



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, December 12, 2013

7:00 PM

- I. **Roll Call**
- II. **Flag Salute**
- III. **Approval of Minutes**
 1. **Special Meeting & Joint Work Session of October 24, 2013 (handout)**
 2. **Regular Meeting of November 14, 2013**
- IV. **Public Input**
 1. **Request to Allow Permanent Occupancy of Recreational Vehicle at 385 SW Spruce & Temporary Occupancy of Recreational Vehicle on Adjacent Property**
 2. **Thank You from Your Community Mediators and Update on Peacebuilding Efforts in Willamina in 2013**
- V. **Old Business**
- VI. **New Business**
 1. **Resolution #13.14-005, Declaring Surplus Property and Authorizing its Sale or Other Disposition**
 2. **PGE LED Deployment Decisions**
 3. **Preliminary 2013 Population Estimate from PSU**
 4. **Notice of Award of 2014-15 Special City Allotment Grant (information only)**
- VII. **Mayor's Report**
- VIII. **Council Liaison Reports**
 1. **Chamber Liaison (Councilor St Onge)**
 2. **School Board Liaison (Councilor Toney)**
 3. **YCOM Board (No Meeting)**
 4. **Strategic Planning Focus Group (No Meeting in November)**

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IX. Council Committee Reports

1. **Finance Committee**
 - a. **Minutes of Meeting of December 3, 2013**
 - b. **Report of Bills Paid – November 1-30, 2013**
2. **Public Works Committee (No meeting – lack of quorum)**
3. **Planning Commission Report**
 - a. **Updated Gantt Chart**

X. Reports of City Officers

1. **City Recorder**
2. **Public Works**
 - a. **Monthly Report**
 - b. **Victim Impact Statement – Huddleston Park Vandalism**
3. **Library**
 - a. **Library Board Minutes – November 19, 2013**
 - b. **Reports & Library Statistics**
 - c. **Library Hours**
 - d. **Youth Services Librarian Report (*Verbal*)**
4. **Sheriff's Office**
 - a. **Code Enforcement Report – November 2013**
 - b. **Crime Summary – November 2013**

XI. Adjourn**Next Council Meeting Date****Regular Session – January 9, 2014 (7:00 pm)****Work Session – January 23, 2014 (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.



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WILLAMINA CITY COUNCIL REGULAR MEETING
Thursday, November 14, 2013
7:00 PM

Present:

Mayor Adams
Councilor Baller
Councilor Bramall
Councilor Hill
Councilor Skyberg
Councilor St Onge
Councilor Toney

Absent:

Honorary
Councilor
Woodward

City Staff Present:

Sue Hollis, City Recorder
Jeff Brown, Public Works
Director
Sergeant Russ
Vandewettering, YC
Sheriff's Office

Others Present:

Marguerite Alexander,
The Sun
Paul Daquilante,
News-Register
Planning Commissioner
Dennis Ulrich
Planning Commissioner
Justin Stritzke
Twila Hill

I. Flag Salute

Mayor Adams called the meeting to order at 7:00 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 Meeting of October 10, 2013

Councilor Hill **moved** to approve the minutes of the Regular Meeting of October 10, 2013, as written.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

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2. **Special Meeting & Joint Work Session of October 24, 2013** (Deferred to 12/12/13)

Sue Hollis apologized that she was not able to transcribe these minutes in time for the agenda.

IV. **Public Input**

None.

V. **Old Business**

1. **Resolution #13.14-002, A Resolution Adopting the City of Willamina Emergency Operations Plan, as Amended**

Councilor Baller asked about the School District response to whether they have buses available for use in a disaster. Councilor Toney responded that she had talked with Gus Forster, Willamina School District Superintendent, and other District staff. There are at least 2 buses that would be available for use and they would be happy to serve as a shelter. She had also tried to contact First Student, the company providing the majority of the bus services, but has never received a response.

Sue Hollis asked Jeff Brown, Public Works Director, if he had received a response from the Fire District on their inclusion in the EOP. Brown responded that he has not heard from them, but they had indicated they just wished to review the plan. He noted that their activities outlined in the EOP are the same ones they always do in an emergency or disaster.

Councilor Skyberg **moved** to adopt Resolution #13.14-002, A Resolution Adopting the City of Willamina Emergency Operations Plan, as Amended.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

2. **Golf Carts on City Streets (Sergeant Vandewettering)**

Sergeant Vandewettering passed out copies of a handout used by the deputies to determine the rules related to various types of motorized and non-motorized vehicles (attached hereto and made a part hereof). The handout does not include golf carts. He reported that the only persons who are authorized to drive golf carts on City streets must have a license which is available at the Department of Motor Vehicles (DMV). They must be able to demonstrate a disability. They are also restricted to areas with a speed of 25 mph or less. He noted that the Sheriff's Office has never issued a citation for operating a golf cart on City streets in their jurisdiction.

3. **Appointment to the Library Board**

Sue Hollis called attention to the handout memo on this subject (attached hereto and made a part hereof) and briefly reviewed its contents. She noted that the Library Board has recommended appointment of Audry Snyder.

Councilor St Onge **moved** to appoint Audry S Snyder to the Library Board to fill the unexpired term of Linda Brown which will end in September 2016.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

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**

Sue Hollis noted that Council had a replacement copy in front of them (attached hereto and made a part hereof) because the agenda copy did not include Exhibit B. This resolution is required by the funding agency for the Water Master Plan Update.

Councilor St Onge **moved** to adopt Resolution #13.14-003.

Councilor Toney **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

2. **Resolution #13.14-004, A Resolution Delegating Authority to Acknowledge and Sign OLCC Special Event Winery/Special Event Grower Applications**

Sue Hollis reported that this is something we are seeing a lot more because of events at the West Valley Community Campus. It is sometimes difficult to track down authorized signers. Councilor St Onge asked if this was the form that law enforcement usually signs. Hollis responded that it was not. This one is a Special License and it has a spot for City or County signature. The choices are to approve, acknowledge or deny the application. The resolution would authorize only acknowledgement of the application.

Councilor Toney **moved** to adopt Resolution #13.14-004.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

3. **Medical Marijuana Dispensaries** (*Discussion*)

Mayor Adams opened the floor for discussion about medical marijuana dispensaries. Sue Hollis called attention to a handout containing additional information that was received a few days ago (attached hereto and made a part hereof). Mayor Adams noted that the City is limited in its options related to these dispensaries. Councilor St Onge responded that we can limit where they are permitted within the City. Councilor Hill noted that the City cannot prohibit them outright according to the attorney. Councilor Baller's primary concern was that they not be located within 1,000 feet of a City park. She felt it was similar to being within 1,000 feet of a school.

Discussion followed about what the law prohibits. The information provided by the Council of Governments was developed by the League of Oregon Cities. They included a prohibition within 1,000 feet of a residential zone. Councilor St Onge noted that she had read the law and it does not contain that prohibition. Sue Hollis agreed, noting that the League's attorneys and our attorney do not agree on this particular issue.

Mayor Adams stated that is was also his understanding that we couldn't rely on federal law either. Councilor St Onge responded that you could, but they have already said that they would not get in the way of medical marijuana dispensaries if states approved them. The federal government does prohibit its dispensing by pharmacies. Discussion followed about including language in the business licensing that requires compliance with federal law. The City Attorney has indicated that this is an option, but it will likely be challenged in court and the City needs to determine if they wish to be a part of a lawsuit.

Councilor Baller **moved** that the City adopt an ordinance prohibiting medical marijuana dispensaries within 1,000 feet of a park, subject to approval of the City Attorney.

Councilor Skyberg **seconded for purposes of discussion**.

Sue Hollis noted that the City Attorney has said that you can't simply adopt an ordinance restricting these, you need to modify the Development Code. City Council can direct the Planning Commission to develop this language.

Councilor Baller withdrew her previous motion.

Councilor Baller **moved** to refer this matter to the Planning Commission for a Legislative Change to the Development Code to prohibit medical marijuana dispensaries within 1,000 feet of a park in the appropriate sections of the Code.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

Mayor Adams questioned use of marijuana in these dispensaries and where production can take place. He asked if grow operations can be done on any vacant lot. Larry Risteen, a member of the audience from Grand Ronde, said that this was all outlined in the law. That type of grow operation could not happen. Councilor St Onge suggested that interested persons check out the Oregon Health Authority website to get a better understanding of what the law does and does not permit. She noted that the licensing process is not an easy one. Discussion followed. Larry Risteen noted that there is no using of the product on site. Councilor St Onge stated that it is also prohibited on public property such as sidewalks. Mr Risteen noted that he was interested in opening a dispensary here at the former Shirley's Hair salon. His is very interested in working with the City Council and law enforcement on this issue. He asked if there would be a hearing on this. Sue Hollis responded that the Planning Commission would have a public hearing on any proposed changes. The public can appear at any Planning Commission meeting even if a hearing is not scheduled. Discussion followed about the timeline.

4. Proposed Vacant Property Registration Ordinance

Sue Hollis noted that Council has briefly discussed this topic at an earlier meeting. The Code Enforcement Officer has recommended adoption of language to allow him to deal more effectively with vacant properties. She noted that he had provided a report to Council which had been placed in their mailboxes. One of the properties in the report is a vacant property. It took 12 months to get it resolved. Staff is asking Council to approve development of an ordinance to require vacant property registration.

Councilor Hill **moved** to direct staff to prepare a Vacant Property Registration Ordinance for Council consideration.

Councilor Skyberg **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

5. **Resignation Letter from County Emergency Manager Doug McGillivray**
(information only)

No discussion.

VII. **Mayor's Report**

Mayor Adams reported that he was this year's winner of "Win, Lose, or Mayor" on the Ed Forman show. He competed against the Mayors of Rainier and Vancouver.

He will be representing Willamina at the Portland Raceway this Sunday.

An indoor skate park is under construction inside the Tina Miller Center. They hope to be open by Christmas. Everyone will be invited to the opening party.

Mayor Adams called attention to Drug Free Pledges provided by the students of Willamina.

VIII. **Council Liaison Reports**

1. **Chamber Liaison (Councilor Hill)**

Councilor Hill notified Council that he would not be able to represent Council on the Chamber for the present because he is not in town on Wednesdays. He suggested that someone else be assigned to that duty.

Councilor St Onge reported that the Chamber wished Council to know that they do not support medical marijuana dispensaries in the City of Willamina. The Light Parade is schedule for December 7th with hot chocolate and cookies afterward at the West Valley Community Center. The Chamber is provided each business on Main Street \$25 for window displays that they hope to have in place by the night of the Light Parade. Later in the month, judging will take place on houses decorated for the holidays.

2. **School Board Liaison (Councilor Toney)**

Councilor Toney reported that the School Board was really disappointed about the defeat of the bond levy. They plan to try again in May 2014. Councilor St Onge asked if the Board had any insight into why it did not pass. Councilor Toney responded that they did not. It was felt that the PAC had done a great job of getting the word out.

Sue Hollis noted that they had heard comments at City Hall that people were concerned about more taxes because they got their tax bills just before the election and there was a 3% increase as allowed by law.

Twila Hill, a member of the audience, felt that there was just too much piled on the election. It was frightening to think about the increased costs.

Councilor St Onge reported that what she had heard was an objection to spending on sports related construction. These people would rather see an emphasis on the educational portion such as books, lockers, and adequate buildings. Councilor Toney noted that this year, the School District will have to start paying rent on the football and softball fields on Washington Street.

3. YCOM Board (Councilor Baller)

Councilor Baller reported that she had attended a meeting where the future of the organization was discussed. The Board had established an Advisory Committee to look at the future of the organization. Their radio system is outdated and needs to be replaced within 3-4 years. It is not failing at this point. There are other issues, such as consolidation with another center, or retaining our own within the County. It is felt that we have a good system and do not wish to consolidate. They have developed a huge amount of information for review by the Board. She will continue to update the Council as these issues are discussed.

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

No discussion.

IX. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of November 5, 2013

Councilor Toney **moved** to approve the minutes of the Finance Committee meeting of November 5, 2103, as written.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

b. Approval to Replace Copier at Library

Sue Hollis noted that the copier at the Library had been having problems primarily because it is a "green" copier that uses a crayon type of toner that is actually designed for a higher usage than it receives at the Library. Without the higher use, the toner does not stay warm enough to work properly so the machine must go through a process to warm them up before they are used. The replacement model suggested will save the City about \$40 a month and uses the traditional toner.

Councilor Toney recalled that we had just purchased this copier recently. Hollis responded that we are in the 3rd year of a 5 year lease. The new copier will be leased as well.

Councilor Hill **moved** to approve replacing the copier in the Library as proposed.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

Councilor St Onge asked if the City could make the copy machine available to persons in the community to make their own copies. Hollis responded that the City Council could authorize that and establish a fee for the service. She will research our costs and report back at a future meeting.

c. Report of Bills Paid – October 1-31, 2013

Councilor Toney **moved** approve the Report of Bills Paid from October 1-31, 2013.

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, St Onge, and Toney voting aye; Councilor Skyberg abstaining noting that the City does business with their family hardware store.

2. Public Works Committee

a. Minutes of Meeting of October 30, 2013

Councilor Toney **moved** to approve the minutes of the meeting of October 30, 2013, as written.

Councilor Bramall **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

b. Parking on Churchman Street

Mayor Adams called attention to the agenda memo and briefly reviewed its contents. Parking would be restricted to the west side only on Churchman Street between 4th and Willamina Drive effective January 1, 2014.

Councilor Bramall **moved** to restrict parking to the west side only on Churchman Street between 4th and Willamina Drive effective January 1, 2014.

Councilor St Onge **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

3. Planning Commission Report

Commissioners Dennis Ulrich and Justin Stritzke gave a brief report. Ulrich called attention to the handout Gantt Chart showing the timeline. They have discovered that the language is more convoluted than originally anticipated and it is taking them a bit longer. Stritzke is working on developing a great definitions section. He noted that their original schedule was really aggressive so we are not really that far behind. They are moving right along. Discussion followed about the chart and the meaning of the various colors. The green shows the ongoing work; blue marks meetings to report to Council; red marks joint meetings; and yellow is the review and approval process. Commissioner Ulrich noted that the City Planner, Marjorie Mattson, has been invaluable to them in this process.

X. Reports of City Officers

1. City Recorder (Verbal)

City County Dinner Reservations

Sue Hollis asked that Councilors planning to go to this dinner let her know by noon on Wednesday, November 27. Mayor Adams and wife will attend; Councilors Baller, Skyberg, and St Onge will attend; as will Councilor Bramall and wife.

City Hall Closure

Hollis reminded Council that November 28 and 29 are City holidays and offices will be closed.

2. Public Works

a. Monthly Report

Jeff Brown called attention to the agenda report and briefly reviewed its contents. The sidewalk project is expected to get underway next week. The City has completed installation of the check valve at the West Valley Community Campus so there should not be an issue with any sewer backups during a pump failure.

Brown reported on damage in Hampton Park made by a teen taking their truck into the grass area. The person was identified and contact made by the deputies. Hollis noted that the young man had come to City Hall to apologize and offer to repair the damage.

Councilor Skyberg thanked Brown for taking down the flowers and for all his work at the Tina Miller Park.

Councilor Skyberg went on to express her concern about using chemicals to control weeds at Huddleston Pond. She suggested having a cooperative agreement with others in the community to raise funds to cut the weeds. Councilor St Onge reported that the Public Works Committee had an extensive discussion about that same issue.

Commissioner Stritzke reported on broken teeter-totters at Lamson Park. He felt some of the broken parts remaining could be a hazard. Brown will follow up. Dennis Ulrich offered help from the Kiwanis if they wished to get a new one. Brief discussion followed.

b. City Engineer Response to Willamina School District Proposal

Mayor Adams called attention to the agenda memo. Sue Hollis noted that the engineer did not feel the City had a legal responsibility to provide a certain water pressure above state health requirements. He recommends that the City take no action until such time as the Water Master Plan is updated.

Discussion followed about the costs and who would pay. Hollis responded that the School District would be the responsible party. She went on to note that any costs provided by the water utility would be paid by rate payers and would not come out of taxes. Jeff Brown noted that the District has a much larger tax base than the City.

Hollis noted that agreeing to something now would be like taking a shot in the dark. We don't know enough about our own system to make an informed decision about this proposal. Discussion followed about the various options and the pressure needed for fire suppression. Brown noted that the issue is actually volume, not pressure. The State Fire Marshall has requested volume of 1500 gpm.

In response to a question, Brown did not see the land noted in the District letter developing for a long time. We already have two subdivisions approved that haven't been built.

Councilor St Onge asked how long it would be until we received a draft to review. Brown responded that it will likely be in late January or early February.

Councilor St Onge **moved** to direct staff to prepare a response to Mr Forster's letter of October 9, 2013, for the Mayor's signature.

Councilor Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge, and Toney voting aye.

3. Library

- a. Library Board Minutes – October 15, 2013
- b. Reports & Library Statistics
- c. Library Board Response to Suggested Additional Uses for the Library

No discussion.

Councilor St Onge asked for clarification on why the Library is closed on Monday, but the Librarian works that day. She asked for Council discussion on this issue. She felt that there are 16 hours a week that the Library is not open to the public but there is staff present. Hollis noted that staff does need and deserve to have some quiet time to plan or complete work such as ordering books which is done on-line. Justin Stritzke noted that the Library is fairly heavily used for its size. Discussion followed. Hollis noted that she did not object to being open more hours, but felt that Library staff should know that this was an agenda item. If they had concerns, they could appear and provide additional information.

- d. Youth Services Librarian Report (Verbal)

None. Sue Hollis noted that Denise Willms was ill tonight.

4. Sheriff's Office

- a. Code Enforcement Report - October 2013 (Handout)

Sue Hollis called attention to the handout report (attached hereto and made a part hereof). She responded to a question from the last meeting about what the "+" meant on the report. This actually was a typo and should have read "Warnings."

b. Crime Summary – October 2013 (Handout)

Sue Hollis called attention to the handout report (attached hereto and made a part hereof).

Sergeant Vandewettering reported on the vandalism at Huddleston Pond and that the City would receive a Victim Impact Statement. They can then make a decision about what they would like to see from the offender in terms of restitution and community service. The Sergeant expressed special thanks to the citizen who observed the vandalism and reported it. Deputies need the eyes and ears of the community to assist them.

Vandewettering then reported on a party at which a number of area teens received citations for minor in possession of alcohol. Adults also received citations. He went on to note that a drug bust had also been made in the City.

Vandewettering suggested that the Council schedule a presentation from Sergeant Chris Ray with the Yamhill County Interagency Narcotics Team. It was decided to tentatively schedule the presentation for the January Work Session date which is the 4th Thursday.

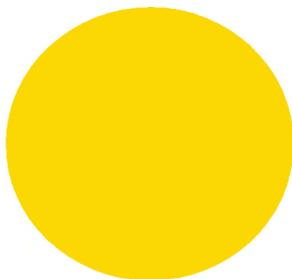
Councilor St Onge reported that she is connecting with a man who runs a horticultural program at the Federal Correctional Institution. They offer help to area cities to plant and weed. She will report back to Council at a later meeting.

XI. Adjourn

Councilor Toney **moved** to adjourn

Councilor Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Skyberg, St Onge and Toney voting aye.

Meeting adjourned at 8:33 pm.



Corey Adams, Mayor

Attest:

Sue Hollis, City Recorder



Your Community Mediators of Yamhill County

P.O. Box 444, McMinnville, OR 97128

503-435-2835

www.ycmediators.org

Empowering people to make positive changes in the way they respond to conflict

November 26, 2013

Sue Hollis, City Recorder
Mayor Corey Adams & Willamina City Council
City of Willamina
P.O. Box 629
Willamina, OR 97396

Dear Mayor Adams & Willamina City Council,

As we move toward the end of 2013, we want to again express our heartfelt **Thank You** for your annual contributions in support of our program, and to update you on our Peacebuilding efforts in your community over the past year.

With your financial assistance our efforts to cultivate a “culture of effective communication” for individuals, families, businesses and neighborhoods have remained strong! In addition to standard neighbor-to-neighbor requests - control of feral cats and barking dogs, property boundaries, etc. - during the past year Your Community Mediators (YCM) has received significantly increased requests for...

- parenting plan updates as children’s needs and parent’s circumstances change over time. Especially for low income families, the expense of going to a professional service provider is prohibitive – hundreds of dollars, compared to a \$25 processing fee for a YCM mediation.
- school attendance mediations for students and their parents to develop family plans that address the causes that cause kids to be absent from school. Parent/Adolescent mediations help the whole family develop better communication and problem-solving skills.
- conflict resolution classes at the Yamhill County Juvenile Detention Center where incarcerated youth learn effective personal control and communication tools to deal with conflict more effectively. Often coming from broken or troubled home situations, youth in YCM classes experience positive role modeling and improvisational role-playing practice to the develop the capability to address conflict with more positive outcomes.

As you know, YCM is a private non-profit with one employee and 30-35 volunteer mediators who provide free and low-cost mediation and facilitation services to any of your city’s residents who request our assistance in addressing difficult issues that damage relationships and block healthy communication.

During January - September of 2013, YCM provided the services for the following Willamina cases; YCM

(over)

resources for providing those services are noted. You'll note that YCM's "end-cost" to the City of Willamina is reduced by 40% because of two major grants we received in 2013. Your annual contribution in previous years reflected critical community support key to helping us obtain major grant funding for our programs.

Jan-Sept 2013 Willamina Cases: 5 cases
Number directly served: 12 residents

5 Community - Neighbor-to-Neighbor

<u>Total Service Value - includes operational, staff & volunteer resources:</u>	\$ 1,128
(Less) Value of volunteer time – <u>4 hours</u> *	(128)
(Less) Support from major grants – State of Oregon & United Way	(451)
<u>Remaining Total of Jan-Sept '13 YCM organizational expense:</u>	<u>\$ 549</u>

* By contrast, paying for the same 4 hours of service from professional paid mediator time (at \$100-\$150 per hour**) would cost an estimated \$400 - \$600 for mediation time alone, which doesn't include case intake, scheduling, overhead, etc.

YCM strives to be as transparent as possible in how we compute value for our services. If you have any questions about how these figures were determined, please feel free to request an appointment with executive director Marlena Bertram for clarification.

In June 2013 YCM's United Way biennial grant application was not renewed, and that represents a significant loss of grant income for our current budget. Although we continue to apply for other grants, it will be particularly essential that we continue to receive support from our city partners to enable us to continue to maintain basic program services for your residents.

Once again, we very much appreciate your support for our important mission and hard-working community volunteers. And, as always, please let us know if we can assist you or someone you know with a difficult situation.

Most sincerely,



Karl E. Kamper, YCM Board Chair



Marlena I. Bertram, Executive Director

***Success as a Mediator*, by V. Pynchon & J. Kraynak, 2012, John Wiley & Sons, Inc, Hoboken, New Jersey



Mayor Corey L Adams

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MEMO TO: CITY COUNCIL

DATE: DECEMBER 12, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: RESOLUTION #13.14-005, DECLARING SURPLUS PROPERTY AND AUTHORIZING ITS SALE OR OTHER DISPOSITION

Background:

1. Attached is a memo from Public Works Director, Jeff Brown, requesting approval to declare the City's Huber Model M-150 as surplus. The work previously done with the grader is now done with the backhoe.
2. The City has had an offer from an excavator that we use on a fairly regular basis to trade 3-4 days of excavating work for the equipment. Brown estimates the value of this trade at approximately \$750-\$1000/day.
3. Attached is Resolution #13.14-005, Declaring Surplus Property and Authorizing Its Sale or Other Disposition, which declares the road grade as surplus and authorizes the Public Works Director or City Recorder to approve its sale, trade, donation or destruction.

Action Requested:

That City Council adopt Resolution #13.14-005, Declaring Surplus Property and Authorizing Its Sale or Other Disposition.

Attachments

F/RESOLUTIONS/2013-14/R13.14-005.CCMEMO.12-12-13

Date: Nov. 27, 2013

To: Willamina City Council

From: Jeff Brown, Public Works Dept.

Re: Surplus property

Because we have fewer graveled streets, we have used the road grader (Huber Model M-150) only a couple of times in the last 5 years. The work that is necessary on the few graveled streets that we have is being done with the backhoe.

I would like to suggest that Council declare the grader surplus.

I have had a conversation with a gentleman who has suggested that if the grader is declared surplus, he would like to do 3 or 4 days excavator work in trade for it.

Thank you for your consideration.



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*

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

RESOLUTION NUMBER 13.14-005 A Resolution of the Willamina City Council Declaring Surplus Property and Authorizing its Sale or Other Disposition

WHEREAS, the City of Willamina owns a Huber Model M-150 Road Grader that is no longer needed or used; and

WHEREAS, the City has determined that no public purpose would be furthered by retaining ownership of the above said property, and that the property should be sold, traded, donated to a charitable or other non-profit organization, or discarded;

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

- 1. THAT** the above said property is hereby declared surplus and authorizes said property be sold, traded, donated to a charitable or other non-profit organization, or discarded as deemed appropriate by the City Recorder or Public Works Director; and
- 2. THAT** this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this **12th** day of **December, 2013.**



Corey L Adams, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2013-2014/13.14-005

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Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: DECEMBER 12, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: PGE LED DEPLOYMENT DECISIONS

Background:

1. Attached for your information is a LED Deployment Checklist and Election form from PGE. Last year, the utility notified its customers that they would be converting their High Pressure Sodium (HPS) streetlights to Light Emitting Diode (LED) streetlights. PGE owns 160 streetlights in Willamina that will be converted over the next few months. The City pays for the lights which averages about \$2,500 per month. The new lights should provide some cost savings for the City, but that has not been determined as yet.
2. Page 3 of the package shows the two light fixture options that will be available. The LeoTek appears to be the one most closely resembling our current lights. The Cree appears to be very high-tech and modern. The first decision is which of these fixtures the City would like.
3. PGE is replacing the streetlights without attempting to meet current lighting design standards that may call for additional lighting. There is an option to wait to replace lights at major intersections until the design standards are finalized. In fact, PGE recommends that option. Jeff Brown, Public Works Director, is not sure that it would make that much difference because we don't have a large number of major intersections. Council will still need to make a decision to opt to install lights at major intersections at current lighting levels or wait until later.
4. PGE must have the City's decisions by December 16, 2013.

Action Requested:

Council decision on street lighting fixture and major intersection installation.

Attachment

F/CITY COUNCIL/AGENDA MEMOS/PGE LED DEPLOYMENT DECISIONS. 12-12-13

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Portland General Electric

LED Deployment Checklist and Election

Within the next few months, PGE will begin converting PGE-owned High Pressure Sodium (HPS) streetlights to Light Emitting Diode (LED) streetlights in your community. In order to prepare for deployment, we need some information to make sure we meet your needs.

1. Scope of Conversion. The following describes the conversion of Customer's existing streetlights with new LED streetlights:

Option A Eligible Fixtures	Fixture Count
70W HPS COBRA 6,300 LUMEN	2
100W HPS COBRA 9,500 LUMEN	118
150W HPS COBRA 16,000 LUMEN	1
200W HPS COBRA 22,000 LUMEN	38
400W MV COBRA 21,000 LUMEN	1
Grand Total	160

2. Authorization. By signing below, I represent that I have legal authority to submit this Streetlighting Election on behalf of Customer.

City of Willamina

By: _____

Title: _____

Date: _____

Please complete the following information and return to PGE by November 25, 2013 at LED.Project@pgn.com. If you have any questions, please contact Tracy Aguilar at 503-463-5139 or email LED.Project@pgn.com.

Your municipality:	City of Willamina
Your project contact for questions PGE may have:	Jeff Brown, Public Works Director
E-Mail:	brownj@ci.willamina.or.us
Phone:	503.437.6998
Your contact person for communications:	Sue Hollis, City Recorder
E-Mail:	holliss@ci.willamina.or.us
Phone:	503.876.2242

Lighting Information:

PGE has selected two lighting vendors that offer high-quality fixtures. On pages 2 and 3, you'll see the choice of fixtures. Please indicate below your preference, if any. **If we do not hear from you regarding fixture preferences within four weeks, PGE will install lights using available storeroom stock. We will strive to maintain a consistent look and feel in your municipality.** If your fixtures are a non-standard color (ie, black, bronze, etc.), PGE will replace them with a similar-colored LED fixture.

Fixture Preference (check one):			
LeoTek <input type="checkbox"/>	Cree <input type="checkbox"/>	No Preference <input type="checkbox"/>	Do Not Install LED Lights <input type="checkbox"/>

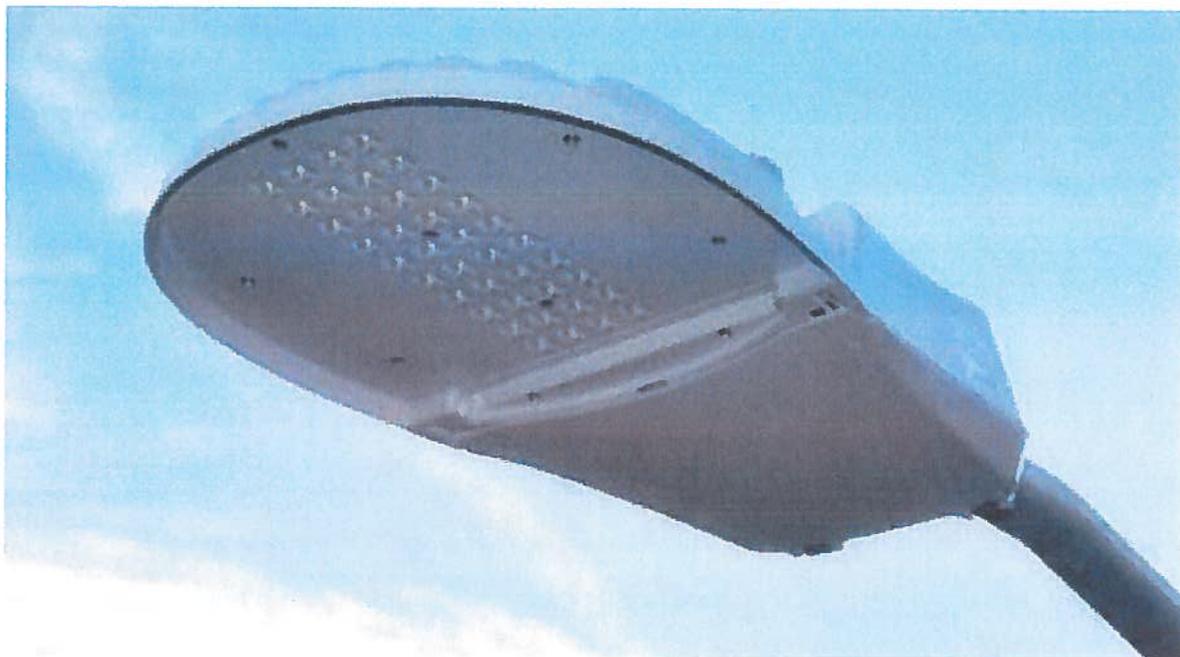
About the Deployment:

PGE is replacing the existing streetlights assuming a like for like change out and is not attempting to meet current lighting design standards that may require installing additional lighting. According to current IES Recommend Practices, the lighting at intersections may not meet the suggested IES guidelines for HPS lights. The IES Roadway Committee is currently working on new design standards for LED lighting which will change suggested lighting levels. While you have a choice of when we install LED fixtures at major intersections in your community, we recommend you wait until after the analysis of the higher-wattage fixtures are complete. Please indicate your preference on the timing of the LED installation at major intersections.

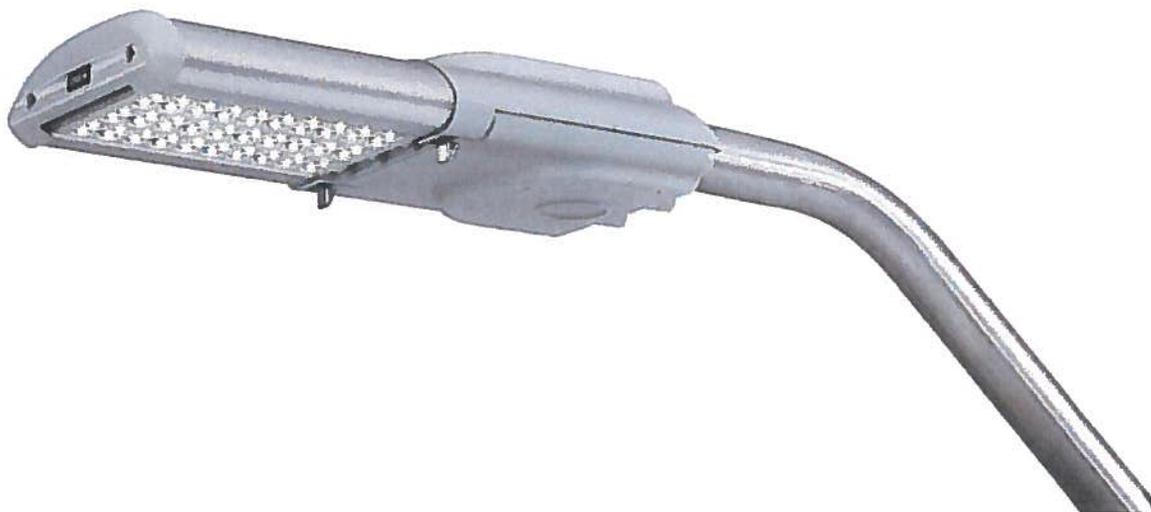
Intersection Installation Preference (check one):	
Install lights at major intersections with the current lighting levels <input type="checkbox"/>	Wait for the higher wattage lights and install at major intersections later <input type="checkbox"/>

LED Fixture Options

LeoTek



Cree





Mayor Corey L Adams

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MEMO TO: CITY COUNCIL

DATE: DECEMBER 12, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: PRELIMINARY 2013 POPULATION ESTIMATE FROM PSU

Background:

1. Attached is the preliminary July 1, 2013 population estimate for the City of Willamina from the Population Research Center at Portland State University. The city's population has increased from 2025 to 2030.
2. The Population Research Center produces the annual population estimates for Oregon and its counties and cities, as well as the estimates by age and sex for the state and its counties. These estimates are used by state and local governments, various organizations and agencies for revenue sharing, funds allocation, and planning purposes.
3. The population estimates are prepared as of July 1 of each year. Preliminary estimates are sent to state and local jurisdictions and community partners in mid-November for review, and then certified by December 15.
4. City officials can challenge the PRC's preliminary estimates between mid-November and December 15 by contacting Risa Proehl, Estimates Program Manager, with your request. Detailed data must be submitted to support a challenge. There is another review period which occurs after the estimates are certified on December 15. This second review period provides an opportunity for cities or counties to compile their supporting data and documents if the first review period was not sufficient.
5. Given the lack of construction on new housing units prior to July 1, 2013, staff believes that this estimate would be difficult to challenge. Our population has essentially hovered at 2025 for the last 3 years.

Action Requested:

Council decision to accept or challenge the 2013 Preliminary Population Estimate of 2030.

Attachment

F:/CITY COUNCIL/AGENDA MEMOS/PSU 2013 POPULATION ESTIMATE.CCMEMO.12-12-13

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College of Urban and Public Affairs
Population Research Center

Post Office Box 751
Portland, Oregon 97207-0751
780 Urban Center
506 SW Mill St.

503-725-3922 tel
503-725-5199 fax
askprc@pdx.edu
www.pdx.edu/prc/

-- IMPORTANT NOTICE --

Preliminary 2013 Population Estimate

November 15, 2013

To: **Willamina city**

Listed below is the preliminary population estimate for July 1, 2013. Also included are the certified 2012 estimate and 2010 Census figure. The July 1, 2013 estimate will be certified by December 15, 2013.

PRELIMINARY POPULATION ESTIMATE:

JULY 1, 2013: **2,030**

CERTIFIED POPULATION ESTIMATE:

JULY 1, 2012: **2,025**

CERTIFIED CENSUS FIGURE:

APRIL 1, 2010: **2,025**

The 2013 CERTIFIED population estimates will be posted to our web site by the close of business December 16, 2013 at the following page URL:

www.pdx.edu/prc/population-estimates-0

If you have any questions, please contact:

Risa S. Proehl
Population Research Center
Portland State University
PO Box 751
Portland, OR 97207-0751

Telephone: (503) 725-5103
E-mail: proehlr@pdx.edu



Oregon

John A. Kitzhaber, M.D., Governor

Department of Transportation

Highway Division Region 2

455 Airport Rd. SE, Bldg B

Salem OR, 97301-5395

Phone: (503) 986-5834

Fax: (503) 986-2830

John.W.Johnson@odot.state.or.us

November 21, 2013

City of Willamina
Sue Hollis, City Recorder
PO BOX 629
Willamina, OR 97396

SUBJECT: 2014 SCA Proposal – SW Pioneer Ave: SW Cherry St to SW Fir St

I am pleased to inform you that your proposed project was selected and officially approved for the 2014 Special City Allotment (SCA) Grant Program.

Work may not begin until after the execution of an SCA agreement and after January 1, 2014.

The funds may only be used for work as proposed in the application. Work performed outside of the limits identified in the application is not eligible for reimbursement.

Project costs over the \$50,000 limit will be the responsibility of the City. If the costs are under the limit, only that amount eligible for reimbursement will be paid for.

A Special City Allotment Agreement will be prepared and sent to your office for your City Council to consider and approve. Until then, no action on your part is necessary.

If you have any questions, please feel free to give me a call at (503)986-5834 or e-mail me at John.W.Johnson@odot.state.or.us.

Sincerely,

John W. Johnson (JJ)

ODOT Region 2 Local Program Construction Liaison

25-13A09:56 RCVD



Mayor Corey L Adams

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Public Works Director: *Jeff Brown*

FINANCE COMMITTEE MINUTES
Wednesday, December 3, 2013

PRESENT: Councilor Hill
Councilor Skyberg

ABSENT: Councilor Baller

STAFF: Sue Hollis, City Recorder

I. Call to Order

The meeting was called to order at 4:10 pm. A quorum was present. Sue Hollis reported that Councilor Baller was unable to attend because she had a repair underway at her home.

II. Old Business

a. Status Report on Audits

Sue Hollis called attention to the agenda report on this subject and briefly reviewed its contents. Auditors were conducting field work in the Council Chambers this week on the FY 2009/10 Audit. The Secretary of State's Audit Division has approved the requests for audit extensions to complete audits for FY 2010/11 through FY 2012-13. An extension will be needed later for the FY 2013-14 Audit because we won't have it completed by December of 2014.

Hollis announced to the Committee that there was no need to continue to keep City Hall closed on Wednesdays. The next few audits should be much easier to finalize since both she and Debra Bernard were here the entire year for each of them.

III. New Business

a. Award of 2014 Special City Allotment Grant

Sue Hollis called attention to the notice from the Oregon Department of Transportation (ODOT) that the City has been selected to receive a 2014 Special City Allotment Grant for paving part of Pioneer from Cherry St to Fir St. The amount of the grant is \$50,000. Actual work is estimated to take place in the Fall of 2014.

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b. **Merger of Boldt, Carlisle + Smith with Johnson McGowan & Associates LLP**

Sue Hollis reported that the City's audit firm, Boldt, Carlisle + Smith will be merging with the Albany area firm of Johnson McGowan & Associates LLP. This action will not affect our contract for audit services.

IV. **Committee Member Reports**

None.

V. **Adjourn**

There being no further business, the meeting adjourned at 4:20 pm.

Respectfully submitted,



Sue C Hollis
City Recorder

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 11/01/13 - 11/30/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	AMAZN	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4488	\$510.99	11/12/13		0		AMAZON		065083069039		OUTSTANDING
		11.98	010-400-7501				O BE JOYFUL				
		17.85	010-400-7501				TO ROME WITH LOVE				
		16.98	010-400-7501				PLAYING FOR KEEPS				
		4.19	010-400-7505				PETE THE CAT FIRST THANKS		074840253380		
		10.79	010-400-7505				PETE THE CAT HIS MAGIC				
		11.39	010-400-7505				DREAM THIEVES		074846679310		
		17.99	010-400-7501				IRON MAN 3		130814699730		
		16.93	010-400-7501				LOVE IS ALL YOU NEED		131536518666		
		7.98	010-400-7505				BERLIN BOXING CLUB		138610101584		
		6.78	010-400-7505				INSIDE OUT & BACK AGAIN				
		5.13	010-400-7505				DIVERGENT				
		9.24	010-400-7505				INSURGENT				
		7.38	010-400-7505				WILDWOOD				
		6.19	010-400-7505				MOSTLY TRUE STORY				
		7.98	010-400-7505				DAUGHTER OF SMOKE				
		11.58	010-400-7505				MIDDLE SCHOOL				
		6.18	010-400-7505				YOUNG FREDLE				
		9.35	010-400-7505				MAGIC TREE HOUSE				
		6.78	010-400-7505				EMERALD ATLAS				
		7.98	010-400-7505				FOREVER				
		7.38	010-400-7505				A MONSTER CALLS				
		8.58	010-400-7505				ZIA THE SPACEGIRL				
		11.58	010-400-7505				ANYA'S GHOST		138613288507		
		6.80	010-400-7505				VANISHING ACTS		138613861873		
		8.09	010-400-7505				AU REVOIR		138614684480		
		6.18	010-400-7505				LIESI & PO				
		7.98	010-400-7505				EVERYBODY SEES THE ANTS				
		7.98	010-400-7505				BEAUTY QUEENS				
		6.18	010-400-7505				PIE				
		6.18	010-400-7505				ORAY FOR NOW		138616401199		
		9.78	010-400-7513				REPL SHREK FOREVER				
		9.86	010-400-7505				AMELIA LOST		138619741049		
		6.18	010-400-7501				MY IMMORTAL HIGHL		162207497130		
		3.95	010-400-7510				REPL 5 GOLDEN RINGS		162209025186		
		11.99	010-400-7504				THINK LIKE A CAT		162209688122		
		5.85	010-400-7504				THE ETERNAL HIGHLANDER				
		6.78	010-400-7510				REPL HIGHLAND THIRST				
		33.98	010-400-7501				SUNSHINE DAYDREAM				
		17.48	010-400-7501				BABY'S IN BLACK		165088922921		
		6.29	010-400-7511				REPL POWER OF MNT MAN		211337847328		
		5.00	010-400-7511				REPL RED		211338254393		
		14.96	010-400-7501				NOW YOU SEE ME				
		7.38	010-400-7510				OUTLANDER		260238014966		
		8.48	010-400-7510				ACADEM'S FURY				
		12.18	010-400-7501				THE APRON BOOK				
		14.46	010-400-7501				SMALL-SP CONTAINER GARD				
		7.99	010-400-7511				REPL FARGO		260238556608		

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 11/01/13 - 11/30/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		34.34	010-400-6070			EASEL PADS		273441002500		
		4.49	010-400-7505			ADV OF SIR BALIN		46190716361		
		11.99	010-400-7505			SMOKE				
1	4489	\$150.00	11/12/13	DEIBE		0 AMBER DEIBEL				OUTSTANDING
		75.00	030-000-4440			REPLENISH CASH DWR		CASHDRWR 11-12-13		
		75.00	040-000-4440			REPLENISH CASH DWR				
1	4490	\$550.00	11/12/13	AMLKD		0 AMERICAN LEAK DETECTION				OUTSTANDING
		550.00	030-100-6410			LEAK DETECT SVCS		29202		
1	4491	\$302.29	11/12/13	AMSNN		0 AMSAN				OUTSTANDING
		30.23	010-150-6070			PAPER TOWELS/TP		298627407		
		6.05	010-300-6070			PAPER TOWELS/TP				
		30.23	010-350-6070			PAPER TOWELS/TP				
		30.23	010-400-6070			PAPER TOWELS/TP				
		9.07	010-450-6070			PAPER TOWELS/TP				
		99.75	030-100-6070			PAPER TOWELS/TP				
		96.73	040-100-6070			PAPER TOWELS/TP				
1	4492	\$199.16	11/12/13	ARAMK		0 ARAMARK UNIFORM SERVICES				OUTSTANDING
		8.46	010-350-6040			UNIFORMS/TOWELS		860911488		
		2.49	020-100-6040			UNIFORMS/TOWELS				
		13.94	030-100-6040			UNIFORMS/TOWELS				
		24.90	040-100-6040			UNIFORMS/TOWELS		860921407		
		8.46	010-350-6040			UNIFORMS/TOWELS				
		2.49	020-100-6040			UNIFORMS/TOWELS				
		13.94	030-100-6040			UNIFORMS/TOWELS				
		24.90	040-100-6040			UNIFORMS/TOWELS		860931199		
		8.46	010-350-6040			UNIFORMS/TOWELS				
		2.49	020-100-6040			UNIFORMS/TOWELS				
		13.94	030-100-6040			UNIFORMS/TOWELS				
		24.90	040-100-6040			UNIFORMS/TOWELS		860941014		
		8.46	010-350-6040			UNIFORMS/TOWELS				
		2.49	020-100-6040			UNIFORMS/TOWELS				
		13.94	030-100-6040			UNIFORMS/TOWELS				
		24.90	040-100-6040			UNIFORMS/TOWELS				
1	4493	\$19.00	11/12/13	ARSL		0 ASSN FOR RURAL & SMALL LIB				OUTSTANDING
		19.00	010-400-6050			RENEW MEMB 2013-14		MEMB RENEW		
1	4494	\$450.00	11/12/13	AVNET		0 AVENET LLC				OUTSTANDING
		72.00	010-150-6068			WEBSITE ANNUAL SVC		33681		
		36.00	010-300-6068			WEBSITE ANNUAL SVC				
		18.00	010-350-6068			WEBSITE ANNUAL SVC				
		36.00	010-400-6068			WEBSITE ANNUAL SVC				
		18.00	010-450-6068			WEBSITE ANNUAL SVC				
		27.00	010-550-6068			WEBSITE ANNUAL SVC				

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
		36.00	020-100-6068			WEBSITE ANNUAL SVC				
		103.50	030-100-6068			WEBSITE ANNUAL SVC				
		103.50	040-100-6068			WEBSITE ANNUAL SVC				
1	4495	\$469.09	11/12/13	BKRITL		0 BAKER & TAYLOR		4010655427		OUTSTANDING
		17.97	010-400-7504			JUST 1 EVIL ACT				
		21.97	010-400-7501			JUST 1 EVIL ACT				
		16.77	010-400-7504			RASPUTINS SHADOW				
		10.80	010-400-7504			STARRY NIGHT				
		16.77	010-400-7504			STORM FRONT				
		2.68	010-400-7504			MYLAR JACKETS (4)				
		0.84	010-400-7504			FREIGHT SURCHARGE				
		15.60	010-400-7504			SHOOTING STRAIGHT		4010659971		
		14.99	010-400-7504			PAGAN SRING				
		16.19	010-400-7504			SPIDER WOMANS DAUGHTER				
		16.19	010-400-7504			PRACTICE TO DECEIVE				
		2.68	010-400-7504			MYLAR JACKETS (4)				
		0.63	010-400-7504			FREIGHT SURCHARGE				
		19.25	010-400-7501			OCTOBER LIST		4010670504		
		17.97	010-400-7504			MAKING MASTERPIECE				
		17.37	010-400-7504			SYCAMORE ROW				
		16.79	010-400-7504			ACCUSED				
		14.99	010-400-7504			FINGAL O'REILLY				
		17.99	010-400-7504			WE ARE WATER				
		13.79	010-400-7504			UNSPOKEN				
		4.02	010-400-7504			MYLAR JACKETS (6)				
		1.18	010-400-7504			FREIGHT SURCHARGE				
		11.99	010-400-7504			4 DOORS		4010682659		
		16.80	010-400-7504			WINNERS				
		10.17	010-400-7504			CANDLELIGHT CHRISTMAS				
		10.19	010-400-7504			GREAT BALLS OF CHEESE				
		17.37	010-400-7504			DUST				
		17.37	010-400-7504			MIRAGE				
		16.20	010-400-7504			ALL GIRL FILLING STATION				
		17.99	010-400-7504			BEHIND THE SCENES				
		16.20	010-400-7504			WHITE FIRE				
		31.54	010-400-7504			NO MAN'S NIGHTINGALE				
		17.97	010-400-7504			WHERE WERE YOU				
		6.03	010-400-7504			MYLAR JACKETS (9)				
		1.84	010-400-7504			FREIGHT SURCHARGE				
1	4496	\$287.49	11/12/13	BL&HL		0 BEERY, ELSNER & HAMMOND LLP		11082		OUTSTANDING
		287.49	010-150-6065			LEGAL SVCS OCT 13				
1	4497	\$520.19	11/12/13	BRITH		0 BRETHAUER OIL CO.		CL87835		OUTSTANDING
		198.10	040-100-6025			FUEL-F350 10/18-29				
		33.26	030-100-6025			FUEL-RGR 1 10/28				
		4.61	010-350-6025			FUEL-F250 10/29				

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 11/01/13 - 11/30/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		15.67	020-100-6025			FUEL-F250 10/29				
		30.41	030-100-6025			FUEL-F250 10/29				
		41.47	040-100-6025			FUEL-F250 10/29				
		1.79	010-350-6025			FUEL-RGRII 10/23				
		6.08	020-100-6025			FUEL-RGRII 10/23				
		11.80	030-100-6025			FUEL-RGRII 10/23				
		16.10	040-100-6025			FUEL-RGRII 10/23				
		2.82	010-350-6025			FUEL-BACKHOE 10/21				
		9.58	020-100-6025			FUEL-BACKHOE 10/21				
		18.60	030-100-6025			FUEL-BACKHOE 10/21				
		25.36	040-100-6025			FUEL-BACKHOE 10/21				
		86.03	020-100-6025			FUEL-SWEEPER 10/17				
		0.84	010-350-6025			FUEL-GAS CAN 10/23				
		2.85	020-100-6025			FUEL-GAS CAN 10/23				
		5.53	030-100-6025			FUEL-GAS CAN 10/23				
		7.54	040-100-6025			FUEL-GAS CAN 10/23				
		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	4498	\$7.50	11/12/13	C&KMK		0 C & K MARKET INC		1513572		OUTSTANDING
		7.50	010-150-6070			CANDY/TRUNK OR TREAT				
1	4499	\$35.56	11/12/13	CRQST		0 CARQUEST		ID-88020		OUTSTANDING
		6.40	010-350-6020			HITCH PIN				
		6.40	020-100-6020			HITCH PIN				
		11.38	030-100-6020			HITCH PIN				
		11.38	040-100-6020			HITCH PIN				
1	4500	\$2830.42	11/12/13	CSCDC		0 CASCADE COLUMBIA		602450		OUTSTANDING
		2018.52	030-100-6008			NALCLEAR (2)				
		127.50	030-100-6008			NaOCl 12.5% (1)				
		40.00	030-100-6008			CONTAINER DEPOSIT (1)				
		120.00-	030-100-6008			DRUM RET CREDIT (3)				
		25.00	030-100-6008			ENERGY SURCHARGE				
		674.40	040-100-6008			CATS 30% (3)		602451		
		120.00	040-100-6008			CONTAINER DEP (3)				
		80.00-	040-100-6008			DRUM RETURN CR (2)				
		25.00	040-100-6008			ENERGY SURCHARGE				
1	4501	\$38.54	11/12/13	REFND		215 CHRISTINA HOWE &				OUTSTANDING
		38.54	040-100-6053			DEP RFND 687 SW BRANSON		REFUND 1768.03		
1	4502	\$250.00	11/12/13	CITY		0 CITY OF YAMHILL				OUTSTANDING
		250.00	010-300-6065			MUNI JUDGE NOV 13		00125		
1	4503	\$73.91	11/12/13	ADAMS		0 COREY L ADAMS				OUTSTANDING

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BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		73.91	010-100-6010			MAYOR'S STIPEND		STIPEND NOV 13		
1	4504	\$43.96	11/12/13	DAVSN		0 DAVISON AUTO PARTS, INC.		286843		OUTSTANDING
		6.59	010-350-6070			GLOVES				
		6.59	020-100-6070			GLOVES				
		15.39	030-100-6070			GLOVES				
		15.39	040-100-6070			GLOVES				
1	4505	\$320.00	11/12/13	ORDEQ		0 DEPARTMENT OF ENVIRONMENTAL		QUALITY		OUTSTANDING
		160.00	040-100-6050			2014-2015 OP CERT		OP CERT HAYNES		
		160.00	040-100-6050			2014-2015 OP RENEWAL		OP RENEWAL BROWN		
1	4506	\$155.00	11/12/13	REFND		150 DONNA MCMILLAN				OUTSTANDING
		65.00	030-100-6053			DEP RFND 682 NE C		REFUND 2087.04		
		90.00	040-100-6053			DEF RFND 682 NE C				
1	4507	\$233.28	11/12/13	ENVRG		0 ENVIRO-CLEAN EQUIPMENT				OUTSTANDING
		100.00	020-100-6020			VACTOR TRLR HOSE		S13-101706		
		33.28	030-100-6020			VACTOR TRLR HOSE				
		100.00	040-100-6020			VACTOR TRLR HOSE				
1	4508	\$498.36	11/12/13	FERGE		0 FEI PORTLAND WATERWORKS #3011				OUTSTANDING
		4508.29	030-100-6067			PIPE & RELATED		0378931		
		173.00	030-100-6067			REPROG METER		0382277		
		17.07	030-100-6067			FREIGHT				
1	4509	\$344.96	11/12/13	HACH		0 HACH				OUTSTANDING
		314.49	030-100-6067			TESTING SUPPLIES		8529236		
		30.47	030-100-6067			FREIGHT				
1	4510	\$216.00	11/12/13	HNVC		0 HONEY BUCKET				OUTSTANDING
		104.00	010-350-6410			PORTA-POT LAMSON		1-776874		
		4.00	010-350-6410			FUEL SURCHARGE				
		104.00	010-350-6410			PORTA-P OAKEN HILLS		1-780585		
		4.00	010-350-6410			FUEL SURCHARGE				
1	4511	\$50.00	11/12/13	BROWN		0 JEFF BROWN				OUTSTANDING
		5.00	010-350-6041			BOOT ALLOWANCE		BOOTS 2013		
		11.50	020-100-6041			BOOT ALLOWANCE				
		16.50	030-100-6041			BOOT ALLOWANCE				
		17.00	040-100-6041			BOOT ALLOWANCE				
1	4512	\$169.59	11/12/13	LSCHW		0 LES SCHWAB TIRE CENTER				OUTSTANDING
		30.53	010-350-6020			REPAIR FLAT-TRACTOR		21600064964		
		30.53	020-100-6020			REPAIR FLAT-TRACTOR				
		54.26	030-100-6020			REPAIR FLAT-TRACTOR				
		54.27	040-100-6020			REPAIR FLAT-TRACTOR				

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1	4513	\$143.43	11/12/13	LOWES		0 LOWES				OUTSTANDING
		11.28	060-200-6005			BLDG MATERIALS		909121		
		132.15	060-200-6005			PRIMED SIDING/RELATED		910077		
1	4514	\$42.87	11/12/13	REFND		213 LUCY LOOS				OUTSTANDING
		42.87	040-100-6053			DEP RFND 551 NE MAIN		REFUND 352.01		
1	4515	\$1387.00	11/12/13	MWCOG		0 MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS				OUTSTANDING
		1387.00	010-450-6057			PLNG SVCS - OCT 13		1314147		
1	4516	\$163.09	11/12/13	NWNTYR		0 NW NATURAL				OUTSTANDING
		51.60	010-400-6090			NAT GAS SEP/OCT 13		13632823 OCT 13		
		111.49	010-550-6090			NAT GAS SEP/OCT 13		13916580 OCT13		
1	4517	\$115.00	11/12/13	OHA		0 OHA-DRINKING WATER SVCS				OUTSTANDING
		75.00	030-100-6050			2014 CROSS CONNECT FEE		ANNUAL FEE CCP		
		40.00	030-100-6050			RENEW BROWN D-6510		RENEW D-6510		
1	4518	\$11.88	11/12/13	ONECL		0 ONE CALL CONCEPTS, INC.				OUTSTANDING
		5.94	030-100-6410			LOCATES - OCT13		3100503		
		5.94	040-100-6410			LOCATES - OCT13				
1	4519	\$50.00	11/12/13	OAMR		0 OREGON ASSOC OF MUNICIPAL RECORDERS				OUTSTANDING
		50.00	010-150-6050			RENEWAL - HOLLIS		RENEWAL 2014		
1	4520	\$591.00	11/12/13	ODR		0 OREGON DEPARTMENT OF REVENUE				OUTSTANDING
		60.00	010-300-6268			STATE ASSESS - AUG13		10583406 AUG 13		
		4.00	010-300-6269			OTHER FEES - AUG 13				
		120.00	010-300-6268			STATE ASSESS 7/13		10583406 JUL 13		
		5.00	010-300-6269			OTHER FEES 7/13				
		210.00	010-300-6268			STATE ASSESS OCT 13		10583406 OCT 13		
		37.00	010-300-6269			OTHER FEES OCT 13				
		150.00	010-300-6268			STATE ASSESS SEP 13		10583406 SEP 13		
		5.00	010-300-6269			OTHER FEES SEP 13				
1	4521	\$5.00	11/12/13	MAGZN		14 OREGON HUNTERS ASSOCIATION				OUTSTANDING
		5.00	010-400-7566			RENEW OREGON HUNTER		6113		
1	4522	\$4050.00	11/12/13	OREVA		0 OREVA WEST INC				OUTSTANDING
		2025.00	020-100-6067			CLEAN BASINS/STORM LINES		1070		
		2025.00	020-100-6067			JET CULVERTS		1072		
1	4523	\$400.00	11/12/13	STIER		0 PAUL STIERLE				OUTSTANDING
		400.00	010-400-6429			BUCK&ELIZABETH SHOW		EVENT 12/09/13		
1	4524	\$161.06	11/12/13	PEP		0 PETROLEUM ENERGY PRODUCTS				OUTSTANDING
		0.03	010-350-6025			LATE FEE SEP 13		108424		
		0.11	020-100-6025			LATE FEE SEP 13				

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		0.22	030-100-6025			LATE FEE SEP 13				
		0.30	040-100-6025			LATE FEE SEP 13				
		24.06	010-350-6070			HYD FLUID/OIL				
		24.06	020-100-6070			HYD FLUID/OIL				
		56.14	030-100-6070			HYD FLUID/OIL				
		56.14	040-100-6070			HYD FLUID/OIL				
1	4525	\$8914.16	11/12/13	PGE		0 PORTLAND GENERAL ELECTRIC				OUTSTANDING
		58.47	010-550-6090			ELEC SVC SEP/OCT13		1614431	SEP/OCT13	
		1352.51	020-100-6090			STREET LIGHTS		2045700	OCT/NOV13	
		1062.68	060-250-6090			STREET LIGHTS				
		227.70	010-150-6090			ELEC CITY HALL		3242538	SEP/OCT13	
		16.48	010-150-6090			ELEC 902 SW MAIN		3455908	SEP/OCT13	
		12.36	010-550-6090			ELEC 115 NE MAIN		4668590	SEP/OCT13	
		285.02	030-100-6090			ELEC HILL DR PUMP		4960203	SEP/OCT13	
		121.15	010-400-6090			ELEC SVC SEP/OCT13		5071216	SEP/OCT13	
		25.75	010-150-6090			ELEC 250 NW MAIN		5072008	SEP/OCT13	
		17.01	010-350-6090			GARDEN SPOT		5134337	SEP/OCT13	
		12.45	010-150-6090			FESTIVAL METER		6101749	SEP/OCT13	
		1278.60	030-100-6090			INTAKE		6411189	SEP/OCT13	
		544.48	030-100-6090			HILL ST PUMP		7442324	SEP/OCT13	
		13.47	030-100-6090			HILL DR WATER TANK		7503422	SEP/OCT13	
		1579.25	030-100-6090			ELEC WTP		7505336	SEP/OCT13	
		162.94	040-100-6090			ELEC WTP OFC		8056065	SEP/OCT13	
		259.41	040-100-6090			ELEC WWT N PUMP		8057642	SEP/OCT13	
		66.80	040-100-6090			ELEC WTP HDWKS		8074233	SEP/OCT13	
		1236.33	040-100-6090			ELEC WTP BLOWER		8110573	SEP/OCT13	
		32.31	010-350-6090			ELEC HUDDLESTON		8412508	SEP/OCT13	
		6.18	010-350-6090			ELEC - SHOP		8647822	SEP/OCT13	
		30.90	020-100-6090			ELEC - SHOP				
		135.94	030-100-6090			ELEC - SHOP				
		135.94	040-100-6090			ELEC - SHOP				
		12.36	010-350-6090			ELEC LAMSON		8928404	SEP/OCT13	
		227.67	040-100-6090			WTP S PUMP		99972	SEP/OCT13	
1	4526	\$1829.00	11/12/13	PRIMI		0 PRIMISYS				OUTSTANDING
		1439.00	010-550-8010			DESKTOP & INSTALL				
		195.00	030-100-6068			REMOVE MALWARE WTP		006707		
		31.20	010-150-6068			IT SVCS OCT 13				
		15.60	010-300-6068			IT SVCS OCT 13				
		7.80	010-350-6068			IT SVCS OCT 13				
		15.60	010-400-6068			IT SVCS OCT 13				
		7.80	010-450-6068			IT SVCS OCT 13				
		11.70	010-550-6068			IT SVCS OCT 13				
		15.60	020-100-6068			IT SVCS OCT 13				
		44.85	030-100-6068			IT SVCS OCT 13				
		44.85	040-100-6068			IT SVCS OCT 13				

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WO #		AMOUNT	G/L ACCT #							
1	4527	\$1965.00	11/12/13	QCSI		0 QUALITY CONTROL SERVICES INC				OUTSTANDING
		1965.00	030-100-6065			SERVICE WTP METERS		35171		
1	4528	\$15.69	11/12/13	QUILL		0 QUILL				OUTSTANDING
		1.57	010-150-6070			SHEET PROTECTORS		6437172		
		0.31	010-300-6070			SHEET PROTECTORS				
		1.57	010-350-6070			SHEET PROTECTORS				
		1.57	010-400-6070			SHEET PROTECTORS				
		0.47	010-450-6070			SHEET PROTECTORS				
		5.18	030-100-6070			SHEET PROTECTORS				
		5.02	040-100-6070			SHEET PROTECTORS				
1	4529	\$24.00	11/12/13	MAGZN		33 REAL SIMPLE				OUTSTANDING
		24.00	010-400-7566			REAL SIMPLE 1 YR		2014-15 RENEWAL		
1	4530	\$224.74	11/12/13	RECWO		0 RECOLOGY WESTERN OREGON				OUTSTANDING
		14.44	030-100-6005			GARB SVC WTP		00016903 OCT13		
		14.29	010-350-6090			GARB SVC-SHOP OCT13		00025797 OCT13		
		42.87	020-100-6090			GARB SVC-SHOP OCT13				
		42.88	030-100-6090			GARB SVC-SHOP OCT13				
		42.88	040-100-6090			GARB SVC-SHOP OCT13				
		7.66	010-400-6005			GARB SVC OCT 13		00028676 OCT13		
		33.54	010-150-6005			GARB SVC CITY HALL		00126447 OCT13		
		26.18	010-350-6410			GARB SVC HUDDLESTON		00126454 OCT13		
1	4531	\$1224.00	11/12/13	SWLCT		0 S & W ELECTRIC WORKS INC.				OUTSTANDING
		1224.00	040-100-6020			REPAIR SUMP PUMP		40026		
1	4532	\$806.74	11/12/13	SKBERG		0 SKYBERG'S				OUTSTANDING
		6.38	040-100-6070			UNION/THREAD TAPE		10/23/13		
		0.57	010-350-6070			WD40/SCREWS		147605		
		0.58	020-100-6070			WD40/SCREWS				
		1.34	030-100-6070			WD40/SCREWS				
		1.34	040-100-6070			WD40/SCREWS				
		0.37	010-350-6070			1 LB NAILS		147612		
		0.37	020-100-6070			1 LB NAILS				
		0.88	030-100-6070			1 LB NAILS				
		0.88	040-100-6070			1 LB NAILS				
		1.42	010-350-6070			TRAY/BRUSH		147619		
		1.42	020-100-6070			TRAY/BRUSH				
		3.32	030-100-6070			TRAY/BRUSH				
		3.32	040-100-6070			TRAY/BRUSH				
		1.53	010-350-6070			BOLTS/NUTS/PLATE		147626		
		2.39	060-200-6005			ADAPTER		147652		
		16.99-	030-100-6005			CR-RET THERMOSTAT		147657		
		0.58	010-350-6070			NAILS		147670		
		0.59	020-100-6070			NAILS				
		1.38	030-100-6070			NAILS				

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BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		1.38	040-100-6070			NAILS				
		9.18	040-100-6005			48" FLUORESCENT TUBE		147679		
		2.40	010-350-6070			SAW BLADE		147690		
		2.39	020-100-6070			SAW BLADE				
		5.60	030-100-6070			SAW BLADE				
		5.60	040-100-6070			SAW BLADE				
		40.33	040-100-6070			MISC HRDWR/SUPPLIES		147736		
		6.49	030-100-6070			SUPPLY LINE		147758		
		10.99-	060-200-6005			CREDIT- POP UP		147767		
		77.45	060-200-6005			PLUMBING SUPPLIES		147768		
		6.49-	030-100-6070			CREDIT-SUPPLY LINE		147771		
		37.98	040-100-6005			BALLAST/FLOOD LIGHTS		147773		
		4.29	010-350-6070			TAPE		147780		
		1.80	010-350-6070			SHOP SUP/HRDWRE		147783		
		1.80	020-100-6070			SHOP SUP/HRDWRE				
		4.19	030-100-6070			SHOP SUP/HRDWRE				
		4.19	040-100-6070			SHOP SUP/HRDWRE				
		6.85	030-100-6070			MISC SUPPLIES		147806		
		9.84	010-350-6070			NUTS/BOLTS		147808		
		12.99	010-350-6070			GRABBER		147876		
		1.20	010-350-6070			PULL STRING		147919		
		1.20	020-100-6070			PULL STRING				
		2.80	030-100-6070			PULL STRING				
		2.80	040-100-6070			PULL STRING				
		71.89	030-100-6070			MISC HARDWARE/SUPPLIES		147951		
		0.26	010-350-6070			SCREWS (10)		147962		
		0.26	020-100-6070			SCREWS (10)				
		0.59	030-100-6070			SCREWS (10)				
		0.59	040-100-6070			SCREWS (10)				
		10.28	030-100-6070			PLUMBING/HRDW		147963		
		16.06	010-350-6070			GLOVES/ABS/CEMENT		148119		
		39.69	060-200-6005			ABS PARTS/THREAD CAP		148129		
		10.99	040-100-6070			WISE GRIP		148141		
		1.95	010-350-6070			HOLE SAW		148145		
		1.94	020-100-6070			HOLE SAW				
		4.55	030-100-6070			HOLE SAW				
		4.55	040-100-6070			HOLE SAW				
		16.99	030-100-6005			THERMOSTAT WTP		148161		
		6.24	030-100-6070			16' HOSE				
		18.75	030-100-6070			PLUMBING SUPPLIES		148269		
		182.44	060-200-6005			LOCKS/KNOBS		148342		
		0.81	010-350-6070			TAPE		148357		
		0.80	020-100-6070			TAPE				
		1.89	030-100-6070			TAPE				
		1.89	040-100-6070			TAPE				
		21.47	060-200-6005			MISC PLUMBING SUPPLIES		148374		
		17.58	010-350-6070			SHOP SUP/HRDWRE		148401		
		17.58	020-100-6070			SHOP SUP/HRDWRE				

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WO #		AMOUNT	G/L ACCT #						
1	4533		030-100-6070			SHOP SUP/HRDWRE			UNISSUED
		41.01	040-100-6070			SHOP SUP/HRDWRE			
		41.01	060-200-6005			HRDW/PLUMBNG SUPPLIES	148412		
		21.01	060-200-6005			HOSE PIPB/FITTING	148476		
		6.89	010-350-6070			NUTS/BOLTS	148477		
		9.84							
1	4534		11/12/13	SKYRG		0 SKYBERG'S			UNISSUED
		\$156.33	11/12/13	SPRNT		0 SPRINT			OUTSTANDING
		7.82	010-350-6075			RADIO/PHONES			
		10.93	020-100-6075			RADIO/PHONES			
		68.79	030-100-6075			RADIO/PHONES			
		68.79	040-100-6075			RADIO/PHONES	569622313-143		
1	4535		11/12/13	STPLS		0 STAPLES CREDIT PLAN			OUTSTANDING
		\$373.74	010-350-6070			HP 74 BLACK INK	1480164001		
		2.40	020-100-6070			HP 74 BLACK INK			
		2.39	030-100-6070			HP 74 BLACK INK			
		5.60	040-100-6070			HP 74 BLACK INK			
		5.60	010-150-6070			SHARED OFC SUPPLIES			
		12.99	010-300-6070			SHARED OFC SUPPLIES			
		2.60	010-350-6070			SHARED OFC SUPPLIES			
		12.99	010-400-6070			SHARED OFC SUPPLIES			
		12.99	010-450-6070			SHARED OFC SUPPLIES			
		3.90	030-100-6070			SHARED OFC SUPPLIES			
		42.87	040-100-6070			SHARED OFC SUPPLIES			
		41.57	030-100-6020			BLACK/CYAN INK-RIGGS	1514030001		
		45.27	010-150-6070			SHARED OFC SUPPLIES			
		13.66	010-300-6070			SHARED OFC SUPPLIES			
		2.73	010-350-6070			SHARED OFC SUPPLIES			
		13.66	010-400-6070			SHARED OFC SUPPLIES			
		13.66	010-450-6070			SHARED OFC SUPPLIES			
		4.10	030-100-6070			SHARED OFC SUPPLIES			
		45.07	040-100-6070			SHARED OFC SUPPLIES			
		43.71	010-150-6070			SHARED OFC SUPPLIES			
		2.30	010-300-6070			AA BATTERIES	1514030002		
		0.45	010-350-6070			AA BATTERIES			
		2.30	010-400-6070			AA BATTERIES			
		2.30	010-450-6070			AA BATTERIES			
		0.69	030-100-6070			AA BATTERIES			
		7.59	040-100-6070			AA BATTERIES			
		7.36	010-150-6070			AAA BATTERIES			
		2.30	010-300-6070			AAA BATTERIES			
		0.46	010-350-6070			AAA BATTERIES	1514030003		
		2.30	010-400-6070			AAA BATTERIES			
		2.30	010-450-6070			AAA BATTERIES			
		0.68	030-100-6070			AAA BATTERIES			
		7.59	040-100-6070			AAA BATTERIES			
		7.36							

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 11/01/13 - 11/30/13

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
WO #		AMOUNT	G/L ACCT #							
1	4536	\$918.50	11/12/13	STUCK		0 STUCK ELECTRIC CO				OUTSTANDING
		54.00	010-350-6070			CAMERA WIRING		9336		
		54.00	020-100-6070			CAMERA WIRING				
		126.00	030-100-6070			CAMERA WIRING				
		126.00	040-100-6070			CAMERA WIRING				
		55.27	010-350-6070			SHOP SUP/HRDWRE		9337		
		55.27	020-100-6070			SHOP SUP/HRDWRE				
		128.98	030-100-6070			SHOP SUP/HRDWRE				
		128.98	040-100-6070			SHOP SUP/HRDWRE				
		90.00	040-100-6020			REPAIR C ST PUMP		9348		
1	4537	\$1346.54	11/12/13	SUMCO		0 SUMCO EXCAVATING INC				OUTSTANDING
		1346.54	030-100-6067			REP WATER LEAK-HILL DR		9645		
1	4538	\$29.00	11/12/13	MAGZN		25 SUNSET MAGAZINE				OUTSTANDING
		29.00	010-400-7566			RENEW SUNSET 1 YR	RENEW 1 YR			
1	4539	\$35.47	11/12/13	REFND		216 TAMI TIGNER				OUTSTANDING
		35.47	030-100-6053			DEP RFND 915 SW CONASTOGA		REFUND 2235.00		
1	4540	\$325.15	11/12/13	THSUN		0 THE SUN				OUTSTANDING
		78.75	010-400-6065			LEGAL AD-LIB BD VACANCY		STATMNT 10/31/13		
		246.40	010-150-6063			DISPLAY ADS OCT13				
1	4541	\$761.53	11/12/13	USABL		0 USABLUEBOOK				OUTSTANDING
		735.00	030-100-6020			PUMP - WTP		183528		
		26.53	030-100-6020			FREIGHT				
1	4542	\$1120.00	11/12/13	WTRLB		0 WATERLAB CORP.				OUTSTANDING
		770.00	030-100-6093			WATER TESTING		62674		
		350.00	040-100-6093			INFLUENT TESTING				
1	4543	\$6844.97	11/12/13	WBGRP		0 WILLAMINA BUSINESS GROUP/EID				OUTSTANDING
		6844.97	060-150-6007			EID ASSESSMENT PASS-THRU	2013-14 ASSESMNT			
1	4544	\$16.39	11/12/13	REFND		214 WILLIAM RIVERA				OUTSTANDING
		16.39	030-100-6053			DEP RFND 860 SW CONESTOGA	REFUND 2142.00			
1	4545	\$1533.08	11/12/13	YCOM		0 YAMHILL COMMUNICATIONS AGENCY				OUTSTANDING
		1533.08	010-500-6111			YCOM DUES NOV 13	2356			
1	4546	\$200.00	11/12/13	YCCC		0 YAMHILL COUNTY COMMUNITY CORRECTIONS				OUTSTANDING
		200.00	080-100-6460			REMOVE LEAVES	MOWING 10/7/13			
1	4547	\$17459.10	11/12/13	YCSHE		0 YAMHILL COUNTY SHERIFF'S OFFICE				OUTSTANDING
		14390.05	010-200-6120			POL SVCS NOV 13	2013-14-104			
		3069.05	010-200-6121			CODE ENF SVCS NOV13				

CHECK REGISTER

DATE RANGE: 11/01/13 - 11/30/13

CHECK STATUS

INVOICE # INV VEND

VENDOR NAME DESCRIPTION

CHECK DATE VENDOR # ADPRS #

CHECK AMT CHECK #

BANK WO #

BANK WO #	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADPRS #	VENDOR NAME	DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
1	4548	\$314.89	11/27/13	AMAZN		0 AMAZON				OUTSTANDING
		5.99	010-400-7505			BIG NATE		017534613819		
		7.19	010-400-7504			GOLDEN MALICIOUS		055788578134		
		15.60	010-400-7504			I AM MALALA		055789768771		
		6.78	010-400-7504			ONE BAD APPLE				
		11.88	010-400-7501			MAGPIE & THE DANDELION		065081258213		
		7.35	010-400-7505			WAY COOL FRENCH		074842500569		
		11.99	010-400-7505			SHADOWHUNTERS CODEX		074843418332		
		16.99	010-400-7501			WORLD WAR Z		096743546091		
		13.86	010-400-7501			THE FROZEN GROUND				
		12.86	010-400-7501			MUCH ADO ABOUT NOTHING				
		17.99	010-400-7501			WHITE HOUSE DOWN		096746587035		
		11.39	010-400-7505			CHAMPION		139979400611		
		4.79	010-400-7505			ANGELS AT THE TABLE		14279336920		
		10.80	010-400-7505			CURTSES & CONSPIRACIES		146197494716		
		7.19	010-400-7505			GOSSAMER WING		147270840557		
		7.19	010-400-7513			DARK FIRE		147279001941		
		7.19	010-400-7513			DARK GUARDIAN				
		11.14	010-400-7505			GANYMEDE				
		4.79	010-400-7505			MIDNIGHT'S PROMISE				
		18.78	010-400-7505			STEAMPUNK EMPORIUM				
		13.96	010-400-7505			STEAMPUNK YOUR WARDROBE				
		14.20	010-400-7505			CLEMENTINE				
		9.79	010-400-7504			DARK WITCH		211330995308		
		0.20	010-400-7504			CRD DARK WITCH		211333135962		
		12.09	010-400-7501			DRESDEN FILES		233163614998		
		14.96	010-400-7501			THE WAY, WAY BACK				
		11.41	010-400-7504			THE JOSHUA STONE		296022844612		
		8.99	010-400-7504			THE GENESIS KEY		296023822048		
		17.95	010-400-7504			JIM BUTCHERS DRESDEN FILE		296025579783		
1	4549	\$120486.21	11/27/13	BRFNY		0 BANK OF NEW YORK MELLON				OUTSTANDING
		60348.00	050-100-6033			WMT DEBT SVC PRINC		G03004 12/1/13		
		60138.21	050-100-6034			WMT DEBT SVC INT				
1	4550	\$52.11	11/27/13	REFND		219 BILL GRANGER				OUTSTANDING
		52.11	040-100-6053			DEP RFND 692 NW MAIN		REFUND 2286.01		
1	4551	\$458.25	11/27/13	BRTH		0 BRETTBAUER OIL CO.				OUTSTANDING
		190.71	020-100-6025			FUEL-SWEEPER 11/01-12				
		32.36	030-100-6025			FUEL-RGR I 11/08				
		103.82	040-100-6025			FUEL-F350 11/07				
		1.97	010-350-6025			FUEL-RGR II 11/13				
		6.70	020-100-6025			FUEL-RGR II 11/13				
		13.00	030-100-6025			FUEL-RGR II 11/13				
		17.73	040-100-6025			FUEL-RGR II 11/13				
		4.51	010-350-6025			FUEL-F150 11/14				

CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 11/01/13 - 11/30/13

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

1	4552	\$575.00	11/27/13	CSCDC	0	CASCADE COLUMBIA		604975		OUTSTANDING
		510.00	030-100-6008			NACLO				
		160.00	030-100-6008			CONTAINER DEP				
		120.00	030-100-6008			DRUM RET CRD				
		25.00	030-100-6008			ENERGY SURCHARGE				

1	4553	\$1695.01	11/27/13	CENLK	0	CENTURYLINK				OUTSTANDING
		83.49	030-100-6075			AUTO DIAL		1010 OCT/NOV 13		
		9.30	010-150-6075			CITY HALL FAX		1121 OCT/NOV 13		
		1.64	010-300-6075			CITY HALL FAX				
		1.64	010-350-6075			CITY HALL FAX				
		0.55	010-400-6075			CITY HALL FAX				
		1.64	010-450-6075			CITY HALL FAX				
		3.28	020-100-6075			CITY HALL FAX				
		18.62	030-100-6075			CITY HALL FAX				
		17.51	040-100-6075			CITY HALL FAX				
		0.55	010-550-6075			CITY HALL FAX		2242 OCT/NOV 13		

1	4554	\$182.00	11/27/13	CTOGR	0	CONFEDERATED TRIBES OF GRAND RONDE				OUTSTANDING
		182.00	010-100-6079			CC DINNER DEC 13		CC DIN 12/05/13		

1	4555	\$294.23	11/27/13	DKQI	0	DK QUARRIES INC				OUTSTANDING
		147.11	020-100-6070			1* GRAVEL		92561		
		147.12	030-100-6070			1* GRAVEL				

1	4556	\$283.00	11/27/13	ENVRC	0	ENVIRO-CLEAN EQUIPMENT				OUTSTANDING
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CITY OF WILLAMINA

CHECK REGISTER

DATE RANGE: 11/01/13 - 11/30/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
		283.00	020-100-6020			SWEeper WATER PUMP		R13-111502		
1	4557	\$108.00	11/27/13	HNYBC		0 HONEY BUCKET				OUTSTANDING
		104.00	010-350-6410			PORTAP-LAMSON 11/08-12/07		1-801197		
		4.00	010-350-6410			FUEL SURCHARGE				
1	4558	\$92.40	11/27/13	REFND		98 JANICE I WILLIAMS		REFUND 5098.04		OUTSTANDING
		92.40	030-100-6053			REF OVERPAY				
1	4559	\$760.00	11/27/13	KELLE		0 KELLER ASSOCIATES INC				OUTSTANDING
		760.00	030-100-6018			ENGR SVCS OCT-NOV 13		213018-001-4		
1	4560	\$50.86	11/27/13	REFND		218 LARRY LOUSEN		REFUND 1604.03		OUTSTANDING
		50.86	040-100-6053			DEP RFND 750 SW PIONEER				
1	4561	\$370.00	11/27/13	LDECO		0 LDE COMPANY				OUTSTANDING
		150.00	010-150-6005			HVAC MNT (2)		0213-02		
		150.00	010-400-6005			HVAC MNT (2)				
		70.00	010-550-6005			HVAC MNT (2)				
1	4562	\$227.60	11/27/13	NWNTR		0 NW NATURAL				OUTSTANDING
		75.69	010-400-6090			GAS SVC OCT/NOV13		13632823 10-11/13		
		151.91	010-550-6090			GAS SVC OCT/NOV13		13916580		
1	4563	\$300.00	11/27/13	EVANS		0 RICHARD P EVANS JR		2661		OUTSTANDING
		300.00	030-100-6410			TEST BACKFLOW DEVICES				
1	4564	\$57.02	11/27/13	REFND		221 RONNIE & PRISCILLA MORTON				OUTSTANDING
		57.02	040-100-6053			DEP RFND 720 SW HILL		REFUND 1797.01		
1	4565	\$595.00	11/27/13	SWLCT		0 S & W ELECTRIC WORKS INC.				OUTSTANDING
		595.00	040-100-6020			SUMP PUMP REPAIR		40170		
1	4566	\$158.43	11/27/13	SPRNT		0 SPRINT				OUTSTANDING
		7.92	010-350-6075			PH/2-WAY OCT/NOV		59622313-144		
		11.09	020-100-6075			PH/2-WAY OCT/NOV				
		69.71	030-100-6075			PH/2-WAY OCT/NOV				
		69.71	040-100-6075			PH/2-WAY OCT/NOV				
1	4567	\$65.30	11/27/13	REFND		220 STEPHANIE JOHNSON				OUTSTANDING
		65.30	040-100-6053			DEP RFND 755 SW CHERRY		REFUND 2287.02		
1	4568	\$1140.00	11/27/13	SUMCO		0 SUMCO EXCAVATING INC				OUTSTANDING
		1140.00	040-100-6410			INSTALL BKFLOW-WVCC		9669		
1	4569	\$43.45	11/27/13	REFND		217 WILLAMINA FABRIC & VARIETY				OUTSTANDING
		43.45	040-100-6053			DEP RFND 212 NE MAIN		REFUND 5090.00		

CITY OF WILLAMINA
CHECK REGISTER

DATE RANGE: 11/01/13 - 11/30/13

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	DESCRIPTION	VENDOR NAME	INVOICE #	INV VEND	CHECK STATUS
1	4570	\$871.12	11/27/13	XEROX		0 XEROX CORPORATION				OUTSTANDING
		202.05	010-400-6021			COPIER OCT		070967014		
		144.30	010-150-6021			CH COPY CHGS-OCT		070967021		
		48.10	020-100-6021			CH COPY CHGS-OCT				
		144.30	030-100-6021			CH COPY CHGS-OCT				
		144.30	040-100-6021			CH COPY CHGS-OCT				
		188.07	010-550-6021			COPIER OCT		070967022		
1	4571	\$92.40	11/30/13	CITYW		0 CITY OF WILLAMINA				OUTSTANDING
		9.24	010-000-2032			BROWN ACCT205		113013 PAYROLL		
		21.25	020-000-2032			BROWN ACCT205				
		30.49	030-000-2032			BROWN ACCT205				
		31.42	040-000-2032			BROWN ACCT205				
1	4572	\$210.24	11/30/13	UNION		0 CONST & GEN LABORERS UNION				OUTSTANDING
		98.11	010-000-2035			UNION DUES		113013 PAYROLL		
		8.76	020-000-2035			UNION DUES				
		54.31	030-000-2035			UNION DUES				
		49.06	040-000-2035			UNION DUES				
1	11301301	\$281.65	11/30/13	AFLAC		0 AFLAC				OUTSTANDING
		24.06	010-000-2030			EMP PD INS 113013		113013 PAYROLL		
		59.26	010-000-2032			EMP PD INS 113013				
		36.35	020-000-2032			EMP PD INS 113013				
		14.43	030-000-2030			EMP PD INS 113013				
		69.95	030-000-2032			EMP PD INS 113013				
		9.61	040-000-2030			EMP PD INS 113013				
		67.99	040-000-2032			EMP PD INS 113013				
1	11301302	\$8598.39	11/30/13	PREES		0 EBS TRUST				OUTSTANDING
		2099.93	010-000-2030			HEALTH/LIFE/AD&D		113013 PAYROLL		
		313.44	010-000-2032			HEALTH/LIFE/AD&D				
		835.91	020-000-2030			HEALTH/LIFE/AD&D				
		109.02	020-000-2032			HEALTH/LIFE/AD&D				
		2146.72	030-000-2030			HEALTH/LIFE/AD&D				
		277.99	030-000-2032			HEALTH/LIFE/AD&D				
		2487.76	040-000-2030			HEALTH/LIFE/AD&D				
		327.62	040-000-2032			HEALTH/LIFE/AD&D				
1	11301303	\$6737.36	11/30/13	IRS		0 INTERNAL REVENUE SERVICE				OUTSTANDING
		1367.76	010-000-2013			FED TAXES 113013		113013 PAYROLL		
		673.15	010-000-2015			FED TAXES 113013				
		323.36	020-000-2013			FED TAXES 113013				
		219.01	020-000-2015			FED TAXES 113013				
		1122.92	030-000-2013			FED TAXES 113013				
		761.14	030-000-2015			FED TAXES 113013				
		1258.62	040-000-2013			FED TAXES 113013				
		1011.40	040-000-2015			FED TAXES 113013				

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 11/01/13 - 11/30/13

CHECK
STATUS

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE	VENDOR #	ADDRS #	DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
1	11301304	\$1396.17	11/30/13	0DR		0 OREGON DEPARTMENT OF REVENUE			OUTSTANDING
		519.03	010-000-2017			STATE WITHHOLD	113013	PAYROLL	
		136.31	020-000-2017			STATE WITHHOLD			
		447.02	030-000-2017			STATE WITHHOLD			
		293.81	040-000-2017			STATE WITHHOLD			
1	11301305	\$841.90	11/30/13	OEMD		0 OREGON EMPLOYMENT DEPARTMENT			OUTSTANDING
		275.30	010-000-2018			UNEMP & WC DAILY	113013	PAYROLL	
		7.56	010-000-2019			UNEMP & WC DAILY			
		66.37	020-000-2018			UNEMP & WC DAILY			
		1.33	020-000-2019			UNEMP & WC DAILY			
		226.87	030-000-2018			UNEMP & WC DAILY			
		5.10	030-000-2019			UNEMP & WC DAILY			
		253.97	040-000-2018			UNEMP & WC DAILY			
		5.40	040-000-2019			UNEMP & WC DAILY			
1	11301306	\$2645.74	11/30/13	PERS		0 PUBLIC EMPLOYEES RETIREMENT SYSTEM			OUTSTANDING
		954.89	010-000-2011			RETIRMNT CONTRB	113013	PAYROLL	
		223.42	020-000-2011			RETIRMNT CONTRB			
		771.37	030-000-2011			RETIRMNT CONTRB			
		696.06	040-000-2011			RETIRMNT CONTRB			

TOTAL # OF ISSUED CHECKS: 90 TOTAL AMOUNT: 216052.48

TOTAL # OF VOIDED/REISSUED CHECKS: 0 TOTAL AMOUNT: 0.00

TOTAL # OF ACH CHECKS: 0 TOTAL AMOUNT: 0.00

TOTAL # OF UNISSUED CHECKS: 1

FUND TOTALS

FUND	FUND NAME	ISSUED TOTAL	VOIDED/REISSUED TOTAL
010	GENERAL FUND	35,157.73	0.00
020	STREETS FUND	8,699.00	0.00
030	WATER FUND	27,366.15	0.00
040	WASTEWATER FUND	15,751.96	0.00
050	UTILITY CAPITAL FUND	120,486.21	0.00
060	SPECIAL REVENUE FUND	8,391.43	0.00
080	WILLAMINA CEMETERY FUND	200.00	0.00
TOTAL -		216,052.48	0.00

Public Works Monthly Report to Council

Dec. 6, 2013

Water

We have replaced 100' of the raw water line. We were expecting to have to replace 200'.

Wastewater

Streets

Sidewalk repair on Main Street by Lamson has been poured. Just backfilling left to do.

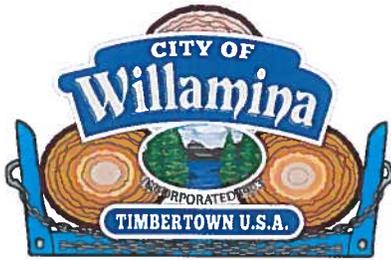
We have been awarded the Small Cities Allotment grant from the state. It will be used for resurfacing on Pioneer Street.

Parks

General maintenance and upkeep.

Other

Jeff Brown



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: DECEMBER 12, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: VICTIM IMPACT STATEMENT – HUDDLESTON POND VANDALISM

Background:

1. At the November 14, 2013, meeting, Council received a report on damage at Huddleston Pond from a pickup driving off road and through the grass on the previous evening. The person was identified and given a citation.
2. The offender was cited for Criminal Mischief in the Third Degree. As a first time offender, he has been referred to Peer Court for a hearing. I've attached a copy of the Peer Court brochure and the Victim Impact Statement for Council's information.
3. There was discussion at the last meeting about restitution or community service. The City may request either of these options.

Action Requested:

Council decision on restitution for damage at Huddleston Pond on November 13, 2013.

Attachments

F:/CITY COUNCIL/AGENDA MEMOS/VICTIM IMPACT STATEMENT.CCMEMO.12-12-13

OBJECTIVES OF THE PROGRAM

- To discourage repeat offenders.
- To encourage personal accountability.
- To involve young people in making positive changes among their peers.
- To teach young people about the law, the juvenile justice system and civic responsibility.
- To heighten the impact of sentencing by having the juvenile offender face a jury of his or her peers.
- To reduce the number of referrals to the Yamhill County Juvenile Department.
- To encourage offenders to become a "part of the solution" through jury participation.

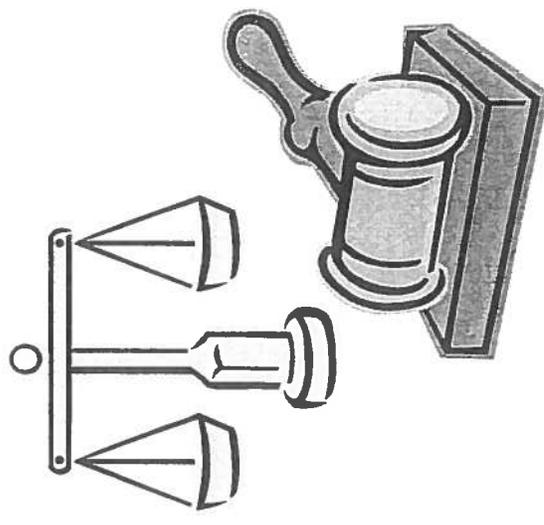
YAMHILL COUNTY PEER COURT

JUVENILE DIVERSION PROGRAM

Peer Court Partners

The Yamhill County Peer Court is supported by the cooperative efforts of the Yamhill County Juvenile Department, the McMinnville Police Department, the Yamhill County Sheriff's Office, the Newberg Police Department and the Bureau of Justice Assistance.

*Restorative Justice for
the Community*



The administrative office of the Yamhill County Peer Court is located in the Yamhill County Juvenile Department.

Yamhill County Peer Court
535 N.E. 5th Street
McMinnville, OR 97128
Phone (503) 434-7512
Fax (503) 434-7466

REQUIREMENTS

The Yamhill County Peer Court is a diversion program for juveniles in Yamhill County who have been cited by law enforcement authorities and who meet the following eligibility criteria:

- Juvenile Status
- Verification of first-time offender status
- Consent by both the juvenile and his/her parents or legal guardian
- Admission of Guilt

HOW PEER COURT OPERATES

WHAT TYPES OF CASES ARE ACCEPTED BY PEER COURT

- Theft
- Assault IV
- Criminal Trespass
- Criminal Mischief
- Disorderly Conduct
- False Information to a Police Officer
- Improper Use of 911
- Offensive Littering
- Unlawful Entry into a Motor Vehicle
- Fraudulent Use of a Credit Card
- Forgery II
- Any other case approved by the Juvenile Department

The Juvenile Department

The Juvenile Department receives the police report from a police agency and determines whether it is appropriate for Peer Court.

Yamhill County Peer Court

Peer Court will conduct an intake with the youth and a parent. Once the youth admits guilt a hearing will be set to be heard in front of a "Judge" and his/her peers. The jury will impose a sentence.

Completion of the Program

Once the youth completes the ordered sentence the six month waiting period begins. During this time the youth will participate as a juror. If the youth has not been cited for any new crimes within the waiting period the record will be expunged.

**WILLAMINA LIBRARY BOARD
MINUTES**

19 Nov 13

Present: Dan Goff, Audrey Snyder, Joyce Zimbrick, Melissa Hansen

Absent: Linda Scott (excused); Darlene Brown

Guests:

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

Old Business:

New Business:

Melissa presented the reports for October.

The Board welcomed new member Audrey Snyder. Melissa gave her a copy of the 2013 Statistical Report.

Joyce asked about the book sale. Audrey replied that the location was hard to find (too far from WVCC) and sales were very slow.

Melissa handed out floor plans for moving the circulation desk. She explained that having the desk in front of the work room and her office would make it much easier for Denise and her to see the patrons when they were ready to check out. This would also eliminate the "bottle neck" at the front door when people are trying to return items at the desk.

The meeting adjourned at 8:35 am.

The next meeting will be 17 Dec 2013 at 8:15 am.

CIRCULATION (CHECKOUT) STATISTICS

Willamina Public Library

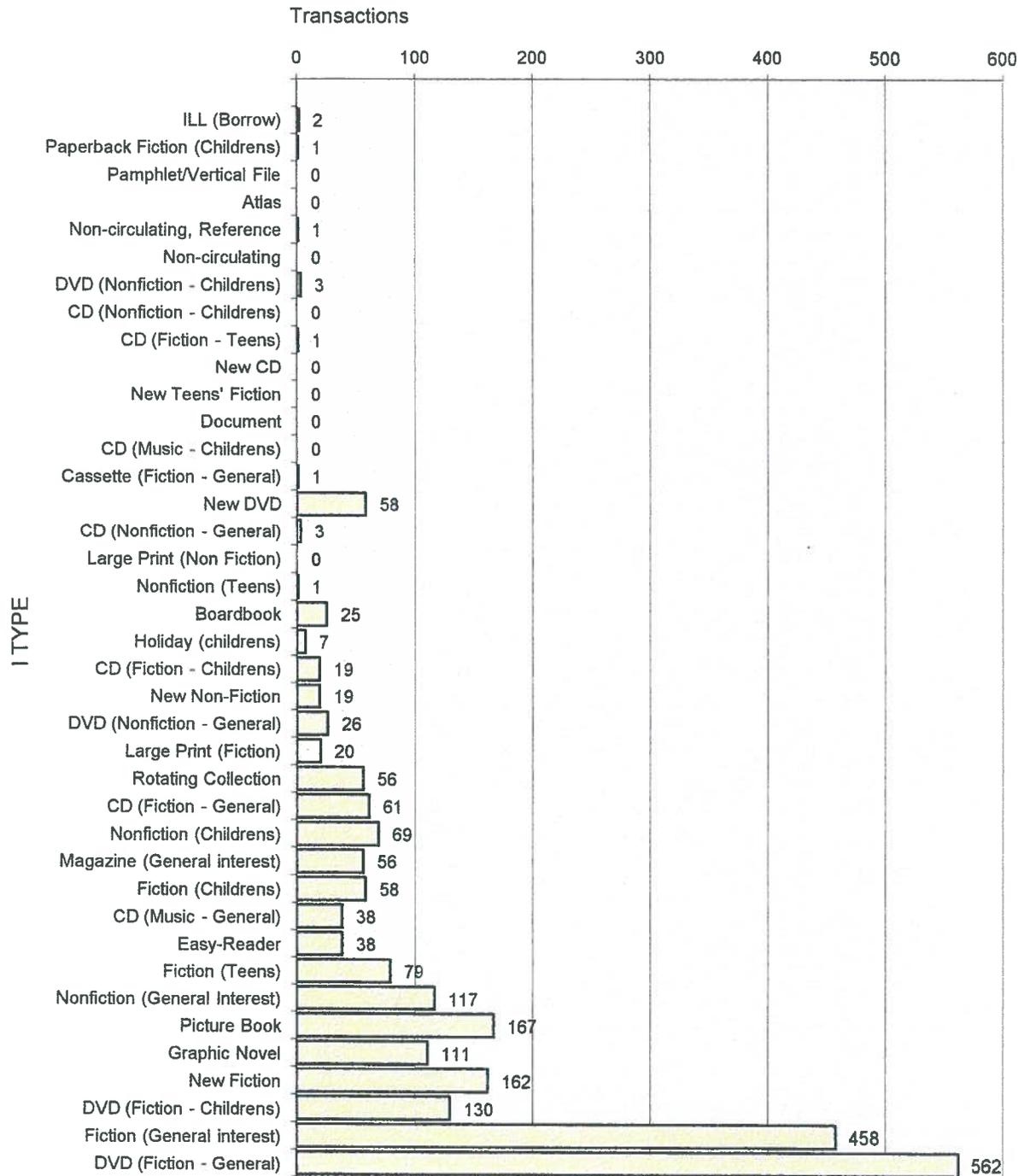
Oct 13

I TYPE	PERCENT	QTY
DVD (Fiction - General)	23.9%	562
Fiction (General interest)	19.5%	458
DVD (Fiction - Childrens)	5.5%	130
New Fiction	6.9%	162
Graphic Novel	4.7%	111
Picture Book	7.1%	167
Nonfiction (General Interest)	5.0%	117
Fiction (Teens)	3.4%	79
Easy-Reader	1.6%	38
CD (Music - General)	1.6%	38
Fiction (Childrens)	2.5%	58
Magazine (General interest)	2.4%	56
Nonfiction (Childrens)	2.9%	69
CD (Fiction - General)	2.6%	61
Rotating Collection	2.4%	56
Large Print (Fiction)	0.9%	20
DVD (Nonfiction - General)	1.1%	26
New Non-Fiction	0.8%	19
CD (Fiction - Childrens)	0.8%	19
Holiday (childrens)	0.3%	7
Boardbook	1.1%	25
Nonfiction (Teens)	0.0%	1
Large Print (Non Fiction)	0.0%	0
CD (Nonfiction - General)	0.1%	3
New DVD	2.5%	58
Cassette (Fiction - General)	0.0%	1
CD (Music - Childrens)	0.0%	0
Document	0.0%	0
New Teens' Fiction	0.0%	0
New CD	0.0%	0
CD (Fiction - Teens)	0.0%	1
CD (Nonfiction - Childrens)	0.0%	0
DVD (Nonfiction - Childrens)	0.1%	3
Non-circulating	0.0%	0
Non-circulating, Reference	0.0%	1

Atlas	0.0%	0
Pamphlet/Vertical File	0.0%	0
Paperback Fiction (Childrens)	0.0%	1
ILL (Borrow)	0.1%	2
TOTAL	100.0%	2,349

Circulation (Checkout) Statistics

Willamina Public Library



CIRCULATION (CHECKOUT) STATISTICS

Willamina Public Library

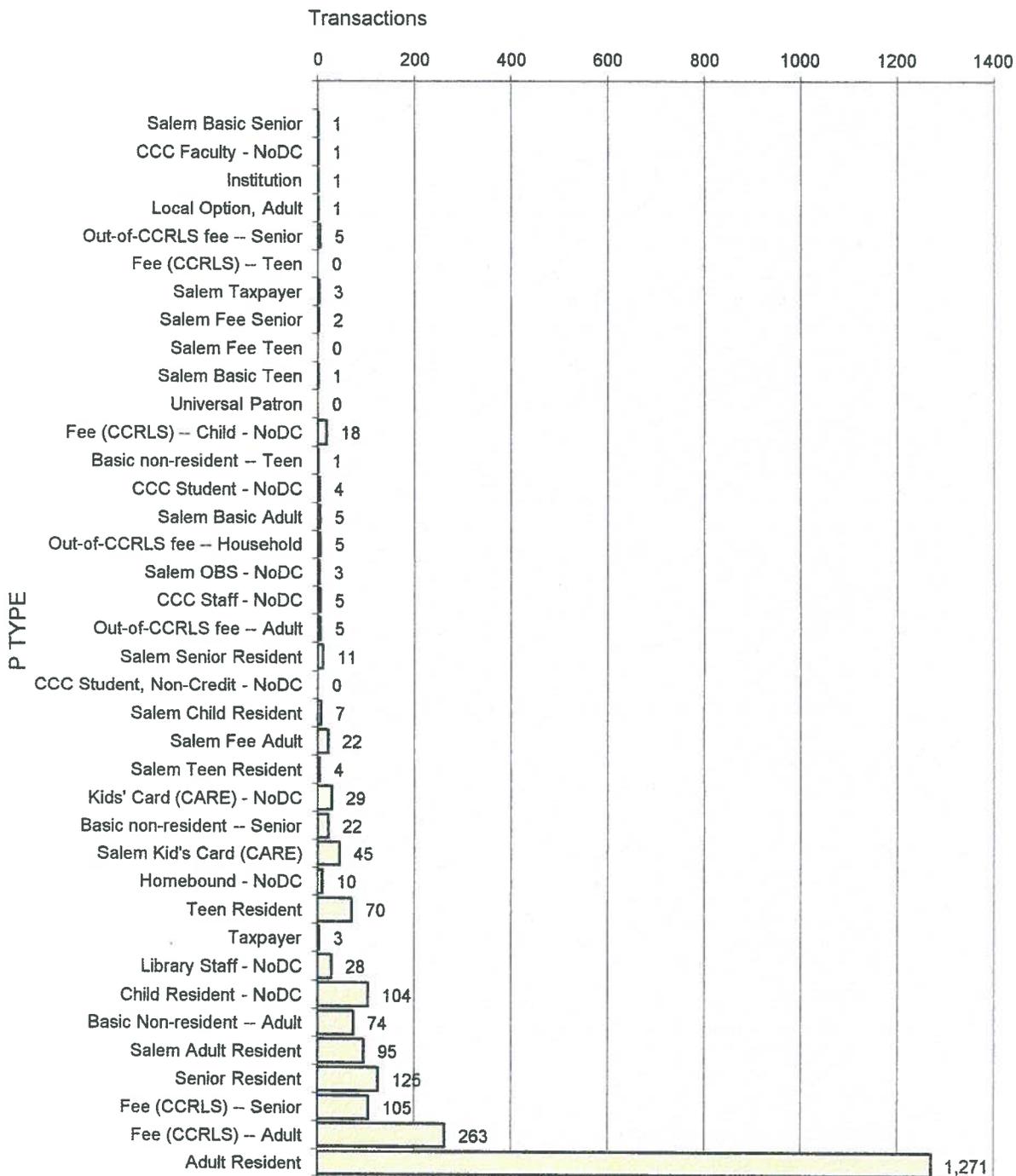
Oct 13

P TYPE	PERCENT	QTY
Adult Resident	54.1%	1,271
Fee (CCRLS) -- Adult	11.2%	263
Fee (CCRLS) -- Senior	4.5%	105
Senior Resident	5.3%	125
Salem Adult Resident	4.0%	95
Basic Non-resident -- Adult	3.2%	74
Child Resident - NoDC	4.4%	104
Library Staff - NoDC	1.2%	28
Taxpayer	0.1%	3
Teen Resident	3.0%	70
Homebound - NoDC	0.4%	10
Salem Kid's Card (CARE)	1.9%	45
Basic non-resident -- Senior	0.9%	22
Kids' Card (CARE) - NoDC	1.2%	29
Salem Teen Resident	0.2%	4
Salem Fee Adult	0.9%	22
Salem Child Resident	0.3%	7
CCC Student, Non-Credit - NoDC	0.0%	0
Salem Senior Resident	0.5%	11
Out-of-CCRLS fee -- Adult	0.2%	5
CCC Staff - NoDC	0.2%	5
Salem OBS - NoDC	0.1%	3
Out-of-CCRLS fee -- Household	0.2%	5
Salem Basic Adult	0.2%	5
CCC Student - NoDC	0.2%	4
Basic non-resident -- Teen	0.0%	1
Fee (CCRLS) -- Child - NoDC	0.8%	18
Universal Patron	0.0%	0
Salem Basic Teen	0.0%	1
Salem Fee Teen	0.0%	0
Salem Fee Senior	0.1%	2
Salem Taxpayer	0.1%	3
Fee (CCRLS) -- Teen	0.0%	0
Out-of-CCRLS fee -- Senior	0.2%	5
Local Option, Adult	0.0%	1

Institution	0.0%	1
CCC Faculty - NoDC	0.0%	1
Salem Basic Senior	0.0%	1
TOTAL	100.0%	2,349

Circulation (Checkout) Statistics

Willamina Public Library





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*

November 15, 2013

Ms Audrey S Snyder
PO Box 376
Willamina OR 97396

Re: Appointment to Library Board

Dear Ms Snyder:

At their meeting of November 14, 2013, the Willamina City Council unanimously approved the Library Board recommendation to appoint you to fill the unexpired term of Linda Brown. Your term will be from November 15, 2013 to September, 2016.

Congratulations on your appointment. Your willingness to devote your time and energy to our Library is much appreciated.

If you have any questions, please do not hesitate to stop by City Hall to talk to me during normal business hours (8 am to 5 pm weekdays, closed Wednesday), by phone at (503)876-2242, or e-mail at holliss@ci.willamina.or.us.

Respectfully,

Sue C Hollis
City Recorder

cc: Library Board
M. Hansen, Senior Librarian

F:/LIBRARY/LIBRARY BOARD/APPOINTMENT TO BOARD.SNYDER.11-15-13

An Equal Opportunity Employer

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

www.willaminaoregon.gov

1. up

Rest Room

Office

Storage

4' wide Double sided Bookshelf

8' x 26" x 39" Counter

5' x 4' 2" Computer

20" x 5' Bookshelf

40"

Computer Area

Front Door

NOT TO SCALE

EXISTING

REAR
DOOR

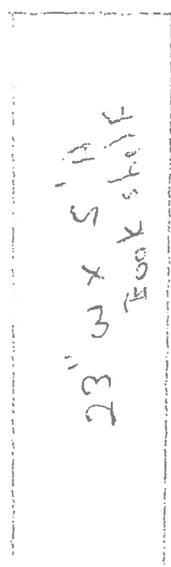
OFFICE

STORAGE

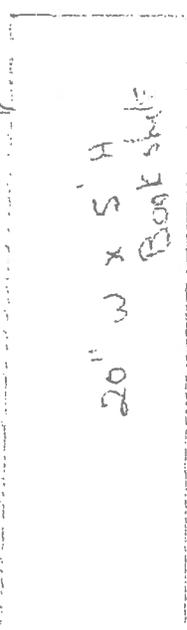
36"
DOOR

36"
DOOR

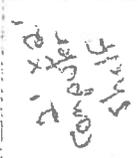
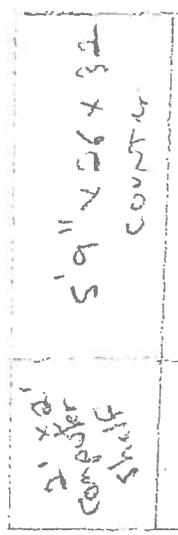
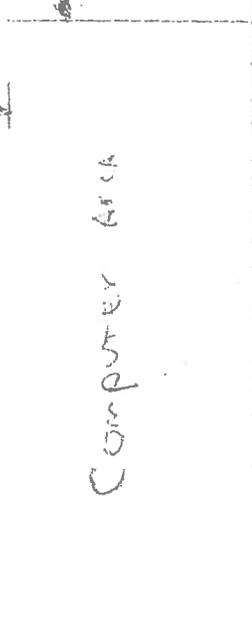
SHelf



4 1/2"



4 1/2"



COUNTER

8"

x

26"

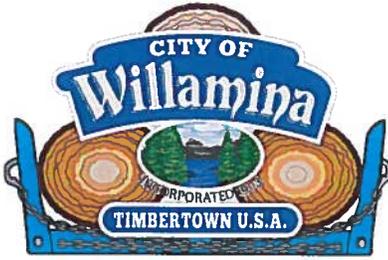
x

39"

4'

FRONT
DOOR

NOT TO SCALE



Mayor Corey L Adams

Council Members:

*Ila Skyberg, Council President
Rita Baller
Allan Bramall
Gary L Hill Jr
Jeri St Onge
Laurie Toney
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Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: DECEMBER 12, 2013

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: LIBRARY HOURS

Background:

1. At their meeting of November 14, 2013, the City Council asked for a report on the results of the change in Library hours to be open on Saturday for part of the day and closed on Monday with one staff person working at that time.
2. Attached is a brief report from Melissa Hansen, Senior Librarian, on the subject. In the CCRLS system, only Dayton is open on Monday and this is by virtue of the fact that their library is in City Hall. All other Libraries are closed on Monday. Even being closed on Monday, Willamina's Library is open more hours than others in our area except for McMinnville and Monmouth.
3. Being closed on Monday has allowed Melissa Hansen to devote time to ordering books, music and other items for our adult collection and to catalog books with an uninterrupted block of time. Our Youth Services Librarian, Denise Willms, also gets a couple of hours of planning time on Saturday morning before the Library opens at 10:00 am, although I know that she would welcome more. Ms Willms is .85 FTE and has Sunday and Monday off. Ms Hansen is full-time and has Saturday and Sunday off.
4. Our Library also has one of the smallest staffs which means that they are often working alone, and in the winter months, after dark and alone. This is a safety concern which we have attempted to address with cameras and a panic button and by asking our deputies to swing by when possible to see that all is well. Unfortunately, it is difficult for them to always be available do the latter. The small staff has also been a real challenge for us in providing coverage when staff is ill, on vacation, or attending meetings.

5. City Hall and Library staff are exploring ways to make Library operations run more smoothly such as moving the circulation desk to the back wall so that it can be seen from Ms Hansen's Office and Ms Willms' desk. It will also provide a better line of sight to the various stacks and improve safety and security. This change is planned for the spring of 2014.

Action Requested:

Council decision on Library hours.

Attachment

F/CITY COUNCIL/AGENDA MEMOS/LIBRARY REPORT.CCMEMO..12-12-13

Mondays

I have been talking to directors from other small libraries as well as the larger libraries in Yamhill county.

All libraries are closed on Mondays and some libraries use that day for a staff work day. The libraries are open from 22 hours a week (Lyons) to 36 hours a week (Dallas). The large (college town) libraries McMinnville and Monmouth are open 45 hours. Most libraries have a minimum staff of three with two on duty at a time. The director's hourly pay varies from \$21 (Lyons) to \$43 (Monmouth).

Willamina is open 39 hours a week. We are closed Monday for staff work day. My pay is \$14 an hour and I have been employed the longest; Denise is paid \$10.05 and she has been employed longer than any staff except Melissa and Jeff .

Having us open on Monday would put our weekly hours above McMinnville and Monmouth, both of which have numerous staff. We are a small library already open more hours than any other library our approximate size.

Being open 6 days a week would create hardships when one of the staff is gone (vacation, illness) and the other would need to cover 6 days and evenings.

Melissa Hansen
Senior Librarian

4 Dec 13

Mondays

I am alone on Mondays, except for the brief appearance of couriers, Fed Ex, Ups -all of whom deliver library materials. Occasionally someone will come to help me shelve books and videos . I leave the door unlocked until the courier van arrives. If someone comes in, I tell them our library hours and say I'll be happy to help them Tuesday morning. All of these visits show up under attendance as directed by the State Library (see attached). This is how I've counted attendance for 30+ years.

No circulation happens on Mondays, not even to me.

I listen to samples of new music CDs on NPR's All Songs Considered, then look them up on Amazon for more information. This is something I can only do when the library is closed and is a great help in considering what CDs to order.

I read movie reviews from the Washington Post, New York Times, NPR to help determine which DVDs to preorder. I then watch trailers of some of the movies. I read book reviews from several sources before ordering books.

I work on the "Coming Attractions" bulletin boards posting lists of new books and putting up photo displays of the book covers and brief reviews with authors.

I sort the periodicals by placing them on the reading table in stacks arranged by date. Then I discard the older ones (we have very little storage space for older editions). I don't do this during open hours because there are usually people at the table reading or using our WiFi.

I sort through boxes and bags of donated material to determine 1) can we use it, 2) can another library use it, 3) can I sell it at a used book store for credit, 4) can the Friends use it. Many of the videos and CDs are unique to our library system and I make bibliographic records for them before I catalog them.

Almost all new books have a Tuesday release date. I catalog new books on Monday and have them on the New Book shelf for Tuesday morning. Many patrons come in early Tuesday and head right for the new book shelf.

And the rest of the time I catalog the backlog of magazines and books waiting for my attention.

27 MAR 13

Willamina Code Violations

November 2013

Complaints	Violation	Warnings	# of citations issued
	Abandoned vehicles on Public Street		
1	Assist YCSO Deputies with Criminal Complaints		
1	Barking dog	1	
3	Blocked Roadways/Alleys	1	
	Blocked Sidewalks		
1	Building code Violations & Inspections		
	Business Licenses		
2	Citizens Assistance		
5	City Hall Admin duties		
	Dog Running at Large		
	Fence, Walls, Hedges - Maintenance		
	Fire Code Violations		
11	Follow up on Code Violations		
5	Follow-up Property Inspections		
5	Follow-up with Public Service Agencies		
	Garage Sale Complaints		
	Graffiti		
	Health & Safety Hazards		
1	Illegal Burning	1	
1	Illegal Dumping		
3	Junk/Debris on Private Property	2	
	Miscellaneous Ordinance Follow-up		
	Noise Complaints		
1	Other Misc. Code Violations		
1	Other Misc. Animal Complaints		
1	Parking of Recreational Vehicles/Trailers	1	
	Sidewalks Responsibility/Maintenance		
1	Storage /Parking on Street	1	
2	Storage/Parking on Private Property	1	
	Traffic Complaints		
	Unwanted Persons/trespassing		
	Wanted Subjects/Warrants		
1	Weeds & Noxious Growth	1	
1	YCSO Training		
8	YCSO Admin Duties		
summary:			
completed on-line training for:			
Hazardous materials			
Fueling			
Exposure Control Plan			
Fire Extinguisher deployment			



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 11/1/2013 to 11/30/2013**

City	UCR Description	11/1/2012 to 11/30/2012	11/1/2013 to 11/30/2013	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	1		2	3
	Burglary-Business	0	0		1	4
	Burglary-Non-Residence	0	0		7	7
	Burglary-Residence	1	0		7	9
	Larceny	5	0		53	53
	Motor Vehicle Theft-Auto	0	0		3	5
	Rape	0	0			1
	Robbery	0	0			1
	Part 1 Total	6	1	-83.33%	73	83
Part 2						
	All Other	0	0		8	5
	Animal Problems	0	0		3	1
	Curfew	0	0			1
	Disorderly Conduct	1	1		7	18
	Drug Laws	2	0		18	25
	DUII	0	0		5	10
	Forgery	0	0		1	
	Fraud	0	0		2	2
	Kidnapping	0	1		1	2
	Liquor Laws	0	2		4	6
	Prostitution	0	0		1	
	Runaway	1	0		4	6
	Sex Offenses	0	0		4	3
	Simple Assault	2	1	-50.00 %	37	52
	Stolen Property	1	0		3	3
	Trespass/Prowler	2	0		9	17
	Vandalism	3	1	-66.67 %	36	41
	Weapons	0	0		2	1
	Part 2 Total	12	6	-50.00%	145	193
Part 3						
	All Other	7	1	-85.71 %	61	77
	Non-Reportable Offenses	12	4	-66.67 %	104	113
	Part 3 Total	19	5	-73.68%	165	190
	Total For WILLAMINA	37	12	-67.57%	383	466