79	.00	(510.79)	.0
10-66-5120 GAS - OIL	.00	160.94	153.00	(7.94)	105.2
10-66-5140 UNIFORMS - TOWELS	.00	150.76	612.00	461.24	24.6
10-66-5200 CONTRACT SERVICES	629.64	2,483.64	2,688.00	204.36	92.4
10-66-5413 TELEPHONE	55.08	240.84	714.00	473.16	33.7
10-66-5415 UTILITIES	83.30	458.87	2,202.00	1,743.13	20.8
10-66-5504 REPAIRS - MAINTENANCE	32.26	569.51	2,244.00	1,674.49	25.4
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	2,541.87	5,100.00	2,558.13	49.8
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	29.00	116.00	.00	(116.00)	.0
TOTAL PARKS	1,326.37	8,359.92	17,592.00	9,232.08	47.5
<u>MUSEUM</u>					
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	64.79	291.12	757.00	465.88	38.5
10-67-5415 UTILITIES	181.12	556.14	2,142.00	1,585.86	26.0
10-67-5504 REPAIRS - MAINTENANCE	55.00	204.50	1,020.00	815.50	20.1
10-67-5606 EQUIPMENT LEASE	.00	.00	1,531.00	1,531.00	.0
10-67-6000 CAPITAL OUTLAY - PAINT MUSEUM	.00	2,836.44	.00	(2,836.44)	.0
TOTAL MUSEUM	300.91	3,956.20	5,550.00	1,593.80	71.3
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	.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	.00	200.00	2,752.00	2,552.00	7.3
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	14,542.66	52,357.45	106,000.00	53,642.55	49.4
10-70-5002 ADMIN ALLOCATED PAYROLL	(8,100.00)	(32,400.00)	(97,201.00)	(64,801.00)	(33.3)
10-70-5020 PAYROLL TAX	1,107.74	3,997.12	9,030.00	5,032.88	44.3
10-70-5040 BENEFITS	3,242.04	12,051.43	28,968.00	16,916.57	41.6
10-70-5060 PERS	1,997.59	3,680.34	6,360.00	2,679.66	57.9
10-70-5090 WORKERS COMP	7.39	831.93	319.00	(512.93)	260.8
10-70-9610 OVERHEAD ALLOCATION	.00	.00	9,628.00	9,628.00	.0
TOTAL PAYROLL ADMIN	12,797.42	40,518.27	63,104.00	22,585.73	64.2

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	10,787.76	42,820.32	180,755.00	137,934.68	23.7
10-71-5001 PW ALLOCATED PAYROLL	(24,808.00)	(99,232.00)	(297,693.00)	(198,461.00)	(33.3)
10-71-5002 ADMIN ALLOCATED PAYROLL	1,075.00	4,300.00	12,900.00	8,600.00	33.3
10-71-5020 PAYROLL TAX	508.02	2,887.75	15,846.00	12,958.25	18.2
10-71-5040 BENEFITS	3,587.95	13,906.90	51,513.00	37,606.10	27.0
10-71-5060 PERS	.00	2,388.00	12,592.00	10,204.00	19.0
10-71-5090 WORKERS COMP	4.25	511.65	6,982.00	6,470.35	7.3
10-71-9610 OVERHEAD ALLOCATION	(3,367.00)	(6,734.00)	17,105.00	23,839.00	(39.4)
10-71-9615 OVERH ALLOCATED TO OTHER DEPT	.00	(6,734.00)	.00	6,734.00	.0
TOTAL PAYROLL PUBLIC WORKS	(12,212.02)	(45,885.38)	.00	45,885.38	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5002 ADMIN ALLOCATED PAYROLL	146.00	584.00	1,751.00	1,167.00	33.4
10-72-5120 GAS - OIL	.00	838.39	816.00	(22.39)	102.7
10-72-5137 SUPPLIES	289.04	1,400.09	15,300.00	13,899.91	9.2
10-72-5140 UNIFORMS - TOWELS	.00	1,239.70	1,224.00	(15.70)	101.3
10-72-5200 CONTRACT SERVICES	504.23	2,249.89	8,262.00	6,012.11	27.2
10-72-5203 LEGAL SERVICES	.00	1,268.50	1,020.00	(248.50)	124.4
10-72-5207 INSURANCE	.00	7,919.54	4,182.00	(3,737.54)	189.4
10-72-5233 TECHNOLOGY SERVICES	.00	272.50	.00	(272.50)	.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	292.67	1,597.53	2,346.00	748.47	68.1
10-72-5504 REPAIRS - MAINTENANCE	71.38	931.75	816.00	(115.75)	114.2
10-72-5507 EQUIPMENT MAINTENANCE	.00	59.12	663.00	603.88	8.9
10-72-9610 OVERHEAD ALLOCATION	.00	.00	2,321.00	2,321.00	.0
10-72-9615 FUND/DEPT ALLOCATIONS	.00	.00	(40,401.00)	(40,401.00)	.0
TOTAL PUBLIC WORKS OPERATIONS	1,303.32	18,361.01	.00	(18,361.01)	.0
<u>GRANT EXP GREEN GROWTH FACADE</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

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<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
TOTAL FUND EXPENDITURES	16,553.84	191,468.99	630,850.00	439,381.01	30.4
NET REVENUE OVER EXPENDITURES	(2,697.73)	(135,062.53)	.00	135,062.53	.0

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2016

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	118,924.68	
	TOTAL ASSETS		118,924.68
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	1,147.50	
	TOTAL LIABILITIES		1,147.50
<u>FUND EQUITY</u>			
20-00-3000	FUND BALANCE	106,541.93	
	REVENUE OVER EXPENDITURES - YTD	11,235.25	
	BALANCE - CURRENT DATE	117,777.18	
	TOTAL FUND EQUITY		117,777.18
	TOTAL LIABILITIES AND EQUITY		118,924.68

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	12,088.43	31,628.47	124,000.00	92,371.53	25.5
TOTAL DEPARTMENT 10	12,088.43	31,628.47	173,061.00	141,432.53	18.3
TOTAL FUND REVENUE	12,088.43	31,628.47	173,061.00	141,432.53	18.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	2,757.00	11,028.00	33,081.00	22,053.00	33.3
20-11-5002 ADMIN ALLOCATED PAYROLL	771.00	3,084.00	9,252.00	6,168.00	33.3
20-11-5090 WORKERS COMP	.00	761.10	.00	(761.10)	.0
20-11-5120 GAS - OIL	.00	156.37	2,040.00	1,883.63	7.7
20-11-5140 UNIFORMS - TOWELS	.00	154.43	168.00	13.57	91.9
20-11-5204 ENGINEERING SERVICES	1,115.00	1,115.00	10,000.00	8,885.00	11.2
20-11-5344 TRAVEL	.00	.00	30.00	30.00	.0
20-11-5413 TELEPHONE	32.50	170.91	510.00	339.09	33.5
20-11-5415 UTILITIES	.00	.00	3,060.00	3,060.00	.0
20-11-5504 REPAIRS - MAINTENANCE	.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	434.00	1,843.43	20,000.00	18,156.57	9.2
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	5,109.50	18,897.22	86,475.00	67,577.78	21.9
<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	374.00	1,496.00	4,490.00	2,994.00	33.3
TOTAL TRANSFER	374.00	1,496.00	16,758.00	15,262.00	8.9
<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	5,483.50	20,393.22	173,061.00	152,667.78	11.8
NET REVENUE OVER EXPENDITURES	6,604.93	11,235.25	.00	(11,235.25)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2016

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	96,000.00	
	TOTAL ASSETS		<u>96,000.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	60,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	30,000.00	
	REVENUE OVER EXPENDITURES - YTD	<u>6,000.00</u>	
	BALANCE - CURRENT DATE	<u>96,000.00</u>	
	TOTAL FUND EQUITY		<u>96,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>96,000.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	6,000.00	6,000.00	21,848.00	15,848.00	27.5
TOTAL DEPARTMENT 10	6,000.00	6,000.00	103,268.00	97,268.00	5.8
TOTAL FUND REVENUE	6,000.00	6,000.00	103,268.00	97,268.00	5.8

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2016

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	56,317.83	
30-00-1251	UTILITY RECEIVABLE	50,490.42	
30-00-1300	INVENTORY	15,511.00	
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>1,062,330.25</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	13,613.35	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	12,127.64	
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		977,312.53

FUND EQUITY

30-00-3000	FUND BALANCE	(83,783.61)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	116,569.09	
	REVENUE OVER EXPENDITURES - YTD	<u>52,232.24</u>	
	BALANCE - CURRENT DATE	<u>85,017.72</u>	
	TOTAL FUND EQUITY		<u>85,017.72</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,062,330.25</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	42,973.01	186,666.99	502,000.00	315,333.01	37.2
30-10-4332 NEW CONNECTION FEE	1,000.00	1,000.00	4,080.00	3,080.00	24.5
30-10-4337 DOUBLE CHECK VALVE	154.00	154.00	561.00	407.00	27.5
30-10-4350 RECOVERY BAD DEBT	.00	153.63	255.00	101.37	60.3
30-10-4581 PENALTY AND FEES	650.00	2,600.00	6,120.00	3,520.00	42.5
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	100.00	204.00	104.00	49.0
TOTAL DEPARTMENT 10	44,777.01	190,674.62	442,298.00	251,623.38	43.1
TOTAL FUND REVENUE	44,777.01	190,674.62	442,298.00	251,623.38	43.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	4,700.86	17,403.46	44,130.00	26,726.54	39.4
30-11-5001 PW ALLOCATED PAYROLL	11,378.00	45,512.00	136,531.00	91,019.00	33.3
30-11-5002 ADMIN ALLOCATED PAYROLL	3,182.00	12,728.00	38,185.00	25,457.00	33.3
30-11-5020 PAYROLL TAX	356.92	1,317.10	3,837.00	2,519.90	34.3
30-11-5040 BENEFITS	777.44	2,949.72	9,539.00	6,589.28	30.9
30-11-5060 PERS	.00	1,601.81	5,296.00	3,694.19	30.3
30-11-5090 WORKERS COMP	3.90	2,160.36	1,844.00	(316.36)	117.2
30-11-5108 CHEMICALS	2,573.48	6,349.48	20,400.00	14,050.52	31.1
30-11-5120 GAS - OIL	60.95	348.23	3,060.00	2,711.77	11.4
30-11-5123 MERCHANT FEES	.00	.00	1,530.00	1,530.00	.0
30-11-5126 POSTAGE	127.00	222.75	2,040.00	1,817.25	10.9
30-11-5137 SUPPLIES	14.85	1,253.70	2,040.00	786.30	61.5
30-11-5140 UNIFORMS - TOWELS	50.00	91.57	1,008.00	916.43	9.1
30-11-5200 CONTRACT SERVICES	119.70	240.45	10,246.00	10,005.55	2.4
30-11-5204 ENGINEERING SERVICES	.00	112.50	10,000.00	9,887.50	1.1
30-11-5250 SYSTEM ANALYSIS	230.00	1,535.00	3,321.00	1,786.00	46.2
30-11-5320 DUES, LICENSE, PERMITS	.00	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	93.84	218.96	530.00	311.04	41.3
30-11-5413 TELEPHONE	552.10	2,329.44	6,000.00	3,670.56	38.8
30-11-5415 UTILITIES	1,981.01	10,409.68	44,904.00	34,494.32	23.2
30-11-5504 REPAIRS - MAINTENANCE	75.00	369.51	5,100.00	4,730.49	7.3
30-11-5530 SUPPLY SYSTEM MAINTENANCE	8,527.31	14,492.46	51,000.00	36,507.54	28.4
30-11-5531 DISTRIBUTION MAINTENANCE	.00	2,231.74	5,100.00	2,868.26	43.8
30-11-5600 EQUIPMENT	(365.25)	7,715.61	12,000.00	4,284.39	64.3
TOTAL EXPENDITURE	34,439.11	132,266.38	419,746.00	287,479.62	31.5
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	1,544.00	6,176.00	18,529.00	12,353.00	33.3
30-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	39,609.00	39,609.00	.0
TOTAL TRANSFER	1,544.00	6,176.00	122,845.00	116,669.00	5.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	35,983.11	138,442.38	442,298.00	303,855.62	31.3
	NET REVENUE OVER EXPENDITURES	8,793.90	52,232.24	.00	(52,232.24)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2016

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	62,846.00	
	TOTAL ASSETS		62,846.00

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	59,414.00	
31-00-3100	FUND BALANCE, RESTRICTED	(264.00)	
	REVENUE OVER EXPENDITURES - YTD	3,696.00	
	BALANCE - CURRENT DATE	62,846.00	
	TOTAL FUND EQUITY		62,846.00
	TOTAL LIABILITIES AND EQUITY		62,846.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	3,696.00	3,696.00	15,127.00	11,431.00	24.4
TOTAL DEPARTMENT 10	3,696.00	3,696.00	72,715.00	69,019.00	5.1
TOTAL FUND REVENUE	3,696.00	3,696.00	72,715.00	69,019.00	5.1

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	3,696.00	3,696.00	.00	(3,696.00)	.0

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2016

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	242,850.64	
40-00-1251	UTILITY RECEIVABLE	54,071.05	
40-00-1300	INVENTORY	15,511.00	
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		2,999,021.69

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	2,438.53	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	30,599.38	
40-00-2840	WASTEWATER TREATMENT G0300	1,163,202.00	
40-00-2841	WASTEWATER TREATMENT G9900	332,336.00	
	TOTAL LIABILITIES		1,530,536.72

FUND EQUITY

40-00-3000	FUND BALANCE	178,634.68	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,191,051.30	
	REVENUE OVER EXPENDITURES - YTD	98,798.99	
	BALANCE - CURRENT DATE	1,468,484.97	
	TOTAL FUND EQUITY		1,468,484.97
	TOTAL LIABILITIES AND EQUITY		2,999,021.69

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 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	48,816.41	194,108.60	543,200.00	349,091.40	35.7
40-10-4342 NEW CONNECTION FEE	150.00	150.00	1,020.00	870.00	14.7
40-10-4350 RECOVERY BAD DEBT	.00	195.81	255.00	59.19	76.8
TOTAL DEPARTMENT 10	48,966.41	194,454.41	712,789.00	518,334.59	27.3
TOTAL FUND REVENUE	48,966.41	194,454.41	712,789.00	518,334.59	27.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,133.20	12,980.41	53,139.00	40,158.59	24.4
40-11-5001 PW ALLOCATED PAYROLL	10,462.00	41,848.00	125,546.00	83,698.00	33.3
40-11-5002 ADMIN ALLOCATED PAYROLL	2,926.00	11,704.00	35,113.00	23,409.00	33.3
40-11-5020 PAYROLL TAX	229.85	950.52	4,526.00	3,575.48	21.0
40-11-5040 BENEFITS	1,638.55	6,219.42	19,298.00	13,078.58	32.2
40-11-5060 PERS	.00	509.09	3,188.00	2,678.91	16.0
40-11-5090 WORKERS COMP	2.64	1,588.28	1,923.00	334.72	82.6
40-11-5108 CHEMICALS	.00	272.50	9,180.00	8,907.50	3.0
40-11-5120 GAS - OIL	183.12	388.16	2,550.00	2,161.84	15.2
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	.00	442.08	1,530.00	1,087.92	28.9
40-11-5140 UNIFORMS - TOWELS	.00	297.00	1,862.00	1,565.00	16.0
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	210.00	1,190.00	7,140.00	5,950.00	16.7
40-11-5320 DUES, LICENSE, PERMITS	.00	.00	504.00	504.00	.0
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	430.00	500.00	70.00	86.0
40-11-5344 TRAVEL	.00	.00	131.00	131.00	.0
40-11-5413 TELEPHONE	357.43	1,599.96	5,304.00	3,704.04	30.2
40-11-5415 UTILITIES	1,819.91	8,021.20	26,520.00	18,498.80	30.3
40-11-5504 REPAIRS - MAINTENANCE	.00	310.00	2,652.00	2,342.00	11.7
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	20,962.70	89,975.42	324,507.00	234,531.58	27.7
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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
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<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	1,420.00	5,680.00	17,038.00	11,358.00	33.3
40-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	148,395.00	148,395.00	.0
TOTAL TRANSFER	1,420.00	5,680.00	229,432.00	223,752.00	2.5
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<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 4 MONTHS ENDING OCTOBER 31, 2016

WASTEWATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOTAL FUND EXPENDITURES	22,382.70	95,655.42	712,789.00	617,133.58	13.4
NET REVENUE OVER EXPENDITURES	<u>26,583.71</u>	<u>98,798.99</u>	<u>.00</u>	<u>(98,798.99)</u>	<u>.0</u>

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2016

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	21,204.00	
	TOTAL ASSETS		<u>21,204.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	15,000.00	
41-00-3100	FUND BALANCE, RESTRICTED	1,204.00	
	REVENUE OVER EXPENDITURES - YTD	<u>5,000.00</u>	
	BALANCE - CURRENT DATE	<u>21,204.00</u>	
	TOTAL FUND EQUITY		<u>21,204.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>21,204.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2016

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	9,975.00	9,975.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	5,000.00	5,000.00	19,299.00	14,299.00	25.9
TOTAL DEPARTMENT 10	5,000.00	5,000.00	29,274.00	24,274.00	17.1
TOTAL FUND REVENUE	5,000.00	5,000.00	29,274.00	24,274.00	17.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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	5,000.00	5,000.00	.00	(5,000.00)	.0

CITY OF WILLAMINA
BALANCE SHEET
OCTOBER 31, 2016

DEBT FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

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

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 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 4 MONTHS ENDING OCTOBER 31, 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 Regular Meeting October 11, 2016
Minutes of the Second Thursday of the Month Meeting of the City
Council
October 11, 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 - Absent
Councilor Robert Burr
Councilor Heather Stritzke
Councilor Katie Vinson
City Manager Robert Sivick
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Librarian Sara Frost
News Register Reporter Paul Daquilante
Guests in the audience:
Michelle Nolen
Shirley Fitzgerald
Doug Colton

Absent from Meeting: Councilor Theresa McKnight

The regular meeting of the City Council of City of Willamina Regular Meeting October 11, 2016 was called to order at 6:00 PM on October 11, 2016 at West Valley Fire by Mayor Ila Skyberg. City Recorder Debbie Bernard took role and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved with a few changes.

III. Consideration of Open Issues

Additions to the Agenda

Mayor Ila Skyberg

Mayor Skyberg announces the additions to the agenda.

Keller and Associates report on All-Way Stop Warrant and Speed Study; SW Pioneer Avenue & SW Oak Street; Willamina, Oregon

Letter from Katie Vinson regarding the Old Bank Building

Craig Quimby Bid for the awning at the Library

MOTION:

Councilor Burr motion to add the additions to the agenda. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

Mayor Skyberg asked Peter Olsen to address the addition of the All-Way Stop Sign to the agenda. Peter summarized and stated the stop sign is not warranted as the report shows. He explained that Keller Associates completed a one day collection of traffic data. Per the data there were 300 trips per that day; to warrant a sign there would need to be 300 trips an hour.

Peter addressed speeding in the report. He said according to industry standards a stop sign is not warranted. The recorded speed in the report was within the speed limit. Peter said to slow speeding it is sometimes recommended to skinny up a road. Peter said he visited Pioneer before the meeting and went the speed limit of 25 and felt like he was speeding.

In summary Peter advised the City Council if they were to decide to add a stop sign, they should consult their attorney. He asked for questions. Doug Colton from the audience asked if Keller went up to Pioneer Heights. Peter responded yes. Doug asked Peter if he noticed the stop sign up on Pioneer Heights and one up near Fir and one at the bottom of Hill Drive. Doug said he lives on the other end of Pioneer and he does not want to get run over on Pioneer. Peter responded what the study shows now is a stop sign is not warranted. Doug asked Peter if he came up from Oak Street and tested to see if he can see up or down the hill. Doug said it is ridiculous. Doug continued and said what about the people walking and the potential of getting run over. Peter responded again that the data shows it is not warranted; you can collect more data for a longer period of time but it comes at more cost.

Mayor Skyberg called the 3 minute limit. Bob Burr asked is a speed bump recommended. Peter responded people are not speeding.

Heather stated she is very familiar with Pioneer Street and walks there daily; she said there are no sidewalks and the speed limit of 25 is too high and maybe should be 15.

Katie asked if we could get grant monies to improve the street. Peter responded if it is considered a safe route to school, the city could consider a grant.

Peter addressed hedges and landscaping and said vision is a code issue and a stop sign is not going to help that problem.

Mayor Skyberg asked if we could take a look at signage.

City Manager Bob Sivick stated that unless someone wants to make a motion to add a sign there no action is necessary; if you want to direct staff to look at signage for children playing you can do that.

Jeff responded to the Mayor's question and said that he could put a slow sign for children playing as that is needed.

Bob S. asked the Mayor to direct staff to look into signage. The Mayor asked Jeff to consider signage.

Next the Mayor moved to the letter regarding the Old Bank Building addressed to Katie Vinson.

The City Recorder Debbie Bernard explained that she wrote the letter to Katie in response to Katie's visit to the City asking whether a grease catch would be required for the New Coffee Shop in the Old Bank Building that has been renovated. At that visit Katie said that she would not be cooking at the Coffee Shop but bringing cooked food from the Wildwood to the Coffee Shop. Katie had spoken to the Yamhill County Building Inspector Gary Biggs who advised Katie to check with the City.

Katie said going thru the process for the past ten years, she had many permits for the building thru the County. The county building official had a discussion of an overhead ventilation system and the costs involved were too much, she said. Katie said that drainage is a logistical challenge and a grease trap plays into that. She said she is not going to be a full service restaurant. Her question is that she already has a business license for the location and there is already a water meter there; so, she is already ready to go. She added as far as change of use does that mean every time someone changes use it trigger fees. She said she just does not understand.

Rita asked Peter if no cooking is involved why a grease trap is involved. Peter responded and said there is still the same waste involved.

Heather asked for further clarification on the System Development Charge and why it was triggered.

Peter said it is basically the change of use. When you change of use it has an impact on the infrastructure. A change from a café to a restaurant style use has a bigger impact to the infrastructure. He added you're only paying the difference of the impact.

Bob Sivick added that it would not apply to a private residence. What triggered this is it went from a Bank to a Restaurant type restaurant.

Bob Burr said he would like to see us be pro-business and asked if there was any other way to look at it to not trigger SDC fees (system development charges).

Peter responded and said a revision to the code would be required. A revision for a fairer way to assess SDC fees (system development charges) would need to be considered. The City Council asked staff to consider possible changes to the code.

City Manager, Bob Sivick stated for full disclosure, Katie is his landlord. He explained what the city staff is doing, is applying the code as it is written. Making an exception to the law is not the way to proceed as it creates challenges for the city; he advised the Council they can consider the following as options:

- Charge the fees for the increase on the infrastructure to the water bills.
- Finance the SDC (system development charge) over 5 to 10 years.
- Waive fees, but it would require a change to the code; he stated caution because as a hog slaughter business could potentially come into the city and use a lot of water and have the same request.
- Add a provision in the code that the Council can waive the fees and state the reasons and delineate those reasons.

The Mayor asked for a motion to waive the fee or postpone for further discussion.

There was no motion.

Councilor Baller asked the City Manager if Council can direct staff to look into it and make no decision until then; Bob responded yes and by making no decision the status quo stays in place. Staff will return with information on the legal ramifications as soon as possible or the next meeting.

Consent Agenda:

Mayor Ila Skyberg

Approval of Minutes - September 15, 2016

Approval of Minutes - September 29, 2016

Check Registers - September 1 to 31st, 2016 (information only)

Financials September 2016

Councilor Stritzke referred to page 9 second motion on that page of the minutes of September 15, 2016 and noted that she did not vote aye to repaint the library.

Councilor Baller wanted a comment added to the Minutes of the Meeting of September 29th, 2016. Rita said it was talked about by discussion not a motion that the painting of

library would return at a later date and wanted it to be stated in the minutes.

MOTION:

Councilor Stritzke motion to accept the consent agenda. Councilor Vinson seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

Correspondence - City of Willamina Applications for City Office
Mayor Skyberg
Mayor Skyberg asked the City Recorder to address the topic.

Debbie gave a background on the Planning Commission need for a 7 member commission and said at the present time Dennis Ulrich who was appointed in at the September 15, 2016 meeting left the need for 6 additional members. She then gave an overview of the applicants in the packet. She explained that the Mayor had advised her that James Brown would like to be reappointed, however, James had not turned in an application. Bob Sivick referenced the code section 31.40 titled Method to fill Vacancies which states the Council shall determine the method to be used for recruiting and filling vacancies on the Commission, therefore an application is not required.

Debbie summarized that 4 applicants live within the city limits and 3 live outside the city limits. The four applicants inside the city are Dennis Ulrich, James Brown, Shirley Fitzgerald and Sheryl Hansen; that makes for a quorum of the applicants residing inside the city. The other 3 applicants are Michelle Nolen, Susan Richman, and Patrick Howard.

Mayor Skyberg stated it was with pleasure along with the Council consent that she appoints James Brown, Shirley Fitzgerald, Sheryl Christi Hansen, Michelle Nolen, Susan Richman, and Patrick Howard Keith.

MOTION:

Councilor Burr motion to accept the appointments to the Planning Commission. Councilor Baller seconded the motion. Motion passed unanimously with Councilors Baller, Burr, Stritzke and Vinson voting aye. Councilor McKnight was absent. All in favor.

IV. Consideration of New Business

Staff Report on other Cities use of iPads
Mayor Skyberg asked Debbie to respond on the Staff report.

Debbie said she put a request out on the OAMR Oregon Association of Municipal Recorders for information on who uses electronic devices. Debbie noted that the response was very positive and almost universal that most cities use electronic devices.

Rita asked whether or not staff had researched what other cities do regarding the city paying for Wi-Fi. The City Manager responded and said that paying for the hardware is one thing but internet service has become a regular utility paid by the individual. Bob S. cautioned Council and said if the citizens paid for Wi-Fi there is the possibility that personal emails could come into question.

Katie asked Debbie if Carrie Zimbrick responded on how many iPads she would be able to acquire. Debbie said she asked for 7 iPads, however, had not heard back from Carrie as of yet.

Next item was the discussion on bids for installing an awning over the doors at the library. Debbie passed out copies of bids. The bid from Craig Quimby did not include a picture. Heather asked if the bids from Lowes included installation; Debbie responded no. Mayor Skyberg asked staff to return with a drawing on Craig's bid. David Morey offered details as he had spoken with Craig and said it would be pressure treated lumber with corrugated roofing; Craig would make a cut in the building to install the flashing to make sure it is water proof, said David.

Katie said she likes the idea of going with a local person as it may be possible to give input on the pitch of the awning.

The City Manager said if there are going to be several variables such as the pitch he recommends the Mayor appoint a committee as we do not know what we want at this point. Mayor Skyberg appointed Bob Burr and Katie Vinson.

The Old Department Store

Mayor Skyberg asked for a discussion on business carried forward.

Jeff responded that the wall he had previously mentioned is cracked and that it is structural. Also, Jeff and Chris Scholten do not know what is causing it. It could be settlement; however, it was not going to be a cheap fix. Jeff had not prepared any numbers for the repair, however, added it would be no less than \$3000.00. In addition, as far as the roof repair, Jeff had not heard back from Chris Scholten on a time frame of when the repair work would begin. There were general comments that Chris was hunting.

City Manager Bob Sivick commented that he has been looking into the Old Department Store Building and not being someone from here he was aware that the old department store closed in 1991 and the building was used in the interim and it appears that we are putting more and more money into it. He had anticipated coming back to council for the request to go out for RFP which is in the best interest of the tax payers and see what the market is going to provide; also see what we are going to do with the building.

Katie asked the Mayor if the grant money was dog-eared for that specific use.

Heather added that it would be best if the money went back into the pot and let them redistribute it at a later date because basically we are throwing it away. Heather asked

Council if there were any specifics as to what the city was allowed to do with the building.

Rita was aware of verbal agreement with the Mishlers that the amount of money they had given to pay off the loan would revert back to the library if the building was ever sold.

Mayor Skyberg said that using the grant money for repair is to show maintenance of the building.

Rita shared that she really thinks we should repair the roof. If you walk in and the water is flowing as a buyer, they could be deterred. Also she would like staff to look into the crack that could affect the neighboring building as long as we are owners. Jeff said they are two separate buildings.

Bob S. said he is not advocating not maintaining the building. However, the long term plan is to see what we can do with the building as it is a liability.

Next: Business from the Council.

Councilor Stritzke

Heather reported that Councilor Burr, Mayor Skyberg had attended the last library board meeting: the meeting centered on rolls and responsibilities. Bob S. shared that he had an appointment to meet with Sara regarding staffing.

Librarian, Sara Frost shared that she met with CCRLS for her second directors meeting. She would like to create an overall strategic plan now that she is familiar with CCRLS standards and policies.

Mayor Skyberg asked for Public Works report.

Jeff reported that he had been working on the siding of the museum. He added that Public Works repaired a couple of small leaks.

Heather brought up the leak at the library and asked if that would be looked at soon before the rains come. Jeff responded that he would look into it.

David Morey reported that in the last 28 days he had received 9 code complaints one is an ongoing issue. No citation or warnings were given. He said he has experienced voluntary compliance. He did clarify that the city received 3 complaints on the same issue regarding wild geese biting citizens. He talked to Fish and Wildlife and they said the city can do what they want with the geese. David said he moved 2 of the geese down to the sewer ponds. If they become an issue, he plans to locate them to his parent's farm.

Councilor Burr commented that he would like more consistency with the scheduling of City Council Meetings. Bob S. responded that he has been working with West Valley Fire to work out a permanent location and time for the city's regular meetings.

MOTION:

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

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00pm on November 10, 2016:
West Valley Fire Station
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_____.

ORDINANCE NO. 663

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

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

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

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

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

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

First Read: _____ Second Reading (by Title only): _____

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

YEAS _____
NAYS _____
ABSTAIN _____
ABSENT _____

YEAS _____
NAYS _____
ABSTAIN _____
ABSENT _____

MAYOR ILA SKYBERG _____

ATTEST:

Debbie Bernard, City Recorder

CHAPTER 96: RECREATIONAL VEHICLE PARKING, PLACEMENT AND USAGE

Section

96.1	Definition
96.2	Permits Required
96.3	Fees
96.4	Exceptions
96.5	Vehicle Modifications
96.6	Water and sanitary disposal
96.7	Electric or other shared power sources
96.8	Violation/Penalty

§ 96.01 Definition

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

§ 96.02 Permits Required

- (A) It is unlawful to occupy any recreational vehicle used for sleeping or living purposes on private property within the city for a period of time exceeding fifteen (15) days without first obtaining a permit from the City Manager. It is unlawful to occupy any recreational vehicle used for sleeping or living purposes on public property within the city for any amount of time. For the purposes of this ordinance, public property includes public rights-of-way.
- (B) A permit may be issued by the City Manager to park and use a recreational vehicle for sleeping or living purposes off city streets for a period not to exceed ninety (90) days for purposes of residing in a recreational vehicle on the same premises wherein a dwelling is being constructed and where the applicant has a current building permit for said construction. Prior to issuance of such ninety (90) permit, the applicant shall furnish proof to the City Manager that the recreational vehicle is fully self-contained and presents no health hazard to the community with respect to water, sewer and garbage. Said permit shall be renewable for a period of thirty (30) days.
- (C) A permit may be issued by the City Manager to park and use a recreational vehicle for

sleeping or living purposes off city streets for a period not to exceed ninety (90) days for purposes of residing in a recreational vehicle on the same premises when the applicant can provide suitable evidence of hardship necessitating such permit and a definite date when such permit will no longer be necessary.

§ 96.03 Fees

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

§ 96.04 Exceptions

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

§ 96.05 Vehicle Modifications

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

§ 96.06 Water and Sanitary Disposal

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

§ 96.07 Electric or Other Shared Power Sources

- (A) It is unlawful for any person occupying a recreational vehicle within the city for sleeping or living purposes to connect a recreational vehicle to the electrical supply system source of any structure on the property on which the recreational vehicle sits or to the electrical supply system of any other property. The prohibition is not in effect if the said occupied recreational vehicle has been issued a permit under § 96.02.

§ 96.08 **Violations / Penalty**

- (A) A person violating any of the provisions of this chapter shall:
 - 1. Upon the first conviction thereof, be punishable by a fine not to exceed the sum of one hundred fifty dollars (\$150.00);
 - 2. Upon the second or further conviction thereof, be punishable by a fine not to exceed the sum of three hundred dollars (\$300.00).
- (B) Each day's violation of any provision of this chapter shall constitute a separate offense, punishable as set forth in this section.
- (C) In enforcing the provisions of this chapter, the city may cite the property owner on which the recreational vehicle resides, the occupant of the recreational vehicle, or both.

MEMORANDUM

TO: Ila Skyberg, Willamina Mayor
Members of the Willamina City Council
FROM: Robert J. Sivick, Willamina City Manager
DATE: November 8, 2016
RE: System Development Charge - 110 Northeast Main Street

At the meeting of the Willamina City Council (Council) held on October 11, 2016 an item on the agenda was with regard to a System Development Charge (SDC) assessed Councilor Katie Vinson (in her capacity as a private citizen and ratepayer) pursuant to Willamina City Code (Code) §52.45. The SDC was triggered by the conversion of the real property commonly known as 110 Northeast Main Street, Willamina, Yamhill County, Oregon from its former use as a bank and vacant structure to a restaurant. Ms. Vinson requested the Council waive or reduce the SDC of \$7,348.00. The Council did not waive or reduce the SDC and directed City staff to review the matter and report their findings. This memorandum constitutes the result of said review.

Any review of the matter must begin with the following facts:

1. The Code does not provide authority to any person such as the City Manager or Engineer or even the Council itself to waive or reduce the SDC in question.
2. The Willamina Wastewater or Sewer Utility (Utility) is not only a public utility but publicly owned and operated.
3. The rates and fees charged by public utilities must not be arbitrarily determined but reasonably related to the actual costs borne by the utility for particular services or activities.
4. Utility rates and fees for commercial structures, particularly restaurants, are higher than those assessed private residences. This is due to the increased cost of installing and maintaining sewer infrastructure due to the type and volume of use by those establishments.
5. The SDC in question is set to recoup the cost borne by Utility ratepayers in continuing to maintain the sewer infrastructure which is relatively constant regardless of volume of use.

Since the Council lacks the authority to waive or reduce the SDC, its only option in providing relief is to revise or repeal provisions of the Code related to SDCs. It can do so under the following options:

- A. It can repeal Code §52.45 which would eliminate the SDC in question not only for Ms. Vinson but other persons similarly situated in the future. I advise the Council against taking this action. I do so as it may spur a demand for refunds from other businesses or even legal action arising from claims the City's fees are arbitrary and not related to the actual expense of operating its Utility.
- B. The Council can review the SDC itself and the method for its calculation. By doing so it can revise the calculation formula to more accurately and fairly reflect the cost of operating the Utility and particularly the cost to be borne by individual ratepayers such as Ms. Vinson. If the Council decides to exercise this option, I recommend it have an engineer study the issue and report findings. My recommendation is based on the lack of expertise of City staff in determining actual Utility costs created by Ms. Vinson's conversion of the building's use.
- C. The Council can decide to take no action, leave Code §52.45 in force, and direct City staff to charge Ms. Vinson the SDC mandated by the Code.

ORDINANCE NO. 664

*for change in time and
location of regular city
council meetings -
place holder*

City Of Willamina

REQUEST FOR EXPRESSION OF INTEREST (REOI)
THE SALE OR LEASE
OF THE
OLD DEPARTMENT STORE BUILDING ON
115 NW MAIN ST., WILLAMINA, OREGON 97396

Issue Date: November 15, 2016

Submission Deadline: December 31, 2016

Request To: All Persons that have interest to lease or purchase commercial property

INTEREST OF SALE OR USE OF THE OLD DEPARTMENT STORE
BUILDING

RFI Contact Name: City Manager, Bob Sivick
Contact Address: 411 NE "C" Street
Telephone Number: 503-876-2242
Email Address: sivickr@ci.willamina.or.us

Introduction:

*The City Of Willamina invites and welcomes letters of interest on the sale or use of the **Old Department Store building**. The information will be collected and reviewed by City Council to determine the future use of the vacant building owned by the city.*

Building Address: R6701DA 02900 115 NW Main Street, Willamina
For questions or information regarding Letter of Interest, contact:

Name: Debbie Bernard
Title: City Recorder
Phone: 503-876-2242
Fax: 503-876-1121
Email: Bernardd@ci.willamina.or.us

An Equal Opportunity Employer

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

Building location:

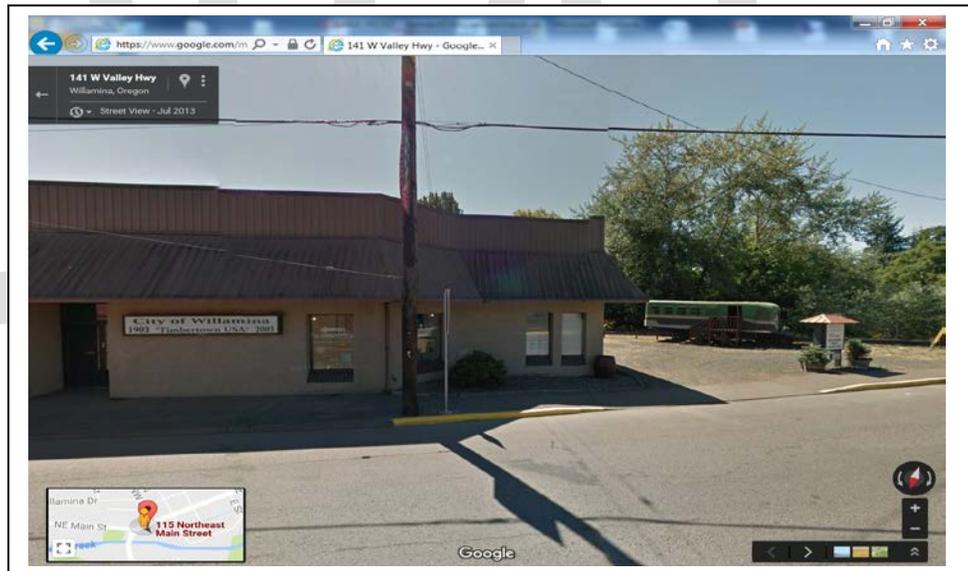
The Building is located at the west end of Main Street, close to the highway bridge over Willamina Creek. West Main Street intersects Main Street on a diagonal opposite the site, and a branch of the Southern Pacific Railroad passes between the rear of the site and the creek. A busy grocery store and restaurant are located across Main Street from the site.

Background:

The City acquired the Old Department Store over 15 years ago with the intention of developing the future site as the City's New Library. The property received donations from the Mishler family to pay off the debt. The City maintains full ownership of the property. The building has been sitting vacant for the last 15 years. It currently is in need of repairs. The Request for Interest is to see if there is an interest to lease the property or purchase the building outright.

In 2001 the City had a concept design study completed by Boothby Architecture, however, never moved forward on those plans. The City is seeking new idea plans for the use of the building.

115 NW Main St, Willamina, OR 97396



If you are interested in leasing or purchasing this property address your letter of interest to:

Bob Sivick, City Manager

Re: (REOI) for Old City Shops

411 NE "C" Street, Willamina, OR 97396

An Equal Opportunity Employer

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

City Of Willamina

REQUEST FOR EXPRESSION OF INTEREST (REOI)
THE SALE OR LEASE
OF THE
OLD CITY SHOPS TAX LOT 13900 4252
250 NW MAIN ST., WILLAMINA, OREGON 97396 and
330 NW MAIN ST., WILLAMINA, Oregon 97396

Issue Date: November 15, 2016

Submission Deadline: December 31, 2016

Request To: All Persons that have interest to lease or purchase commercial property

INTEREST OF SALE OR USE OF THE OLD CITY SHOPS BUILDING

RFI Contact Name: City Manager, Bob Sivick
Contact Address: 411 NE "C" Street
Telephone Number: 503-876-2242
Email Address: sivickr@ci.willamina.or.us

Introduction:

The City Of Willamina invites and welcomes letters of interest on the sale or use of the **Old City of Willamina Maintenance Shop**. The information will be collected and reviewed by City Council to determine the future use of the vacant building owned by the city. Note the land covers 2 Tax Lots.

Building Address and Zoning: Two tax lots, Map R6701AC, LOT #13900 .49 acres SEC 01 T6S R7W (250 NW Main Street) zoned C-1, and Map R6701AC 13800 (330 NW Main Street) zoned R-3.

For questions or information regarding Letter of Interest, contact:

Name: Debbie Bernard, Email: bernardd@ci.willamina.or.us

Title: City Recorder

Phone: 503-876-2242, Fax 503-876-1121

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

RESOLUTION NO. 16-17-004

A resolution supporting the City of Willamina ongoing participation as a member of the Yamhill County Affordable Housing Corporation's (YCAHC) regional Housing Rehabilitation Collaborative and board of directors, and to appoint Bob Sivick as the successor to the current board member Debbie Bernard.

RECITALS:

The Yamhill County Housing Rehabilitation program and the resulting county wide regional collaborative began in 1980 with its first Housing Rehabilitation Community Development Block Grant (CDBG) award.

The City of Willamina has participated in the YCAHC Board since 1984 when the city received its first Housing Rehabilitation CDBG award.

The program continues to assist homeowners county wide with the revolving loan fund that has resulted from past CDBG awards. This revolving fund currently has almost \$4,000,000.00 in receivables that are loaned back out to families for Housing Rehabilitation or other programs specifically focused on sustaining affordable housing in our region.

The YCAHC Board makes all final decisions regarding the expenditures and use of these revolving loan funds.

Formal appointment of the YCAHC board member by the City Council is required.

NOW THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WILLAMINA, OREGON as follows:

1. The City of WILLAMINA continues to support efforts to achieve affordable housing solutions for all of its residents.
2. The City of WILLAMINA supports the efforts of the YCAHC programs and wishes to continue participating in the regional collaborative.
3. The City Council hereby appoints Bob Sivick, as the member of the YCAHC Board representing the City of WILLAMINA.

RESOLUTION 16-17-004

EFFECTIVE DATE

The effective date of this Resolution shall be November 15, 2016.

Adopted by the Common Council of the City of Willamina at a regular meeting held the 15 day of November, 2016 be the following votes:

Ayes: _____

Nays: _____

Approved this 15 day of November 2016.

Ila Skyberg, Mayor

ATTESTED:

City Recorder, Debbie Bernard



Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 10/1/2016 to 10/31/2016

City of WILLAMINA

UCR Description	10/1/2015 To 10/31/2015	10/1/2016 To 10/31/2016	Percentage Change	YTD (2016)	Prior Year (2015)
Part 1					
Aggravated Assault	0	0		1	2
Burglary-Business	1	0		2	7
Burglary-Non-Residence	1	0		3	9
Burglary-Residence	0	0		8	16
Larceny	9	5	-44.44 %	47	77
Motor Vehicle Theft-Auto	1	1		7	8
Rape	0	0		0	4
Robbery	0	0		0	3
Part 1 Total	12	6	-50 %	68	126
Part 2					
All Other	0	0		5	7
Animal Problems	0	0		1	0
Disorderly Conduct	0	1		4	11
Drug Laws	3	3		22	30
DUII	0	0		4	7
Forgery	2	0		1	4
Fraud	0	0		2	4
Kidnapping	0	1		1	0
Liquor Laws	1	0		2	4
Runaway	0	0		2	2
Sex Offenses	0	0		1	3
Simple Assault	1	2	100 %	22	42
Stolen Property	0	0		2	2
Trespass/Prowler	0	1		15	28
Vandalism	2	2		16	37
Weapons	0	0		2	3
Part 2 Total	9	10	11.11 %	102	184
Part 3					
All Other	9	8	-11.11 %	86	89
Non-Reportable Offenses	5	5		74	97
Part 3 Total	14	13	-7.14 %	160	186
Total For WILLAMINA	35	29	-17.14 %	330	496

Water

We wretched the first winter storm without much trouble just some extra man hour to treat the water.

We had 2 small water leaks to repair

Repaired / or replace 4 water meter

Wastewater

Spent most of the time getting ready to start the winter effluent reals

Streets/Parks

Spent most of the time picking up leaves

Had to remove one tree branch that had block Fir Street during the storm at the first of the month

Other

The siding, new door and window have been installed at the Museum thank to grants and all the hard work from lots of volunteers (thank you)

Jeff Brown

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

finer	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

Willamina Library OCTOBER 2016 Monthly Report

Number of

Patrons served:	Mondays	Tuesdays	Wednesdays	Thursdays	total
week1	33	37	36	34	140
week2	34	45	40	19	138
week3	45	31	25	42	143
week4	37	38	41	42	158
week5	49				49
Total:					628

PC Users:

week1	5	7	8	2	22
week2	7	8	5	2	22
week3	11	9	4	7	31
week4	11	7	12	8	38
week5	6				6
Total:					119

HOLDS pickedup

week1	20	13	11	24	68
week2	21	14	25	7	67
week3	10	17	9	19	55
week4	24	35	24	14	97
week5	24				24
Total:					311

STORYTIME ATTENDANCE:

4-Oct Children: 6	Adults: 4
11-Oct Children: 9	Adults: 5
18-Oct Children: 12	Adults: 8
25-Oct Children: 6	Adults: 6
Trick-or-Treaters Children: 41	Adults: 20
Total Library Service Hours:	83
Total Volunteers:	13
Total Volunteer Hours:	134.5

Cash Count

finer	copies	total
\$1.50	\$5.25	\$6.75
\$9.00	\$7.50	\$16.50
\$24.75	\$5.50	\$30.25
\$8.00	\$12.75	\$20.75
\$0.00	\$0.00	\$0.00
\$43.25	\$31.00	\$74.25

New Card Signups:

6
0
1
6
2
15

Transactions:	Checkouts:	Added to Catalog:
AudioBooks:	17	
DVDs:	681	4
Music:	99	
Magazines:	9	
Books- adult:	310	13
Books- youth:	325	1
McNaughton/Rotate:	41	
TOTAL:	1482	18

DONATED MATERIAL: 223

LIBRARY cont...

Highlights: (October)

Completed State Library Report

Completed Summer Reading Program Statistics

Attended Small Libraries Meeting

Attended PYM Library Director's Meeting

Closed at 3:00PM 10/13 due to illness

Attended CCRLS Staff Cataloging Training

Completed Lost Books/Reimbursement Report

Next Month: (November) & Future Projects

Ready to Read Grant Report due 12/1/16

Upcoming: Reports training 11/16

Upcoming: CCRLS ILL training

Upcoming: CCRLS/CCC D2D training

Upcoming: CCRLS Website mangement training

*Weeding / Iventory Mgmt / Prep for RFID

*Collection Development Policy

*Library Social / Open House

*OLA Standards Audit

*Local Authors Section

Volunteer
Monthly Report
October 2016

Total Volunteer Hours:
Library – 134.50 / 13 Volunteers
City Hall – 22 / 2 Volunteers

WELCOME:
LIBRARY
Daizy Waldron – STUDENT WHS

Other:
Met with Sheridan AllPrep Academy Online School 10/17 and discussed Volunteer Opportunities for online students in the area

Looking for Volunteers!

Willamina Public Library:

Volunteer Library Programs Planner - assist the Library by developing and planning programs for Youth and Adults

Volunteer Children's Library Clerk - assist the Library by offering exceptional service to patrons and youth in the Children's area while maintaining a clean and safe environment

Volunteer Circulation Clerk - assist the Library by offering exceptional service to patrons at the Circulation desk

City Hall:

Volunteer Administrative Clerk - assist with filing, data entry, office duties and answering phones

Volunteer Archiving Clerk - assist with scanning archive documents into the computer

Code Enforcement Month Report- November 2016

Citizen Contacts- 51

Code Complaints Received- 6

Code Complaints Rectified - 5

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

Actively worked with banks along with Yamhill County Sheriff's to secure 2 vacant home and remove squatters. Homes are on schedule to be cleaned inside once the bank hires a contractor. Continue to visit these homes to ensure security.

Worked with property owner and his neighbors and have a hazard tree scheduled to be safely removed on the 17th of this month.

Cases are slowing down due to weather but continue to monitor past case locations and working on maintaining the cleanliness of the central part of town.



*Local Government
Dinner*

*You are cordially invited to attend a Festive
December Feast hosted by the City of McMinnville*



Thursday, December 1, 2016



Golden Valley Brew Pub
980 NE Fourth Street
(Corner of 4th & Johnson)
McMinnville, OR 97128

6:00 pm Social Hour
6:30 pm Dinner



Menu

Dinner is served buffet-style & includes coffee, tea & soda

Caesar Salad
Fresh Seasonal Vegetables & Mashed Potatoes
Fresh Bread & Sweet Cream Butter
Perrydale Carlton Farms Pork Loin with Roasted Apple-Dijon Sauce
Roasted Pacific Salmon with Granny Smith Apples, Leeks and Rosemary
Fresh Baked Chocolate Chip Brownies

\$30/ Person



Please RSVP by Monday, November 21st
Melissa Grace
Melissa.Grace@mcminnvilleoregon.gov
503-435-5702

Please make checks payable to the City of McMinnville

