

Mayor Corey L Adams

Council Members:

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

City Staff:

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

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, November 14, 2013

7:00 PM

- I. **Roll Call**
- II. **Flag Salute**
- III. **Approval of Minutes**
 1. Regular Meeting of October 10, 2013
 2. Special Meeting & Joint Work Session of October 24, 2013 (*Deferred to 12/12/13*)
- IV. **Public Input**
- V. **Old Business**
 1. Resolution #13.14-002, A Resolution Adopting the City of Willamina Emergency Operations Plan, as Amended
 2. Golf Carts on City Streets (Sergeant Vandewettering)
- VI. **New Business**
 1. Resolution #13.14-003, A Resolution Adopting a Section 3 Plan to Comply with 24 CFR, Part 135 of the United States Department of Housing and Urban Development Section 3 and Adopting a Limited English Proficiency Plan
 2. Resolution #13.14-004, A Resolution Delegating Authority to Acknowledge and Sign OLCC Special Event Winery/Special Event Grower Applications
 3. Medical Marijuana Dispensaries (*Discussion*)
 4. Proposed Vacant Property Registration Ordinance
 5. Resignation Letter from County Emergency Manager Doug McGillivray (*information only*)
- VII. **Mayor's Report**
- VIII. **Council Liaison Reports**
 1. Chamber Liaison (Councilor Hill)
 2. School Board Liaison (Councilor Toney)
 3. YCOM Board (Councilor Baller)
 4. Strategic Planning Focus Group (No Meeting in October)

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IX. Council Committee Reports

1. **Finance Committee**
 - a. **Minutes of Meeting of November 5, 2013**
 - b. **Approval to Replace Copier at Library**
 - c. **Report of Bills Paid – October 1-31, 2013**
2. **Public Works Committee**
 - a. **Minutes of Meeting of October 30, 2013**
 - b. **Parking on Churchman Street**

X. Reports of City Officers

1. **City Recorder (*Verbal*)**
2. **Public Works**
 - a. **Monthly Report**
 - b. **City Engineer Response to Willamina School District Proposal**
3. **Library**
 - a. **Library Board Minutes – October 15, 2013**
 - b. **Reports & Library Statistics**
 - c. **Library Board Response to Suggested Additional Uses for the Library**
 - d. **Youth Services Librarian Report (*Verbal*)**
4. **Sheriff's Office**
 - a. **Code Enforcement Report - October 2013 (*Handout*)**
 - b. **Crime Summary – October 2013 (*Handout*)**

XI. Adjourn

Next Council Meeting Date
Regular Session – December 12, 2013 (7:00 pm)

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.



Mayor Corey Adams

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WILLAMINA CITY COUNCIL REGULAR MEETING
Thursday, October 10, 2013
7:00 PM

Present:

Councilor Skyberg
Councilor Hill
Councilor St Onge
Councilor Toney

Absent:

Mayor Adams
Councilor Baller
Councilor Bramall
Honorary
Councilor
Woodward

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director
Denise Willms, Youth
Services Librarian
Sergeant Russ
Vandewettering, YC
Sheriff's Office
Deputy Justin Coglin, YC
Sheriff's Office

Others Present:

Marguerite Alexander,
The Sun
Paul Daquilante,
News-Register
Planning Commissioner
Dennis Ulrich
Gus Forster, Willamina
School District
Superintendent

I. Flag Salute

In the absence of Mayor Adams, who was out of town, Council President Ila Skyberg called the meeting to order at 7:11 pm. The Pledge of Allegiance was recited.

II. Roll Call

Sue Hollis, City Recorder, conducted the Roll Call. A quorum was present.

III. Approval of Minutes

1. Regular Session of September 12, 2013

Councilor St Onge **moved** to approve the minutes of the Regular Session of September 12, 2013, as written.

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

2. Special Meeting of September 26, 2013

Councilor St Onge **moved** to approve the minutes of the Special Meeting of September 26, 2013, as written.

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

IV. Public Input**1. Gustave Forster, Willamina School District Superintendent, re Water****a. HBH Consulting Engineers Technical Memorandum, 09/09/13****b. Millegan Letter, 09/12/13**

Gus Forster, Willamina School District Superintendent, called attention to a handout memo he had prepared on October 9, 2013 (attached hereto and made a part hereof).

Mr Forster noted that the School District currently has a \$5 million+ bond measure which, among other things, will be used to construct a new metal building to house a wood shop. The Assistant State Fire Marshall insists on 1500 gpm flow at the hydrant nearest that building. The School District has proposed 1290 gpm + sprinklers as an alternative. The Yamhill County Building Official, Gary Biggs, felt that was reasonable, but it would require approval by the local Fire District. They will not approve it.

The District commissioned a report by HBH Engineering to analyze the water flow issue. They gave 4 different options that the District could pursue. The best option was to put in a 12" main line from the treatment plant to the school. He then outlined a proposal to work with the City on installing the new line as laid out in paragraph 4 of the handout memo. The City would need to obtain easements. The District would front the cost to install the line and asked that the City reimburse 75% of these costs by waiving all SDC and other City fees for new construction and a 50% reduction in their water bill until the money was repaid. The City would maintain the water line. He asked for a Council decision by December. Discussion followed.

Councilor Toney asked Sue Hollis if these requests were feasible. Hollis responded that waiving SDC's for water was possible, but the City would need to look at the options before waiving all fees. She also noted that the loss of revenue from reducing the water bill for the School District would need to be made up by other rate payers.

The City has a variety of options, but needs more information before making a decision. The most important information will come from our Water Master Plan which is currently being updated.

Discussion followed about the other options. Three benefit the City and the School District and the fourth benefits only the School District (reservoir filled from the river). The use of fire pumps is probably the least desirable. He went on to note that the City of Carlton has the same issue and was able to negotiate with their Fire District to permit lower flows, but have sprinklers in new homes and businesses.

Council President Skyberg asked Jeff Brown, Public Works Director, whether we really have an inadequate water supply in the City or is it just to the School District? Brown responded that right now that is an unknown. The work to update the Water Master Plan will provide that information.

Councilor St Onge asked if the problem was because there was an 8-inch pipe where a 12-inch was needed to get the desired pressure? Brown responded that it is a volume issue, not pressure. The pressure remains the same regardless of the pipe size. Brown noted that there is a 10-inch line going up to the School, but it attaches to 6 or 8 inch lines. He went on to emphasize that the School District's proposal relates to what would work for them. The Water Master Plan will look at the entire system and the entire City and make recommendations for improvements as needed. There may be another solution that works as well or better than installing the 12-inch main as proposed.

Councilor St Onge asked why a decision was needed so quickly. Forster responded that if the bond passes they will begin selling them immediately and would like to begin building the wood shop in 6-7 months after selling the bonds. Councilor St Onge suggested that the Water Master Plan Update might include some options that work better and could save money for both the City and School District. It is estimated that we could have that plan within the next 6 months.

Council President Skyberg called attention to the letter in the agenda packet from JW Millegan, from Wallace Bridge. No discussion.

V. Old Business

1. Adopt City of Willamina Emergency Operations Plan

Councilor Toney reported that she had talked with Debbie Eisele and Carol Haight at the School District who informed her that they did retain ownership of 2 large buses and there may be 2-4 small buses. She also has a call in to Laurie Lewis from First Student who now operates most of the buses.

She noted that the School District has no issue with using the facility as a shelter because that is something they typically would do.

Councilor St Onge suggested that action on this be deferred until Councilor Baller can be present because she had a number of questions. She asked Jeff Brown if he had contacted the Fire Department but he has not received an answer. The impression he got from them was that this is something they do, but wanted an opportunity to look it over. Hollis noted that she did not believe it would create any problem if they waited until the November meeting. It was the consensus of Council to discuss this again in November.

VI. New Business

1. Request to Use City Lot for Trunk or Treat

Sue Hollis noted that Ms Gustafson was not able to attend tonight, but asked her to bring it to the Council. Councilor St Onge noted that it was the same thing they did last year.

Councilor Hill **moved** to approve the use of the City lot across from City Hall for Trunk or Treat on October 31, 2013.

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

2. 2013-2015 Planning Assistance Grant

Sue Hollis reported that this money is provided by the State of Oregon for planning assistance. Cities with a population of less than 2,500 receive \$1,000. They simply need to formally request the money and send a report about how it is used.

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

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

3. Golf Carts on City Streets (Councilor Skyberg)

Council President Skyberg reported that there were two different couples using golf carts on City streets. She was concerned about this and contacted the State of Oregon about the rules for such use. They informed her that they were illegal on City streets, but could be used on private property or by disabled persons with the appropriate permit/license from the State.

Councilor St Onge suggested caution about any decision so that we address safety concerns, but don't interfere with someone's ability to be mobile. Discussion followed. Council President Skyberg felt that the City should not adopt an ordinance that violates State law by allowing them to operate on City streets.

At this time, Sergeant Vandewettering returned from a brief absence from the meeting. He was asked about what the police could do about golf carts on Main Street and on city streets. He said that it was somewhat complicated, and he would like to get back to Council on this issue.

Discussion then followed about code violations and how to follow up on them. Councilor St Onge noted that she did not see any citations being issued for illegal burning, trash, etc. Sergeant Vandewettering gave a brief overview of the code enforcement process. He noted that they cannot issue citations unless they see the violation. He urged anyone who had a complaint to take pictures and call the YCOM non-emergency number at (503)434-6500. If there is a deputy available they will respond and if they see the illegal burning, for example, they can issue a citation. They will also call the Fire Department. A private citizen can issue a citation, but they then have to go to Court to testify.

Vandewettering went on to note that in reading the rules for golf carts, they cannot issue a citation on Main Street because the speed limit is less than 35 mph. There is also no bicycle lane. If the person does drive recklessly and is endangering people, they can be issued a citation.

Councilor Hill asked for clarification about what Council was being asked to do. It was felt that this was a hazard for people who were not expecting such a slow moving vehicle on the street. Councilor St Onge felt that the City should address this for safety and education reasons.

4. Wave Broadband Rate Adjustment Notice (information only)

No discussion.

VII. Mayor's Report

1. Proclamation – National Magic Week

Council President Skyberg called attention to the proclamation which was for information only.

VIII. Council Liaison Reports

1. Chamber Liaison (Councilor Hill)

Councilor Hill reported that the major issue being discussed was the City water system. Councilor St Onge reported that the Chamber and the EID will be giving \$25 to any business who would like to light up their building for the holidays. Lighting of the Christmas Tree and the Light Parade will be on December 7. She also reminded everyone that the Art Tour is November 8-9.

2. School Board Liaison (Councilor Toney)

Councilor Toney reported that the auction to raise money for the school is tomorrow night at 5:00 pm with dinner at 6:30 pm and an oral auction at 7:00 pm. They have also been talking about the water issue. She felt that things are going well at the District.

3. YCOM Board (Councilor Baller)

No report.

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

IX. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of September 10, 2013

b. Minutes of Meeting of October 1, 2013

Councilor Toney **moved** to approve the Finance Committee minutes of the September 20, 2013, and October 1, 2013, as written.

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

c. **Report of Bills Paid – September 1-30, 2013**

Councilor Toney **moved** to approve the Report of Bills Paid for September 1-30, 2013.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Hill, St Onge and Toney voting aye; none opposed (Councilors Baller and Bramall absent); Councilor Skyberg abstained because the City does business with the family hardware store.

2. **Public Works Committee (No meeting this month)**

X. **Reports of City Officers**

1. **City Recorder (verbal)**

Sue Hollis reported that work is continuing on the audits. The City has issued three building permits for new home construction which are the first in at least 4 years.

2. **Public Works**

a. **Monthly Report**

Jeff Brown reported on another main line break on Hill Drive. In the last couple of years there have been an increasing number of breaks. The lines in question were installed in 1973.

Brown reported on the theft of the motion lights inside the restroom at Hampton Park. The lights have been fixed temporarily.

We are waiting to hear back from ODOT on the approval of the lowest bidder for the sidewalk project. Once received it will come to Council for approval.

b. **Report on Water Master Plan Kickoff Meeting of October 3, 2013**

Jeff Brown reported that the engineer was pleased with the turnout at this meeting. They have been working steadily on the plan and even have some parts drafted.

3. Library

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

No discussion.

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

Denise Willms, Youth Services Librarian, began her report by noting that they have 19 participants in Story Time on Wednesday. They usually start out at about 4-5 and go up to 10. She has added yoga at the beginning of the session.

A Magic the Gathering League has been formed. They keep stats and participants play the first Saturday of each month. It is open to people who are 13+. They use the back area of the Library and can play from 10:00 am to 2:45 pm. She has also allowed them to bring a lunch.

Willms reported that they have a DJ for the Steam Punk Ball in January.

Councilor St Onge asked for clarification on the proposed move of the circulation desk that was discussed by the Library Board. Willms responded that the move is needed because its present location creates a huge bottleneck because it is right in front of the door. When they first moved in, they were told they would only be there for 18 months. Since it is going to be for the foreseeable future, adjustments are needed to make the work flow better and improve safety for patrons. They will also be able to have better visual coverage of the main Library aisles. In response to a question from Councilor St Onge, Brown responded that the library is approximately 80x30 feet (2400 square feet). Willms noted that there will be a need to move wires and outlets. Hollis noted that this will also include installing some new direct wiring because we do not have enough without using too many extension cords. Willms noted that she would be able to hook up the data cables if someone ran the wire.

4. Sheriff's Office

- a. **Code Enforcement Report**
 - 1) **August 2013**
 - 2) **September 2013**

Councilor St Onge asked how to read the Code Enforcement Report, particularly what does the "+" Column mean? Sergeant Vandewettering will follow up with Deputy Stuart.

b. **Crime Summary – September 2013**

Sergeant Vandewettering called attention to the report. No discussion. He went on to note that Deputy Broeder was now working two days a week in the City and Deputy Elder will continue to work nights here.

XI. **Adjourn**

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Councilor Hill **moved** to adjourn

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

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Meeting adjourned at 8:10 pm.



Corey Adams, Mayor

Attest:

Sue Hollis, City Recorder

Attachments



Mayor Corey L Adams

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MEMO TO: CITY COUNCIL

DATE: OCTOBER 10, 2013

FROM: SUE C HOLLIS, CITY RECORDER

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

Background:

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

Action Requested:

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

Attachment

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

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

RESOLUTION NUMBER 13.14-002

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

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

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

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

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

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



Corey L Adams, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2013-14/13.14-002

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MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS
105 HIGH STREET S. E. SALEM, OREGON 97301-3667
Telephone: 503-588-6177 FAX: 503-588-6094

MEMO

To: City Council, City of Willamina
From: Renata Wakeley, COG
Date: November 14, 2013
Subject: Water Plan Update, P12021

REQUESTED ACTION

- a) Motion to adopt the attached Limited English Proficiency Plan for the Program.
- b) Motion to adopt the attached Section 3 Plan for current and future projects funded with Housing and Urban Development funding.

BACKGROUND

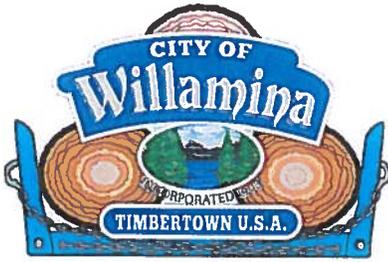
The City of Willamina was awarded a Community Development Block Grant (CDBG) in the amount of \$99,000 to assist in updating their Water Facilities Master Plan. CDBG program rules require compliance with specific policies regarding federal rules such as fair housing, non-discrimination in employment, and accessibility to public facilities. While the City has successfully implemented CDBG awards in compliance with program rules in previous years, the program has new rules that came into effect as part of the 2012 funding cycle.

Specifically, 2012 CDBG awards are required to show compliance with the two above referenced new program requirements for employment and translation services.

Before the City can start requesting, or "drawing down", funds from the grant, you must show compliance with these items by adoption of the resolution and plans.

ATTACHMENTS

Section 3 Resolution and Section 3 Plan
Limited English Proficiency Plan



Mayor Corey L Adams

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

RESOLUTION NO. 13-14.003

**A RESOLUTION ADOPTING A SECTION 3 PLAN TO COMPLY WITH 24 CFR, PART 135
OF THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
SECTION 3 AND ADOPTING A LIMITED ENGLISH PROFICIENCY PLAN**

WHEREAS, In 2012, the City executed an agreement with Infrastructure Finance Authority (IFA) for a Community Development Block Grant (CDBG) in the amount of \$99,000, file #P12012, to update the City's Water Master Plan; and

WHEREAS, recent CDBG rules require the adoption of a Section 3 Plan to comply with 24 CFR, Part 135 and a Limited English Proficiency Plan to comply with other federal regulations; and

WHEREAS, the United States Congress passed Section 3 of the Housing and Urban Development Act of 1968 (the Act) to further the goal of ensuring that federal funds benefit the residents of projects funded wholly or in part by those funds; and

WHEREAS, Part 135 of Section 3 is to establish the standards and procedures to be followed to ensure that the objectives of Section 3 are met; and

WHEREAS, the City has developed a Section 3 Plan in adherence to 24 CFR, Part 135 that more comprehensively addresses the standards and procedures prescribed in the Act; and

WHEREAS, the City has also developed a Limited English Proficiency Plan in order to comply with other federal regulations,

NOW, THEREFORE, THE CITY OF WILLAMINA RESOLVES AS FOLLOWS:

Section 1. The City Council hereby adopts a Section 3 Plan to ensure compliance with federal law for Community Development Block Grant projects and designates the City Recorder, or designee, as the Section 3 Coordinator for the City of Willamina. The Section 3 Plan is attached to this resolution as Exhibit "A" and is incorporated herein.

Section 2. City Council hereby adopts a Limited English Proficiency Plan to ensure compliance with federal law for Community Development Block Grant projects. The Limited English Proficiency Plan is attached to this resolution as Exhibit "B" and is incorporated herein.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WILLAMINA this 14th day of November, 2013.



Corey L Adams, Mayor

ATTEST:

Sue Hollis, City Recorder

Attachments

F/RESOLUTIONS/2013-2014/13.14-003

SECTION 3 PLAN

General Policy Statement

It is the policy of the City of Willamina to require its contractors to make a good faith effort to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The City of Willamina (hereinafter "CITY") implements this policy through the awarding of Community Development Block Grant program contracts to contractors, vendors, professional service providers/consultants and suppliers (hereinafter "CONTRACTOR"), to create employment and business opportunities for residents of the City of Willamina and other qualified low-and very low-income persons.

The policy will ensure that, in good faith, the CITY will have a reasonable level of success in the recruitment, employment, and utilization of Section 3 residents and other eligible persons and Section 3 business concerns working on contracts partially or wholly funded with the United States Department of Housing and Urban Development (HUD) monies. The CITY shall examine and consider a CONTRACTOR's potential for success by providing employment and business opportunities to Section 3 residents and business concerns prior to acting on any proposed contract award.

What is Section 3?

Section 3 of the Housing and Urban Development Act of 1968m as amended (12 USC 1701u)(Section 3) requires that recipients of HUD-funding exceeding \$200,000 ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and Local laws and regulations, be directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to such persons.

Section 3 is applicable when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting or training opportunities. If the expenditure of covered funding does not result in new employment, contracting, or training opportunities, the requirements of Section 3 are not applicable.

As a recipient of HUD Community Development Block Grant (CDBG) funds through the Oregon Business Development Department (OBDD), the CITY certifies that it will make good faith efforts, including the preference to contract with businesses that employ Section 3 residents from the local community, to comply with the requirements of Section 3. These same requirements apply to all contractors or subcontractors that receive contracts in excess of \$100,000 for Section 3 eligible projects.

HUD's Section 3 regulations can be found at 24 CFR 135.

Eligible Projects

All projects and activities involving housing construction, demolition, rehabilitation, or other public construction, such as roads, sewers, community centers, et cetera, that are completed with HUD Community Planning and Development funding are subject to the requirements of Section 3.

Section 3 Residents

1. Are residents of public or Indian housing; or
2. Are individuals that reside in the metropolitan area in which the Section 3 applicable assistance is expended and whose income does not exceed the local HUD income limits set forth for low- or very-low income households.

Section 3 Business Concerns

To be considered a Section 3 Business Concern; at least one of the following must apply:

1. Business is 51% or more owned by Section 3 residents; or
2. At least 30% of the business's permanent, full-time employees are currently Section 3 residents, or within three years of the date of first employment with the firm were Section 3 residents; or
3. Business provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of all subcontracts to be awarded to businesses that meet the qualifications described above.

In accordance with the regulation, residents and business concerns seeking Section 3 preference shall certify, and/or submit evidence to the CITY, CONTRACTOR, or subcontractor, verifying that they meet the definitions provided above.

Implementing Procedures to Ensure Section 3 Requirements

The following Bid Specifications and Contract clause shall be included in all CITY bid solicitations and requests for proposals for projects whose funding is derived from HUD and involves housing construction, demolition, rehabilitation, or other public construction:

SECTION 3 CLAUSE

- A. *The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly persons who are recipients of HUD assistance for housing.*

EXHIBIT A

- B. *The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.*
- C. *The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.*
- D. *The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.*
- E. *The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.*
- F. *Non compliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.*
- G. *Contractor shall complete THE REQUIRED Section 3 Report form 60002 and submit it to the City with the final construction pay estimate for the project.*

Compliance with Section 3:

Section 3 businesses must meet minimum qualifications, including prequalification with the CITY, and have the ability and capacity to perform successfully under the terms and conditions of the contract. All contractors or businesses seeking Section 3 preference, before submitting bids or proposals to the CITY, will be required to complete certifications to acknowledge that Section 3 contracting and employment provisions have been met. Such certifications must be adequately supported with appropriate documentation and supplied at the time of prequalification.

The CITY will incorporate Section 3 requirements into all solicitations for project proposals that are funded in part or in whole with HUD monies. Section 3 residents must meet the minimum qualifications of the position to be filled and a Section 3 business concern must have the ability to and capacity to perform successfully under the terms and conditions of the proposed contract.

The CITY will, to the greatest extent possible, offer contracting opportunities to Section 3 business concerns. However, in the event that no Section 3 businesses bid on the contract, or bids but is not able to demonstrate to the CITY that it has the ability to perform successfully under the terms and conditions of the proposed contract, then that contract will be awarded to a non-Section 3 business concern that can meet the terms and conditions of the proposed contract through the competitive bidding process. That business concern must meet the general conditions of compliance with Section 3.

All contractors or businesses seeking Section 3 preference, before submitting bids or proposals to the CITY will be required to complete certifications, as appropriate, as acknowledgement of the Section 3 contracting and employment provisions required by this section. Such certifications shall be adequately supported with appropriate documentation as referenced on the form.

Compliance with Section 3 (Good Faith Effort)

At a minimum, the following tasks will be completed to demonstrate a good faith effort with the requirements of Section 3. To ensure compliance with Section 3 requirements, the CITY will document actions taken to comply, including but not limited to:

1. Advertise contracting opportunities via newspaper, mailings, or posting notices about the work to be contracted and where to obtain additional information. Alternatively, notifying the Housing Authority of Marion County, local job training centers and WorkSource Oregon of new employment, training or contracting opportunities resulting from the expenditure of covered funding.
2. Provide written notice of contracting opportunities to all known Section 3 business concerns within the City of Willamina. The written notice will be provided in sufficient time to enable business concerns the opportunity to respond to the bid invitation.
3. Include in all solicitations a statement to encourage eligible Section 3 businesses to apply;
4. Assisting and actively cooperating with OBDD in ensuring contractors and subcontractors comply with Section 3;
5. Refraining from entering into contracts with contractors or subcontractors that are in violation of Section 3 regulations; and
6. Documenting actions taken to comply with Section 3 and submitting necessary documentation to OBDD (HUF Form 60002).

CONTRACTOR's Requirements

In preparation for the award of contracts, the CONTRACTOR will supply the following to the CITY:

1. A list of all positions necessary to complete the contract, the names of employees who will fill those positions, and the names of all other employees,
2. Posting notices of any vacant positions, including training and/or apprenticeship positions, qualifications for positions, in a location(s) accessible to Section 3 person(s) where applications will be received, and starting date of employment,
3. To the greatest extent possible, making available vacant positions, including training and/or apprenticeship positions, to Section 3 residents,
4. If a position necessary to complete contractual task is vacated during the contract period, CONTRACTOR's certification that, to the greatest extent possible, that vacancies will be filled pursuant to items 2 and 3 above,
5. Submitting compliance reports as required,
6. If notified of non-compliance, correcting non-compliance issues within the allowable time period.

Businesses can use the WorkSource Oregon-First Source Hiring Agreement in complying with Section 3 requirements.

Evidence of Section 3 Certification

Any business seeking Section 3 preference in the awarding of contracts or purchase agreements with the CITY shall complete the Certification for Business Concerns Seeking Section 3 Preference in Contracting and Demonstration of Capability from, obtained from the CITY's Section 3 Coordinator. The business seeking Section 3 preference must provide adequate documentation as evidence of eligibility for preference under the Section 3 Program.

Certifications for Section 3 preference for business concerns must be submitted to the CITY's Section 3 Coordinator prior to the submission of bids for consideration. If the CITY has previously approved the certification for the business concern, then the certification may be submitted along with the bid.

Contractor's Requirements in Employing Section 3 Residents

After a contract is awarded, the CONTRACTOR will provide the following:

1. Names of Section 3 business concerns to be utilized;
2. Estimate of the number of employees to be utilized for contract;
3. Projected number of available positions, including job descriptions and wage rates (construction wages must be consistent with Davis-Bacon Act or Oregon BOLI rates, whichever is higher); and
4. Efforts that will be utilized to seek Section 3 participants.

Monitoring and Enforcement

The function of monitoring and enforcing these provisions will be carried out by the City's project manager for each HUD-funded construction project. During the pre-bid or pre-construction meetings between the CITY and CONTRACTOR, the CITY's Section 3 Policy will be provided again to the CONTRACTOR for inclusion in contract documents. The following contract requirements will be discussed in detail:

- Prevailing wage rates (Davis-Bacon or BOLI, whichever is higher)
- Minority and woman-owned businesses
- Section 3 hiring requirements

Each representative will define specific functional requirements and require the CONTRACTOR to certify its understanding of the terms and conditions of the contract as it applies to the aforementioned requirements.

Section 3 Complaint Procedure

The CITY will make every effort to resolve complaints generated from alleged non-compliance through an internal process. The CITY encourages submittal of non-compliance complaints to its Section 3 Coordinator as follows:

1. Submit to:
City of Willamina
Attn: Sue Hollis, City Recorder
411 NE "C" Street, Willamina OR 97396
2. Complaints of non-compliance should be filed in writing and must contain the name of the complainant and brief description of the alleged violation of 24 CFR 135.
3. Complaints must be filed within thirty calendar days after the complainant becomes aware of the alleged violation.
4. An investigation will be conducted if complaint is found to be valid. The Section 3 Coordinator will conduct an informal but thorough investigation affording all interested parties, if any, an opportunity to submit testimony and/or evidence pertinent to the complaint.
5. The Section 3 Coordinator will provide written documentation detailing the findings of the investigation to the City Attorney. The City Attorney will review the findings for accuracy and completeness before it is released to the complainants. The findings will be made available no more than thirty days after the complaint is filed with the CITY.

EXHIBIT A

If complainants wish to have their concerns considered outside the CITY's internal procedure, a complaint may be filed with

Assistant Secretary for Fair Housing and Equal Opportunity
United States Department of Housing and Urban Development
451 Seventh Street Northwest
Washington, District of Columbia, 20410

The complaint must be received no later than 180 days from the date of the action or omission upon which the complaint is based, unless the time for filing is extended by the Assistant Secretary for good cause shown.

CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3 PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPACITY

Name of Business _____

Address of Business _____

Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

_____ **For Business claiming status as a Section 3 resident-owned enterprise:**

- Copy of resident lease
- Copy of receipt of public assistance
- Copy of evidence of participation in public assistance program
- Other evidence

_____ **For business entity as applicable:**

- Copy of Articles of Incorporation
- Assumed Business Name Certificate
- List of owners/stockholders and % ownership of each
- Latest Board minutes appointing officers
- Organization chart with names and titles and brief function statement
- Additional information
- Certificate of Good Standing
- Partnership Agreement
- Corporation Annual Report

_____ **For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:**

- List of subcontracted Section 3 business(es) and subcontract amount

_____ **For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:**

- List of all current full-time employees
- List of employees claiming Section 3 status
- PHA/IHA Residential lease less than 3 years from day of employment
- Other evidence of Section 3 status less than 3 years from date of employment

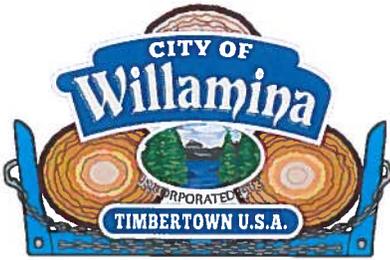
_____ Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

(Corporate Seal)

Authorizing Name and Signature

Attested by: _____



Mayor Corey L Adams

Council Members:

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

City Staff:

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

MEMO TO: CITY COUNCIL

DATE: OCTOBER 10, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: RESOLUTION #13.14-004, A RESOLUTION DELEGATING AUTHORITY TO ACKNOWLEDGE AND SIGN OLCC SPECIAL EVENT WINERY/ SPECIAL EVENT GROWER APPLICATIONS

Background:

1. Various events are held within the City over the course of the year at which local wineries are featured. The wines are typically available for drinking at the event and is sold in sealed containers for home use. These events are typically 1-2 days.
2. The OLCC requires a Special Event Winery/Special Event Grower License for this purpose. The Application form includes a recommendation from the local government to grant, acknowledge, or deny the license. The recommendation must be signed by the appropriate official.
3. At present, the Mayor, or in his absence, the Council President sign these forms. Sometimes there is only a 1 or 2 day turnaround time to get the application to OLCC after signature. It is not always possible to get a signature quickly because of the press of business for both of the signers.
4. Staff is recommending that the authority to sign these application forms be delegated to the City Recorder and that the only recommendation permitted would be to acknowledge the request for a license. Resolution #13.14-004, A Resolution Delegating Authority to Acknowledge And Sign OLCC Special Event Winery/ Special Event Grower Applications, is presented for your consideration.

Action Requested:

That the City Council adopt Resolution #13.14-00004, A Resolution Delegating Authority to Acknowledge And Sign OLCC Special Event Winery/ Special Event Grower Applications.

Attachment

F/RESOLUTIONS/2013-2014/R13.14-004.CCMEMO.11-14-13

An Equal Opportunity Employer

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

www.willaminaoregon.gov



Mayor Corey L Adams

Council Members:

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Gary L Hill Jr
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**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR
THE TRANSACTION OF BUSINESS**

RESOLUTION NUMBER 13.14-004

***A Resolution Delegating Authority to Acknowledge and Sign OLCC
Special Event Winery/Special Event Grower Applications***

WHEREAS, from time to time, events are held within the City of Willamina that feature local wineries or fruit growers; and

WHEREAS, the Oregon Liquor Control Commission (hereafter called "OLCC") requires a Special Event Winery/Special Event Grower license to sell wine, cider, and malt beverages for drinking at the event or in sealed containers for taking off the premises; and

WHEREAS, the application for these licenses requires a local government signature that either recommends approval or denial or simply acknowledges receipt of the opportunity to comment; and

WHEREAS, the application forms are signed by the Mayor, or in his/her absence, the Council President, and often have a very short timeline to obtain signatures and forward to the OLCC; and

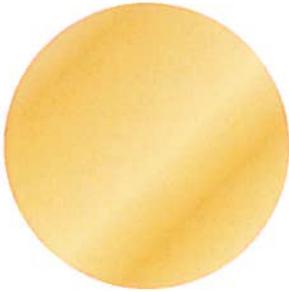
WHEREAS, it is sometimes difficult to arrange for the signatures in a timely manner due to the press of business for authorized signers; and

WHEREAS, the application forms are acknowledged only and no recommendation is made by the City to approve or deny the license;

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

1. **THAT** the City Recorder is hereby delegated the authority to acknowledge receipt of and sign OLCC Special Event Winery/Special Event Grower Applications on behalf of the City; and
2. **THAT** this resolution shall be effective immediately upon adoption

PASSED AND ADOPTED BY THE CITY COUNCIL OF WILLAMINA this 14th day of November, 2013.



Corey L Adams, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2013-14/13.14-004



Mayor Corey L Adams

Council Members:

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

City Staff:

City Recorder: *Sue C Hollis*
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Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: NOVEMBER 14, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: MEDICAL MARIJUANA DISPENSARIES

Background

Mayor Adams has asked that this item be on the agenda for discussion. To assist in the discussion, I have included the following:

1. Letter, 11/01/13, from Shane Abma and David Doughman, Beery, Elsner & Hammond LLP, subject "Medical Marijuana Dispensaries."
2. House Bill 3460
3. E-mail from David Doughman re the appropriate method to restrict where such businesses are located
4. E-mail from Marjorie Mattson outlining the process to change the Development Code. Her timeline is 4-6 months.

Attachments

F/CITY COUNCIL/AGENDA MEMOS/MEDICAL MARIJUANA DISPENSARIES.CCMEMO.11-14-13

MEMORANDUM

TO: BEH Clients

FROM: Shane Abma
David Doughman
Beery Elsner & Hammond, LLP

SUBJECT: Medical Marijuana Dispensaries

DATE: November 1, 2013

This August the Oregon Legislature passed House Bill 3460, which requires medical marijuana facilities (“dispensaries”) to register with the Oregon Health Authority after satisfying certain requirements. The governor signed the bill and its substantive provisions go into effect on March 1, 2014.

I. Background

In 1998, Oregon became one of the first states to legalize medical marijuana. The Oregon Medical Marijuana Program (“OMMP”) is administered by the Oregon Health Authority (“OHA”) and allows registered “cardholders” to legally consume marijuana for medical purposes. The law originally allowed cardholders to grow their own marijuana or obtain it from other registered growers if they were not able to grow it themselves. To help facilitate getting medical marijuana to cardholders, in recent years a number of medical marijuana “dispensaries” have opened across the state. These dispensaries obtain marijuana from registered growers and act as “retail” marketplaces for cardholders who find it difficult to obtain their medical marijuana.

The dispensaries are neither registered cardholders nor registered growers; consequently they have existed in a legal gray area. In order to address the uncertain legality of these dispensaries and to regulate them at the state level, the Oregon Legislature passed HB 3460, which establishes uniform registration and licensing procedures. Oregon now joins 15 other states that have legalized dispensaries for medical marijuana.

II. Medical Marijuana Dispensaries Must Now Register with OHA and Meet Certain Criteria

HB 3460 requires a dispensary to register with the state and meet certain requirements. These include requirements for location, pesticide/mold testing, tracking, security measures and criminal background checks. In order to obtain a “proof of registration,” the dispensary must submit an application to the OHA listing certain identifiers (name, address, etc.), obtain a business license from the Secretary of State, and submit documentation demonstrating that it has met the state registration requirements of HB 3460.

A. Notable Requirements

1. Location Restrictions

The dispensaries must be located in an area zoned for commercial, industrial or mixed uses or as agricultural land. They must be at least 1000 feet from schools and 1000 feet from any other registered dispensary. No dispensary may be located at the same address as a registered medical marijuana grow site.

2. Criminal Background Checks & Security Requirements

The OHA is required to conduct a criminal background check of any person listed as the person responsible for the dispensary. A prior conviction for certain controlled substance crimes prohibits a person from operating a dispensary for five years from the date of conviction, and those with multiple convictions are banned completely from registering. Dispensary operators must be Oregon residents.

Additionally, dispensaries must install security systems with certain elements, including video surveillance, alarms and a safe.

III. Local Regulation of Dispensaries

HB 3460 does not explicitly prohibit local jurisdictions from refusing to allow medical marijuana dispensaries within their jurisdiction. However, if a local government attempted to ban dispensaries completely, doing so may be subject to a challenge that the local government action is preempted by state law.

Some local jurisdictions may wish to further regulate these dispensaries beyond what is set forth in HB 3460. Prior case law has upheld the ability of a local jurisdiction to enhance state regulations at the local level, provided that the local regulation is not preempted by the state and

November 1, 2013

Page 3

does not conflict with the state regulations. Naturally, the more burdensome the local regulation, the more likely it is to be challenged. This is especially so if the regulation has the effect of prohibiting what the state otherwise allows because the local requirements cannot be met (for example, requiring that dispensaries be located 50,000 feet from any school, when in fact no such location would qualify).

In sum, a complete ban on dispensaries at the local level may invite litigation and, given the language in HB 3460, it may be difficult to defend. Of course, federal law continues to classify marijuana as a "Schedule 1" drug (i.e. has a high potential for abuse and has no medically accepted uses). Unfortunately, it is not clear whether a local government can rely on marijuana's status under federal law to prohibit a dispensary.

However, we believe enhanced regulation at the local level that does not conflict with state requirements is an option for localities that wish to further regulate these dispensaries.

We encourage you to contact us to discuss this important issue. Please note that if your community wishes to regulate dispensaries beyond what is contained in state law, it should begin the legislative process in the near future in order to have regulations in place before March 1, 2014.

Enrolled
House Bill 3460

Sponsored by Representative BUCKLEY, Senator PROZANSKI; Representative FREDERICK, Senator DINGFELDER

CHAPTER

AN ACT

Relating to medical marijuana; creating new provisions; amending ORS 475.302, 475.304, 475.309, 475.320, 475.323 and 475.331; limiting expenditures; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. Section 2 of this 2013 Act is added to and made a part of ORS 475.300 to 475.346.

SECTION 2. (1) The Oregon Health Authority shall establish by rule a medical marijuana facility registration system to authorize the transfer of usable marijuana and immature marijuana plants from:

(a) A registry identification cardholder, the designated primary caregiver of a registry identification cardholder, or a person responsible for a marijuana grow site to the medical marijuana facility; or

(b) A medical marijuana facility to a registry identification cardholder or the designated primary caregiver of a registry identification cardholder.

(2) The registration system established under subsection (1) of this section must require a medical marijuana facility to submit an application to the authority that includes:

(a) The name of the person responsible for the medical marijuana facility;

(b) The address of the medical marijuana facility;

(c) Proof that the person responsible for the medical marijuana facility is a resident of Oregon;

(d) Documentation, as required by the authority by rule, that demonstrates the medical marijuana facility meets the qualifications for a medical marijuana facility as described in subsection (3) of this section; and

(e) Any other information that the authority considers necessary.

(3) To qualify for registration under this section, a medical marijuana facility:

(a) Must be located in an area that is zoned for commercial, industrial or mixed use or as agricultural land and may not be located at the same address as a marijuana grow site;

(b) Must be registered as a business or have filed a pending application to register as a business with the Office of the Secretary of State;

(c) Must not be located within 1,000 feet of the real property comprising a public or private elementary, secondary or career school attended primarily by minors;

(d) Must not be located within 1,000 feet of another medical marijuana facility; and

(e) Must comport with rules adopted by the authority related to:

(A) Installing a minimum security system, including a video surveillance system, alarm system and safe; and

(B) Testing for pesticides, mold and mildew and the processes by which usable marijuana and immature marijuana plants that test positive for pesticides, mold or mildew must be returned to the registry identification cardholder, the cardholder's designated primary caregiver or the cardholder's registered grower.

(4)(a) The authority shall conduct a criminal records check under ORS 181.534 of a person whose name is submitted as the person responsible for a medical marijuana facility under subsection (2) of this section.

(b) A person convicted for the manufacture or delivery of a controlled substance in Schedule I or Schedule II may not be the person responsible for a medical marijuana facility for five years from the date the person is convicted.

(c) A person convicted more than once for the manufacture or delivery of a controlled substance in Schedule I or Schedule II may not be the person responsible for a medical marijuana facility.

(5) If a person submits the application required under subsection (2) of this section, the medical marijuana facility identified in the application meets the qualifications for a medical marijuana facility described in subsection (3) of this section and the person responsible for the medical marijuana facility passes the criminal records check required under subsection (4) of this section, the authority shall register the medical marijuana facility and issue the person responsible for the medical marijuana facility proof of registration. The person responsible for the medical marijuana facility shall display the proof of registration on the premises of the medical marijuana facility at all times when usable marijuana or immature marijuana plants are being transferred as described in subsection (1) of this section.

(6)(a) A registered medical marijuana facility may receive usable marijuana or immature marijuana plants only from a registry identification cardholder, designated primary caregiver or person responsible for a marijuana grow site if the registered medical marijuana facility obtains authorization, on a form prescribed by the authority by rule and signed by a registry identification cardholder, to receive the usable marijuana or immature marijuana plants.

(b) A registered medical marijuana facility shall maintain:

(A) A copy of each authorization form described in paragraph (a) of this subsection; and

(B) Documentation of each transfer of usable marijuana or immature marijuana plants.

(7) A medical marijuana facility registered under this section may possess usable marijuana and immature marijuana plants in excess of the limits imposed on registry identification cardholders and designated primary caregivers under ORS 475.320.

(8) The authority may inspect:

(a) The premises of an applicant for a medical marijuana facility or a registered medical marijuana facility to ensure compliance with the qualifications for a medical marijuana facility described in subsection (3) of this section; and

(b) The records of a registered medical marijuana facility to ensure compliance with subsection (6)(b) of this section.

(9)(a) A registry identification cardholder or the designated primary caregiver of a registry identification cardholder may reimburse a medical marijuana facility registered under this section for the normal and customary costs of doing business, including costs related to transferring, handling, securing, insuring, testing, packaging and processing usable marijuana and immature marijuana plants and the cost of supplies, utilities and rent or mortgage.

(b) A medical marijuana facility may reimburse a person responsible for a marijuana grow site under this section for the normal and customary costs of doing business, including costs related to transferring, handling, securing, insuring, testing, packaging and processing usable marijuana and immature marijuana plants and the cost of supplies, utilities and rent or mortgage.

(10) The authority may revoke the registration of a medical marijuana facility registered under this section for failure to comply with ORS 475.300 to 475.346 or rules adopted under ORS 475.300 to 475.346. The authority may release to the public a final order revoking a medical marijuana facility registration.

(11) The authority shall adopt rules to implement this section, including rules that:

(a) Require a medical marijuana facility registered under this section to annually renew that registration; and

(b) Establish fees for registering and renewing registration for a medical marijuana facility under this section.

SECTION 3. ORS 475.302 is amended to read:

475.302. As used in ORS 475.300 to 475.346:

(1) "Attending physician" means a physician licensed under ORS chapter 677 who has primary responsibility for the care and treatment of a person diagnosed with a debilitating medical condition.

(2) "Authority" means the Oregon Health Authority.

(3) "Debilitating medical condition" means:

(a) Cancer, glaucoma, agitation due to Alzheimer's disease, positive status for human immunodeficiency virus or acquired immune deficiency syndrome, or treatment for these conditions;

(b) A medical condition or treatment for a medical condition that produces, for a specific patient, one or more of the following:

(A) Cachexia;

(B) Severe pain;

(C) Severe nausea;

(D) Seizures, including but not limited to seizures caused by epilepsy; or

(E) Persistent muscle spasms, including but not limited to spasms caused by multiple sclerosis;

or

(c) Any other medical condition or treatment for a medical condition adopted by the authority by rule or approved by the authority pursuant to a petition submitted pursuant to ORS 475.334.

(4)(a) "Delivery" has the meaning given that term in ORS 475.005.

(b) "Delivery" does not include transfer of:

(A) Marijuana by a registry identification cardholder to another registry identification cardholder if no consideration is paid for the transfer[.];

(B) Usable marijuana or immature marijuana plants from a registry identification cardholder, the designated primary caregiver of a registry identification cardholder or a marijuana grow site to a medical marijuana facility registered under section 2 of this 2013 Act; or

(C) Usable marijuana or immature marijuana plants from a medical marijuana facility registered under section 2 of this 2013 Act to a registry identification cardholder or the designated primary caregiver of a registry identification cardholder.

(5) "Designated primary caregiver" means an individual 18 years of age or older who has significant responsibility for managing the well-being of a person who has been diagnosed with a debilitating medical condition and who is designated as such on that person's application for a registry identification card or in other written notification to the authority. "Designated primary caregiver" does not include the person's attending physician.

(6) "Marijuana" has the meaning given that term in ORS 475.005.

(7) "Marijuana grow site" means a location where marijuana is produced for use by a registry identification cardholder and that is registered under the provisions of ORS 475.304.

(8) "Medical use of marijuana" means the production, possession, delivery, or administration of marijuana, or paraphernalia used to administer marijuana, as necessary for the exclusive benefit of a person to mitigate the symptoms or effects of the person's debilitating medical condition.

(9) "Production" has the meaning given that term in ORS 475.005.

(10) "Registry identification card" means a document issued by the authority that identifies a person authorized to engage in the medical use of marijuana and the person's designated primary caregiver, if any.

(11) "Usable marijuana" means the dried leaves and flowers of the plant Cannabis family Moraceae, and any mixture or preparation thereof, that are appropriate for medical use as allowed in ORS 475.300 to 475.346. "Usable marijuana" does not include the seeds, stalks and roots of the plant.

(12) "Written documentation" means a statement signed by the attending physician of a person diagnosed with a debilitating medical condition or copies of the person's relevant medical records.

SECTION 4. ORS 475.304 is amended to read:

475.304. (1) The Oregon Health Authority shall establish by rule a marijuana grow site registration system to authorize production of marijuana by a registry identification cardholder, a designated primary caregiver who grows marijuana for the cardholder or a person who is responsible for a marijuana grow site. The marijuana grow site registration system adopted must require a registry identification cardholder to submit an application to the authority that includes:

- (a) The name of the person responsible for the marijuana grow site;
- (b) The address of the marijuana grow site;
- (c) The registry identification card number of the registry cardholder for whom the marijuana is being produced; and
- (d) Any other information the authority considers necessary.

(2) The authority shall issue a marijuana grow site registration card to a registry identification cardholder who has met the requirements of subsection (1) of this section.

(3) A person who has been issued a marijuana grow site registration card under this section must display the registration card at the marijuana grow site at all times when marijuana is being produced.

(4) A marijuana grow site registration card must be obtained and posted for each registry identification cardholder for whom marijuana is being produced at a marijuana grow site.

(5) All usable marijuana, plants, seedlings and seeds associated with the production of marijuana for a registry identification cardholder by a person responsible for a marijuana grow site are the property of the registry identification cardholder and must be provided to the registry identification cardholder, **or, if the marijuana is usable marijuana or an immature marijuana plant, transferred to a medical marijuana facility registered under section 2 of this 2013 Act,** upon request.

(6)(a) The authority shall conduct a criminal records check under ORS 181.534 of any person whose name is submitted as a person responsible for a marijuana grow site.

(b) A person convicted of a Class A or Class B felony under ORS 475.752 to 475.920 for the manufacture or delivery of a controlled substance in Schedule I or Schedule II may not be issued a marijuana grow site registration card or produce marijuana for a registry identification cardholder for five years from the date of conviction.

(c) A person convicted more than once of a Class A or Class B felony under ORS 475.752 to 475.920 for the manufacture or delivery of a controlled substance in Schedule I or Schedule II may not be issued a marijuana grow site registration card or produce marijuana for a registry identification cardholder.

(7) A registry identification cardholder or the designated primary caregiver of the cardholder may reimburse the person responsible for a marijuana grow site for the costs of supplies and utilities associated with the production of marijuana for the registry identification cardholder. No other costs associated with the production of marijuana for the registry identification cardholder, including the cost of labor, may be reimbursed.

(8) The authority may adopt rules imposing a fee in an amount established by the authority for registration of a marijuana grow site under this section.

SECTION 5. ORS 475.309 is amended to read:

475.309. (1) Except as provided in ORS 475.316, 475.320 and 475.342, a person engaged in or assisting in the medical use of marijuana is excepted from the criminal laws of the state for possession, delivery or production of marijuana, aiding and abetting another in the possession, delivery or production of marijuana or any other criminal offense in which possession, delivery or production of marijuana is an element if the following conditions have been satisfied:

(a)(A) The person holds a registry identification card issued pursuant to this section, has applied for a registry identification card pursuant to subsection (9) of this section, is the designated primary caregiver of the cardholder or applicant, or is the person responsible for a marijuana grow site that is producing marijuana for the cardholder and is registered under ORS 475.304; and

[(b)] (B) The person who has a debilitating medical condition, the person's primary caregiver and the person responsible for a marijuana grow site that is producing marijuana for the cardholder and is registered under ORS 475.304 are collectively in possession of, delivering or producing marijuana for medical use in amounts allowed under ORS 475.320[.]; or

(b) The person is responsible for or employed by a medical marijuana facility registered under section 2 of this 2013 Act and does not commit any of the acts described in this subsection anywhere other than at the medical marijuana facility.

(2) The Oregon Health Authority shall establish and maintain a program for the issuance of registry identification cards to persons who meet the requirements of this section. Except as provided in subsection (3) of this section, the authority shall issue a registry identification card to any person who pays a fee in the amount established by the authority and provides the following:

(a) Valid, written documentation from the person's attending physician stating that the person has been diagnosed with a debilitating medical condition and that the medical use of marijuana may mitigate the symptoms or effects of the person's debilitating medical condition;

(b) The name, address and date of birth of the person;

(c) The name, address and telephone number of the person's attending physician;

(d) The name and address of the person's designated primary caregiver, if the person has designated a primary caregiver at the time of application; and

(e) A written statement that indicates whether the marijuana used by the cardholder will be produced at a location where the cardholder or designated primary caregiver is present or at another location.

(3) The authority shall issue a registry identification card to a person who is under 18 years of age if the person submits the materials required under subsection (2) of this section, and the custodial parent or legal guardian with responsibility for health care decisions for the person under 18 years of age signs a written statement that:

(a) The attending physician of the person under 18 years of age has explained to that person and to the custodial parent or legal guardian with responsibility for health care decisions for the person under 18 years of age the possible risks and benefits of the medical use of marijuana;

(b) The custodial parent or legal guardian with responsibility for health care decisions for the person under 18 years of age consents to the use of marijuana by the person under 18 years of age for medical purposes;

(c) The custodial parent or legal guardian with responsibility for health care decisions for the person under 18 years of age agrees to serve as the designated primary caregiver for the person under 18 years of age; and

(d) The custodial parent or legal guardian with responsibility for health care decisions for the person under 18 years of age agrees to control the acquisition of marijuana and the dosage and frequency of use by the person under 18 years of age.

(4) A person applying for a registry identification card pursuant to this section may submit the information required in this section to a county health department for transmittal to the authority. A county health department that receives the information pursuant to this subsection shall transmit the information to the authority within five days of receipt of the information. Information received by a county health department pursuant to this subsection shall be confidential and not subject to disclosure, except as required to transmit the information to the authority.

(5)(a) The authority shall verify the information contained in an application submitted pursuant to this section and shall approve or deny an application within thirty days of receipt of the application.

(b) In addition to the authority granted to the authority under ORS 475.316 to deny an application, the authority may deny an application for the following reasons:

(A) The applicant did not provide the information required pursuant to this section to establish the applicant's debilitating medical condition and to document the applicant's consultation with an attending physician regarding the medical use of marijuana in connection with such condition, as provided in subsections (2) and (3) of this section;

(B) The authority determines that the information provided was falsified; or

(C) The applicant has been prohibited by a court order from obtaining a registry identification card.

(c) Denial of a registry identification card shall be considered a final authority action, subject to judicial review. Only the person whose application has been denied, or, in the case of a person under the age of 18 years of age whose application has been denied, the person's parent or legal guardian, shall have standing to contest the authority's action.

(d) Any person whose application has been denied may not reapply for six months from the date of the denial, unless so authorized by the authority or a court of competent jurisdiction.

(6)(a) If the authority has verified the information submitted pursuant to subsections (2) and (3) of this section and none of the reasons for denial listed in subsection (5)(b) of this section is applicable, the authority shall issue a serially numbered registry identification card within five days of verification of the information. The registry identification card shall state:

(A) The cardholder's name, address and date of birth;

(B) The date of issuance and expiration date of the registry identification card;

(C) The name and address of the person's designated primary caregiver, if any;

(D) Whether the marijuana used by the cardholder will be produced at a location where the cardholder or designated primary caregiver is present or at another location; and

(E) Any other information that the authority may specify by rule.

(b) When the person to whom the authority has issued a registry identification card pursuant to this section has specified a designated primary caregiver, the authority shall issue an identification card to the designated primary caregiver. The primary caregiver's registry identification card shall contain the information provided in paragraph (a) of this subsection.

(7)(a) A person who possesses a registry identification card shall:

(A) Notify the authority of any change in the person's name, address, attending physician or designated primary caregiver.

(B) If applicable, notify the designated primary caregiver of the cardholder, *[and]* the person responsible for the marijuana grow site that produces marijuana for the cardholder **and any person responsible for a medical marijuana facility that transfers usable marijuana or immature marijuana plants to the cardholder under section 2 of this 2013 Act** of any change in status including, but not limited to:

(i) The assignment of another individual as the designated primary caregiver of the cardholder;

(ii) The assignment of another individual as the person responsible for a marijuana grow site producing marijuana for the cardholder; or

(iii) The end of the eligibility of the cardholder to hold a valid registry identification card.

(C) Annually submit to the authority:

(i) Updated written documentation from the cardholder's attending physician of the person's debilitating medical condition and that the medical use of marijuana may mitigate the symptoms or effects of the person's debilitating medical condition; and

(ii) The name of the person's designated primary caregiver if a primary caregiver has been designated for the upcoming year.

(b) If a person who possesses a registry identification card fails to comply with this subsection, the card shall be deemed expired. If a registry identification card expires, the identification card of any designated primary caregiver of the cardholder shall also expire.

(8)(a) A person who possesses a registry identification card pursuant to this section and who has been diagnosed by the person's attending physician as no longer having a debilitating medical condition or whose attending physician has determined that the medical use of marijuana is contraindicated for the person's debilitating medical condition shall return the registry identification card and any other associated Oregon Medical Marijuana Program cards to the authority within 30 calendar days of notification of the diagnosis or notification of the contraindication.

(b) If, due to circumstances beyond the control of the registry identification cardholder, a cardholder is unable to obtain a second medical opinion about the cardholder's continuing eligibility to use medical marijuana before the 30-day period specified in paragraph (a) of this subsection has expired, the authority may grant the cardholder additional time to obtain a second opinion before requiring the cardholder to return the registry identification card and any associated cards.

(9) A person who has applied for a registry identification card pursuant to this section but whose application has not yet been approved or denied, and who is contacted by any law enforcement officer in connection with the person's administration, possession, delivery or production of marijuana for medical use may provide to the law enforcement officer a copy of the written documentation submitted to the authority pursuant to subsection (2) or (3) of this section and proof of the date of mailing or other transmission of the documentation to the authority. This documentation shall have the same legal effect as a registry identification card until such time as the person receives notification that the application has been approved or denied.

(10)(a) A registry identification cardholder has the primary responsibility of notifying the **designated primary caregiver [and], the person responsible for the marijuana grow site that produces marijuana for the cardholder and any person responsible for a medical marijuana facility that transfers usable marijuana or immature marijuana plants to the cardholder under section 2 of this 2013 Act** of any change in status of the cardholder.

(b) If the authority is notified by the cardholder that a primary caregiver or person responsible for a marijuana grow site has changed, the authority shall notify the primary caregiver or the person responsible for the marijuana grow site by mail at the address of record confirming the change in status and informing the caregiver or person **responsible for the marijuana grow site** that their card is no longer valid and must be returned to the authority.

(11) The authority shall revoke the registry identification card of a cardholder if a court has issued an order that prohibits the cardholder from participating in the medical use of marijuana or otherwise participating in the Oregon Medical Marijuana Program under ORS 475.300 to 475.346. The cardholder shall return the registry identification card to the authority within seven calendar days of notification of the revocation. If the cardholder is a patient, the patient shall return the patient's card and all other associated Oregon Medical Marijuana Program cards.

(12) The authority shall revoke the registration of a medical marijuana facility registered under section 2 of this 2013 Act if a court has issued an order that prohibits the person responsible for the medical marijuana facility from participating in the Oregon Medical Marijuana Program under ORS 475.300 to 475.346.

[(12)] (13) The authority and employees and agents of the authority acting within the course and scope of their employment are immune from any civil liability that might be incurred or imposed for the performance of or failure to perform duties required by this section.

SECTION 6. ORS 475.320 is amended to read:

475.320. (1)(a) A registry identification cardholder or the designated primary caregiver of the cardholder may possess up to six mature marijuana plants and 24 ounces of usable marijuana.

(b) Notwithstanding paragraph (a) of this subsection, if a registry identification cardholder has been convicted of a Class A or Class B felony under ORS 475.752 to 475.920 for the manufacture or delivery of a controlled substance in Schedule I or Schedule II, the registry identification

cardholder or the designated primary caregiver of the cardholder may possess one ounce of usable marijuana at any given time for a period of five years from the date of the conviction.

(2) A person authorized under ORS 475.304 to produce marijuana at a marijuana grow site:

(a) May produce marijuana for and provide marijuana:

(A) To a registry identification cardholder or *[that person's]* a **cardholder's** designated primary caregiver as authorized under this section[.]; or

(B) If the marijuana is usable marijuana or an immature marijuana plant and the registry identification cardholder authorizes the person responsible for the marijuana grow site to transfer the usable marijuana or immature marijuana plant to a medical marijuana facility registered under section 2 of this 2013 Act, to the medical marijuana facility.

(b) May possess up to six mature plants and up to 24 ounces of usable marijuana for each cardholder or caregiver for whom marijuana is being produced.

(c) May produce marijuana for no more than four registry identification cardholders or designated primary caregivers concurrently.

(d) Must obtain and display a marijuana grow site registration card issued under ORS 475.304 for each registry identification cardholder or designated primary caregiver for whom marijuana is being produced.

(e) Must provide all marijuana produced for a registry identification cardholder or designated primary caregiver to the cardholder or caregiver at the time the person responsible for a marijuana grow site ceases producing marijuana for the cardholder or caregiver.

(f) Must return the marijuana grow site registration card to the registry identification cardholder to whom the card was issued when requested to do so by the cardholder or when the person responsible for a marijuana grow site ceases producing marijuana for the cardholder or caregiver.

(3) Except as provided in subsections (1) and (2) of this section, a registry identification cardholder, the designated primary caregiver of the cardholder and the person responsible for a marijuana grow site producing marijuana for the registry identification cardholder may possess a combined total of up to six mature plants and 24 ounces of usable marijuana for that registry identification cardholder.

(4)(a) A registry identification cardholder and the designated primary caregiver of the cardholder may possess a combined total of up to 18 marijuana seedlings or starts as defined by rule of the Oregon Health Authority.

(b) A person responsible for a marijuana grow site may possess up to 18 marijuana seedlings or starts as defined by rule of the authority for each registry identification cardholder for whom the person responsible for the marijuana grow site is producing marijuana.

SECTION 7. ORS 475.323 is amended to read:

475.323. (1) Possession of a registry identification card *[or]*, designated primary caregiver identification card pursuant to ORS 475.309 **or proof of registration as a medical marijuana facility under section 2 of this 2013 Act** does not alone constitute probable cause to search the person or property of the cardholder or otherwise subject the person or property of the cardholder to inspection by any governmental agency. **However, the Oregon Health Authority may inspect a medical marijuana facility registered under section 2 of this 2013 Act at any reasonable time to determine whether the facility is in compliance with ORS 475.300 to 475.346.**

(2) Any property interest possessed, owned or used in connection with the medical use of marijuana or acts incidental to the medical use of marijuana that has been seized by state or local law enforcement officers may not be harmed, neglected, injured or destroyed while in the possession of any law enforcement agency. A law enforcement agency has no responsibility to maintain live marijuana plants lawfully seized. No such property interest may be forfeited under any provision of law providing for the forfeiture of property other than as a sentence imposed after conviction of a criminal offense. Usable marijuana and paraphernalia used to administer marijuana that was seized by any law enforcement office shall be returned immediately upon a determination by the district attorney in whose county the property was seized, or the district attorney's designee, that the per-

son from whom the marijuana or paraphernalia used to administer marijuana was seized is entitled to the protections contained in ORS 475.300 to 475.346. The determination may be evidenced, for example, by a decision not to prosecute, the dismissal of charges or acquittal.

SECTION 8. ORS 475.331 is amended to read:

475.331. (1)(a) The Oregon Health Authority shall create and maintain a list of the persons to whom the authority has issued registry identification cards, the names of any designated primary *[caregivers and the addresses of authorized marijuana grow sites.] caregivers, the names of persons responsible for a medical marijuana facility registered under section 2 of this 2013 Act, the addresses of authorized marijuana grow sites and the addresses of registered medical marijuana facilities.* Except as provided in subsection (2) of this section, the list shall be confidential and not subject to public disclosure.

(b) The authority shall develop a system by which authorized employees of state and local law enforcement agencies may verify at all times that: *[a person is a lawful possessor of a registry identification card or the designated primary caregiver of a lawful possessor of a registry identification card or that a location is an authorized marijuana grow site.]*

(A) A person is a lawful possessor of a registry identification card;

(B) A person is the designated primary caregiver of a lawful possessor of a registry identification card;

(C) A location is an authorized marijuana grow site;

(D) A location is a registered medical marijuana facility; or

(E) A person is the person listed as the person responsible for a registered medical marijuana facility.

(2) Names and other identifying information from the list established pursuant to subsection (1) of this section may be released to:

(a) Authorized employees of the authority as necessary to perform official duties of the authority.; *and]*

(b) Authorized employees of state or local law enforcement agencies, **who provide to the authority adequate identification, such as a badge number or similar authentication of authority,** only as necessary to verify that: *[a person is a lawful possessor of a registry identification card or the designated primary caregiver of a lawful possessor of a registry identification card or that a location is an authorized marijuana grow site. Prior to being provided identifying information from the list, authorized employees of state or local law enforcement agencies shall provide to the authority adequate identification, such as a badge number or similar authentication of authority.]*

(A) A person is a lawful possessor of a registry identification card;

(B) A person is the designated primary caregiver of a lawful possessor of a registry identification card;

(C) A location is an authorized marijuana grow site;

(D) A location is a registered medical marijuana facility; or

(E) A person is the person listed as the person responsible for a registered medical marijuana facility.

(3) Authorized employees of state or local law enforcement agencies that obtain identifying information from the list as authorized under this section may not release or use the information for any purpose other than verification that: *[a person is a lawful possessor of a registry identification card or the designated primary caregiver of a lawful possessor of a registry identification card or that a location is an authorized marijuana grow site.]*

(a) A person is a lawful possessor of a registry identification card;

(b) A person is the designated primary caregiver of a lawful possessor of a registry identification card;

(c) A location is an authorized marijuana grow site;

(d) A location is a registered medical marijuana facility; or

(e) A person is the person listed as the person responsible for a registered medical marijuana facility.

SECTION 9. (1) Sections 1 and 2 of this 2013 Act and the amendments to ORS 475.302, 475.304, 475.309, 475.320, 475.323 and 475.331 by sections 3 to 8 of this 2013 Act become operative on March 1, 2014.

(2) The Oregon Health Authority may take any action before the operative date specified in subsection (1) of this section to enable the authority to exercise, on and after the operative date specified in subsection (1) of this section, all of the duties, functions and powers conferred on the authority by sections 1 and 2 of this 2013 Act and the amendments to ORS 475.302, 475.304, 475.309, 475.320, 475.323 and 475.331 by sections 3 to 8 of this 2013 Act.

SECTION 10. Notwithstanding any other law limiting expenditures, the amount of \$803,276 is established for the biennium beginning July 1, 2013, as the maximum limit for payment of expenses from fees, moneys or other revenues, including Miscellaneous Receipts, but excluding lottery funds and federal funds, collected or received by the Oregon Health Authority for administrative and operating expenses incurred in implementing section 2 of this 2013 Act and the amendments to ORS 475.302, 475.304, 475.309, 475.320, 475.323 and 475.331 by sections 3 to 8 of this 2013 Act.

SECTION 11. This 2013 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect on its passage.

Passed by House June 24, 2013

Received by Governor:

Repassed by House July 6, 2013

.....M.,....., 2013

Approved:

.....
Ramona J. Line, Chief Clerk of House

.....M.,....., 2013

.....
Tina Kotek, Speaker of House

.....
John Kitzhaber, Governor

Passed by Senate July 3, 2013

Filed in Office of Secretary of State:

.....
Peter Courtney, President of Senate

.....M.,....., 2013

.....
Kate Brown, Secretary of State

Sue Hollis

From: David Doughman <David@gov-law.com>
Sent: Thursday, November 07, 2013 10:00 AM
To: Sue Hollis
Subject: RE: MEDICAL MARIJUANA DISPENSARIES

Hi Sue:

I think if the city wants to put location-based limits on dispensaries, those limits should exist in the development code. Note that while we think it may be an uphill battle to prohibit them entirely, we do think the city would be on good legal ground to, say, limit dispensaries to industrially-zoned areas of the city. Something to think about when you talk with the council. Let me know if we can help.

Thanks,

David

David F. Doughman
BEERY ELSNER & HAMMOND LLP

From: Sue Hollis [<mailto:holliss@ci.willamina.or.us>]
Sent: Wednesday, November 06, 2013 8:56 AM
To: David Doughman
Subject: MEDICAL MARIJUANA DISPENSARIES

Good Morning David – We received the memo from Kristen regarding medical marijuana dispensaries. It was very timely for us since we have heard that there is someone who wishes to establish a dispensary.

Do all the rules related to where such a dispensary can be located within the City have to be in the Development Code? For example, can the City institute a regulation under its Municipal Code Title XI - Business Regulation? There appears to be a growing concern about having a dispensary in the main business district of the City. A suggestion was made to prohibit such dispensaries within 1,000 feet of a City Park. There are two parks in the immediate downtown area so that would push the dispensaries to some other location. Another suggestion was to permit them only on side streets in the Commercial or Industrial Zone, but that appears to me to be a land use decision.

Council has this issue as a discussion item on its Nov 14 agenda. Any suggestions/guidance, etc., that you can provide would be most helpful. As always, thanks!

Sue C Hollis
City Recorder
City of Willamina
411 NE C Street
Willamina OR 97396
(503)876-2242
(503)876-1121 fax
holliss@ci.willamina.or.us

Sue Hollis

From: Mattson, Marjorie <MMattson@mwwcog.org>
Sent: Thursday, November 07, 2013 1:20 PM
To: Sue Hollis
Subject: RE: AMENDMENT TO DEVELOPMENT CODE FOR MEDICAL MARIJUANA DISPENSARIES

Sue - I am hoping the attorney will be involved in making sure the City gets the language correct and, I assume, at least reviewing what gets drafted as a text amendment. Based upon his email, is he suggesting **only industrial zones and adding the parks** as another separation category? Just curious and it might be too early for the questions.

Regarding process, City Council would formally direct staff to prepare a code amendment. The City Council action then allows a legislative amendment under a Type IV action (Code: Section 2.307). The Planning Commission conducts a hearing and makes a recommendation to City Council. City Council considers the amendments also under a hearing process.

I could not find in the City's code, the requirement to notify DLCD, so the City can use the 35-day notice (based upon a recent change in the rules versus the previous 45-day) requirement and the date is based upon prior to the 1st (PC) evidentiary hearing. At least an initial draft of the "text" needs to be prepared to accompany the notice.

After an ordinance is adopted that "codifies" the amendment, DLCD is again noticed (within 10 days of the final decision).

Because the potential amendment could add a use to a zone (such as an industrial zone) where it currently not allowed (under a specific listing), it would be interesting to know and the City needs to know before scheduling a hearing, if a **Measure 56** (ORS 227.186) notice is required. (The notice time period is 20 to 40 days.) Some training sessions that I have attended indicate that all code amendments require the notice of affected property owners where some facilitators reference only changes that eliminate something that was allowed (permissible uses) on the property prior to the code change. The notice language requires a statement that indicates the change "may reduced the value of property."

So, to answer your question--an estimate range for the initiation and completion of a development code text amendment is 4 to 6 months.

From: Sue Hollis [<mailto:holliss@ci.willamina.or.us>]
Sent: Thursday, November 7, 2013 11:53 AM
To: Mattson, Marjorie; Debbie Bernard
Subject: AMENDMENT TO DEVELOPMENT CODE FOR MEDICAL MARIJUANA DISPENSARIES

Hi Marjorie – Our attorney feels that it would be best if the City wishes to limit where such a dispensary is located that it do so in the Development Code. For example, allow only in Industrial zone and not within 1000 feet of a City park.

If Council wishes to go in this direction, what is the process and how long does it take? Thanks!

Sue C Hollis
City Recorder
City of Willamina
411 NE C Street
Willamina OR 97396
(503)876-2242
(503)876-1121 fax
holliss@ci.willamina.or.us

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Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney
Honorary Councilor Mariah Woodward*

City Staff:

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

MEMO TO: CITY COUNCIL
DATE: NOVEMBER 14, 2013
FROM: SUE HOLLIS, CITY RECORDER
SUBJECT: PROPOSED VACANT PROPERTY REGISTRATION ORDINANCE

Background

1. During the last Legislative Session, House Bill 2662 (copy attached), relating to the neglect of foreclosed residential real property, was passed and became law on June 6, 2013.
2. This area of code enforcement is one of our most challenging because of the number of homes involved and being able to locate the current title holders that have control of the property. Deputy Stuart has done a great job of tracking down the responsible parties, but it is difficult to get compliance. The new state law allows local government to establish rules to require that prohibit neglecting vacant real property. We have been quoting the state law to violators, and asking for voluntary compliance, but they are beginning to resist because we do not have a local ordinance.
3. Attached is a draft prepared by Deputy Stuart with some language he would like the City Council to consider adopting in an ordinance. If Council concurs, staff would prepare a draft Ordinance for discussion at the December 12, 2013, meeting. It would be sent to the City Attorney for review prior to that meeting.
4. Also attached for your information is a copy of the Vacant Property Registration Form we are currently using for voluntary compliance.

Action Requested

That the City Council direct staff to prepare a draft Vacant Property Registration Ordinance for discussion at the December 12, 2013, Council meeting.

Attachments

F/CITY COUNCIL/AGENDA MEMOS/PROPOSED VACANT PROPERTY REGISTRATION ORDINANCE.CCMEMO.11-14-13
F/ORDINANCES/PROPOSED VACANT PROPERTY REGISTRATION ORDINANCE.CCMEMO.11-14-13

**Enrolled
House Bill 2662**

Sponsored by Representative FREDERICK; Representative VEGA PEDERSON (Presession filed.)

CHAPTER

AN ACT

Relating to the neglect of foreclosed residential real property; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

SECTION 1. (1) As used in this section:

(a) "Foreclosed residential real property" means residential property, as defined in ORS 18.901, that an owner obtains as a result of:

- (A) Foreclosing a trust deed on the residential property; or
- (B) Receiving a judgment that forecloses a lien on the residential property.

(b) "Neglect" means:

(A) To fail or a failure to maintain the buildings, grounds or appurtenances of foreclosed residential real property in such a way as to allow:

- (i) Excessive growth of foliage that diminishes the value of adjacent property;
- (ii) Trespassers or squatters to remain on the foreclosed residential real property or in a structure located on the foreclosed residential real property;
- (iii) Mosquito larvae or pupae to grow in standing water on the foreclosed residential real property; or
- (iv) Other conditions on the foreclosed residential real property that cause or contribute to causing a public nuisance.

(B) To fail or a failure to monitor the condition of foreclosed residential real property by inspecting the foreclosed residential real property at least once every 30 days with sufficient attention so as to prevent, or to identify and remedy, a condition described in subparagraph (A) of this paragraph.

(c) "Owner" means a person, other than a local government, that forecloses a trust deed by advertisement and sale under ORS 86.735 or by suit under ORS 88.010.

(d) "Reasonable costs" means actual and demonstrable costs that are commensurate with and do not exceed the market rate for services necessary to remedy a condition of neglect, plus the actual and demonstrable costs of administering a contract for services to remedy a condition of neglect or the portion of the costs of a program to remedy conditions of neglect that are attributable to remedying a condition of neglect for specific foreclosed residential real property.

(2)(a) An owner may not neglect the owner's foreclosed residential real property during any period in which the foreclosed residential real property is vacant.

(b) An owner shall provide the owner's name or the name of the owner's agent and a telephone number or other means for contacting the owner or agent to:

POSTING OF A SIGN 18" X 24" WITH 24 HOUR CONTACT INFORMATION IS REQUIRED BY THE CITY OF WILLAMINA.

(A) The neighborhood association for the neighborhood in which the foreclosed residential real property is located; or

(B) An official that the local government designates to receive the information described in this paragraph.

(c) An owner shall post a durable notice in a conspicuous location on the foreclosed residential real property that lists a telephone number for the owner or for the local government that a person may call to report a condition of neglect. The owner shall replace the notice if the notice is removed from the foreclosed residential real property during a period when the foreclosed residential real property is vacant.

(d) An owner or the agent of an owner shall identify the owner of the foreclosed residential real property to the local government and shall provide to, and maintain with, the local government current contact information during a period when the foreclosed residential real property is vacant.

(3)(a) If a local government finds a violation of subsection (2)(a) of this section, the local government shall notify the owner in writing of the foreclosed residential real property that is the subject of the violation and in accordance with paragraph (b) or (c) of this subsection, as appropriate, shall specify a time within which the owner must remedy the condition of neglect that is the basis for the local government's finding.

(b) The local government shall allow the owner not less than 30 days to remedy the violation unless the local government makes a determination under paragraph (c) of this subsection and shall provide the owner with an opportunity to contest the local government's finding at a hearing. The owner must contest the local government's finding within 10 days after the local government notifies the owner of the violation.

(c) If the local government determines that a specific condition of the foreclosed residential real property constitutes a threat to public health or safety, the local government may require an owner to remedy the specific condition in less than 30 days, provided that the local government specifies in the written notice the date by which the owner must remedy the specific condition. A local government may specify in the written notice different dates by which the owner must remedy separate conditions of neglect on the foreclosed residential real property.

(4)(a) After a local government allows an owner the time specified in subsection (3)(b) of this section or makes a determination under subsection (3)(c) of this section, the local government may remedy or contract with another person to remedy neglect or a specific condition of neglect on foreclosed residential real property and require the owner to reimburse the local government for reasonable costs the local government incurs under this paragraph.

(b) A local government that has incurred costs with respect to foreclosed residential real property under paragraph (a) of this subsection has a lien on the foreclosed residential real property for the sum of the local government's unreimbursed costs. A lien created under this paragraph is prior to all other liens and encumbrances, except that the lien has equal priority with a tax lien. The lien attaches at the time the local government files a claim of lien with the county clerk of the county in which the foreclosed residential real property is located. A local government may bring an action in the circuit court to foreclose the lien in the manner provided for foreclosing other liens on real or personal property.

SECTION 2. This 2013 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2013 Act takes effect on its passage.

Passed by House April 25, 2013

.....
Ramona J. Line, Chief Clerk of House

.....
Tina Kotek, Speaker of House

Passed by Senate May 30, 2013

.....
Peter Courtney, President of Senate

Received by Governor:

.....M,....., 2013

Approved:

.....M,....., 2013

.....
John Kitzhaber, Governor

Filed in Office of Secretary of State:

.....M,....., 2013

.....
Kate Brown, Secretary of State

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2013 Regular Session

HB 2662 A

Overview **Text** Analysis Meeting Material/Exhibits Proposed Amendments

Overview**At the request of:****Chief Sponsors:**[Representative Frederick](#)**Regular Sponsors:**[Representative Vega Pederson](#) (Pre-session Filed)**Relating To Clause:**

Relating to the neglect of foreclosed residential real property, and declaring an emergency.

Prohibits owner of foreclosed residential real property from neglecting foreclosed residential real property during period of vacancy.

Catchline/Summary:

Permits local government to assess civil penalty for each day during which owner fails to remedy conditions of neglect <i> remedy or contract with another person to remedy condition of neglect that owner fails to remedy and to attach lien to foreclosed residential real property for costs of remediation </i>. Declares emergency, effective on passage.

Fiscal Impact:

Has Minimal Fiscal Impact

Revenue Impact:

No Revenue Impact

Measure Analysis:[Staff Measure Summary / Impact Statements](#)**Measure History**

1-14 (H)	First reading. Referred to Speaker's desk.
1-22 (H)	Referred to Consumer Protection and Government Efficiency.
2-21 (H)	Public Hearing held.
4-2 (H)	Work Session held.
4-16 (H)	Work Session held.
4-19 (H)	Recommendation: Do pass with amendments and be printed A-Engrossed.
4-22 (H)	Second reading.
4-23 (H)	Rules suspended. Carried over to April 25, 2013 Calendar.
4-25 (H)	Third reading. Carried by Frederick. Passed Ayes, 45; Nays, 15--Barker, Bentz, Cameron, Davis, Esquivel, Freeman, Gilliam, Hanna, Huffman, Krieger, McLane, Smith, Thompson, Weidner, Whisnant.
4-29 (S)	First reading. Referred to President's desk.
5-1 (S)	Referred to General Government, Consumer and Small Business Protection.
5-22 (S)	Public Hearing and Work Session held.
5-29 (S)	Recommendation: Do pass the A-Eng. bill.
5-29 (S)	Second reading.
5-30 (S)	Third reading. Carried by Prozanski. Passed Ayes, 18; nays, 12--Baertschiger, Close, Ferrioli, George, Girod, Hansell, Knopp, Kruse, Olsen, Starr, Thomsen, Winters.
6-3 (H)	Speaker signed.
6-3 (S)	President signed.

6-6 (H)

Governor signed.

6-12 (H)

Chapter 317, (2013 Laws): Effective date June 6, 2013.

Current Status

Current Location:

Chapter Number Assigned

Current Committee:

Current Subcommittee:

Subsequent Referral(s):

Scheduled Events

Oregon Legislative Administration

City of Willamina Vacant Property Registration Ordinance Requirements:

Title and Purpose:

This ordinance shall be known and may be cited as the "Vacant Business and Residential Property Registration Ordinance of the City of Willamina." The purpose of this vacant property registration program is to protect the business districts and neighborhoods from becoming blighted through the lack of adequate maintenance and security of vacant properties.

Definitions

The following terms as used in this section shall mean:

- (1) **Borrower.** Any person who becomes obligated on a real estate loan agreement, either directly or indirectly, and includes, but is not limited to, mortgagors, vendees under conditional land sales contracts and grantors under trust deeds.
- (2) **Evidence of vacancy.** Any condition that on its own, or combined with other conditions present, would lead the Code Enforcement Officer or his designee to believe that the property is vacant. Such conditions include, but are not limited to, overgrown and/or dead vegetation; accumulation of newspapers, circulars, flyers and/or mail; past due utility notices and/or disconnected utilities; accumulation of trash, junk and/or debris; the absence of window coverings such as curtains, blinds and/or shutters; the absence of furnishings and/or personal items consistent with residential habitation; evidence of trespass or criminal mischief; or statements by neighbors, passerby, delivery persons, and/or government employees that the property is vacant.
- (3) **Lender.** Any person who makes, extends, or holds a real estate loan agreement and includes, but is not limited to, mortgagees; beneficiaries under trust deeds; vendors under conditional land sales contracts; trustees and a successor in interest to any mortgagee, beneficiary, vendor or trustee. The term also includes any mortgagee, beneficiary or trustee that accepts a deed in lieu of foreclosure.
- (4) **Notice of default.** A written notice to a borrower stating that a default on a real estate loan agreement has occurred and that legal action may be taken.
- (5) **Out of area.** Outside of ~~Jackson County~~ ^{Limits} City ^{of} WILLAMINA.
- (6) **Real Estate Loan Agreement.** Any agreement providing for a loan on residential property, secured in whole or in part by real property located within the City of Medford, or any interest therein, and includes, but is not limited to mortgages, trust deeds and conditional land sales contracts.
- (7) **Vacant.** A subject property that is not legally occupied.

Inspection

(1) Immediately upon default of the borrower, but no later than prior to recording a notice of default with the Yamhill or Polk County Clerk's Office, a lender shall perform an inspection of the property that is the security for the real estate loan agreement.

(2) If the property is found to be vacant or shows evidence of vacancy, the lender shall, within ten (10) days of the inspection, register the property with the Code Enforcement Officer or his designee.

(3) If the property is occupied but remains in default, the property shall be inspected by the lender on a monthly basis until the borrower remedies the default. If an inspection reveals that the property is vacant or shows evidence of vacancy, the lender shall, within ten (10) days of the inspection, register the property with the Code Enforcement Officer or his designee.

(4) This ordinance also applies to properties that have been the subject of a foreclosure sale where title has transferred from one lender to another lender; and a property transferred under a deed in lieu of foreclosure.

Registration requirements – Information required – change in ownership

A. Each registration shall be on a form approved by the City Recorder and contain, at a minimum the following:

(1) The name of the trustee or lender

(2) The name of the beneficiary (if different) under the trust deed.

(3) The street/office mailing address(es) of the trustee/lender and, if there is one, the beneficiary under the deed. **Post office boxes are not acceptable;**

(4) The direct contact name, mailing address, and phone number of a local individual or entity charged with the responsibility by the trustee, mortgagee and/ or beneficiary for ensuring compliance with the obligations imposed by this ordinance to include security, maintenance, and marketing of the property, if applicable.

(5) The physical address for the trustee or lender's agent authorized to receive service of process, if applicable; and

(B) No registration fee shall be imposed. A lender that has registered a property under this ordinance shall report any change of information contained in the registration within ten (10) days of the change. Properties subject to this ordinance shall remain under the registration requirement as long as the property remains vacant.

(C) In the event ownership of the registered business or residential property changes, notice of the change shall be sent to the Code Enforcement Office or his designee no later than 30 days after the change.

(D) Registration forms shall be available at Willamina City Hall and online at the City's website.

Maintenance Requirements

(1) A lender shall maintain properties subject to this ordinance.

Maintenance includes all of the following:

(a) Ensuring that the condition of the subject property does not, in the opinion of the Code Enforcement Officer or his designee, constitute a public nuisance or a chronic public nuisance as described in Willamina Code sections 93.06 and 93.07.

(b) The owners of the property determined to be or registered as abandoned or vacant foreclosed property shall cause the property to be maintained in a general kempt condition generally found on the surrounding property and free of weeds, dead vegetation, graffiti, trash, accumulated newspapers, circulars, flyers, discarded personal items and other items/ conditions that give the appearance the property is vacant or abandoned. Regular cutting, pruning and mowing of the subject property and the removal of all trimmings, as applicable to the property;

(c) Pools and spas shall be kept in working order, so that water remains clear and free of pollutants and debris; or drained and kept covered. In either case, subject properties with pools or spas shall comply with the City's minimum security fencing requirements.

(2) Properties subject to this ordinance shall be continuously posted with a notice measuring 18" x 24" listing the name and 24 hour contact information of the local individual or entity identified in the city registration form along with the following phrases completed with the appropriate identification and contact information:

"This property managed by: _____

"To report problems or concerns call: _____

(3) If the property is owned by an out of area lender, a local

property management company shall be contracted to perform weekly inspections to verify the requirements of this section, and to ensure any other applicable laws are being met. The property management company shall post a sign measuring 18" x 24 " with the direct contact name and 24-hour contact phone number for persons to report problems or concerns, and the posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street. If no such area exists, then the posting shall be placed on the exterior of the property in a location visible from the street to the front of the property. An exterior posting shall be constructed of and printed with weather resistant materials.

(3) Adherence to this section does not relieve a person subject to this ordinance of any obligations set forth in any covenants, conditions and restrictions which may apply to the subject property.

Security Requirements

(1) The lender shall maintain a subject property in a secure manner so as not to be accessible to unauthorized persons, and includes the securing of windows, doors, gates and any other opening of such size that may allow a child to access the interior of the property. Broken windows shall be boarded or reglazed.

(2) If the property is owned by an out of area lender, a local property management company shall be contracted to perform weekly inspections to verify the requirements of this section, and to ensure any other applicable laws are being met. A property management company shall be subject to the same posting requirements as provided for in this ordinance.

Additional Authority

The Code Enforcement or his designee shall have the authority to require the lender to implement any additional maintenance and/or security measures including, but not limited to:

(a) Installation of additional lighting

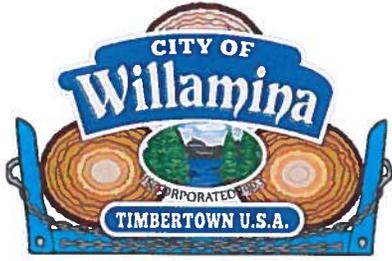
- (b) Increasing on-site inspection frequency
- (c) Employment of an on-site security guard; and
- (d) Any other measures as may be reasonable required to prevent the decline of the property.

Violation; Penalty

- (1) A trustee or lender that violates any portion of the Municipal Code shall be subject to prosecution as provided by this ordinance.
- (2) Violations of this Section of the Municipal Code may be punishable by a fine not to exceed \$300.00 for each offense, and not less than \$300.00 for each subsequent cited violation.
- (3) Each day's violation of a provision of this Section shall constitute a separate offense.
- (4) Citations for violation of any section of this ordinance may be mailed by first class mail to the lender or lender's registered agent.

Appeals

A lender that is required to implement additional maintenance or security measures as provided for in this ordinance shall have the right to appeal to the City Council.



Mayor Corey L Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L. Hill Jr
Jeri St Onge.
Laurie Toney
Honorary Councilor Mariah Woodward

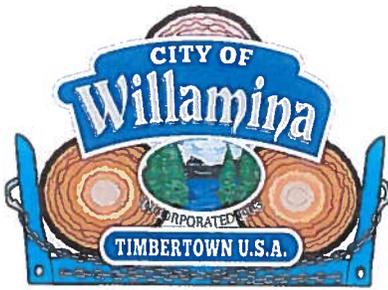
City Staff:

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

VACANT PROPERTY REGISTRATION FORM

PROPERTY INFORMATION
PROPERTY ADDRESS:
Map and Tax lot Number
Lender Information
NAME OF LENDER:
LENDER ADDRESS (NO P O BOX)
LENDER CONTACT NAME & PHONE:
PHYSICAL ADDRESS FOR LENDER'S AGENT, IF APPLICABLE:
LOCAL PROPERTY MANAGEMENT INFORMATION, IF APPLICABLE
NAME OF PROPERTY MANAGEMENT COMPANY:
PROPERTY MANAGER CONTACT NAME & PHONE:
I, the undersigned, hereby affirm that I am duly authorized to act on behalf of all the ownership interest in the above described property; that all information is true and correct; that all information herein will be updated within ten (10) days of any change; that any and all notices, including but not limited to legal service of process or citation, shall be sufficient if actually received and that failure to comply with all City of Willamina codes, rules and registration requirements is subject to citation.
Signature of Lender _____ date: _____
Please return form to: City of Willamina, Attention: Deputy Kent Stuart, 411 C Street, Willamina, OR 97132 (503) 876-2242 or (503) 434-7456 ext. 7659 fax (503) 876-1121

F:\VACANT PROPERTIES



Mayor Corey L Adams

Council Members:

Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Tony
Mariah Woodward, Honorary City Councilor

City Staff:

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

FINANCE COMMITTEE MINUTES
Wednesday, November 5, 2013

PRESENT: Councilor Baller
Councilor Hill
Councilor Skyberg

ABSENT: None

STAFF: Sue Hollis, City Recorder

I. Call to Order

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

II. Old Business

a. Status Report on Audits (verbal)

Sue Hollis reported that the FY 2009/10 audit is on schedule for the first week in December. She also reported that extension forms had been filed with the Secretary of State for the FY 2010/11, 2011/12, and 2012/13 audits. Councilor Skyberg asked that future reports to the Committee on the audits be written rather than verbal.

III. New Business

a. Employee Salaries & Benefits Analysis

Sue Hollis called attention to the agenda memo and briefly reviewed its contents. Discussion followed. In response to a question from Councilor Baller, Hollis noted that the current union contract ends in June 2014. It was suggested that salary information be gathered from other cities with similar departments when developing next year's budget.

b. Replacement of Copier at Library

Sue Hollis called attention to the agenda memo and briefly outlined its contents. The machine currently in the Library is having increasing difficulties and replacing it with a different copier will save the City approximately \$40/month.

An Equal Opportunity Employer

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

www.willaminaoregon.gov

The Committee agreed to recommend City Council approval of replacing the copier at the Library.

IV. Committee Member Reports

Police Services Contract

Discussion occurred about establishing a process to periodically review activities under the Police Services Contract. Sue Hollis recommended setting up a meeting with the Sheriff, Sergeant, and Code Enforcement Officer perhaps every quarter to discuss how things are going. There was a concern that there be some way to show that we are receiving the services for which we are paying. Hollis noted that there are certain limitations because the services are provided under contract and they are not employees of the City. For example, the City cannot set the hours of work (i.e. must report at 8:00 am and work until 5:00 pm), but it can say they will pay for a certain number of hours and what it expects to receive for it. Committee members will bring this up for discussion at a future Council meeting.

Cemetery

Councilor Baller asked if Hollis had been able to talk with anyone about surveying the cemetery using ground penetrating radar. Hollis responded that she had not, but asked the Councilor to continue to remind her.

Property Acquisition for Intake

Councilor Baller asked if the City owned the property where it has been proposed to move the intake in Willamina Creek. Hollis responded that she did not believe we do. Councilor Baller asked if we might be able to swap the land at the old location for the new one. Hollis responded that this would depend upon the design and how the water from the new site went up to the treatment plant. The City will have a variety of options available to it when we reach that point in the project. The first step is the finalization of the Water Master Plan Update which is well underway.

Use of County Work Crews on Private Property

Councilor Skyberg asked if Hollis had obtained information from the City of Sheridan on who they use to clean storm drainage ditches on private property. Hollis responded that Frank Sheridan, City Manager of Sheridan, had indicated that they use the State of Oregon Inmate Crews, not County Work Crews. She will follow up on the costs. She noted that it would be important to see what level of responsibility the City has accepted for maintaining these ditches before we set a precedent of cleaning them.

Medical Marijuana Dispensaries

Discussion occurred about potential siting of a medical marijuana dispensary in the downtown business district. Councilor Hill suggested changing our Municipal Code in some manner that would prohibit them within 1,000 feet of a City Park. This would eliminate the downtown core area. He felt this needed to be done quickly because the dispensaries will be allowed as of March 1, 2014. Sue Hollis noted that the Mayor has asked that this topic be on the agenda for November 14, 2013.

V. Adjourn

There being no further business, the meeting adjourned at 5:00 pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sue C Hollis". The signature is written in a cursive, flowing style.

Sue C Hollis
City Recorder



Mayor Corey L Adams

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Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney
Mariah Woodward, Honorary City Councilor*

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Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: NOVEMBER 14, 2013

FROM: FINANCE COMMITTEE

SUBJECT: REPLACEMENT OF COPIER AT LIBRARY

Background

1. The copier presently leased for the Library has proven not to be as reliable as we hoped. It has had several mechanical issues. It also has the new "green" technology that uses a type of toner that looks like a large, stubby crayon. The downside of this technology is that it doesn't work as well in an environment where it is not used frequently. The machine cools down and then the toner has to warm up before the machine can work again. Staff has also found that it does not have the various sizes of paper that they need to use for their purposes.
2. There is a new Xerox 7220P available for lease that uses conventional toner and will copy onto the larger size paper. It has the same or nearly the same footprint as the current model. Switching will also reduce our basic copier charges by approximately \$35 per month.
3. A copy of the quote is attached for the Council's review. The lease would be for 60 months, which is the same as the current machine.

Action Requested

That the City Council approve leasing the new Xerox 7220P to replace the Xerox 8860 MFP at the Willamina Public Library.

Attachments

F/CITY COUNCIL/AGENDA MEMOS/ REPLACEMENT OF COPIER AT LIBRARY.11-14-13

Sue Hollis

From: barrycraftxoc@gmail.com on behalf of Barry Craft <barry@officecraft.com>
Sent: Friday, November 01, 2013 9:35 AM
To: Sue Hollis
Subject: Thank you
Attachments: Willamina 7220 Nov 13.pdf

Here is the updated paperwork that we spoke about on the phone. This is just for the Library. Its a nice little savings for them per month.

Currently they are running at \$250.90/month for all operating costs on the 8860MFP
The new Xerox 7220P will run at \$213.98/month at the exact same volume.

I appreciate your business and look forward to a smooth install.

Thanks again.

Barry Craft, CEO
OFFICECRAFT, INC.
XEROX Authorized Sales Agent
503-540-7667 office
503-540-7758 fax
503-871-4621 cell

Vancouver, Portland, Salem, Albany, Tillamook
Remember... the only true measure of success *is repeat business.*

Lease Agreement



Customer: WILLAMINA, CITY OF

Bill To: CITY OF WILLAMINA
 PO BOX 629
 WILLAMINA OR 97396-0629

Install: CITY OF WILLAMINA
 411 NE C STREET
 WILLAMINA OR 97396-2783

State or Local Government Negotiated Contract : 072456400

Solution

Item	Product Description	Agreement Information	Trade Information	Requested Install Date
1. W7220P (W7220P 2TRAY)	<ul style="list-style-type: none"> - Wireless Print Kit - Postscript Kit - Customer Ed - Analyst Services 	Lease Term: 60 months Purchase Option: FMV	- Xerox COLORQUBE MFP8860 MTR2 S/N HBB402949 Trade-In as of Payment 42	11/26/2013

Monthly Pricing

Item	Lease Minimum Payment	Print Charges			Maintenance Plan Features
		Meter	Volume Band	Per Print Rate	
1. W7220P	\$165.97	1: BLACK 2: COLOR	All Prints All Prints	\$0.0085 \$0.0700	- Consumable Supplies Included for all prints - Pricing Fixed for Term
Total	\$165.97	Minimum Payments (Excluding Applicable Taxes)			

Authorized Signature

Customer acknowledges receipt of the terms of this agreement which consists of 2 pages including this face page.

Signer: Sue Hollis

Phone: (503)876-2242

Signature: _____

Date: _____

Thank You for your business!
 This Agreement is proudly presented by Xerox and

Barry Craft
 (503)540-7667

For information on your Xerox Account go to
www.xerox.com/AccountManagement



CITY OF WILLAMINA
 CHECK REGISTER
 DATE RANGE: 10/01/13 - 10/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4441	\$179.55	10/11/13	A&ESF		0 A&E SECURITY & ELECTRONIC SOLUTIONS				OUTSTANDING
		59.85	010-400-6005			SEC MONIT 4THQ13		113370		
		59.85	010-550-6005			SEC MONIT 4THQ13				
		59.85	010-150-6005			SEC MONIT 4THQTR13		11366		
1	4442	\$28.99	10/11/13	ACCO		0 ACCO BRANDS DIRECT				OUTSTANDING
		25.99	010-400-6070			DAYMINDER-HANSEN		DAYMINDER 2014		
		3.00	010-400-6070			SHIPPING/HANDLING				
1	4443	\$60.00	10/11/13	BRMLL		0 ALAN BRAMALL				OUTSTANDING
		60.00	010-100-6010			COUNCIL STIPEND 3QTR13		STIPEND 3QTR13		
1	4444	\$204.45	10/11/13	BKRTL		0 BAKER & TAYLOR				OUTSTANDING
		15.60	010-400-7504			RETURN BOOK		0002479257		
		21.99	010-400-7501			BONES OF THE LOST		4010633490		
		21.44	010-400-7501			THANKLESS IN DEATH				
		16.79	010-400-7504			CAT SENSE				
		16.17	010-400-7504			FINAL CUT				
		16.77	010-400-7504			THANKLESS IN DEATH				
		16.20	010-400-7504			LONGEST RIDE				
		17.37	010-400-7504			GUINNESS RECORDS 2014				
		2.68	010-400-7504			MYLAR JACKETS (4)				
		1.27	010-400-7504			FREIGHT SURCHARGE		4010644584		
		15.60	010-400-7504			DEADLINE				
		16.17	010-400-7504			SPYMISTRESS				
		15.60	010-400-7504			OCTOBER LIST				
		16.79	010-400-7504			SILENCING EVE				
		10.17	010-400-7504			PROPOSAL FOR CHRISTMAS				
		10.17	010-400-7504			SEASIDE CHRISTMAS				
		4.02	010-400-7504			MYLAR JACKETS (6)				
		0.85	010-400-7504			FREIGHT SURCHARGE				
1	4445	\$1117.50	10/11/13	BL&HL		0 BEERY, ELSNER & HAMMOND LLP				OUTSTANDING
		1117.50	010-150-6065			LEGAL SVC SEP13		11034		
1	4446	\$364.92	10/11/13	BRTTH		0 BRETTHAUER OIL CO.				OUTSTANDING
		5.48	010-350-6025			FUEL-RGRII 9/17-30		CL86544		
		18.64	020-100-6025			FUEL-RGRII 9/17-30				
		36.19	030-100-6025			FUEL-RGRII 9/17-30				
		49.36	040-100-6025			FUEL-RGRII 9/17-30				
		222.92	040-100-6025			FUEL-F350 9/19-30				
		1.53	010-350-6025			FUEL-GAS CANS 9/23				
		5.20	020-100-6025			FUEL-GAS CANS 9/23				
		10.09	030-100-6025			FUEL-GAS CANS 9/23				
		13.76	040-100-6025			FUEL-GAS CANS 9/23				
		0.09	010-350-6025			ORCUF CHG				
		0.30	020-100-6025			ORCUF CHG				
		0.58	030-100-6025			ORCUF CHG				

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4447	\$1210.35	10/11/13	040-100-6025		ORCUP CHG				
		25.00	040-100-6020			0 BROWN'S AUTOMOTIVE CAR CARE CENTER	09/18/13 REPAIR			OUTSTANDING
		213.36	010-350-6020			FLAT TIRE-F350	10/08/13 REPAIRS			
		213.36	020-100-6020			TUNE UP F250				
		379.31	030-100-6020			TUNE UP F250				
		379.32	040-100-6020			TUNE UP F250				
1	4448	\$37.90	10/11/13	010-350-6020		CRQST	0 CARQUEST	4758-86447		OUTSTANDING
		6.82	020-100-6020			LUBRICANT				
		6.82	030-100-6020			LUBRICANT				
		12.13	040-100-6020			LUBRICANT				
1	4449	\$250.00	10/11/13	010-300-6065		CITY	0 CITY OF YAMHILL	00124		OUTSTANDING
		250.00				MUNI JUDGE OCT13				
1	4450	\$73.91	10/11/13	010-100-6010		ADAMS	0 COREY L ADAMS	STIPEND OCT 2013		OUTSTANDING
		73.91				MAYOR STIPEND				
1	4451	\$59.50	10/11/13	010-400-6070		FOWS	0 FRIENDS OF WILLIAM STAFFORD	PRINTS 10/08/13		OUTSTANDING
		55.00				STAFFORD PRINTS (4)				
		4.50				SHIPPING/HANDLING				
1	4452	\$45.00	10/11/13	010-100-6010		GHILL	0 GARY L HILL JR	STIPEND 3QTR13		OUTSTANDING
		45.00				COUNCIL STIPEND 3QTR13				
1	4453	\$395.80	10/11/13	030-100-6070		HARRS	0 HARRIS COMPUTER SYSTEMS	XT00083289		OUTSTANDING
		197.90				BILLING FORMS				
		197.90				BILLING FORMS				
1	4454	\$60.00	10/11/13	010-100-6010		ISKBR	0 ILA SKYBERG	STIPEND 3QTR13		OUTSTANDING
		60.00				COUNCIL STIPEND 3QTR13				
1	4455	\$75.00	10/11/13	010-100-6010		SONGE	0 JERI L ST ONGE	STIPEND 3QTR13		OUTSTANDING
		75.00				COUNCIL STIPEND 3QTR13				
1	4456	\$45.00	10/11/13	010-100-6010		TONEY	0 LAURIE A TONEY	STIPEND 3QTR13		OUTSTANDING
		45.00				COUNCIL STIPEND 3QTR13				
1	4457	\$45.00	10/11/13	010-100-6010		WOODW	0 MARIAH WOODWARD	STIPEND 3QTR13		OUTSTANDING
		45.00				COUNCIL STIPEND 3QTR13				
1	4458	\$1172.77	10/11/13	010-450-6057		MWCOG	0 MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS	1314123		OUTSTANDING
		1172.77				PLNG SVCS SEP 13				
1	4459	\$30.00	10/11/13	010-100-6010		NWSPR	0 NEWS REGISTER			OUTSTANDING

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 10/01/13 - 10/31/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #						
1	4460	30.00	010-150-6063			DISPLAY AD - SPORTS	96191 09/10/13		OUTSTANDING
		\$17.16	10/11/13	ONECL		0 ONE CALL CONCEPTS, INC.			
		8.58	030-100-6065			LOCATES SEP13	3090503		
		8.58	040-100-6065			LOCATES SEP 13			
1	4461	\$8007.53	10/11/13	PGE		0 PORTLAND GENERAL ELECTRIC			OUTSTANDING
		57.14	010-550-6090			ELEC SVC	1614431 AUG/SEP13		
		1352.51	020-100-6090			ST LIGHTS SEP/OCT13	2045700 SEP/OCT13		
		1062.68	060-250-6090			ST LIGHTS SEP/OCT13			
		160.63	010-150-6090			ELEC SVC CITY HALL			
		16.48	010-150-6090			ELEC SVC 902 MAIN	3242538 AUG/SEP13		
		12.36	010-550-6090			ELEC SCVC 115 MAIN	3455908 AUG/SEP13		
		311.89	030-100-6090			ELEC SVC HILL DR PMP	4668590 AUG/SEP13		
		167.43	010-400-6090			ELEC SVC	4960203 AUG/SEP13		
		25.75	010-150-6090			ELEC SVC OLD SHOP	5071216 AUG/SEP13		
		17.12	010-350-6090			ELEC SVC GRDN SPOT	5072008 AUG/SEP13		
		12.36	010-150-6090			ELEC FESTIVAL MTR	5134337 AUG/SEP13		
		1353.70	030-100-6090			ELEC SVC INTAKE	6101749 AUG/SEP13		
		512.43	030-100-6090			ELEC SVC 6TH ST PMP	6411189 AUG/SEP13		
		13.57	030-100-6090			ELEC SVC HILL DR TNK	7442324 AUG/SEP13		
		608.73	030-100-6090			ELEC SVC WTP	7503422 AUG/SEP13		
		218.16	040-100-6090			ELEC SVC WTP OFC	7505336 AUG/SEP13		
		168.09	040-100-6090			ELEC SVC WMT N PMP	8056065 AUG/SEP13		
		53.15	040-100-6090			ELEC SVC WTP HDWKS	8057642 AUG/SEP13		
		1184.66	040-100-6090			ELEC SVC WTP BLOWER	8074233 AUG/SEP13		
		254.04	010-350-6090			ELEC SVC HUDDLSTN	8110573 AUG/SEP13		
		5.69	010-350-6090			ELEC SVC SHOP	8412508 AUG/SEP13		
		28.40	020-100-6090			ELEC SVC SHOP	8647822 AUG/SEP13		
		124.97	030-100-6090			ELEC SVC SHOP			
		124.97	040-100-6090			ELEC SVC SHOP			
		12.36	010-350-6090			ELEC SVC LAMSON	8928404 AUG/SEP13		
		148.26	040-100-6090			ELEC SVC WMT S PMP	99972 AUG/SEP13		
1	4462	\$390.00	10/11/13	PRIMI		0 PRIMISYS			OUTSTANDING
		62.40	010-150-6068			IT SVCS-SEP13	006611		
		31.20	010-300-6068			IT SVCS-SEP13			
		15.60	010-350-6068			IT SVCS-SEP13			
		31.20	010-400-6068			IT SVCS-SEP13			
		15.60	010-450-6068			IT SVCS-SEP13			
		23.40	010-550-6068			IT SVCS-SEP13			
		31.20	020-100-6068			IT SVCS-SEP13			
		89.70	030-100-6068			IT SVCS-SEP13			
		89.70	040-100-6068			IT SVCS-SEP13			
1	4463	\$54.64	10/11/13	QUILL		0 QUILL			OUTSTANDING
		3.14	010-150-6070			SHARED OFC SUPPLIES	5962964		
		0.63	010-300-6070			SHARED OFC SUPPLIES			

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 10/01/13 - 10/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		3.14	010-350-6070			SHARED OFC SUPPLIES				
		3.14	010-400-6070			SHARED OFC SUPPLIES				
		0.94	010-450-6070			SHARED OFC SUPPLIES				
		10.35	030-100-6070			SHARED OFC SUPPLIES				
		10.02	040-100-6070			SHARED OFC SUPPLIES				
		0.60	010-150-6070			CD CASE		5963147		
		0.12	010-300-6070			CD CASE				
		0.60	010-350-6070			CD CASE				
		0.60	010-400-6070			CD CASE				
		0.18	010-450-6070			CD CASE				
		1.98	030-100-6070			CD CASE				
		1.91	040-100-6070			CD CASE				
		1.73	010-150-6070			MESH CD BOX		5964279		
		0.35	010-300-6070			MESH CD BOX				
		1.73	010-350-6070			MESH CD BOX				
		1.73	010-400-6070			MESH CD BOX				
		0.52	010-450-6070			MESH CD BOX				
		5.71	030-100-6070			MESH CD BOX				
		5.52	040-100-6070			MESH CD BOX				
1	4464	\$24.00	10/11/13	MAGZN		33 REAL SIMPLE		RENEW 1 YR 10/13		OUTSTANDING
		24.00	010-400-7566			REAL SIMPLE 1 YR				
1	4465	\$220.66	10/11/13	RECWO		0 RECOLOGY WESTERN OREGON				OUTSTANDING
		2.70	030-100-6005			GARB SVC WTP		00016903 SEP 13		
		14.29	010-350-6090			GARB SVC - SHOP		00025797 SEP 13		
		42.88	020-100-6090			GARB SVC - SHOP				
		42.88	030-100-6090			GARB SVC - SHOP				
		42.87	040-100-6090			GARB SVC - SHOP				
		15.32	010-400-6005			GARB SVC		00028676 SEP 13		
		33.54	010-150-6005			GARB SVC CITY HALL		00126447 SEP 13		
		26.18	010-350-6410			GARB SVC HUDDLSTN		00126454 SEP 13		
1	4466	\$60.00	10/11/13	BALLR		0 RITA BALLER				OUTSTANDING
		60.00	010-100-6010			COUNCIL STIPEND 3QTR13		STIPEND 3QTR13		
1	4467	\$1020.47	10/11/13	SKBRG		0 SKYBERG'S				OUTSTANDING
		10.20	060-200-6005			2X4X8/NAILS		144564		
		9.79	010-350-6070			GREEN SLIME		144587		
		0.84	010-350-6070			2X4X8X		144622		
		0.84	020-100-6070			2X4X8X				
		1.96	030-100-6070			2X4X8X				
		1.96	040-100-6070			2X4X8X				
		777.50	060-200-6005			DOORS/SCREWS		144625		
		45.98	010-350-6070			TRASH CANS (2)		144629		
		27.20	060-200-6005			2X4X8'S		144651		
		21.02	030-100-6070			PVC PARTS/BATTERIES		144677		
		0.79	010-350-6070			NAILS/1X1X8 PINE		144711		

BANK	WO #	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
							NAILS/1X1X8 PINE				
			0.79	020-100-6070			NAILS/1X1X8 PINE				
			1.85	030-100-6070			NAILS/1X1X8 PINE				
			1.86	040-100-6070			NAILS/1X1X8 PINE				
			25.78	040-100-6070			FLASHLIGHT/BATTERIES		144731		
			13.80	060-200-6005			1/2 Z		144750		
			0.19	010-350-6070			VALVE STEMS		145911		
			0.19	020-100-6070			VALVE STEMS				
			0.45	030-100-6070			VALVE STEMS				
			0.46	040-100-6070			VALVE STEMS				
			16.35	060-200-6005			ABS FITTINGS		148031		
			7.78	060-200-6005			ABS COUPLING/GLUE		148058		
			32.00	060-200-6005			DURATEMP CREDIT		148756		
			0.60	010-350-6070			DECK SCREWS		148757		
			0.60	020-100-6070			DECK SCREWS				
			1.40	030-100-6070			DECK SCREWS				
			1.40	040-100-6070			DECK SCREWS				
			9.72	060-200-6005			1X4X8/1X4/10		148759		
			4.79	040-100-6070			CONTACT CEMENT		148760		
			0.60	010-350-6070			SCREWS		148834		
			0.60	020-100-6070			SCREWS				
			1.40	030-100-6070			SCREWS				
			1.40	040-100-6070			SCREWS				
			2.79	040-100-6070			BRUSHES		148840		
			0.60	010-350-6070			STEEL WOOL		148871		
			0.60	020-100-6070			STEEL WOOL				
			1.40	030-100-6070			STEEL WOOL				
			1.39	040-100-6070			STEEL WOOL				
			0.89	010-350-6070			CABLE CLAMPS		148880		
			0.89	020-100-6070			CABLE CLAMPS				
			2.09	030-100-6070			CABLE CLAMPS				
			2.09	040-100-6070			CABLE CLAMPS				
			4.04	010-350-6070			MISC PLUMBING SUPPLIES		148906		
			32.60	060-200-6005			PAINT/GLOVES/BRUSH		148916		
			6.51	060-200-6005			PLUMBING/CONCRETE		148923		
			6.49	030-100-6070			BATTERIES		148954		
1	4468		\$76.12	10/11/13			0 STAPLES CREDIT PLAN				OUTSTANDING
			1.65	010-150-6070			SHARED OFC SUPPLIES		857460181		
			0.33	010-300-6070			SHARED OFC SUPPLIES				
			1.65	010-350-6070			SHARED OFC SUPPLIES				
			1.65	010-400-6070			SHARED OFC SUPPLIES				
			0.49	010-450-6070			SHARED OFC SUPPLIES				
			5.42	030-100-6070			SHARED OFC SUPPLIES				
			5.26	040-100-6070			SHARED OFC SUPPLIES				
			5.97	010-150-6070			SHARED OFC SUPPLIES				
			1.19	010-300-6070			SHARED OFC SUPPLIES				
			5.97	010-350-6070			SHARED OFC SUPPLIES				
			5.97	010-400-6070			SHARED OFC SUPPLIES		857692731		

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 10/01/13 - 10/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4469	\$328.00 328.00	10/11/13 040-100-6020	STUCK		0 STUCK ELECTRIC CO REPAIR SEWER PUMP		9303		OUTSTANDING
1	4470	\$282.36 282.36	10/11/13 010-400-7505	PNWRT		0 THE PENWORTHY COMPANY CHILDRENS/YA BOOKS		552111		OUTSTANDING
1	4471	\$115.75 37.00 78.75	10/11/13 010-150-6063 010-400-6070	THSUN		0 THE SUN DISPLAY AD LIB BD VAC AD		09/30/13 STMT		OUTSTANDING
1	4472	\$552.00 33.12 11.04 11.04 248.40 248.40	10/11/13 010-150-6061 010-400-6061 010-450-6061 030-100-6061 040-100-6061	USPS		0 UNITED STATES POSTAL SERVICE STAMPS STAMPS STAMPS STAMPS STAMPS		STAMPS 10/10/13		OUTSTANDING
1	4473	\$835.00 555.00 280.00	10/11/13 030-100-6093 040-100-6093	WTRLB		0 WATERLAB CORP. LEAD COPPER/ROUTINE INFLUENT SAMPLING		62424		OUTSTANDING
1	4474	\$1105.72 177.51 59.17 177.51 177.51 174.01 340.01	10/11/13 010-150-6021 020-100-6021 030-100-6021 040-100-6021 010-550-6021 010-400-6021	XEROX		0 XEROX CORPORATION CH COPY CHGS CH COPY CHGS CH COPY CHGS CH COPY CHGS COPIER-SEP 13 COPIER-SEP13		070422034 SEP 13 070422035 070552489		OUTSTANDING
1	4475	\$80.00 80.00	10/24/13 010-150-6005	AMEXT		0 AMERICAN EXTERMINATION PLUS, INC. PEST CONTROL SVCS		87671		OUTSTANDING
1	4476	\$238.27 8.01 2.36 13.19 23.56 8.01 2.36 13.19 23.56 8.01 2.36 13.19	10/24/13 010-350-6040 020-100-6040 030-100-6040 040-100-6040 010-350-6040 020-100-6040 030-100-6040 040-100-6040 010-350-6040 020-100-6040 030-100-6040	ARAMK		0 ARAMARK UNIFORM SERVICES UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS UNIFORMS/TOWELS		860862621 860872372 860881964		OUTSTANDING

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		23.56	040-100-6040			UNIFORMS/TOWELS		860891664		
		8.01	010-350-6040			UNIFORMS/TOWELS				
		2.36	020-100-6040			UNIFORMS/TOWELS				
		13.19	030-100-6040			UNIFORMS/TOWELS				
		23.56	040-100-6040			UNIFORMS/TOWELS				
		8.46	010-350-6040			UNIFORMS/TOWELS		860901340		
		2.49	020-100-6040			UNIFORMS/TOWELS				
		13.94	030-100-6040			UNIFORMS/TOWELS				
		24.90	040-100-6040			UNIFORMS/TOWELS				
1	4477	\$398.95	10/24/13	BRTH		0 BREITHAUER OIL CO.				OUTSTANDING
		2.21	010-350-6025			FUEL-RGR II 10/14/13		CL87171		
		7.50	020-100-6025			FUEL-RGR II 10/14/13				
		14.56	030-100-6025			FUEL-RGR II 10/14/13				
		19.86	040-100-6025			FUEL-RGR II 10/14/13				
		59.22	020-100-6025			FUEL-SWEEPER 10/02				
		7.48	010-350-6025			FUEL-F250 10/06-10				
		25.43	020-100-6025			FUEL-F250 10/06-10				
		49.37	030-100-6025			FUEL-F250 10/06-10				
		67.32	040-100-6025			FUEL-F250 10/06-10				
		111.12	040-100-6025			FUEL-F350 10/08				
		1.66	010-350-6025			FUEL-TRACTOR 10/09				
		5.63	020-100-6025			FUEL-TRACTOR 10/09				
		10.93	030-100-6025			FUEL-TRACTOR 10/09				
		14.91	040-100-6025			FUEL-TRACTOR 10/09				
		0.09	010-350-6025			OR CUF				
		0.30	020-100-6025			OR CUF				
		0.58	030-100-6025			OR CUF				
		0.78	040-100-6025			OR CUF				
1	4478	\$1677.73	10/24/13	CENLK		0 CENTURYLINK				OUTSTANDING
		90.64	030-100-6075			TEL SVC AUTO DIAL		1010 SEP/OCT 13		
		8.98	010-150-6075			TEL SVC CH FAX		1121 SEP/OCT 13		
		1.59	010-300-6075			TEL SVC CH FAX				
		1.59	010-350-6075			TEL SVC CH FAX				
		0.53	010-400-6075			TEL SVC CH FAX				
		1.59	010-450-6075			TEL SVC CH FAX				
		0.53	010-550-6075			TEL SVC CH FAX				
		3.17	020-100-6075			TEL SVC CH FAX				
		17.97	030-100-6075			TEL SVC CH FAX				
		16.90	040-100-6075			TEL SVC CH FAX				
		72.97	010-150-6075			TEL SVC CITY HALL		2242 SEP/OCT 13		
		11.52	010-300-6075			TEL SVC CITY HALL				
		11.52	010-350-6075			TEL SVC CITY HALL				
		11.52	010-450-6075			TEL SVC CITY HALL				
		23.04	020-100-6075			TEL SVC CITY HALL				
		130.57	030-100-6075			TEL SVC CITY HALL				
		122.89	040-100-6075			TEL SVC CITY HALL				

CITY OF WILLIAMINA
 CHECK REGISTER
 DATE RANGE: 10/01/13 - 10/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		195.62	030-100-6075			TELEMETRY - WT		313929229	9/10-13	
		400.00	030-100-6075			PAYMENT PLAN				
		43.61	030-100-6075			TEL SVC WTP		4000	SEP/OCT 13	
		223.19	030-100-6075			TEL SVC WTP COMPUTER		4913	SEP/OCT 13	
		93.57	010-400-6075			TEL SVC		6182	SEP/OCT 13	
		43.61	040-100-6075			TEL SVC E ST PMP		8424	SEP/OCT 13	
		91.97	040-100-6075			TEL SVC WWT CONTRL RM		8541	SEP/OCT 13	
		58.64	010-550-6075			TEL SVC		9000	SEP/OCT 13	
1	4479	\$31.80	10/24/13	REFND		211 CHRIS HARDGRAVE				OUTSTANDING
		31.80	040-100-6053			DEP RFND 827 SW BALES		REFUND 5036.01		
1	4480	\$500.00	10/24/13	CHRIS		0 CHRIS SCHOLTEN CONSTRUCTION				OUTSTANDING
		500.00	060-200-6005			INSTALL FRP TINA MILLER		STMNT 10-10-13		
1	4481	\$113.21	10/24/13	REFND		212 GINGER WATKINS				OUTSTANDING
		113.21	030-100-6053			DEP RFND 680 NW CHRCHMN		REFUND 1112.01		
1	4482	\$83.91	10/24/13	REFND		209 JANET WOOD				OUTSTANDING
		83.91	040-100-6053			DEP RFND 220 SW MAPLE		REFUND 6008.05		
1	4483	\$155.00	10/24/13	REFND		155 SUSAN JUNE				OUTSTANDING
		65.00	030-100-6053			DEP RFND 682 NE C ST		REFUND 2087.04		
		90.00	040-100-6053			DEP RFND 682 NE C ST				
1	4484	\$62.60	10/24/13	REFND		208 TED AARON				OUTSTANDING
		62.60	040-100-6053			DEP RFND 940 SW BARBER		REFUND 1485.01		
1	4485	\$90.31	10/24/13	REFND		210 TOM FERRANDO				OUTSTANDING
		90.31	030-100-6053			DEP RFND 770 SW CHERRY		REFUND 1572.01		
1	4486	\$210.24	10/31/13	UNION		0 CONST & GEN LABORERS UNION				OUTSTANDING
		98.11	010-000-2035			UNION DUES		103113	PAYROLL	
		8.76	020-000-2035			UNION DUES				
		54.31	030-000-2035			UNION DUES				
		49.06	040-000-2035			UNION DUES				
1	4487	\$92.40	10/31/13	CITYW		0 CITY OF WILLIAMINA				OUTSTANDING
		9.24	010-000-2032			ACCT#205 BROWN		103113	PAYROLL	
		21.25	020-000-2032			ACCT#205 BROWN				
		30.49	030-000-2032			ACCT#205 BROWN				
		31.42	040-000-2032			ACCT#205 BROWN				
1	10311301	\$281.65	10/31/13	AFLAC		0 AFLAC				OUTSTANDING
		24.06	010-000-2030			EMPE PREMIUMS		103113	PAYROLL	
		59.26	010-000-2032			EMPE PREMIUMS				
		36.35	020-000-2032			EMPE PREMIUMS				
		14.43	030-000-2030			EMPE PREMIUMS				

CITY OF WILLAMINA
 CHECK REGISTER
 DATE RANGE: 10/01/13 - 10/31/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	10311302	69.95	030-000-2032			EMPE PREMIUMS				VOIDED
		9.61	040-000-2030			EMPE PREMIUMS				
		67.99	040-000-2032			EMPE PREMIUMS				
1	10311302	\$92.40	10/31/13	CITYW		0 CITY OF WILLAMINA		103113	PAYROLL	
		9.24	010-000-2032			BROWN ACCT#205				
		21.25	020-000-2032			BROWN ACCT#205				
		30.49	030-000-2032			BROWN ACCT#205				
		31.42	040-000-2032			BROWN ACCT#205				
1	10311303	\$8598.39	10/31/13	PREBS		0 EBS TRUST		103113	PAYROLL	OUTSTANDING
		2099.93	010-000-2030			HEALTH INSURANCE				
		313.44	010-000-2032			LIFE/AD&D INS				
		835.91	020-000-2030			HEALTH INSURANCE				
		109.02	020-000-2032			LIFE/AD&D INS				
		2146.72	030-000-2030			HEALTH INSURANCE				
		277.99	030-000-2032			LIFE/AD&D INS				
		2487.76	040-000-2030			HEALTH INSURANCE				
		327.62	040-000-2032			LIFE/AD&D INS				
1	10311304	\$6973.34	10/31/13	IRS		0 INTERNAL REVENUE SERVICE		103113	PAYROLL	OUTSTANDING
		1448.98	010-000-2013			FICA/MC				
		745.47	010-000-2015			FED WITHHOLDING				
		335.64	020-000-2013			FICA/MC				
		231.06	020-000-2015			FED WITHHOLDING				
		1203.06	030-000-2013			FICA/MC				
		831.57	030-000-2015			FED WITHHOLDING				
		1234.68	040-000-2013			FICA/MC				
		942.88	040-000-2015			FED WITHHOLDING				
1	10311305	\$1755.27	10/31/13	ODR		0 OREGON DEPARTMENT OF REVENUE		103113	PAYROLL	OUTSTANDING
		559.51	010-000-2017			STATE WITHHOLDING				
		142.45	020-000-2017			STATE WITHHOLDING				
		514.75	030-000-2017			STATE WITHHOLDING				
		538.56	040-000-2017			STATE WITHHOLDING				
1	10311306	\$879.26	10/31/13	OEMD		0 OREGON EMPLOYMENT DEPARTMENT		103113	PAYROLL	OUTSTANDING
		292.53	010-000-2018			UNEMPLOYMENT INS				
		9.40	010-000-2019			WF ASSESSMENT				
		68.91	020-000-2018			UNEMPLOYMENT INS				
		1.54	020-000-2019			WF ASSESSMENT				
		243.71	030-000-2018			UNEMPLOYMENT INS				
		6.74	030-000-2019			WF ASSESSMENT				
		250.23	040-000-2018			UNEMPLOYMENT INS				
		6.20	040-000-2019			WF ASSESSMENT				
1	10311307	\$2729.89	10/31/13	PERS		0 PUBLIC EMPLOYEES RETIREMENT SYSTEM		103113	PAYROLL	OUTSTANDING
		994.51	010-000-2011			RETIRMENT CONTR				

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 10/01/13 - 10/31/13

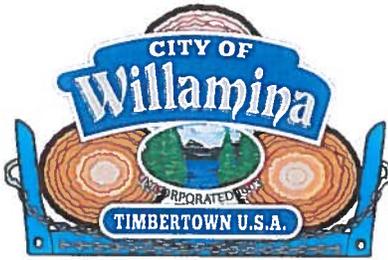
BANK CHECK # CHECK AMT CHECK DATE G/L ACCT # CHECK # VENDOR # ADDRESS # DESCRIPTION VENDOR NAME INVOICE # INV VEND CHECK STATUS

228.37 020-000-2011 RETIRMNT CONTR
 818.89 030-000-2011 RETIRMNT CONTR
 688.12 040-000-2011 RETIRMNT CONTR

TOTAL # OF ISSUED CHECKS: 53 TOTAL AMOUNT: 43497.27
 TOTAL # OF VOIDED/REISSUED CHECKS: 1 TOTAL AMOUNT: 92.40
 TOTAL # OF ACH CHECKS: 0 TOTAL AMOUNT: 0.00
 TOTAL # OF UNISSUED CHECKS: 0

FUND TOTALS

FUND	FUND NAME	ISSUED TOTAL	VOIDED/REISSUED TOTAL
010	GENERAL FUND	13,083.94	9.24
020	STREETS FUND	3,918.47	21.25
030	WATER FUND	12,492.34	30.49
040	WASTEWATER FUND	11,570.18	31.42
060	SPECIAL REVENUE FUND	2,432.34	0.00
TOTAL -		43,497.27	92.40



Mayor Corey L Adams

Council Members:

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

City Staff:

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

PUBLIC WORKS COMMITTEE MINUTES

Wednesday, October 30, 2013

6:30 pm

PRESENT: Councilor Bramall
Councilor St Onge
Councilor Toney

ABSENT: None

STAFF: Jeff Brown, Public Works Director

I. Call to Order

The meeting was called to order at 6:30 pm. A quorum was present.

II. Old Business

None.

III. New Business

a. Parking on Churchman Street

Jeff Brown, Public Works Director, discussed the section of Churchman Street that narrows down. With parking on both sides of this street, it could be difficult for some emergency vehicles to get through. It was his recommendation that parking in this area be restricted to the west side of the street only from 4th to Willamina Drive. Houses on the east side of this area are on corner lots and can park on adjacent streets. The Committee concurred.

b. Review of Bank Erosion near Sewer Lagoons

Jeff Brown reported that a concern had been raised by another Committee about bank erosion near the Sewer Lagoons. He presented photos showing the current separation between the river and the lagoons. The area has good vegetative cover and there are no obvious signs of erosion. The Committee felt that there was no cause for alarm at this time, but staff should check the area periodically for visible signs of erosion, and particularly after heavy rains or storms.

An Equal Opportunity Employer

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

www.willaminaoregon.gov

c. **Weed Control at Huddleston Pond**

Jeff Brown reviewed the weed control project at the Pond that occurred earlier this year. His original recommendation to Council had been to try to get the weeds cut down and then use chemicals to control regrowth. These chemicals have been approved for this use by the Fish & Wildlife Department and we may be able to obtain a grant to undertake the project. He went on to note that some members of Council have expressed concern about the use of chemicals to control weeds at the Pond because people fish at this location and eat their catch.

The cost difference between the two methods is substantial. Mechanical weed control cost between \$8,000-\$9,000 for a portion of the Pond. Chemical application is approximately \$1,500 per gallon. The pond would need about 1-1/2 gallons.

The Committee asked to receive more information about the chemicals before they make a recommendation. Jeff Brown will provide the MSDS Sheets and information he had gathered for his original recommendation.

d. **Next Meeting Date**

It was noted that the next regular meeting date (4th Wednesday) will be the night before Thanksgiving. It was decided to move the meeting to December 4th. That would allow time for a recommendation on weed control at Huddleston Pond to be placed on the December Council agenda.

IV. **Adjourn**

There being no further business, the meeting adjourned at 7:05 pm.

Respectfully submitted,



Jeff Brown
Public Works Director



Mayor Corey L Adams

Council Members:

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

City Staff:

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

MEMO TO: CITY COUNCIL

DATE: NOVEMBER 14, 2013

FROM: PUBLIC WORKS COMMITTEE

SUBJECT: PROPOSED CHANGE IN PARKING ON PORTION OF CHURCHMAN STREET

Background

1. A section of Churchman Street from 4th to Willamina Drive is narrower than the rest of the street (see attached photos). A concern has been raised about the ability of wider vehicles such as emergency responders to get through the street if there are vehicles parked on both sides.
2. Following discussion, the Public Works Committee is recommending that City Council restrict parking on Churchman Street between 4th and Willamina Drive. Parking would be on the west side of the street only in this area. There are only a couple of houses affected by this change both are on corner lots that have parking on other streets.
3. If approved by Council, the change would become effective on January 1, 2014. Notice of the change would be sent to property owners on Churchman Street.

Action Requested

Council decision on restricting parking to the west side only on Churchman Street between 4th and Willamina Drive effective January 1, 2014.

Attachment

F:/CITY COUNCIL/AGENDA MEMOS/CHURCHMAN STREET PARKING.CCMEMO.11-14-13





YAMHILL COUNTY EMERGENCY MANAGEMENT

414 NE Evans Street • McMinnville, OR 97128-4523
(503) 434-7340 • Fax (503) 474-4909 • TTY (800) 735-2900
www.co.yamhill.or.us

To all Commissioners, Administrators and Department Heads:

Good Afternoon:

As most of you know by now, Thursday, October 31, 2013 will be my last day of employment with Yamhill County.

It is time to move on and spend time with my group of grandchildren and do the things with them that grandparents do – or would like to do.

I want to thank each of you for the support you have provided to me and to the Office of Emergency Management over the last five years. Without your support the things we have accomplished would not have been possible.

We have gained the respect of local emergency managers around the state as demonstrated by their willingness to help us when requested, and we have gained the respect and support of the State Office of Emergency Management as well as the Federal Emergency Management Administration. This may not sound like much but the improved relationships have caused our level of federal funding to increase several fold and *allowed us to be heard*.

It has been an absolute pleasure to be part of the management team for this county, and I couldn't have wished for a better entry into this position or a better exit.

I hope you all will provide the same level of support to Sue Lamb as she assumes the duties and responsibilities of the county's emergency manager and launches her Emergency Management career.

Thank you and best wishes to all of you.

Should you wish to contact me in the future, here is my information:

Home e-mail: macdb@99w.us; Home Phone: 541-847-2341
Personal e-mail: abntrprsf.dm@gmail.com; Cell Phone: 503-338-8491
Mailing Address: PO Box 529, Monroe OR, 97456

Doug McGillivray.

Water

The water master plan is flowing along. On Nov. 6 we did flow testing throughout the system.

Wastewater

ORVAC West spent 2 days cleaning storm lines. This took care of a portion of the town.

Effluent discharge has been started for the year.

Streets

Sidewalk repair will begin the week of Nov. 11.

Parks

Cleaning up leaves but not nearly as fast as they are falling.

The restroom at Tina Miller Park is open again. The face lift is complete except for the painting of the building and installation of the electronic lock.

Other

Jeff Brown



KELLER
associates

Technical Memo

TO: Sue Hollis
City Recorder

FROM: Peter Olsen, P.E. *YAO*
City Engineer

DATE: November 1, 2013

SUBJECT: Willamina School District Proposal for Fire Flow Improvements

The Willamina School District submitted a letter to the Willamina City Council dated October 9, 2013. This School District letter proposes improvements to the water system that will increase the available fire flow to the high school to the desired 1,500 gpm. This memorandum provides input to the City Council for consideration of the letter proposal.

Ultimately, the decision to provide fire protection and how much fire protection to provide is up to each jurisdictional authority. We are not aware of any community that guarantees they will provide a certain fire flow to all of its customers. Typically, fire demand requirements change as the use, type of construction, and fire codes change. While many communities try to provide minimum fire protection and are willing to fund improvements to improve conditions for existing and anticipated development, this is not a mandated requirement.

Unless the City has a specific agreement with the school district, it is our opinion that the City is not financially responsible for providing a distribution system that will provide the desired fire flows to the high school. However, the decision to participate in upgrades to improve fire protection to the school may still be in the best interest of the City. In our experience, it is not uncommon for cities to require developments to fund and construct offsite improvements necessary to serve their development. Depending on the City's SDC and reimbursement policies, some communities may participate in pipe upsizing (for pipelines larger than needed for the development) or provide for reimbursement mechanism to allow the developer to recoup off-site or oversized improvements from future development along the pipeline corridor.

One alternative commonly employed by other entities is contributing to the added cost for improvements needed beyond that required for the specific development. In this case, the amount of the City's contribution could be something closer to the difference between the least cost alternative to achieve the District's desired fire flows and the overall best alternative that provides the greatest benefit to the entire system. If a method similar to this is utilized to determine a city contribution, a more detailed cost estimate should be developed.

The School District's proposed compensation methods are not typical compared to what we have seen in other communities and could create undesired precedent for the City as well as extended administration of a monthly credit to the high school's water bill. Keller Associates recommends that the City and School District should consider a compensation agreement that will be completed in a much shorter time period.

I have reviewed the HBH evaluation provided to the School District. The options presented and associated evaluation by HBH appears to be consistent with my understanding of the system's capabilities at this point of the master plan process. It should be noted, however, that we have not completed any modeling to confirm the assumptions and findings presented by HBH. Ideally, any offsite pipeline extension should be completed in coordination with an approved master plan to provide some assurance that the pipeline will be sufficient for existing and future needs. Once the water plan has progressed further, we will be able to provide the City more detailed and comprehensive information regarding available fire flows and options for improving fire flows to the high school as well as other areas within the system. At this point, we estimate that it will be approximately four months before we can have the model properly built, calibrated, and existing and future conditions modeled.

WILLAMINA SCHOOL DISTRICT 30-44-63J

1100 N.E. Oaken Hills Dr./P.O. Box 1000, Willamina, Oregon 97396

Phone: (503) 876-4525 / Fax: (503) 876-3610

Gustave A. Forster, Superintendent

Email: gus.forster@willamina.k12.or.us

October 9, 2013

Willamina City Council
Willamina, OR 97396

Dear Council Members:

Delineated below is a proposal from the Willamina School District to the City of Willamina that will improve our water flow to the District hydrants and also improve the City of Willamina to expand and thereby aid in growth.

In September, the District commissioned an engineering study to look at our water pressure problem; not meeting fire flow requirements at our hydrants. The study concluded that the cause of the lack of flow, at not only the District's hydrants but also the hydrants located around the city, is the size of the water pipes carrying the water toward the hydrant.

The study also included four options for the District and three of the four would aid the city in increasing and meeting current fire flow requirements throughout Willamina.

The best option, as evaluated by the District based on cost, is option 2A. Option 2A would cost approx. \$282,900 to install from the current water tank to the District. For this option to work the City would have to obtain easements to cross private property. The District, if the bond passes, will be in a position to provide the upfront funding for this project. The District is fully aware that fire flow requirements is the responsibility of the City and therefore would expect compensation from the City. Accordingly the District would expect:

1. Not being charged any SDC fees or any type of fee for new construction
2. A 50 % reduction on our monthly water bill.

The two aforementioned expectations would be in effect until the district recognizes 75% of the cost of the project.

3. The City would maintain the water line.

The District understands that this is a proposal and the City might have other interest or items for discussion. However, the District will be moving forward with the water issue either working together with the City for the benefits stated above or with another option stated by the engineer that would be of no benefit to the city.

The District will respectfully await your consideration on or before your next council meeting in November.

Sincerely,



Mr. Gustave A. Forster
Superintendent
Willamina School District

CC: Board of Education

**WILLAMINA LIBRARY BOARD
MINUTES**

15 Oct 13

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

Absent:

Guests:

Dan called the meeting to order at 8:15 am. The minutes of 17 Sep 2013 were approved.

Old Business:

New Business:

Melissa presented the reports for September.

Melissa heard from Tim Maloney who had requested library card samples last April. He has made a display of his card collection and send a photo. Melissa circled the CCRLS cards and handed out copies of his picture.

Audrey Snyder applied to fill the Board vacancy.

Melissa told the Board of the City Council's request to review and comment on material regarding a human library and loaning non-library items e.g., fishing poles, pots and pans, lawnmowers, toys Several informational articles were distributed and read.

The meeting adjourned at 8:45 am.

The next meeting will be 19 Nov 2013 at 8:15 am.

**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT
3RD QUARTER 2013**

Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Loan ILL	Out of District Borrow ILL	Reference Answered	Attendance	Item Add	Patron Add	Total CK Out	Total CK In	CGRLS
875	333	339	13 J 3 Y 138	217 J 1 Y 791	348	167	75	447	724	71	1,995	159	11	2,776	2,479	3771.25 Q4 424.50 nt loan 521.84 lost bk	
914	280	314	20 J 1 Y 125	127 J Y 880	350	132	49	470	685	1	1,353	172	23	2,538	2,416		
808	226	339	16 J 1 Y 108	160 J Y 793	283	131	80	414	1	57	1,246	105	8	2,531	2,170		
			49 J 5 Y	504 J 1 Y			0 J 0 Y										553 0
2,597	839	992	371	2,464	981	430	204	###	###	1	4,594	436	42	7,845	7,065	\$	31,782

WILLAMINA PUBLIC LIBRARY INCOME REPORT

MONTH	Jul-13	Aug-13	Sep-13
Fines	\$ 154.55	\$ 161.55	\$ 119.90
Cards	111	90	30.00
Copies	42.75	33	32.75
Lost Books		32.99	
Other			
Other			
TOTAL	\$ 308.30	\$ 317.54	\$ 182.65

Volunteer Hours

8

15

9

I T E M S

CIRCULATION (CHECKOUT) STATISTICS

Willamina Public Library

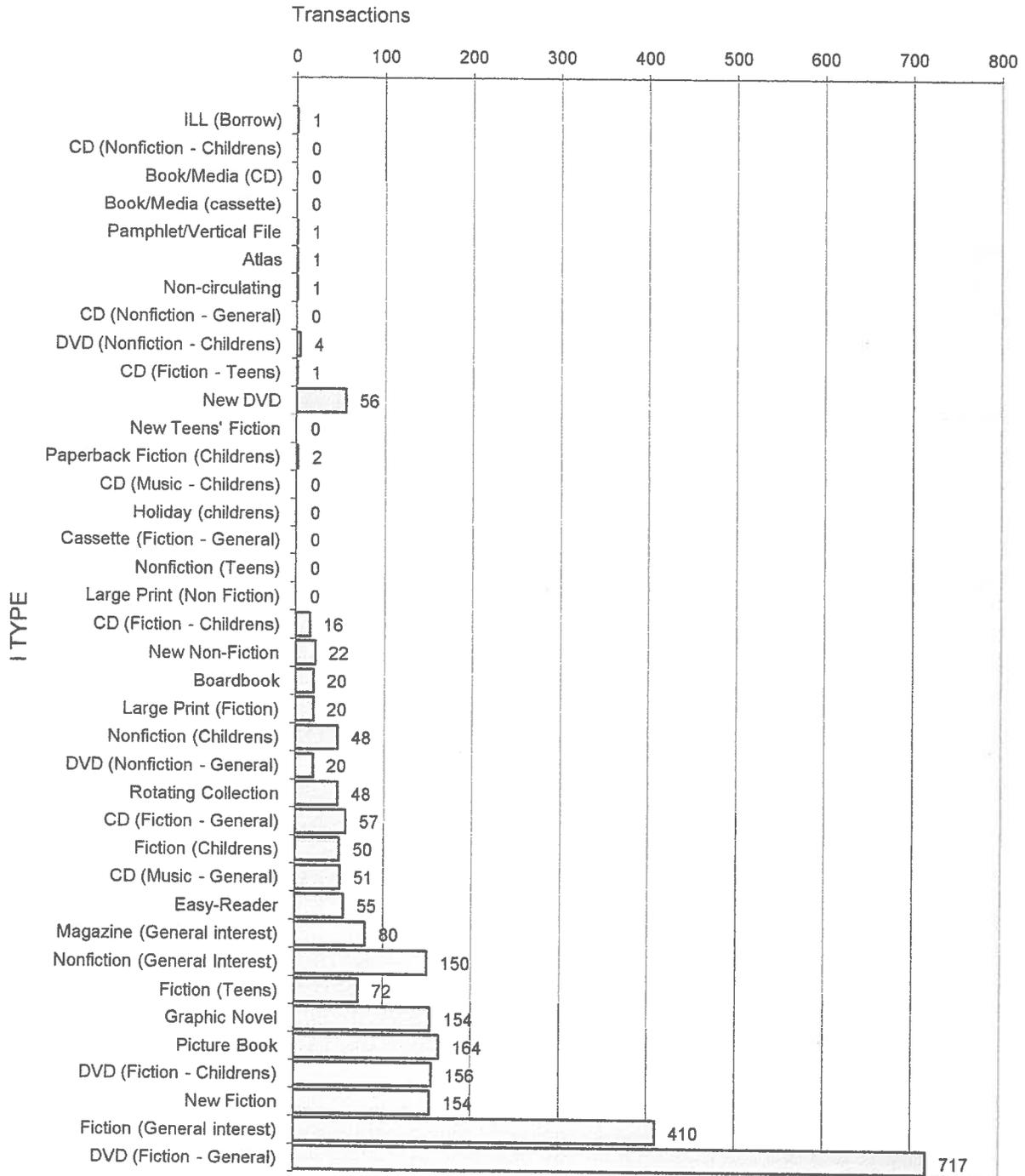
Sep 13

I TYPE	PERCENT	QTY
DVD (Fiction - General)	28.3%	717
Fiction (General interest)	16.2%	410
New Fiction	6.1%	154
DVD (Fiction - Childrens)	6.2%	156
Picture Book	6.5%	164
Graphic Novel	6.1%	154
Fiction (Teens)	2.8%	72
Nonfiction (General Interest)	5.9%	150
Magazine (General interest)	3.2%	80
Easy-Reader	2.2%	55
CD (Music - General)	2.0%	51
Fiction (Childrens)	2.0%	50
CD (Fiction - General)	2.3%	57
Rotating Collection	1.9%	48
DVD (Nonfiction - General)	0.8%	20
Nonfiction (Childrens)	1.9%	48
Large Print (Fiction)	0.8%	20
Boardbook	0.8%	20
New Non-Fiction	0.9%	22
CD (Fiction - Childrens)	0.6%	16
Large Print (Non Fiction)	0.0%	0
Nonfiction (Teens)	0.0%	0
Cassette (Fiction - General)	0.0%	0
Holiday (childrens)	0.0%	0
CD (Music - Childrens)	0.0%	0
Paperback Fiction (Childrens)	0.1%	2
New Teens' Fiction	0.0%	0
New DVD	2.2%	56
CD (Fiction - Teens)	0.0%	1
DVD (Nonfiction - Childrens)	0.2%	4
CD (Nonfiction - General)	0.0%	0
Non-circulating	0.0%	1
Atlas	0.0%	1
Pamphlet/Vertical File	0.0%	1
Book/Media (cassette)	0.0%	0

Book/Media (CD)	0.0%	0
CD (Nonfiction - Childrens)	0.0%	0
ILL (Borrow)	0.0%	1
TOTAL	100.0%	2,531

Circulation (Checkout) Statistics

Willamina Public Library



PATRONS

CIRCULATION (CHECKOUT) STATISTICS

Willamina Public Library

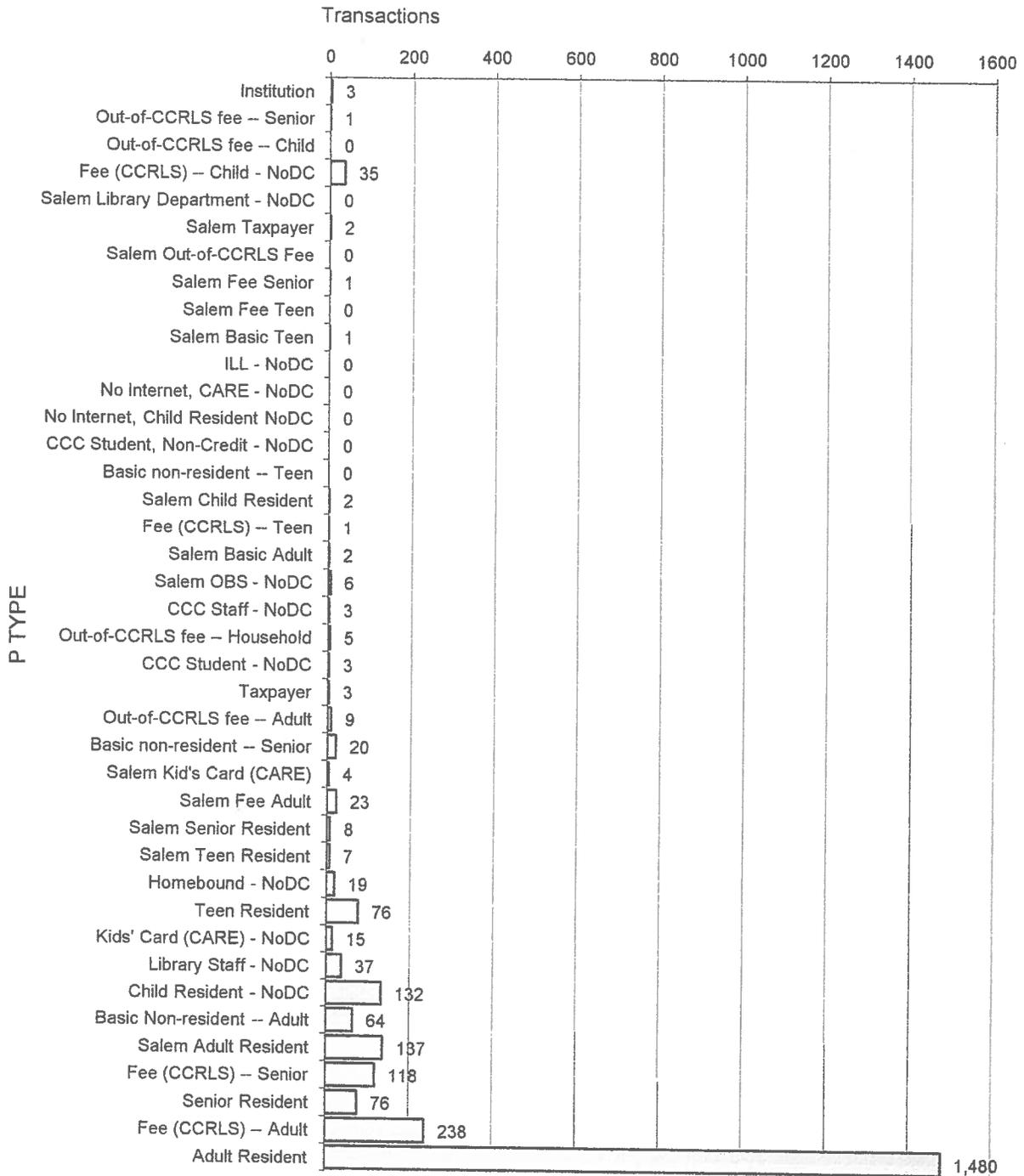
Sep 13

P TYPE	PERCENT	QTY
Adult Resident	58.5%	1,480
Fee (CCRLS) -- Adult	9.4%	238
Senior Resident	3.0%	76
Fee (CCRLS) -- Senior	4.7%	118
Salem Adult Resident	5.4%	137
Basic Non-resident -- Adult	2.5%	64
Child Resident - NoDC	5.2%	132
Library Staff - NoDC	1.5%	37
Kids' Card (CARE) - NoDC	0.6%	15
Teen Resident	3.0%	76
Homebound - NoDC	0.8%	19
Salem Teen Resident	0.3%	7
Salem Senior Resident	0.3%	8
Salem Fee Adult	0.9%	23
Salem Kid's Card (CARE)	0.2%	4
Basic non-resident -- Senior	0.8%	20
Out-of-CCRLS fee -- Adult	0.4%	9
Taxpayer	0.1%	3
CCC Student - NoDC	0.1%	3
Out-of-CCRLS fee -- Household	0.2%	5
CCC Staff - NoDC	0.1%	3
Salem OBS - NoDC	0.2%	6
Salem Basic Adult	0.1%	2
Fee (CCRLS) -- Teen	0.0%	1
Salem Child Resident	0.1%	2
Basic non-resident -- Teen	0.0%	0
CCC Student, Non-Credit - NoDC	0.0%	0
No Internet, Child Resident NoDC	0.0%	0
No Internet, CARE - NoDC	0.0%	0
ILL - NoDC	0.0%	0
Salem Basic Teen	0.0%	1
Salem Fee Teen	0.0%	0
Salem Fee Senior	0.0%	1
Salem Out-of-CCRLS Fee	0.0%	0
Salem Taxpayer	0.1%	2

Salem Library Department - NoDC	0.0%	0
Fee (CCRLS) -- Child - NoDC	1.4%	35
Out-of-CCRLS fee -- Child	0.0%	0
Out-of-CCRLS fee -- Senior	0.0%	1
Institution	0.1%	3
Universal Patron	0.0%	0
TOTAL	100.0%	2,531

Circulation (Checkout) Statistics

Willamina Public Library





Melissa Hansen <melissah@crrls.org>

Photo of Library Card Collection

1 message

Timothy Maloney <libraries_r_cool@yahoo.com>

Sun, Sep 22, 2013 at 5:36 PM

Reply-To: Timothy Maloney <libraries_r_cool@yahoo.com>

To: "barbara.reading@sos.mo.us" <barbara.reading@sos.mo.us>, "mclib@live.com" <mclib@live.com>, "mcl@midrivers.com" <mcl@midrivers.com>, "mclarke@robeson.edu" <mclarke@robeson.edu>, "mclib@roadlynx.net" <mclib@roadlynx.net>, "mcldirector@comcast.net" <mcldirector@comcast.net>

Attached is a photo of my Library card collection that was displayed at the Walton Branch of the Boone County (KY) Public Library. There are currently over 1450 libraries in more than 45 states represented. Plus I have cards from more than a dozen foreign countries. Once I have completed the collection phase of this project I will be creating a more elaborate and artistic display and will send each library a picture of that display. I have been working my way through the states in alphabetical order. I am currently writing to libraries in Texas.

Thank you to all who have been kind enough to assist in this endeavor. If for some reason my original email did not reach you and you would like to add your libraries card to my collection please send it to:

Timothy Maloney

602 E Shelby St

Falmouth, KY 41040 USA

If you prefer that I not send the photo of the final display to you, please let me know at your earliest convenience. I hope that everyone had a Sensational Summer and that the Fall is Fantastic!

Sincerely,

Tim



100_0513.JPG
2706K



06/03/2013

THE

OF

AND

FOR

BY

AT

ON

IN

BY

AT

AYU BANO

16 Oct 2013

10-17-13P02:06 RCVD

To: The Willamina City Council
From: The Willamina Library Board

Re: Additional Uses for the Library

We feel the Library would be unable to provide additional uses to the patrons. The Library lacks the space, funding and personnel to offer these services. Perhaps when a new library is built, a storage room for non-library material could be added. We feel this project is not appropriate in a small library setting.

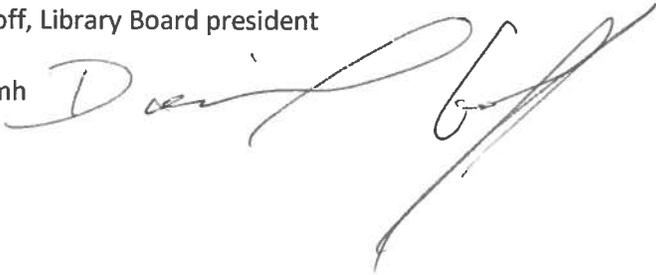
The idea of a Human Library is interesting, but again the Library personnel lack the time and space for this project. Perhaps this could be a city project with the human "books" listed on a web page.

We invite the City Council to visit the library and see what has been done in the old ambulance station.

Sincerely

Dan Goff, Library Board president

WLB: mh

A handwritten signature in black ink, appearing to read "Dan Goff", written over a light blue horizontal line. The signature is fluid and cursive, with a long, sweeping tail that extends downwards and to the right.