Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
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, August 14, 2014
7:00 PM

I. **Roll Call**

II. **Flag Salute**

III. **Approval of Minutes**
1. **Minutes of Regular Session of July 10, 2014**

IV. **Public Input**

V. **Old Business**
1. **Request from Your Community Mediators**

VI. **New Business**
1. **Approval of ODOT Walkway/Bikeway Project Agreement (Main Street Sidewalks & Curbs)**
2. **Approval to Participate in CCC/VOC Rehab Occupational Skills Training Program**
3. **Approval of Interim City Recorder & Modification to FY 2014/15 Budget Appropriations**
4. **Request for Special Meeting prior to August 28, 2014 Work Session**

VII. **Mayor's Report**

VIII. **Council Liaison Reports**
1. **Chamber Liaison (Councilor St Onge)**
2. **School Board Liaison** *(None)*
3. **YCOM Board (Councilor Baller)**

IX. **Council Committee Reports**
1. **Finance Committee**
   a. **Minutes of Meeting of July 1, 2014** *(not adopted at previous meeting)*
   b. **Minutes of Meeting of August 5, 2014**
   c. **Report of Bills Paid – July 1-31, 2014**
2. **Public Works Committee** ***(no quorum)***
3. **Planning Commission Report (Commissioner Ulrich)**

X. Reports of City Officers

1. **City Recorder**
2. **Public Works**
   a. **Monthly Report** *(verbal)*
3. **Library**
   a. **Library Board *(no meeting)***
   b. **Youth Services Librarian Report** *(Verbal)*
4. **Sheriff's Office**
   a. **Code Enforcement Report – June 2014** *(handout)*
   b. **Crime Summary – June 2014** *(handout)*

XI. Adjourn

Next Council Meeting Dates
Special Meeting *(tentative)* **& Work Session – August 28, 2014 (7:00 pm)**
Regular Session – September 11, 2014

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.

F/CITY COUNCIL/AGENDAS/2014-2015/2014-08-14.CCAGENDA.REGULAR MEETING

Mayor Corey L Adams

Council Members:

Councilor St Onge St Onge, Council President
Councilor Baller Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Councilor Vinson Vinson
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*

Present:
Mayor Adams
Councilor Baller
Councilor Bramall
Councilor Hill
Councilor Vinson
Councilor St Onge
Councilor Stritzke

Absent:
Honorary Councilor Woodward

City Staff Present:
Debra Bernard, Office Coordinator
Jeff Brown, Public Works Director
Denise Willms, Youth Services Librarian
Sergeant Russ Vandewettering, YC Sheriff's Office

Others Present:
Paul Daquilante, *News-Register*
Planning Commissioner Dennis Ulrich
Craig Johnson, Citizen
Greg Kruchok, Citizen
Jacqueline Haworth, Citizen

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, July 10, 2014
7:00 PM

I. Flag Salute

Mayor Adams called the meeting to order at 7:03 pm. The Pledge of Allegiance was recited.

II. Roll Call

Debra Bernard, Office Coordinator, conducted the Roll Call. A quorum was present.

III. Approval of Minutes

1. Regular Meeting of June 12, 2014

Councilor Baller had a correction on page 8, item XI,2,a. She said it was her intention that the Chamber use the building, not purchase it, but only pay an annual electricity bill in lieu of rent.

Councilor St Onge **moved** to approve the minutes of the Regular Meeting of June 12, 2014 with corrections on page 8 of XI,2,a.

Councilor Strizke **seconded.** Motion **carried** unanimously, with Councilors Baller, Bramall, Hill, Stritzke, St Onge, and Vinson voting aye.

IV. Public Input

None.

V. Old Business

1. Discussion of Code Enforcement Polices (Verbal)

Councilor Baller expressed appreciation for code enforcement services concerning tall grass on Willamina drive. She said "Thank You" to Deputy Kent Stuart for the follow thru. Deputy Stuart responded that he wanted to thank Jeff Brown from Public Works for assisting.

Councilor Baller commented that she anticipated discussing the issue of code enforcement in a work session not at City Council meeting. Several other councilors had the same comment.

Councilor St Onge said the next work session date would August 28th 2014 and they could discuss Code Enforcement at that work session. Mayor Adams then moved on to the next items on the agenda.

VI. New Business

1. Declaring a Public Nuisance at 725 NE C Street and Authorizing Abatement.

Deputy Stuart stated he reviewed pictures and made comments on the abatement. Stuart said there two notes on the property one with Wells Fargo is satisfied. He is coming to Council to ask permission to abate it. Deputy Stuart said this way the City can get it cleaned up. Councilor St Onge asked Deputy Stuart if he was aware the owner was Tribal. Deputy Stuart said he has located her with the assistance of the financial institution.

Mayor Adams called for a motion.

Councilor Hill moved to Declare a Nuisance to Exist at 725 NE C Street (Tax Lot Number R6701AC 1300) and Authorize its Abatement.

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

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2. Resolution #14.15-001, A Resolution Extending Workers' Compensation Coverage to Specified Volunteers of the City of Willamina

Mayor Adams called for a motion.

Councilor St Onge moved to adopt Resolution #14.15-001. A Resolution Extending Workers' Compensation Coverage to Specified Volunteers of the City of Willamina

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

3. Proposal to Form Library District Timeline (Information Only)

No discussion.

VII. Mayor's Report

Mayor Adams stated he was the host of the Egg Drop and the Logging Show and it was "outstanding". He said he had the opportunity to drop eggs from 70 feet high from the West Valley Fire District Ladder Truck. Also, he stated that at the Logging Show there was "lots of testosterone".

Mayor Adams noted that we have the music fest coming up. Councilor Vinson said it starts on Friday afternoon. Mayor Adams said he would be up on stage. Councilor Vinson said that Sunday of the music festival no one is at the gate so the community is welcome to attend and enter for free and have breakfast burritos and slow train coffee and hear 3 different bands. It's a chance for the community to get acquainted. Mayor Adams added on Friday and Saturday he will be the greeter. Councilor Vinson also added there would be a shuttle.

VIII. Council Liaison Reports

1. Chamber Liaison (Councilor St Onge)

Councilor St Onge reported that at the last meeting, Commissioners Springer and Starrett came to showcase a printed pamphlet called Grow Yamhill County. They explained how they now spend economic development funds which are really lottery funds. City governments can request grants of up to $10,000. You can go on line and see an application to for economic development funds. The Chamber discussed using an outside vender to maintain the flower baskets. The Chamber Dinner is coming up. The cost is $12.00 and it should be lots of fun.

Mayor Adams asked the Councilors if anyone from City Council attended Chamber Board Meetings. The general response was no!

2. School Board Liaison *(None)*

3. YCOM Board (Councilor Baller)

At this time, Mayor Adams introduced Tim Borman. Mr Borman introduced himself to the Council. He was representing "Your Community Mediators of Yamhill County." This organization provides services throughout the County and he was present to ask Council for $606 to support the organization. He gave a brief overview of their activities, and focused on a program with which he has been involved called "Teaching Peace." He went on to thank the Council for their past support and noted that this year they lost two of their largest contributors, Nike and United Way. Councilor St Onge asked what was budgeted for contributions. Debra Bernard did not know, but passed her a copy of the current budget. Mayor Adams apologized for his misunderstanding that Mr Borman was with YCOM and asked that the information be brought back to the Council at the next meeting, along with the amount contributed in the past.

Councilor Baller reported that YCOM approved the budget as proposed by the Budget Committee with a 6% increase.

Councilor Baller reported on an incident in her neighborhood where she had called 911 for assistance. In conversation with the dispatcher, she said she did not know the address in question. Councilor Baller asked for an updated map such as the one at City Hall.

Councilor Hill moved to give YCOM a copy of the City Planning Map that has addresses and tax lots.

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

Brief discussion occurred about the cemetery project to locate plots with ground penetrating radar. Councilor St Onge noted that she understood that the Tribe was involved with the project. Debra Bernard noted that we had provided a satellite image of the cemetery, but she had no knowledge of the status of the project.

IX. Council Committee Reports

1. Finance Committee

a. Minutes of Meeting of July 1, 2014

Mayor Adams asked for a motion to approve the July 1, 2014 minutes.

Councilor Hill asked that Council receive a financial report of monthly expenditure and income vs budget at each City Council meeting. He

indicated that he had talked with Sue Hollis, City Recorder, and she had said this reported could be prepared easily from the system.

Councilor Hill moved that the City Council be provided a monthly report of expenditures and income vs. budget.

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

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b. **Report of Bills Paid – June 1-30, 2014**

Mayor Adams called for a motion.

Councilor St Onge moved to pay the bills.

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

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c. **Replacement of City Recorder during Medical Leave** ***(Councilor St Onge)***

Councilor St Onge said she contacted the president of the Oregon Municipal Recorders Association who gave her a few names. Debra Bernard apologized for not explaining why she was present tonight. She reported that Hollis had a medical appointment and was home with her legs elevated per doctors orders. Bernard went on to state that Sue will not know the date of her leave until the end of July.

Councilor St Onge said as soon as we know the date we can probably get a retired City Recorder to fill in for $20-$30 dollars an hour. Discussion followed.

Councilor Hill offered a different thought -- that we train Debbie Bernard for some duties and bring in a part time CPA to work on the audit. Mayor Adams said if we have Debbie do more we need to pay her more. Councilor St Onge said it is unfair to ask Debbie and Amber do more. Debbie responded that adding more duties would push back the audit work further. The auditors have set dates that we need finish those goals. Debbie said Amber is quite talented so duties will have to shift to her while Debbie took over Sue duties. Debbie said the person that would be most help would be someone that has an accounting background. Debbie stated that her recommendation is to not get more behind before Sue returns.

Jeff Brown suggested that the Finance Committee meet with Sue Hollis and Debbie Bernard to discuss a recommendation to Council. It was decided that the Finance Committee would meet Monday at 4:00 and would follow-up with Council on their discussions.

2. Public Works Committee *(no meeting)*

3. Planning Commission Report (Commissioner Ulrich)

Commissioner Ulrich reported that they finished Chapters 1 and 5. They are two-thirds of the way through Chapter 3. They should have a first draft of Chapter 2 done on Monday. They are now over halfway finished with the rewrite of the Code. They are up to landscaping -- one of the most difficult chapters – but it is moving ahead on a regular basis.

X. Reports of City Officers

1. City Recorder – none

2. Public Works

a. Monthly Report

Jeff Brown reported that the Cities has had extremely high usage of water, much more than usual. He reported that he has borrowed Sheridan's leak detention system that is better than our and will be checking for leaks.

Discussion followed about traffic for the Wildwood Music Festival. Councilor Vinson explained that she has asked ODOT if it was OK to use the city's signs for Pedestrian and Congestion Ahead during the Wildwood Music Festival. In the past, they have had to drive to Portland in the past to rent them. The Mayor called for a motion.

Councilor St Onge move to motion to allow the Wildwood Music Festival to use the city-owned Pedestrian and Congestion Ahead signs.

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

Jeff Brown reported that the city has received a grant from our insurance carrier and one of the things purchased was a defibrillation which is located at the library. Councilor Baller asked who has been trained to use it. Brown responded all City staff.

3. Library

a. Library Board – no discussion
b. Library Statistics (May 2014) no discussion
c. Books on Tape Acquisition no discussion

d. Youth Services Librarian Report *(Verbal)*

Denise Willms, Youth Services Librarian, noted that the library has the defibrillator because there was a good, accessible wall for it and the library is open longer hours for access.

Willms reported that they dropped 60 eggs packaged by children during the egg drop. She gave parents the excess eggs. In addition, the egg drop was extra exciting as the ladder truck and firemen were present. It was kept a surprise and the kids were very excited. Also noted she has pictures of the Mayor dropping the eggs from top the fire truck. The Fire Department will be here on the 29th of July for stop drop and roll safety training. Denise Willms said this year has been a good program.

4. Sheriff's Office

a. Code Enforcement Report – June 2014 *(handout)*

Mayor Adams called attention to the handout report (attached hereto and made a part hereof) and asked is there anything the council should know. Deputy Stuart noted that he continually goes back to the similar or same violators for tall grass.

Deputy Stuart stated that he wants to compliment Jeff Brown and his staff for making the downtown look great for the upcoming events. He also said he wanted to compliment BLM for keeping their property up. He said he received information from BLM that said they will take care of everything inside the fence and the city will be responsible to take care of everything outside. Councilor St Onge asked is there any agreement with any community group to take care of the property around BLM. Deputy Stuart said he is not aware of any. He said he was hired in 2008 by Sam Sasaki. He said he went to the Wildwood owners and others in the community that may have been involved with it and they did know either. Deputy Stuart said he gets calls from Gary Brooks that the property is not kept up. At this time the property looks good.

Councilor St Onge commented on the statement Deputy Stuart made that he returns to the same properties. She said it is her understanding that our directives from council are to be kinder instead of firm and NOT issue tickets right? So as a Council, she felt that we need to decide to be more firm so that Deputy Stuart does not have to go back regularly. Deputy

Stuart said he goes around the city in his car often to find violators. Councilor St Onge asked for code enforcement topic be discussed at the next work session. Councilor Hill said that he believe this same conversation was discussed 3 months ago on habitual offenders. She said it was her recollection was that it was about abandoned houses. Mayor Adams stated that this discussion can continue at the next meeting in August.

b. Crime Summary – June 2014

Sergeant Vandewettering shared that he was going on vacation in the next week. Next, he suggested moving the vendors for the 4th of July in next year to the lot where the old fire station used to be. Also, he said for him the 4th of July committee was good to work with and that the Parade went well. He commented on the volunteers and said they were fantastic. He said Jeff Brown is specifically was wonderful. He said when he asked Brown for something he has it taken care of. Sergeant Vandewettering said he is very appreciative of Jeff. The Council then stated to Jeff "Thank You".

Mayor Adams asked what is happening with all the assaults. He said he could not tell them why specifically; there are several factors.

XI. Adjourn

Mayor Adams called for a motion to adjourn.

Councilor St Onge moved to adjourn.

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

Meeting adjourned at 8:10 pm.

Corey Adams, Mayor

Attest:

Sue C Hollis, City Recorder

Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
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Public Works Director: *Jeff Brown*

MEMO TO: **CITY COUNCIL**

DATE: **AUGUST 14, 2014**

FROM: **SUE C HOLLIS, CITY RECORDER**

SUBJECT: **REQUEST FROM YOUR COMMUNITY MEDIATORS**

Background:

1. At the City Council meeting of July 10, 2014, Mr Tim Borman, from Your Community Mediators of Yamhill County, gave a presentation and requested a donation of $606 to support their program.

2. Mayor Adams requested a report showing past donations to this organization and how much money was budgeted for community services in the current year.

3. Attached is a report from our financial software showing the donations for the past 4 years (2010 through 2013).

4. Donations are included in the budget in the Community Projects line item which is defined as *"City support for activities and organizations not already included in the budget."* The amount budgeted for FY 2014/15 is $1,000.

Requested

Council decision on Your Community Mediator request for a donation of $606.

Attachment

F/CITY COUNCIL/AGENDA MEMOS/YCM DONATION REQUEST.08-14-14

SINGLE DEPT NO
000-000

CITY OF WILLAMINA
VENDOR INVOICE PAYMENT ACTIVITY
07/01/10 - 07/31/14

CHECK #	PAYMENT DATE / account	INVOICE #	AMOUNT / description	detail amt
VENDOR #	YCM	NAME YOUR COMMUNITY MEDIATORS		
1436	07/27/10	MEDIATION SVC	450.00	
	010-150-6065		MEDIATION SVCS - 201	450.00
2400	07/29/11	CONTR 11/12	450.00	
	010-100-6071		YOUR COM MEDIATORS	450.00
3429	08/23/12	DONATION 2012/13	500.00	
	010-100-6071		DONATION 2012	500.00
4267	07/15/13	2013-14 REQUEST	300.00	
	010-100-6071		DONATION 2013-14	300.00
			VENDOR TOTAL:	1700.00

Mayor Corey L Adams

Council Members:

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Public Works Director: *Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: AUGUST 14, 2014

FROM: SUE C HOLLIS, CITY RECORDER

SUBJECT: APPROVAL OF ODOT WALKWAY/BIKEWAY PROJECT AGREEMENT (MAIN STREET SIDEWALKS & CURBS)

Background:

1. Thanks to the efforts of Jeff Brown, Public Works Director, and our City Engineer, Peter Olsen, the City has been awarded a $122,000 grant to install sidewalks and curbs from Mile Point 2.4 to Mile Point 2.7 on NE Main Street (see attached map for project area). The deadline for completion of the project is July 31, 2015.

2. Attached for Council approval is the ODOT project agreement. This is their standard agreement for small projects. The agreement includes a 50% advance that will allow us to pay for the upfront work to get the project out to bid.

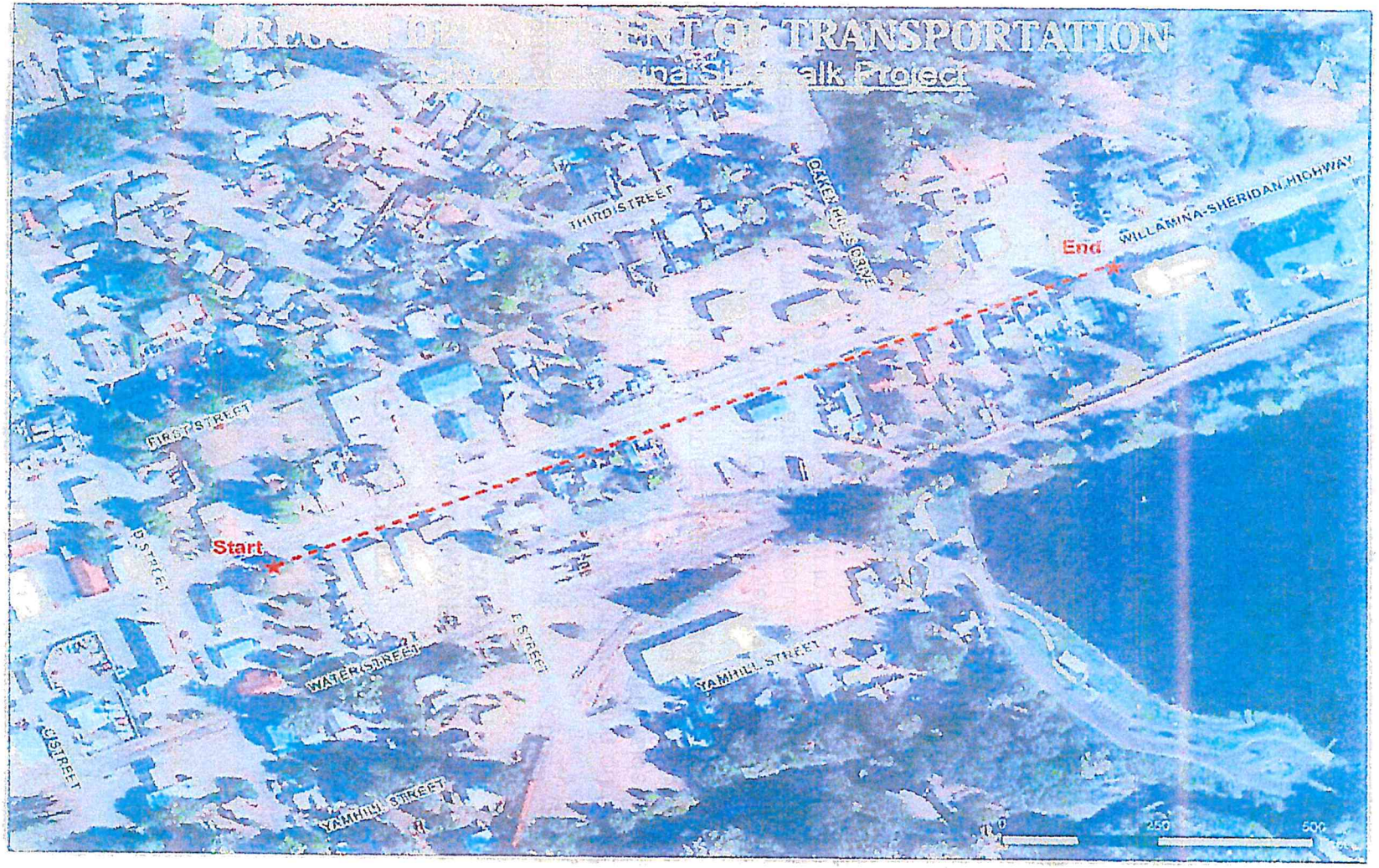
Action Requested

That Council approve the ODOT Walkway/Bikeway Project Agreement for NE Main Street Sidewalk and Curb Project and authorize the Mayor or Council President to execute the agreement.

F/CITY COUNCIL/AGENDA MEMOS/ODOT AGREEMENT NE MAIN ST PROJECT.08-14-14

City of Willamina/ODOT
Agreement No. 30228

EXHIBIT A



Sidewalk Project Location

PRODUCED BY ODOT - GIS UNIT

Oregon Department of Transportation
WALKWAY/BIKEWAY PROJECT AGREEMENT
OR 18B (NE Main Street) Sidewalk and Curb (Mile Point 2.4 to 2.7)
City of Willamina

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "State;" and the CITY OF WILLAMINA, acting by and through its elected officials, hereinafter referred to as "Agency," both herein referred to individually or collectively as "Party," or "Parties."

RECITALS

1. Oregon Route 18 Business (Willamina-Sheridan Highway), is a part of the state highway system under the jurisdiction and control of the Oregon Transportation Commission (OTC) and is routed through the corporate limits of the City of Willamina, known within this Project's limits as NE Main Street.

2. By the authority granted in Oregon Revised Statutes (ORS) 366.514, funds received from the State Highway Trust Fund are to be expended by the State and the various counties and cities for the establishment of footpaths and bicycle trails. For purposes of Article IX, Section 3(a), of the Oregon Constitution, the establishment and maintenance of such footpaths and bicycle trails are for highway, road, and street purposes when constructed within the public right of way.

3. By the authority granted in ORS 190.110, 366.572 and 366.576, State may enter into cooperative agreements with counties, cities and units of local governments for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting Parties.

4. State established a Bicycle and Pedestrian Program fund in the Statewide Transportation Improvement Program (STIP) to meet the minimum requirement of one (1) percent of State Highway funds to be spent on Pedestrian and Bicycle facilities. The 2012-2015 STIP programs $29 million for the Bicycle and Pedestrian Program, allocated to three (3) programs: Grants, Sidewalk Improvement Programs and Quick Fixes.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

TERMS OF AGREEMENT

1. Under such authority, State and Agency agree Agency shall design and construct curb and sidewalk along NE Main Street from Mile Point 2.4 to Mile Point 2.7, hereinafter referred to as "Project." The location of the Project is approximately as shown on the

sketch map marked "Exhibit A," attached hereto and by this reference made a part hereof.

2. Agency has determined that the total cost of the Project is estimated to be $122,000. State shall fund the Project in an amount not to exceed $122,000. Agency shall be responsible for any portion of the Project which is not covered by state funding.

3. The work is to begin upon execution of this Agreement by all Parties and shall be completed no later than July 31, 2015. This Agreement will terminate six (6) months after that date unless extended by a fully executed amendment. Maintenance responsibilities shall survive any termination of this Agreement.

AGENCY OBLIGATIONS

1. Agency shall notify State when it is prepared to proceed with the development of Project to initiate State's initial fifty (50) percent advanced deposit, as listed under State Obligations, Paragraph 4.

2. Agency shall conduct the necessary field surveys, prepare plans and contract documents, advertise for bid proposals, award all contracts, and supervise construction of the Project.

3. Agency shall obtain a miscellaneous permit to occupy State right of way through the State District 3 Office prior to the commencement of construction.

4. Agency shall submit a copy of the plans and specifications to State through the State District 3 Office and the State's Pedestrian and Bicycle Program Manager for review and concurrence prior to advertising for a construction contract or, if Agency forces will perform the construction work, prior to construction. Concurrence must be received from both State offices prior to proceeding with the Project. The Project design, signing, and marking shall be in conformance with the current Oregon Bicycle and Pedestrian Design Guide and shall comply with the most current Americans with Disabilities Act (ADA) guidelines.

5. Agency shall not award a construction contract until State's District 3 representative has reviewed and approved the low bidder's proposal and costs.

6. Agency shall, upon completion of Project, submit to State's Project Manager an itemized statement of the final actual total cost of the Project.

7. Agency shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279C.505, 279C.515, 279C.520, 279C.530 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, Agency expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) the Americans with Disabilities Act of 1990 and ORS 659A.142; (iv)

all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations.

8. Agency shall not enter into any subcontracts for any of the work scheduled under this Agreement without obtaining prior written approval from State.

9. If Agency enters into a construction contract for performance of work on the Project, then Agency will require its contractor to provide the following:

   a. Contractor shall indemnify, defend and hold harmless State from and against all claims, suits, actions, losses, damages, liabilities, costs and expenses of any nature whatsoever resulting from, arising out of, or relating to the activities of Contractor or its officers, employees, subcontractors, or agents under the resulting contract.

   b. Contractor and Agency shall name State as a third party beneficiary of the resulting contract.

   c. Commercial General Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial General Liability Insurance covering bodily injury and property damage in a form and with coverages that are satisfactory to State. This insurance will include personal and advertising injury liability, products and completed operations. Coverage may be written in combination with Automobile Liability Insurance (with separate limits). Coverage will be written on an occurrence basis. If written in conjunction with Automobile Liability the combined single limit per occurrence will not be less than $1,000,000 for each job site or location. Each annual aggregate limit will not be less than $2,000,000.

   d. Automobile Liability. Contractor shall obtain, at Contractor's expense, and keep in effect during the term of the resulting contract, Commercial Business Automobile Liability Insurance covering all owned, non-owned, or hired vehicles. This coverage may be written in combination with the Commercial General Liability Insurance (with separate limits). Combined single limit per occurrence will not be less than $1,000,000.

   e. Additional Insured. The liability insurance coverage, except Professional Liability, Errors and Omissions, or Workers' Compensation, if included, required for performance of the resulting contract will include State and its divisions, officers and employees as Additional Insured but only with respect to Contractor's activities to be performed under the resulting contract. Coverage will be primary and non-contributory with any other insurance and self-insurance.

   f. Notice of Cancellation or Change. There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal of insurance coverage(s) without thirty (30) days written notice from Contractor or its insurer(s) to State. Any failure to comply with the reporting provisions of this clause will

constitute a material breach of the resulting contract and will be grounds for immediate termination of the resulting contract and this Agreement.

10. Agency shall require its contractor(s) and subcontractor(s) that are not units of local government as defined in ORS 190.003, if any, to indemnify, defend, save and hold harmless the State of Oregon, Oregon Transportation Commission and its members, Oregon Department of Transportation and its officers, employees and agents from and against any and all claims, actions, liabilities, damages, losses, or expenses, including attorneys' fees, arising from a tort, as now or hereafter defined in ORS 30.260, caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Agency's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that the State shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the State, be indemnified by the contractor and subcontractor from and against any and all Claims.

11. Any such indemnification shall also provide that neither the Agency's contractor and subcontractor nor any attorney engaged by Agency's contractor and subcontractor shall defend any claim in the name of the State of Oregon or any agency of the State of Oregon, nor purport to act as legal representative of the State of Oregon or any of its agencies, without the prior written consent of the Oregon Attorney General. The State of Oregon may, at anytime at its election assume its own defense and settlement in the event that it determines that Agency's contractor is prohibited from defending the State of Oregon, or that Agency's contractor is not adequately defending the State of Oregon's interests, or that an important governmental principle is at issue or that it is in the best interests of the State of Oregon to do so. The State of Oregon reserves all rights to pursue claims it may have against Agency's contractor if the State of Oregon elects to assume its own defense.

12. Agency shall be responsible for all costs not covered by State funding. State funding is limited to $122,000.

13. Agency shall be responsible for all costs and expenses related to its employment of individuals to perform the work under this Agreement, including but not limited to, retirement system contributions, workers compensation, unemployment taxes, and state and federal withholdings.

14. All employers, including Agency, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than $500,000 must be included. Agency shall ensure that each of its contractors complies with these requirements.

15. Agency shall, upon completion of Project, maintain the Project at its own cost and expense, and in a manner satisfactory to State.

16. Agency acknowledges and agrees that State, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of Agency which are directly pertinent to the specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after final payment. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by State.

17. Agency certifies and represents that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of Agency, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind Agency.

18. Agency's Project Manager for this Project is Jeff Brown, Superintendent, City of Willamina Public Works, 411 NE C Street, Willamina, Oregon 97396-2783; telephone (503) 437-6998; email brownj@ci.willamina.or.us, or assigned designee upon individual's absence. Agency shall notify the other Party in writing of any contact information changes during the term of this Agreement.

STATE OBLIGATIONS

1. State grants authority to Agency to enter upon State right of way for the construction of this Project as provided for in miscellaneous permit to be issued by State District 3 Office.

2. State's local District Office and Pedestrian and Bicycle Program shall review and must concur in the plans prepared by Agency before the Project is advertised for a construction contract or before construction begins if Agency forces shall perform the work. State's Pedestrian and Bicycle Program office shall process all invoices submitted by Agency.

3. Upon notification from Agency, State shall conduct or assist Agency with final technical inspection of the completed Project.

4. Upon receipt of notification that the Agency is prepared to proceed with the development of Project, State shall deposit with Agency the sum of $61,000, such amount being equal to fifty (50) percent of the State's share of the estimated Project costs. Upon completion of Project, inspection and approval by State staff, and receipt from Agency of an itemized statement of the actual total cost of the Project, State shall deposit with Agency a final payment, the sum of $61,000, such amount being equal to fifty (50) percent of the State's share of the estimated Project costs. When added to the initial deposit, the final deposit will equal the State's share of the originally estimated Project cost of $122,000. Should final Project costs exceed the original estimate, extra costs shall be borne by Agency; the maximum amount of State reimbursement is $122,000. If final Project costs are less than original estimate, State shall deposit with Agency a final payment in an amount which, when added to the

initial deposit, would equal the State's proportionate share of the originally estimated costs, based on a percentage calculated using State share and local match.

5. State certifies, at the time this Agreement is executed, that sufficient funds are available and authorized for expenditure to finance costs of this Agreement within State's current appropriation or limitation of current biennial budget.

6. State's Project Manager for this Project is David M. Sutkowski, District 3 Assistant District Manager; 885 Airport Road SE, Building P, Salem, Oregon 97301; telephone (503) 986-2688; david.m.sutkowski@odot.state.or.us, or assigned designee upon individual's absence. State shall notify the other Party in writing of any contact information changes during the term of this Agreement.

GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of both Parties.

2. State may terminate this Agreement effective upon delivery of written notice to Agency, or at such later date as may be established by State, under any of the following conditions:

   a. If Agency fails to provide services called for by this Agreement within the time specified herein or any extension thereof.

   b. If Agency fails to perform any of the other provisions of this Agreement, or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from State fails to correct such failures within ten (10) days or such longer period as State may authorize.

   c. If Agency fails to provide payment of its share of the cost of the Project.

   d. If State fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow State, in the exercise of its reasonable administrative discretion, to continue to make payments for performance of this Agreement.

   e. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or State is prohibited from paying for such work from the planned funding source.

3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination. If any funds are remaining from the advance deposit, they shall be refunded to State.

4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against State or

Agency with respect to which the other Party may have liability, the notified Party must promptly notify the other Party in writing of the Third Party Claim and deliver to the other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.

5. With respect to a Third Party Claim for which State is jointly liable with Agency (or would be if joined in the Third Party Claim), State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Agency in such proportion as is appropriate to reflect the relative fault of State on the one hand and of Agency on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of State on the one hand and of Agency on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if State had sole liability in the proceeding.

6. With respect to a Third Party Claim for which Agency is jointly liable with State (or would be if joined in the Third Party Claim), Agency shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by State in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of State on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

7. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

8. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties,

notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.

9. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary State approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of a Party to enforce any provision of this Agreement shall not constitute a waiver by a Party of that or any other provision.

THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Signature Page Follows

CITY OF WILLAMINA, by and through its elected officials

By _____
Title:

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By _____
City Counsel

Date _____

Agency Contact:
Jeff Brown, Superintendent
City of Willamina, Public Works
411 NE C Street
Willamina, Oregon 97396-2783
(503) 437-6998
brownj@ci.willamina.or.us

State Contact:
David M. Sutkowski
District 3 Assistant District Manager
885 Airport Road SE, Buildng P
Salem, Oregon 97301
(503) 986-2688
David.m.Sutkowski@odot.state.or.us

STATE OF OREGON, by and through its Department of Transportation

By _____
Active Transportation Section Manager

Date _____

APPROVAL RECOMMENDED

By _____
Pedestrian and Bicycle Program Manager

Date _____

By _____
Region 2 Manager

Date _____

By _____
Region 2 Maintenance and Operations Manager

Date _____

By_____
District 3 Manager

Date_____

City of Willamina/ODOT
Agreement No. 30228

EXHIBIT A

Sidewalk Project Location

"This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information."

PRODUCED BY ODOT - GIS UNIT
(503) 986-3154 - JUNE 2014
GIS No. 7de62f1kp

Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
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: **AUGUST 14, 2014**

FROM: **JEFF BROWN, PUBLIC WORKS DIRECTOR**

SUBJECT: **CCC/VOC REHAB OCCUPATIONAL SKILLS TRAINING PROGRAM**

Background:

1. The City has been approached by representatives of Chemeketa Community College and the Vocational Rehabilitation Department to participate in the Occupational Skills Training Program to allow a local student, Neal Willard Englund, to do on-the-job training at the Water Treatment Plant. A copy of the job description for this position is attached for your information. This would be supplemented by course work designed to assist him with the certification testing. The length of the program is a maximum of 1 year. They may try to split it up between Willamina and Sheridan to allow Mr Englund to experience a different type of water treatment facility.

2. Justin Riggs, the City's Certified Water Treatment Plant Operator, would provide the training. Mr Riggs went through a similar program to learn water treatment. The City will do Monthly Progress Reports on the student's timesheet (copy attached) and at the end of each term (copy attached). The student also maintains a weekly log that includes a mini self-evaluation (copy attached).

3. A copy of the Training Site Agreement is also attached for your review. The City has no financial responsibility for Mr Englund for his student time and Workers' Compensation Insurance is provided by Chemeketa. Mr Englund will not be permitted to drive city vehicles during his training with us. A Criminal Background Check has been completed and shows no offenses since 1995.

4. The request was sent to the Public Works Committee on July 29, 2014, however, a quorum was not present at that meeting so no action could be taken.

Action Requested

That Council approve the Training site Agreement for Neal Englund to permit the City to participate in the Occupational Skills Training Program through Chemeketa Community College.

Attachments

F/CITY COUNCIL/AGENDA MEMOS/ OCCUPATIONAL SKILLS TRAINING PROGRAM.08-14-14

CITY OF WILLAMINA

Classification Description

Job Title:	**Water Treatment Plant Operator**
Salary Range:	**$2600-$3500/month**
Department:	**Public Works**
Reports to:	**Public Works Superintendent**
FLSA Status:	**Full Time, Non-Exempt**
Union Status:	**Represented**

SUMMARY: Performs a variety of manual and semi-skilled tasks in maintenance of the City's public works with an emphasis in maintenance and repair of the water treatment facilities and systems; performs related work on other city-owned facilities as required. Required to carry a pager.

SUPERVISION: Supervision of other employees is not generally a responsibility of this position. May act as a Crew Leader and direct the work activities of employees in specific assignments.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

- Customer Service – Responds promptly to customer needs; responds to request for service and assistance.
- Professionalism – Approaches others in a tactful manner; communicates effectively with co-workers and supervisor.
- Organizational Support – Follows policies and procedures; works effectively as part of the Public Works team.
- Planning/Organizing – Prioritizes and plans work activities, uses time efficiently.
- Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- Quantity – Completes work in a timely manner.
- Safety and Security – Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

Computer Skills: Basic computer skills. Ability to operate the SCADA system.

Certificates, Licenses, Registrations: Possession of, or the ability to secure, a valid Oregon Commercial Driver's License: possession of Oregon Water Treatment I Certification, and the ability to obtain Level II and Filter Endorsement within one year.

Technical Skills and Abilities: Requires general knowledge of the rules of safe operation of equipment and the precautions to be taken in order to avoid accidents. General knowledge of the appropriate tools, equipment, methods, materials and procedures used in maintenance or construction work. Knowledge of backflow prevention devices.

Ability to follow oral and written instructions and to provide direction to others. Ability to performance strenuous, manual tasks and to withstand exposure to variable weather conditions. Ability to establish and maintain effective working relationships with other employees and the general public. Ability to perform tasks in a safe and efficient manner and to instruct others in safe work procedures.

EDUCATION AND/OR EXPERIENCE: Some higher education or vocational training specializing in water treatment and two years progressively responsible experience; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the described essential functions.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this position, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles and outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; toxic or caustic chemicals and risk of electrical shock. The employee is occasionally exposed to confined spaces; extreme cold; extreme heat and vibration. The noise level in the work environment is usually loud. Position works on-call status and may be subject to call-backs in response to system alarms.

F:\HR\POSITION DESCRIPTIONS\WATER TREATMENT PLANT OPERATOR 2010 APPROVED BY COUNCIL

APPROVED BY CITY COUNCIL 05-12-10

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Feeds specified amounts of chemicals into water and adjusts automatic devices that admit specified amounts of chemical into tanks to disinfect, aid filtration, and clarify water; inspects pump stations to check timers, pressure gauge and electrical systems; insure operations are working accurately and efficiently.

- Performs laboratory quality control checks to maintain plant processes and maximize water quality; operates controllers and plant equipment including raw and finished water pumps to assure water quality and availability; tests water samples to determine alkalinity, p^h, color, chlorine residual and impurities; monitors charts, flow indicators, water level indicators, and related equipment to insure effective and efficient operations and maintain water quality.

- Reads, registers and records information from water meters; observes and reports water leaks, damaged meters, broken boxes, main leaks and hazardous conditions; performs preventative maintenance and repairs to plant machinery and equipment, using a wide variety of both hand and power tools.

- Inspections water booster stations to see if stations are functioning properly, cleans and performs routine maintenance.

- Contacts homeowners and other affected parties regarding service shutdowns, changes in service and other situations which may affect them.

- Repair and maintain Supervisory Control and Data Acquisition (SCADA) system and remote transmitting units.

- Upon obtaining Water Treatment Level II Certification and Filter Endoresement, performs the duties of DRC (Direct Responsible Charge) for the water treatment system, and prepares and signs all necessary reports and forms related thereto.

- As a member of a crew, or individually, participates in road repair, setting forms for curbs and gutters, unloading and spreading street surfacing materials and related tasks.

- Performs manual labor such as digging ditches, installing and maintaining street signs, removing obstacles and debris from roadway and adjacent areas, and hand-loading and unloading all types of materials.

- Assists with routine maintenance in all city-owned facilities, including, but not limited to City Hall, Library, Shop and City Parks.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.

Chemeketa Community College

Occupational Skills Training Program Weekly Log

Fill out the entire sheet accurately and completely. This week's report is due by Tuesday of next week.
Send to *Chemeketa Community College*: Fax 503-399-2580 or Email ost@chemeketa.edu
Vocational Counselor : Fax _____ or Email _____

Student's Name: _____ Site: _____

Average Hours Per Week		Total Required Training Hours for Term	

Week of: _____ To: _____
Month day/year month/day/year

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Training Site Hours							
Other							
Total Hours							

Total training site hours this week	
+ Total 'other' hours, if authorized	
= Total training site hours this week	

Reason(s) for absence(s):

_____

_____

What did you do this week in your training? *List a few of the tasks or skills you participated in this week*

_____

_____

_____

Are you making satisfactory progress in your training and/or classes? YES_____ NO_____

Do you need an appointment to discuss any issues related to training or classes? YES*_____ NO_____

*If *YES*, please also contact your Occupational Skills Training Coordinator directly

Comments:

_____

_____

_____

Signature: _____ Date: _____
(Student Signature)

Occupational Skills Training Program
Monthly Progress Report and Time Sheet

Chemeketa Community College

For the Month of _____

Student Name: _____

STUDENT: Fill out the entire sheet accurately and completely. Submit form by the 5th day of each month.
Send to *Chemeketa Community College*: Fax 503-399-2580 or Email ost@chemeketa.edu
Vocational Counselor : Fax _____ or Email _____

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
SITE HOURS																
SCHOOL HOURS																
DATE	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
SITE HOURS																
SCHOOL HOURS																

SUPERVISOR EVALUATION: Please evaluate the student's work habits and attitudes during training by checking the appropriate number according to the rating scale below.

4 = Meets standards expected of all employees 3 = Still requires some coaching or direction
2 = Needs improvement 1 = Unacceptable behavior 0 = Not applicable
(based on employment standards)

4	3	2	1	0	
O	O	O	O	O	***Attendance & Punctuality*** – Is present when scheduled, on time and ready
O	O	O	O	O	***Perseverance/Attention to detail*** – Thorough; focuses on/completes tasks
O	O	O	O	O	***Listening/Speaking*** – Active listener, responds effectively to verbal instruction
O	O	O	O	O	***Motivation & Attitude*** – Proactive, positive, stays busy, 'wants to be here'
O	O	O	O	O	***Interpersonal Skills*** – Works well with others, accepts criticism, self-aware
O	O	O	O	O	***Grooming, Hygiene, Clothes*** – Consistent with current office or industry standards
O	O	O	O	O	***Academic Skills/Critical Thinking*** – Reading, writing and or math skills are appropriate for the job; uses effective & logical reasoning
O	O	O	O	O	**Trainee is making appropriate progress towards the goal of this training plan**

Strengths: _____

Needs Improvements: _____

Comments: _____

_____

Note: Students signature serves as a record of review only; it does not indicate agreement with the evaluator's opinion. This form must be signed by both evaluator and student to be considered on time.

Evaluator's signature: _____ **Date:** _____

This report was reviewed with the trainee ___Yes ___No

Student's signature: _____ **Date:** _____

Chemeketa Community College

Occupational Skills Training
PO Box 14007, Building 2 Room 115, Salem, OR 97309
Phone: (503) 399-7398 Fax: 503-399-2580

Student Evaluation Form

Name: **Job Title:**

Trainer/Site:

Term: *Year:* **Dates:**

Score 0-4	Progress 0-100%	Student Progress Towards Employability *(Scores will be applied towards term grade)*

Evaluation Scale:

4 = Consistently meets or exceeds expectations of skill attainment for this term.
3 = Usually meets expectations of skill attainment for this term.
2 = Occasionally meets expectations of skill attainment for this term.
1 = Is not demonstrating adequate progress to date.
0 = Does not apply for current term.

Progress Scale:

0-100% Student's mastery of skill. 100% indicates job-ready skill level

Trainer_____ Date_____ Trainee_____ Date_____

OST Coordinator_____ Date_____

Chemeketa Community College is an equal opportunity, affirmative action institution.

Chemeketa Community College

Occupational Skills Training Program

Training Site Agreement

The purpose of this agreement is to enable the Trainee enrolled at the College to learn the designated skill area by working at the Training Site. Chemeketa Community College ("the College") and City of Willamina Training Site (hereinafter "the Site") agree as follows: The Site agrees to train Neal Englund as a(n) Water Treatment Operator . Upon written verification from the Site that the Trainee has satisfactorily completed the course of training and the required clock hours, the College will award the Trainee a *Certificate of Completion* in the above designated skill area.

This agreement shall become effective on 9 2 2014 and shall continue in force and effect to and including 8 29 2015.

1. The Site agrees to provide skills training instruction and supervision in compliance with the Authorized Training Plan proposed by the Vocational Consultant and approved by the Insurer and College. To insure compliance and completion of the approved curriculum plan, the College shall monitor the instructional program on a quarterly basis through on-site visits, evaluation of skills training objectives, student's weekly logs, and monthly progress reports completed by the Supervisor.
2. All tools, equipment, machinery, and supplies necessary for the training course shall be furnished by the Site. Items to be furnished by the Trainee, if any, shall be designated by the Site and approved by the Vocational Consultant and the College prior to the execution of this agreement and a copy shall be attached to this agreement.
3. The results of work products of the Trainee's efforts shall belong to the Site, and neither the college nor the Trainee shall have any right nor claim to such results or work products.
4. The College, in coordination with the Vocational Consultant, shall end the Training Plan if any of the following applies:
   a. The Trainee is not able to perform adequately the tasks of the job as documented by a physical capacity evaluation.
   b. The Trainee's performance falls below the level required to obtain employment in the field of training.
   c. The Trainee fails to cooperate in meeting the requirements of the Training Plan.
   d. The Trainee ceases to be enrolled and actively engaged in the training program.
5. The Site may dismiss the Trainee from the training program for cause, which fact shall be promptly communicated to the Skills Training Coordinator and the Vocational Consultant.
6. The Site agrees to adhere to Oregon Administrative Rules Chapter 436-120-0445, which indicates that occupational skills training is subject to the following conditions:
   a. The Site makes no guarantee of employing the Trainee when the training is completed.
   b. The Trainee does not displace another worker.
   c. The Site does not expect a substantial gain from the Trainee.
   d. The activity is primarily for the Trainee's benefit.
   e. The Site has a sufficient number of employees to accomplish the regular work of the Site and the training of the Trainee
7. The Training Site further agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations and further agrees to train the Trainee in all applicable health and safety aspects of the job
8. The College will provide Workers' Compensation Insurance for the Trainee through the College's insurance carrier pursuant to Oregon Statute 656.046 unless the Trainee is still covered by the prior employer's claim or receives compensation from the Skills Training Site
9. Site agrees that the Trainee is the subject worker of the Site. If the Trainee is hired by the Site and remains enrolled as an Occupational Skills Training student, the Site shall:
   a. Provide Trainee with Workers' Compensation coverage.
   b. Provide to the College a certificate of insurance for Workers' Compensation coverage if requested.
   c. Sign a new **Paid Training Site Agreement** form upon Trainee's hiring.
10. Site agrees to comply with all applicable laws, rules and regulations applicable to the work performed under this agreement
11. Report Trainee accidents immediately. In the case of hospitalization also contact Chemeketa's Risk Management Office (503.399.5023). After normal business hours contact Chemeketa Public Safety (503.399.5023) to report hospitalization.

CHEMEKETA COMMUNITY COLLEGE	TRAINING SITE OFFICIAL
By _____	By _____
Title *Occupational Skills Training Coordinator*	Title _____
Date _____	Date _____

Chemeketa Community College is an equal opportunity affirmative action employer and educational institution. To request this publication in an alternative format, please call 503.399.5192

Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
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: **AUGUST 14, 2014**

FROM: **FINANCE COMMITTEE**
SUE C HOLLIS, CITY RECORDER

SUBJECT: **APPROVAL OF INTERIM CITY RECORDER & MODIFICATION TO FY 2014/15 BUDGET APPROPRIATIONS**

Background:

1. The Finance Committee and City staff have been looking for a fill-in City Recorder to cover for me while Hollis is on medical leave. Councilor Vinson suggested contacting a local resident, Andrea Wyckoff, who has had previous experience as a City Recorder. She also has a bookkeeping background. Councilor St Onge had contacted her previously, but she was not in a position to assist us at that time. Since the actual dates have been finalized, she is now available. A copy of her resume is attached.

2. Sue Hollis met with her on Friday, August 8, 2014, and went over the duties of the job and discussed her background and experience. She was a bit concerned about the size of our agendas, but Hollis reassured her that September and October are fairly light months so far as resolutions, ordinances, and contracts go. Hollis also assured her that Council was great to work with and would understand that she is being put into a new situation. Hollis really liked her and feel that she is intelligent, will be easy to work with, and has a good grasp of what a City Recorder is expected to do.

3. Ms Wyckoff has some previous commitments and will not be able to start until September 10, 2014. This will give us about 5 working days to work together. The primary concern is teaching her the accounts payable system, but she has worked with more complex systems (MAS90) and simpler systems (Quickbooks) and should not have much difficulty. We also have a great tech support person, Jill Olson, at Yamhill County.

4. Ms Wyckoff has agreed to work as a private contractor at an hourly rate of $20. She will be responsible for her own taxes and will keep track of her hours and present a monthly bill to us for payment. Hollis is working with the City Attorney to develop a brief, personal services contract for her services.

5. Hollis is estimating her medical leave to be from September 17th through October 31st. The estimated hours are 313 (including some night meetings). At $20/hour, the total is estimated to be $6,400 plus night meeting time. The Finance Committee has reviewed the budget and recommends that the costs be covered by the follow actions:

Budgeted Item	**Savings**	**New Budget**
Eliminate the Library Study for this year	$4,000	$0
Suspend book & DVD purchases for 2 months	$1,500	
Books – Adult		$4,000
AV – Adult		$ 500
Reduce Planning Training	$1,000	$ 500
Reduce travel – General Fund	$1,000	$1,600 (010-100)
		$ 400 (010-150)
		$ 200 (010-300)
Total Savings	**$7,500**	

6. The savings will be moved to increase the Professional Services line item in fund 010-150 by $7,500 and her time will be charged to that line item (010-150-6065). Because the changes are all within the General Fund appropriations and do not increase the budget in that Fund, a Supplemental Budget is not required. The changes can be approved by resolution. Attached for Council consideration is Resolution #14.15-002, "A Resolution Modifying FY 2014/15 General Fund Appropriations." There is no increase in the budgeted amount, only a change in appropriations by department.

7. If additional funds become necessary, such as a longer recuperation than anticipated, there are other potential savings available in line items such as Professional Services and perhaps Capital Outlay.

Action Requested

1) That Council approve contracting with Andrea Wyckoff as interim City Recorder for the period September 10, 2014 through October 31, 2014, at an hourly rate of $20/hour; and

2) That Council adopt Resolution #14.15-002, "A Resolution Modifying FY 2014/15 General Fund Appropriations."

Attachments

F/CITY COUNCIL/AGENDA MEMOS/INTERIM CITY RCORDER.08-14-14
F/RESOLUTIONS/2014-2015/R14.15-002.CCMEMO.08-14-14

Andrea Wyckoff

38700 SW Tindle Creek Road, Willamina, OR 97396 503-997-9206 andrealyn@hotmail.com

Skills:

- Expert Level QuickBooks Pro 2004-2010, Premiere, Enterprise, and POS
- 7 years of Progressive Accounting Experience
- Experience with Alcohol Compliance & Direct Shipping Laws
- Budget Preparation, Financial Reporting, Payroll Accounting
- Highly skilled in Microsoft Office, Excel, and Outlook
- 4 years Office Manager Experience
- Experience with Salesforce.com, RVS Utility Billing Software, EDI Softshare
- Web Design Skills, Social Networking Applications, Blogging
- Experience with Graphic Design Software, Illustrator and Photoshop
- Independent Video Producer, Shooting, Editing, Final Cut Pro
- 12 years Customer Service Experience
- Successful Grant Writing Experience

Experience:

Cana's Feast Winery, Feb 2011 to Feb 2013
PO Box 900,
Carlton, OR 97111

Winery Office Manager / Bookkeeper

I held the position of office manager/bookkeeper using QuickBooks Pro, Outlook, Word, Excel, Submerce Point of Sale, and Ship Compliant. I managed accounts payable, accounts receivable, kept the direct shipping licenses current and reported monthly sales tax to various states. I worked with distributors, wine club members, and retail customers. I also worked a little in the tasting room, at larger winery events, and managed the website.

City of Spray, Sept. 2008 to Sept. 2010
PO Box 523
Spray, OR 97874

City Recorder

I acted as the Financial Officer, the Budget Officer, Notary Public, and Office Manager of the Spray City Hall. I enjoyed all faucets of this position; from managing the City's QuickBooks file & Utility Billing Software, working on Grant Proposals & Projects, designing & maintaining the City Website, and being apart of the local community and events. I was nominated by the Mayor for "City Recorder of the Year" in Oregon 2010.

Pacific Northwest Telco April 2006 to July 2008
10200 SW Greenburg Road, Ste 340
Portland, OR 97223

Staff Accountant

As the part time Staff Accountant for PNT, I was responsible for accounts payable, accounts receivable, commission statements, journal entries, and creating financial statements.

Betty Rides Snowboard Apparel — Nov. 2004 to Feb. 2006
216 NE 28th Ave
Portland, OR 97232

Office Manager/Bookkeeper

Bookkeeper using QuickBooks Pro, managing accounts payable, accounts receivable, responsible for 250 retail accounts, invoicing, overseeing all shipments, working with 7 sales reps, responsible for hiring office and warehouse staff, and inventory control.

Round Table Pizza — Aug. 1997 to June 2002
10700 SW Barbur Blvd
Portland, OR 97219

Delivery Driver

Customer service, food preparation, pizza delivery, and working in a team environment. Obtained Food Handler and OLCC Permits.

Education:

Portland Community College

Classes in Financial Accounting, QuickBooks, Excel, & Access 2004 -2005
Achieved Certificate for Video Production Internship Program 2002

References:

Nancy Kartak, City Councilor, 541-468-3127
Sue Newstetter, Eastern Oregon Professional Services, 541-932-4366
Janet Suter, USDA-RD, 541-278-8049 x132

Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
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*

RESOLUTION NUMBER 14.15-002 ***A Resolution Revising General Fund Appropriations for FY 2014/15***

The City Council of the City of Willamina, Oregon, on the 14th of August, 2014, sat in Regular Session for the transaction of business.

WHEREAS, the City Council of the City of Willamina, Oregon, adopted Resolution #13.14-017, "A Resolution Adopting the FY 2014/15 Budget, As Amended, Making Appropriations & Imposing and Categorizing Taxes, on June 26, 2014;" and

WHEREAS, that resolution included an appropriation of $616,500 for various departments in the General Fund; and

WHEREAS, the City has a need to pay for an interim City Recorder while the current City Recorder is on medical leave; and

WHEREAS, this need was not known during preparation and adoption of the budget and no funds were allocated for this purpose; and

WHEREAS, there are not sufficient funds in the Administration Department of the General Fund to cover the estimated costs of the services; and

WHEREAS, other appropriations within the General Fund can be modified to meet these costs;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willamina:

1. **THAT** the following changes in General Fund appropriations for the FY 2014/15 Budget are hereby approved:

GENERAL FUND 10		
	CURRENT	AMENDED
City Council	9,000	8,600
Administration	69,500	76,700
Public Protection	213,400	
Municipal Court	37,600	37,300
Parks	61,900	
Library	129,100	123,600
Planning & Development	51,200	50,200
YCOM	21,200	
Museum	12,700	
Debt Service	3,300	
Transfers	0	
Contingencies	7,600	
Total	**616,500**	**616,500**

2. **THAT** the following budget line items will be modified within the total appropriation:

City Council

Reduce Travel & Meetings from $2,000 to $1,600

Total Change – ($400)

Administration

Increase Professional Services from $15,000 to $22,500
Decrease Travel & Meetings from $700 to $400

Total Change - ($300)
+$7,500

Library

Decrease Audio/Visual (Adult Collection) from $1,500 to $1,200
Decrease Books (Adult Collection) from $5,000 to $3,800
Decrease Professional Services from $4,500 to $500

Total Change – ($5,500)

Municipal Court

Decrease Travel & Meetings from $500 to $200

Total Change – ($300)

Planning & Development

Decrease Conferences/Seminars/Training from $1,500 to $500

Total Change – ($1,000)

3. **THAT** this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this **14h day** of **August, 2014**.

Corey L Adams, Mayor

ATTEST:

Sue Hollis, City Recorder

F/RESOLUTIONS/2014-2015/14.15-001

Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
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: **AUGUST 14, 2014**

FROM: **JEFF BROWN, PUBLIC WORKS DIRECTOR**
SUE C HOLLIS, CITY RECORDER

SUBJECT: **REQUEST FOR SPECIAL MEETING**

Background:

1. The City is in the process of bidding on the Special City Allotment Grant for the work on SW Pioneer between Cherry and Fir Streets. The bids close of August 21, 2014 and will be opened on that date at 2:00 pm, local time.

2. Following opening, the bids will be analyzed by the City Engineer, Peter Olsen, and the Public Works Director, Jeff Brown.

3. Staff is asking Council to schedule a brief Special Meeting prior to the August 28, 2014, Work Session to award the contract to the successful bidder. This would allow us to move forward to get all the documents, insurance, etc., in place so that the work can be started as quickly as possible. This should take only about 10 minutes or so at the beginning of the scheduled Work Session on code enforcement.

Action Requested

That Council schedule a Special Meeting on August 28, 2014, at 7:00 pm for the purpose of awarding a contract for the SCA Project on SW Pioneer Street.

F/CITY COUNCIL/AGENDA MEMOS/SPECIAL MEETING REQUEST.08-14-14

Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor

City Staff:

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

FINANCE COMMITTEE MINUTES
Tuesday, July 1, 2014

PRESENT: Councilor Hill
Councilor St Onge

ABSENT: Councilor Vinson

STAFF: Sue Hollis, City Recorder

I. Call to Order

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

II. Old Business

a. City Recorder Report

Sue Hollis called attention to the agenda report and briefly reviewed the major topics. The FY 2010/11 Audit field work is scheduled for the week of July 14. The FY 2009/10 Audit was presented to Council on June 26th.

Staff is working with the City's IT consultant to develop specs for a new server and with a different consultant to backup the City's billing program.

The Willamina Cemetery GPR survey has temporarily been put on hold. There is simply not time at the present to devote to this interesting, but not vital, project.

III. New Business

a. Discussion of City Recorder Duties & Potential Options for Coverage During Upcoming Average

Sue Hollis reported that the months of March through July are the busiest for the City Recorder. Typically, August and September are not busy months, however, this year is an election year and candidates need to be certified by September 6th. The other duties that cannot be put off are payroll, payables and the City Council agenda. Debra Bernard, Office Coordinator, can do payroll. The Council meetings can be recorder and transcribed later.

Councilor St Onge reported that she had contacted Norma Alley, current President of the Oregon Association of City Recorders (OAMR) about retired City Recorders who might be willing to fill in at least part time. Ms Alley gave her a list of potential temporary replacements. The estimated cost is $20-$30 per hour, plus mileage. One name mentioned was Gayle Weibel. Sue Hollis responded that Gayle was very qualified and a delightful person to work with. Her only concern was about her accounts payable background. Following discussion, the Committee asked that a recommendation that City Council consider hiring someone from the OAMR list be included on the agenda for next week. Councilor St Onge will develop background information for the Council discussion.

b. FY 09/10 Audit Discussions re Internal Controls

Brief discussion occurred on how the City Council might assist in providing another set of eyes for internal control purposes. Sue Hollis felt that the suggestion that Councilor St Onge finalize the mailing of accounts payable checks would be a good way to start. With our small staff, separation of duties will always be a challenge that we need to find ways to deal with.

c. FY 2014/15 Manager Salaries

Sue Hollis called attention to the agenda memo on this subject and briefly reviewed its contents. Each year Council reviews the salaries of the two management positions, the City Recorder and Public Works Director, to determine wage increases, if any. Neither of these positions has a set pay scale like that of the represented employees. They also are not eligible for overtime, but do get 8 hours a month of Administrative Leave. She went on to note that the recommendation is a 2% increase which is the same increase that will be received by staff not at the top of their pay scale. The Committee agreed to recommend approval of the 2% increase to the City Council.

IV. Committee Member Reports

Potential Funding Sources

Committee members discussed potential options to increase the City's resources. Options discussed included review of the Library function to see if we can reduce hours and thus staff and still provide access to the community, and selling the old department store property and other City-owned property that is no longer needed. Councilor St Onge indicated concern about the cost of keeping the weeds out of Huddleston Pond in the future. She asked if we had any statistics on who uses the park and the reason. Hollis responded that we did not, but perhaps we could send out some kind of survey.

Policies & Procedures Manual

Councilor St Onge asked if there was a written internal policies and procedures manual. Hollis responded that there was not. It was the Committee's recommendation that such a manual be developed after we're farther along with the delinquent audits. This would be a way to document internal controls at the very least and should be helpful to staff working in Administration.

Monthly Reports

Councilor Hill asked that the Committee be provided with monthly reports showing budget versus revenues/expenditures. Hollis responded that these could fairly easily be done manually at present, but would be a month behind. She has in the past done quarterly reports and these would be similar.

V. Adjourn

There being no further business, the meeting adjourned at 5:25 pm.

Respectfully submitted,

Sue C Hollis
City Recorder

F/FINANCE COMMITTEE/MINUTES/2014-2015/07-01-14.FINANCE COMMITTTEE

Mayor Corey L Adams

Council Members:

Jeri St Onge, Council President
Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor

City Staff:

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

FINANCE COMMITTEE MINUTES
Tuesday, August 5, 2014

PRESENT: Councilor Hill
Councilor St Onge
Councilor Vinson

ABSENT: None

STAFF: Sue Hollis, City Recorder

I. Call to Order

The meeting was called to order at 4:08 pm. A quorum was present.

II. Old Business

A. Plan for Medical Leave Coverage *(Councilor St Onge)*

Sue Hollis, City Recorder, reported that she had received a resume from Andrea Wyckoff, a local resident recommended by Councilors Vinson and St Onge. She has an appointment to meet with her in person this Friday. Councilor Vinson noted that she had talked with her and, normally, she would probably not be interested, but the timing right now is perfect for her and she is willing to help. The last two places she has worked she was paid $20/hour. Councilor St Onge noted that she has had no luck with getting responses from people she has contacted or has gotten refusals. One person was willing to consider it, but she wanted mileage and perhaps a hotel room in addition to an hourly salary. Discussion followed about Wyckoff's work history. Councilor Vinson noted that the resume does not include her self-employment as a chef and cook book author. Councilor St Onge suggested that we have her come in for at least a time before Hollis goes on leave. Discussion followed about completing a background check.

Councilor Hill **moved** to recommend to Council that Andrea Wyckoff be approved as interim City Recorder at $20 per hour.

Councilor St Onge **seconded.** Motion **carried** unanimously, with Councilors Hill, St Onge, and Vinson voting aye.

B. Potential Funding Sources for Additional Costs

Discussion followed about how to fund the estimated $6,400 cost. Sue Hollis noted that the Committee had also discussed having Amber Deibel work full time during this period. Following discussion, it was decided that since we are now going to have someone here full-time to fill in, we don't need to have another person unless there is a heavy time or project that needs more help and Debbie and Andrea can make that decision at the time. Brief discussion followed about audit work and scheduling around events that Ms Wyckoff has a current commitment to complete.

At the July 1, 2014, Finance Committee meeting, the group had reviewed the budget and identified areas that we could reduce for savings. Sue Hollis also noted that the City has funds it could draw from the Local Government Employer Benefit Trust Fund account. She urged that we do this only in an emergency because it could cause our rate to increase and we just now got it down to the lowest rate.

Councilor Hill called attention to the list developed at the last meeting and recommended the following:

Eliminate library study - $4,000
No books/DVDs for two months - $1,500
Reduce Planning Commission training - $1,000
Reduce travel & meetings in General Fund - $1,000

Councilor Hill **moved** to recommend Council approval to reduce allocations as outlined above and do a Supplemental Budget if required.

Councilor St Onge **seconded.** Motion **carried** unanimously, with Councilors Hill, St Onge, and Vinson voting aye.

III. New Business

A. Council Report of Bills Paid *(Councilor St Onge)*

Councilor St Onge stated that she had misunderstood that this report was actually reporting on bills to be paid, but they were actually bills that were already paid. After talking with office staff, she felt that this report should be streamlined and provided for information only. Apparently, at one time, some members of Council wanted to see the detail on every check. She felt this level of detail was unnecessary and after talking with the auditors, they also agreed.

She recommended changing this report to a simple list of bills paid during the month by vendor and the total (i.e., Skybergs $100). There are always two people signing the checks and the invoices are attached to the checks. She recommended a new process be instituted whereby the signers also initial the invoice to show that they had reviewed it as well. She went on to note that anyone who wished to see the invoices could come to City Hall and review the vendor file. This would basically be a check register that shows what checks were written that month. Discussion followed about the current purchasing policy, and things that have been previously approved by Council.

Councilor St Onge **moved** to forward these recommendations to Council.

Councilor Hill **seconded.** Motion **carried** unanimously, with Councilors Hill, St Onge, and Vinson voting aye.

B. Report on Meetings with Auditors *(Councilor St Onge)*

Councilor St Onge gave a brief report on her meetings with the auditors while they were doing field work. At that time they had noted that some things were being done well, but others still are not. The two major ones were reconciling the bank accounts and LGIP to the General Ledger. Sue Hollis noted that she and Debbie Bernard were both pretty devastated by the comments because we honestly thought that we were doing so much better. She also noted that we didn't get the audit for the prior year to get beginning balances until the week before Council saw it in late June. She stated that we were late and we shouldn't have been. Hollis went on to note that one of the issues had been that the numbers in the GL were not real. This year, the auditors admitted that this was the case and that they didn't care if we made them the real numbers. Council St Onge felt that the things that were troubling the auditors were solvable by staff.

Councilor St Onge went on to report the possibility that we may be able to change over to cash accounting instead of accrual. This can not only make it easier to keep the books, it also makes it easier for people with no financial background to read the financial statements. On an accrual basis, the statements show what it should look like, but it doesn't show what you actually have in hand, for instance. The auditors have gone to bat with funding agencies to allow small cities to revert to a cash basis of accounting. Future grantees may or may not agree. Any change should be done at the beginning of the fiscal year. This is something we should continue to pursue. It will also save money on audit costs.

Brief discussion then occurred about certain budget law violations such as overexpending line items and funds and borrowing from other funds during the year. Hollis noted that other auditors had indicated that this was permissible if paid back during the same year. It was basically a cash flow issue.

Hollis explained that the year just audited was the year the cash system converted to GEMS. Debra Bernard was being trained over the phone and she thought she had completed all the steps needed, but she had not. Hollis noted that the ultimate responsibility was hers because she should have caught that in her review. Councilor St Onge stated that she felt that even though the findings were disappointing, we need to concentrate on getting the issues resolved and move on. She felt that staff had gone through a lot of difficulties with these prior years and we just need to learn from it and move forward. Hollis noted that she had talked with Jessica Luther, the lead auditor, and she promised to try to get the written reports done by September 30, but couldn't promise because of scheduled workload.

IV. Committee Member Concerns/Reports

A. Suggested Topics for Future Meetings

Councilor St Onge went on to discuss future topics that could reduce staff time:

- Potentially outsource payroll
- Potentially outsource billing statements & mailing
- Online bill pay
- Use statement billing for community outreach or potential advertising revenue

Brief discussion followed. Councilor Hill asked if we have checked with our credit card company to see if they can set up recurring payments. Hollis noted that we will be going to a new provider (US Bank) and don't know what the new costs will be, however, we have already seen a large reduction in fees from the change. Councilor Vinson noted that she had just discovered the same thing in working with the Music Festival account,

V. Adjourn

There being no further business, the meeting adjourned at 5:10 pm.

Respectfully submitted,

Sue C Hollis
City Recorder

F/FINANCE COMMITTEE/MINUTES/2014-2015/08-05-14.FINANCE COMMITTTEE

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
3	5751	$45.00	07/21/14	BRMLL	0	ALAN BRAMALL			OUTSTANDING
		45.00	010-100-6010		CC	STIPEND - BRAMALL	STIPEND 2QTR14		
3	5752	$78.42	07/21/14	AMAZN	0	AMAZON			OUTSTANDING
		7.00-	010-400-7501			CR-JACK RYAN DVD	006602926118		
		0.32-	010-400-7504			CR-WRITTEN IN MY OWN	00660397088		
		19.99	010-400-7501			JACK RYAN SHADOW REC	006607704011		
		19.76	010-400-7504			WRITTEN IN MY OWN	006608024070		
		45.99	010-400-7501			FOYLES WAR SET	09971269814		
3	5753	$1043.19	07/21/14	ARAMK	0	ARAMARK UNIFORM SERVICES			OUTSTANDING
		41.61	010-350-6040			TEE SHIRTS	15794490		
		12.24	020-100-6040			TEE SHIRTS			
		68.53	030-100-6040			TEE SHIRTS			
		122.38	040-100-6040			TEE SHIRTS			
		0.62	010-350-6040			LATE FEE	245509		
		0.18	020-100-6040			LATE FEE			
		1.02	030-100-6040			LATE FEE			
		1.82	040-100-6040			LATE FEE			
		10.30	010-350-6040			UNIFORMS/TOWELS	861164749	REISS	
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861174320	REISS	
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861180475	REISS	
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861193622	REISS	
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861203247	REISS	
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861212747	REISS	
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861222331	REISS	
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.55	010-350-6040			UNIFORMS/TOWELS	861231867	REISS	

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		3.10	020-100-6040			UNIFORMS/TOWELS			
		17.37	030-100-6040			UNIFORMS/TOWELS			
		31.01	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861241456		
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861250927		
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
		10.79	010-350-6040			UNIFORMS/TOWELS	861260502		
		3.18	020-100-6040			UNIFORMS/TOWELS			
		17.77	030-100-6040			UNIFORMS/TOWELS			
		31.74	040-100-6040			UNIFORMS/TOWELS			
		10.79	010-350-6040			UNIFORMS/TOWELS	861270307		
		3.18	020-100-6040			UNIFORMS/TOWELS			
		17.77	030-100-6040			UNIFORMS/TOWELS			
		31.74	040-100-6040			UNIFORMS/TOWELS			
		10.30	010-350-6040			UNIFORMS/TOWELS	861280887		
		3.03	020-100-6040			UNIFORMS/TOWELS			
		16.96	030-100-6040			UNIFORMS/TOWELS			
		30.29	040-100-6040			UNIFORMS/TOWELS			
3	5754	$372.90	07/21/14	AREID	0	ART REID TRUCKING LLC			OUTSTANDING
		187.55	030-100-6070			3/4' 0 gravel	83210		
		185.35	020-100-6070			3/4"0 Gravel - Cedar Alley	83218		
3	5755	$17.61	07/21/14	BKRTL	0	BAKER & TAYLOR			OUTSTANDING
		16.77	010-400-7504			DESERVES TO DIE	4010917868		
		0.67	010-400-7504			MYLAR JACKET (1)			
		0.17	010-400-7504			FREIGHT SURCHARGE			
3	5756	$152.00	07/21/14	BL&HL	0	BEERY, ELSNER & HAMMOND LLP			OUTSTANDING
		152.00	010-100-6065			LEGAL SVC - JUN14	11564		
3	5757	$433.62	07/21/14	BRTTH	0	BRETTHAUER OIL CO.			OUTSTANDING
		66.23	020-100-6025			FUEL-SWEEPER 6/19	CL98353		
		2.25	010-350-6025			FUEL-BACKHOE 6/26			
		7.62	020-100-6025			FUEL-BACKHOE 6/26			
		14.79	030-100-6025			FUEL-BACKHOE 6/26			
		20.17	040-100-6025			FUEL-BACKHOE 6/26			
		5.60	010-350-6025			FUEL-F250 6/25			
		19.04	020-100-6025			FUEL-F250 6/25			
		36.96	030-100-6025			FUEL-F250 6/25			
		50.40	040-100-6025			FUEL-F250 6/25			
		0.82	010-350-6025			FUEL-TRACTOR 6/24			
		2.77	020-100-6025			FUEL-TRACTOR 6/24			

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		5.39	030-100-6025			FUEL-TRACTOR 6/24			
		7.34	040-100-6025			FUEL-TRACTOR 6/24			
		71.46	040-100-6025			FUEL-TOYOTA 6/18&28			
		112.16	030-100-6025			FUEL-RGR I 6/19&26			
		0.44	010-350-6025			FUEL-GAS CAN 6/17			
		1.51	020-100-6025			FUEL-GAS CAN 6/17			
		2.93	030-100-6025			FUEL-GAS CAN 6/17			
		3.99	040-100-6025			FUEL-GAS CAN 6/17			
		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			
3	5758	$103.76	07/21/14	CRQST		0 CARQUEST			OUTSTANDING
		14.21	010-350-6020			FILTERS-BACKHOE	ID-98741		
		14.21	020-100-6020			FILTERS-BACKHOE			
		25.26	030-100-6020			FILTERS-BACKHOE			
		25.26	040-100-6020			FILTERS-BACKHOE			
		4.47	010-350-6020			MISC PARTS	ID-99920		
		4.47	020-100-6020			MISC PARTS			
		7.94	030-100-6020			MISC PARTS			
		7.94	040-100-6020			MISC PARTS			
3	5759	$1885.80	07/21/14	CSCDC		0 CASCADE COLUMBIA			OUTSTANDING
		510.00	030-100-6018			NAOCL	619003		
		1310.80	030-100-6018			PASS C NSF			
		320.00	030-100-6018			CONT DEPOSITS (8)			
		280.00-	030-100-6018			DRUM RETURNS			
		25.00	030-100-6018			ENERGY SURCHARGE			
3	5760	$75.00	07/21/14	GHILL		0 GARY L HILL JR			OUTSTANDING
		75.00	010-100-6010			CC STIPEND - HILL	STIPEND 2QTR14		
3	5761	$60.00	07/21/14	STRIT		0 HEATHER STRITZKE			OUTSTANDING
		60.00	010-100-6010			CC STIPEND 2QTR14	STIPEND 2QTR14		
3	5762	$33.00	07/21/14	ITMZR		0 ITEMIZER-OBSERVER			OUTSTANDING
		33.00	010-150-6050			1 YR SUBSCRIPTION	CITWIL 14-15		
3	5763	$75.00	07/21/14	SONGE		0 JERI L ST ONGE			OUTSTANDING
		75.00	010-100-6010			CC STIPEND - ST ONGE	STIPEND 2QTR14		
3	5764	$45.00	07/21/14	VINSN		0 KATIE VINSON			OUTSTANDING
		45.00	010-100-6010			CC STIPEND 2QTR14	STIPEND 2QTR14		
3	5765	$4208.75	07/21/14	KELLE		0 KELLER ASSOCIATES INC			OUTSTANDING
		323.75	030-100-6018			ENGR SVC JUN14	213018-001-8		
		1165.00	040-100-6018			ENGR SVCS JUN14	213018-002-2		

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		2720.00	020-100-6028			ENGR SVCS JUN14	213018-008-2		
3	5766	$39.88	07/21/14	LOWES	0	LOWES			OUTSTANDING
		5.98	010-350-6070			FISH TAPE	910347		
		5.98	020-100-6070			FISH TAPE			
		13.96	030-100-6070			FISH TAPE			
		13.96	040-100-6070			FISH TAPE			
3	5767	$30.00	07/21/14	WOODW	0	MARIAH WOODWARD			OUTSTANDING
		30.00	010-100-6010			CC STIPEND WOODWARD	STIPEND 2QTR14		
3	5768	$152.00	07/21/14	MWCOG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS			OUTSTANDING
		152.00	010-450-6057			PLANNING SVCS - JUN14	1314386		
3	5769	$166.00	07/21/14	ODR	2	OREGON DEPARTMENT OF REVENUE			OUTSTANDING
		80.00	010-300-6268			STATE ASSESS JUN14	10583406		
		5.00	010-300-6269			OTHER STATE FEE JUN14			
		77.00	010-300-6268			STATE ASSESS MAY14	10583406 MAY 14		
		4.00	010-300-6269			STATE FEE MAY14			
3	5770	$91.78	07/21/14	PEP	0	PETROLEUM ENERGY PRODUCTS			OUTSTANDING
		1.80	010-350-6025			FUEL-TRACTOR	110491		
		6.14	020-100-6025			FUEL-TRACTOR			
		11.91	030-100-6025			FUEL-TRACTOR			
		16.24	040-100-6025			FUEL-TRACTOR			
		1.18	010-350-6025			FUEL-TRACTOR	110536		
		4.01	020-100-6025			FUEL-TRACTOR			
		7.77	030-100-6025			FUEL-TRACTOR			
		10.60	040-100-6025			FUEL-TRACTOR			
		1.61	010-350-6025			FUEL-TRACTOR	110621		
		5.46	020-100-6025			FUEL-TRACTOR			
		10.60	030-100-6025			FUEL-TRACTOR			
		14.46	040-100-6025			FUEL-TRACTOR			
3	5771	$7213.24	07/21/14	PGE	0	PORTLAND GENERAL ELECTRIC			OUTSTANDING
		49.62	010-550-6090			ELEC SVC MAY/JUN14	1614431 MAY/JUN14		
		965.56	020-100-6090			ST LIGHTS JUN-JUL14	2045700 JUN/JUL14		
		758.66	060-250-6090			ST LIGHTS JUN-JUL14			
		143.70	010-150-6090			ELEC CH MAY/JUN14	3242538 MAY/JUN14		
		18.54	010-150-6090			902 SW MAIN	3455908 MAY/JUN14		
		14.42	010-550-6090			ELEC OLD DEPT ST	4668590 MAY/JUN14		
		366.37	030-100-6090			ELEC HILL DR PUMP	4960203 MAY/JUN14		
		160.87	010-400-6090			ELEC MAY/JUN14	5071216 MAY/JUN14		
		30.90	010-150-6090			ELEC OLD SHOP	5072008 MAY/JUN14		
		27.39	010-350-6090			ELEC GRD SPOT MAY/JUN14	5134337 MAY/JUN14		
		14.42	010-150-6090			ELEC FEST METER MAY/JUN14	6101749 MAY/JUN14		
		1562.03	030-100-6090			ELEC INTAKE MAY/JUN14	6411189 MAY/JUN14		
		667.31	030-100-6090			ELEC 6TH ST PUMP MAY/JUN14	7442324 MAY/JUN14		

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		15.69	030-100-6090			ELEC HILL DR TANK	7503422 MAY/JUN14		
		562.28	030-100-6090			ELEC WTP MAY/JUN14	7505336 MAY/JUN14		
		207.79	040-100-6090			ELEC WWTP OFC MAY/JUN14	8056065 MAY/JUN14		
		152.15	040-100-6090			ELEC WWT N PUMP	8057642 MAY/JUN14		
		42.86	040-100-6090			ELEC WWTP HEADWKS	8074233 MAY/JUN14		
		993.16	040-100-6090			ELEC WWTP BLOWER	8110573 MAY/JUN14		
		29.55	010-350-6090			ELEC HUDL PK MAY/JUN14	8412508 MAY/JUN14		
		4.64	010-350-6090			ELEC-SHOP MAY/JUN14	8647822 MAY/JUN14		
		23.18	020-100-6090			ELEC-SHOP MAY/JUN14			
		101.97	030-100-6090			ELEC-SHOP MAY/JUN14			
		101.97	040-100-6090			ELEC-SHOP MAY/JUN14			
		14.42	010-350-6090			ELEC-LAMSON MAY/JUN14	8928404 MAY/JUN14		
		183.79	040-100-6090			WWT S PUMP	99972 MAY/JUN14		
3	5772	$315.00	07/21/14	PRIMI		0 PRIMISYS			OUTSTANDING
		50.40	010-150-6068			IT SVCS - JUN14	007564		
		25.20	010-300-6068			IT SVCS - JUN14			
		12.60	010-350-6068			IT SVCS - JUN14			
		25.20	010-400-6068			IT SVCS - JUN14			
		12.60	010-450-6068			IT SVCS - JUN14			
		18.90	010-550-6068			IT SVCS - JUN14			
		25.20	020-100-6068			IT SVCS - JUN14			
		72.45	030-100-6068			IT SVCS - JUN14			
		72.45	040-100-6068			IT SVCS - JUN14			
3	5773	$235.10	07/21/14	RECWO		0 RECOLOGY WESTERN OREGON			OUTSTANDING
		45.58	010-350-6410			GARB SVC - JUN14	00266353		
		33.54	010-150-6005			GARB SVC CH 6/14	00266379		
		10.36	030-100-6005			GARB SVC 6/14	00266775		
		2.70	010-400-6005			GARB SVC - JUN14	00266783		
		21.44	010-350-6410			GARB SVC JUN14	00266791		
		21.44	020-100-6410			GARB SVC JUN14			
		50.02	040-100-6410			GARB SVC JUN14			
		50.02	030-100-6410			GARB SVC JUN14			
3	5774	$75.00	07/21/14	BALLR		0 RITA BALLER			OUTSTANDING
		75.00	010-100-6010			CC STIPEND - BALLER	STIPEND 2QTR14		
3	5775	$349.16	07/21/14	SHOIL		0 SHELDON OIL COMPANY			OUTSTANDING
		5.04	010-350-6025			FUEL-RGRII 06/09-18	6201		
		17.11	020-100-6025			FUEL-RGRII 06/09-18			
		33.22	030-100-6025			FUEL-RGRII 06/09-18			
		45.30	040-100-6025			FUEL-RGRII 06/09-18			
		3.57	010-350-6025			FUEL-F250 6/11			
		12.13	020-100-6025			FUEL-F250 6/11			
		23.54	030-100-6025			FUEL-F250 6/11			
		32.10	040-100-6025			FUEL-F250 6/11			
		8.86	010-350-6025			FUEL-CANS&TRACTOR			

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		30.12	020-100-6025			FUEL-CANS&TRACTOR			
		58.45	030-100-6025			FUEL-CANS&TRACTOR			
		79.72	040-100-6025			FUEL-CANS&TRACTOR			
3	5776	$8.95	07/21/14	SHEBM	0	SHERIDAN BUILDING MATERIALS			OUTSTANDING
		8.95	020-100-6070			PAINT	20012078		
3	5777	$766.77	07/21/14	SKBRG	0	SKYBERG'S			OUTSTANDING
		33.07	020-100-6070			MISC SUPPLIES	153020		
		10.98	030-100-6070			MISC HARDWARE	153024		
		1.14	010-350-6070			GREAT STUFF	153035		
		1.13	020-100-6070			GREAT STUFF			
		2.66	030-100-6070			GREAT STUFF			
		2.66	040-100-6070			GREAT STUFF			
		8.99	020-100-6070			HOSE Y	153079		
		1.14	010-350-6070			HAND TROWEL	153103		
		1.14	020-100-6070			HAND TROWEL			
		2.65	030-100-6070			HAND TROWEL			
		2.66	040-100-6070			HAND TROWEL			
		0.99	030-100-6070			GREASE FITTING	153161		
		3.90	010-350-6070			RAKE/LIGHT BULBS	153183		
		3.90	020-100-6070			RAKE/LIGHT BULBS			
		9.09	030-100-6070			RAKE/LIGHT BULBS			
		9.09	040-100-6070			RAKE/LIGHT BULBS			
		5.38	010-350-6070			PINE SOL	153185		
		4.79	040-100-6070			FURNACE KEY	153196		
		16.99	010-350-6070			RAKE	153231		
		13.98	030-100-6070			BATTERIES	153242		
		3.56	010-350-6070			BOLTS/NUTS/WSHRS	153386		
		38.76	030-100-6070			PLUMBING SUPPLIES	155528		
		1.89	010-350-6070			3/8 NUTS	155566		
		1.88	020-100-6070			3/8 NUTS			
		4.41	030-100-6070			3/8 NUTS			
		4.41	040-100-6070			3/8 NUTS			
		79.96	020-100-6070			PAINT	155583		
		119.94	020-100-6070			YEL TRAFFIC PAINT	155603		
		45.98	020-100-6070			PAINT/9" COVERS	155623		
		7.47	020-100-6070			PAINT ROLLERS	155663		
		1.69	030-100-6070			GLUE	155683		
		12.99	010-350-6070			DHGS	155711		
		0.75	010-350-6070			SHOP SUP/HRDWRE	155723		
		0.75	020-100-6070			SHOP SUP/HRDWRE			
		1.74	030-100-6070			SHOP SUP/HRDWRE			
		1.74	040-100-6070			SHOP SUP/HRDWRE			
		13.77	010-350-6070			THRUST/GLOVES	156845		
		84.30	010-350-6070			GALV PIPE/CUTTER	156853		
		84.29	030-100-6070			GALV PIPE/CUTTER			
		17.99	010-350-6070			WEEDEATER STRING	156871		

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		6.30	010-350-6020			REPAIR PTS	156891		
		6.31	020-100-6020			REPAIR PTS			
		11.21	030-100-6020			REPAIR PTS			
		11.21	040-100-6020			REPAIR PTS			
		10.20	030-100-6070			MISC SUPPLIES	156910		
		11.20	030-100-6067			PLUMBING PARTS	156917		
		10.99	010-350-6070			MISC SUPPLIES	156918		
		4.79	030-100-6067			GAUGE	156930		
		6.99	030-100-6018			TRANSCHEM			
		7.59	020-100-6070			RUBBER BAND BALL	156932		
		4.00	030-100-6070			KEYS	156957		
		2.05	010-350-6020			FUEL FILTERS	156972		
		2.05	020-100-6020			FUEL FILTERS			
		3.64	030-100-6020			FUEL FILTERS			
		3.64	040-100-6020			FUEL FILTERS			
3	5778	$321.69	07/21/14	STPLS	0	STAPLES CREDIT PLAN			OUTSTANDING
		8.73	010-150-6070			SHARED OFC SUPPLIES	1096941511		
		1.75	010-300-6070			SHARED OFC SUPPLIES			
		8.73	010-350-6070			SHARED OFC SUPPLIES			
		8.73	010-400-6070			SHARED OFC SUPPLIES			
		2.62	010-450-6070			SHARED OFC SUPPLIES			
		28.78	030-100-6070			SHARED OFC SUPPLIES			
		27.92	040-100-6070			SHARED OFC SUPPLIES			
		0.94	010-150-6070			SHARED OFC SUPPLIES	1097639331		
		0.19	010-300-6070			SHARED OFC SUPPLIES			
		0.94	010-350-6070			SHARED OFC SUPPLIES			
		0.94	010-400-6070			SHARED OFC SUPPLIES			
		0.27	010-450-6070			SHARED OFC SUPPLIES			
		3.09	030-100-6070			SHARED OFC SUPPLIES			
		3.00	040-100-6070			SHARED OFC SUPPLIES			
		22.51	010-150-6070			SHARED OFC SUPPLIES	1105882371		
		4.49	010-300-6070			SHARED OFC SUPPLIES			
		22.51	010-350-6070			SHARED OFC SUPPLIES			
		22.51	010-400-6070			SHARED OFC SUPPLIES			
		6.75	010-450-6070			SHARED OFC SUPPLIES			
		74.27	030-100-6070			SHARED OFC SUPPLIES			
		72.02	040-100-6070			SHARED OFC SUPPLIES			
3	5779	$177.93	07/21/14	THSUN	0	THE SUN			OUTSTANDING
		177.93	010-150-6063			LEGAL NOTICES/ADS 6/14	STMNT JUN 2014		
3	5780	$385.00	07/21/14	WTRLB	0	WATERLAB CORP.			OUTSTANDING
		105.00	030-100-6093			WATER TESTING	64341		
		280.00	040-100-6093			INFLUENT TESTING			
3	5781	$43.27	07/21/14	WILCO	0	WILCO			OUTSTANDING
		6.50	010-350-6070			SHOP SUP/HRDWRE	394596		

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		6.49	020-100-6070			SHOP SUP/HRDWRE			
		15.14	030-100-6070			SHOP SUP/HRDWRE			
		15.14	040-100-6070			SHOP SUP/HRDWRE			
3	5782	$962.55	07/21/14	XEROX	0	XEROX CORPORATION			OUTSTANDING
		200.88	010-400-6021			COPIER LEASE 6/14	074781775		
		177.45	010-150-6021			CH COPY CHGS JUN14	074781780		
		59.16	020-100-6021			CH COPY CHGS JUN14			
		177.45	030-100-6021			CH COPY CHGS JUN14			
		177.45	040-100-6021			CH COPY CHGS JUN14			
		170.16	010-550-6021			COPIER LEASE 6/14	074781781		
3	5783	$32.00	07/21/14	YCSHE	0	YAMHILL COUNTY SHERIFF'S OFFICE			OUTSTANDING
		32.00	010-300-6209			JAIL ASSESS MAY14	JAIL ASSESS 5/14		
3	5784	$239.10	07/25/14	A&ESF	0	A&E SECURITY & ELECTRONIC SOLUTIONS			OUTSTANDING
		59.85	030-100-6005			SEC MONITORING WTP 3QTR	120901		
		59.85	010-150-6005			SEC MONITOR CH 3QTR	121633		
		0.30-	010-150-6005			CR FOR OVERPAYMENT			
		59.85	010-400-6005			SEC MONITOR 3QTR	121638		
		59.85	010-550-6005			SEC MONITOR 3QTR			
3	5785	$568.30	07/25/14	AMAZN	0	AMAZON			OUTSTANDING
		6.74	010-400-7505			BOUND BEAUTY VOL2	019033235450		
		38.60	040-100-6070			BOOK TAPE	130077926719		
		15.98	010-400-7501			INSIDE LLEWYN DAVIS	234531162595		
		13.00	010-400-7501			AUGUST OSAGE COUNTY			
		19.96	010-400-7501			NON-STOP			
		14.99	010-400-7501			GRAND BUDAPEST HOTEL			
		14.59	010-400-6070			PEEL & STICK LABELS	234534162404		
		13.00	010-400-6070			CLEAR DVD BOXES			
		12.27	010-400-7501			THE LETCHLY CIRCLE			
		23.51	010-400-7501			DOWNTOWN ABBEY			
		22.91	010-400-7501			ERNEST & CELESTINE			
		14.99	010-400-7501			HOMEFRONT			
		19.96	010-400-7501			BROADCHURCH SEAS1			
		11.49	010-400-7501			THE ART OF THE STEAL			
		7.99	010-400-7505			AMAZING MINECRAFT SECRETS	280500061192		
		5.28	010-400-7505			CALL OF THE WILD			
		7.16	010-400-7505			WHITE FANG			
		35.99	010-400-7502			POP MECH FOR KIDS	280503429032		
		13.06	010-400-7505			ELMER & THE RAINBOW	280503548796		
		8.99	010-400-7505			FRAGMENTS	280504660289		
		3.59	010-400-7505			PINKALICIOUS CRAZY HAIR DAY			
		3.59	010-400-7505			PINKALICIOUS ROYAL TEA			
		8.99	010-400-7505			MATIMEO			
		6.71	010-400-7505			WHERE SHE WENT			
		6.29	010-400-7505			DOG DIARIES #1			

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		6.29	010-400-7505			DOG DIARIES #2			
		11.37	010-400-7505			DUCK & GOOSE GO TO			
		6.29	010-400-7505			DOG DIARIES #3			
		6.29	010-400-7505			DOG DIARIES #4			
		14.09	010-400-7505			THREE QUESTIONS BASED			
		10.70	010-400-7505			FAULT IN OUR STARS			
		4.75	010-400-7505			MINECRAFT			
		11.94	010-400-7505			ELMER			
		14.34	010-400-7505			THE SPIDER & THE FLY			
		12.83	010-400-7505			IVY & BEAN'S SECRET			
		13.94	010-400-7505			WATERFIRE SAGA BK 1			
		13.86	010-400-6070			2014-15 ACADEMIC CAL	280505484441		
		12.95	010-400-7505			ROMEO REDEEMED			
		8.59	010-400-7505			CASTLE IN THE SKY V1	280506017950		
		12.64	010-400-7505			ELMER & ROSE	280508898328		
		12.72	010-400-7505			ELMER & THE HIPPO			
		4.49	010-400-7505			BENJAMIN BEAR IN FUZZY			
		4.50	010-400-7505			BENNY & PENNY IN JUST			
		7.90	010-400-7501			MADRIGAL'S MAGIC KEY	290778550280		
		28.19	010-400-7501			CALL THE MIDWIFE			
3	5786	$126.17	07/25/14	AMSNM	0	AMSAN			OUTSTANDING
		126.17	010-350-6070			PAPER TOWELS/TOILET TISSUE	314357047		
3	5787	$97.16	07/25/14	BRTTH	0	BRETTHAUER OIL CO.			OUTSTANDING
		0.57	010-350-6025			FUEL-GAS CANS 7/10	CL99034		
		1.94	020-100-6025			FUEL-GAS CANS 7/10			
		3.77	030-100-6025			FUEL-GAS CANS 7/10			
		5.14	040-100-6025			FUEL-GAS CANS 7/10			
		32.39	040-100-6020			FUEL-TOYOTA 7/8			
		51.60	030-100-6020			FUEL-RGR I 7/14			
		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			
3	5788	$17.50	07/25/14	BAUTO	0	BROWN'S AUTOMOTIVE CAR CARE	CENTER		OUTSTANDING
		17.50	040-100-6020			REPAIR FLAT-TOYOTA	10242		
3	5789	$1721.73	07/25/14	CENLK	0	CENTURYLINK			OUTSTANDING
		87.57	030-100-6075			TEL MAIN AUTO DIAL	1010 JUN/JUL14		
		9.56	010-150-6075			CITY HALL FAX	1121 JUN/JUL14		
		1.69	010-300-6075			CITY HALL FAX			
		1.69	010-350-6075			CITY HALL FAX			
		0.56	010-400-6075			CITY HALL FAX			
		1.69	010-450-6075			CITY HALL FAX			
		0.55	010-550-6075			CITY HALL FAX			
		3.37	020-100-6075			CITY HALL FAX			

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT / AMOUNT	CHECK DATE / G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME / DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		19.11	030-100-6075			CITY HALL FAX			
		17.99	040-100-6075			CITY HALL FAX			
		80.25	010-150-6075			CITY HALL TEL	2242 JUN/JUL14		
		12.67	010-300-6075			CITY HALL TEL			
		12.67	010-350-6075			CITY HALL TEL			
		12.67	010-450-6075			CITY HALL TEL			
		25.34	020-100-6075			CITY HALL TEL			
		143.61	030-100-6075			CITY HALL TEL			
		135.16	040-100-6075			CITY HALL TEL			
		44.44	030-100-6075			WTP TEL	4000 JUN/JUL14		
		227.90	030-100-6075			WWTP COMPUTER	4913 JUN/JUL14		
		87.49	010-400-6075			TEL SVC JUN/JUL14	6182 JUN/JUL14		
		44.44	040-100-6075			WWT E ST PUMP TEL	8424 JUN/JUL14		
		95.04	040-100-6075			WWTP CONT RM TEL	8541 JUN/JUL14		
		60.65	010-550-6075			TEL SVC JUN/JUL	9000 JUN/JUL14		
		195.62	030-100-6075			WT TELEM-CURRENT	TELEM JUN/JUL14		
		400.00	030-100-6075			WT TELEM-PAY PLAN			
3	5790	$1830.80	07/25/14	CHAVS	0	CHAVES CONSULTING INC			OUTSTANDING
		1830.80	010-300-6068			MAJIC FEE/USER GROUP	140599		
3	5791	$30198.15	07/25/14	CCIS	0	CITY COUNTY INSURANCE SERVICES			OUTSTANDING
		141.13	010-350-6038			APD RENEWAL	WIL-I2014-00APD		
		350.00	020-100-6038			APD RENEWAL			
		375.00	030-100-6038			APD RENEWAL			
		375.00	040-100-6038			APD RENEWAL			
		50.00	010-100-6038			GL/AUTO LIAB RENEW	WIL-I2014-00GL		
		1213.33	010-150-6038			GL/AUTO LIAB RENEW			
		50.00	010-300-6038			GL/AUTO LIAB RENEW			
		2400.00	010-350-6038			GL/AUTO LIAB RENEW			
		1200.00	010-400-6038			GL/AUTO LIAB RENEW			
		50.00	010-450-6038			GL/AUTO LIAB RENEW			
		900.00	010-550-6038			GL/AUTO LIAB RENEW			
		1050.00	020-100-6038			GL/AUTO LIAB RENEW			
		3096.09	030-100-6038			GL/AUTO LIAB RENEW			
		3250.00	040-100-6038			GL/AUTO LIAB RENEW			
		150.00	080-100-6038			GL/AUTO LIAB RENEW			
		200.00	010-100-6038			PROP RENEWAL	WIL-I2014-00PL		
		750.00	010-150-6038			PROP RENEWAL			
		500.00	010-300-6038			PROP RENEWAL			
		2000.00	010-350-6038			PROP RENEWAL			
		757.88	010-400-6038			PROP RENEWAL			
		300.00	010-450-6038			PROP RENEWAL			
		200.00	010-550-6038			PROP RENEWAL			
		1900.00	020-100-6038			PROP RENEWAL			
		3000.00	030-100-6038			PROP RENEWAL			
		3000.00	040-100-6038			PROP RENEWAL			
		250.00	080-100-6038			PROP RENEWAL			

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		19.72	010-100-6038			WC PREM 1QTR 14/15	WIL-W2014-00QTR1		
		59.11	010-150-5920			WC PREM 1QTR 14/15			
		49.26	010-300-5920			WC PREM 1QTR 14/15			
		197.05	010-350-5920			WC PREM 1QTR 14/15			
		59.11	010-400-5920			WC PREM 1QTR 14/15			
		19.70	010-450-5920			WC PREM 1QTR 14/15			
		965.54	020-100-5920			WC PREM 1QTR 14/15			
		669.97	030-100-5920			WC PREM 1QTR 14/15			
		650.26	040-100-5920			WC PREM 1QTR 14/15			
3	5792	$250.00	07/25/14	CITY		0 CITY OF YAMHILL			OUTSTANDING
		250.00	010-300-6065			MUNI JUDGE SVC JUL14	00173		
3	5793	$73.91	07/25/14	ADAMS		0 COREY L ADAMS			OUTSTANDING
		73.91	010-100-6010			MAYOR STIPEND JUL14	STIPEND JUL14		
3	5794	$259.00	07/25/14	DGLAS		0 DALLAS GLASS & WINDOW			OUTSTANDING
		259.00	010-550-6005			REP GLASS-OLD DEPT ST	8533		
3	5795	$54.58	07/25/14	WLLMS		0 DENISE WILLMS			OUTSTANDING
		54.58	010-400-6428			SUPPLIES-EGG DROP	REIMB 7/8/14		
3	5796	$306.10	07/25/14	ENVRC		0 ENVIRO-CLEAN EQUIPMENT			OUTSTANDING
		306.10	020-100-6020			SWEEPER BROOM&SHIP	S14-070802		
3	5797	$169.14	07/25/14	GDMNT		0 GOODMAN'S TRUE VALUE			OUTSTANDING
		23.75	010-350-6070			BRACKET	71142		
		154.90	010-350-6020			MOWER WHEELS (2)	71190		
		9.51-	010-350-6020			CRD BAL FWD	STMNT 07/21/14		
3	5798	$18.00	07/25/14	MAGZN		12 GUNS & AMMO			OUTSTANDING
		18.00	010-400-7566			1 YR RENEWAL	0145V47000 14/15		
3	5799	$1812.26	07/25/14	HACH		0 HACH			OUTSTANDING
		916.26	030-100-6070			MISC TESTING SUPPLIES	8923390		
		782.00	030-100-6067			PHOTOCELL ASSY (2)	8925283		
		114.00	030-100-6070			LAMP, LENS END	8930089		
3	5800	$5381.69	07/25/14	HARRS		0 HARRIS COMPUTER SYSTEMS			OUTSTANDING
		2691.00	030-100-6068			FLEXBILL & REL MNT AGREE	MN00074113		
		2690.69	040-100-6068			FLEXBILL & REL MNT AGREE			
3	5801	$12.97	07/25/14	MAGZN		41 HEALTH			OUTSTANDING
		12.97	010-400-7566			RENEW 1 YR	2419279712 14/15		
3	5802	$216.00	07/25/14	HNYBC		0 HONEY BUCKET			OUTSTANDING
		104.00	010-350-6410			PP-LAMSON 7/08-8/07	1-962976		
		4.00	010-350-6410			FUEL SURCHARGE			

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		104.00	010-350-6410			PP-OAKEN HILLS 7/14-8/13	1-969059		
		4.00	010-350-6410			FUEL SURCHARGE			
3	5803	$1549.41	07/25/14	LOC	0	LEAGUE OF OREGON CITIES			OUTSTANDING
		1549.41	010-150-6050			14-15 ANNUAL MEMB	15671		
3	5804	$15.36	07/25/14	LSCHW	1	LES SCHWAB WAREHOUSE CENTER			OUTSTANDING
		2.76	010-350-6020			PWKS EQUIP	21600102115		
		2.76	020-100-6020			PWKS EQUIP			
		4.92	030-100-6020			PWKS EQUIP			
		4.92	040-100-6020			PWKS EQUIP			
3	5805	$586.00	07/25/14	LGPI	0	LOCAL GOVERNMENT PERSONNEL INSTITUTE			OUTSTANDING
		586.00	010-150-6050			MEMB DUES FY 14/15	14-15 MEMB DUES		
3	5806	$1460.00	07/25/14	MMCO	0	MANUFACTURERS MINERAL CO			OUTSTANDING
		1460.00	030-100-6067			FILTER MATERIALS	414677		
3	5807	$24.00	07/25/14	MAGZN	42	MARTHA STEWART LIVING			OUTSTANDING
		24.00	010-400-7566			1 YR RENEWAL	1226980710 14/15		
3	5808	$110.04	07/25/14	REFND	247	MICHAEL CONAWAY			OUTSTANDING
		110.04	030-100-6053			DEP RFND 351 NW WILLA	REFUND 1056.01		
3	5809	$1087.00	07/25/14	MWCOG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS			OUTSTANDING
		1087.00	010-150-6050			COG MEMB & ED FEE	1415034		
3	5810	$60.00	07/25/14	OLA	0	OLA			OUTSTANDING
		60.00	010-400-6050			14-15 RENEW-HANSEN	MEMB RENEW 14-15		
3	5811	$260.00	07/25/14	OAWU	0	OREGON ASSOCIATION OF WATER UTILITIES			OUTSTANDING
		260.00	030-100-6077			BROWN REG-SUMMER CLASSIC	REG 8/18-21		
3	5812	$68.00	07/25/14	OHSMS	0	OREGON HISTORICAL SOCIETY			OUTSTANDING
		68.00	010-550-6050			OR HIST QTRLY RENEW	OH QTRLY 14/15		
3	5813	$6.00	07/25/14	MAGZN	39	OREGON HOME			OUTSTANDING
		6.00	010-400-7566			1 YR SUBSCRIPTION	ADVREN2014		
3	5814	$5.00	07/25/14	MAGZN	14	OREGON HUNTERS ASSOCIATION			OUTSTANDING
		5.00	010-400-7566			1 YR OR HUNTER	6418		
3	5815	$2037.50	07/25/14	OREVA	0	OREVAC WEST INC			OUTSTANDING
		2037.50	030-100-6410			CLEAN WT INTAKE SUMP	1416		
3	5816	$41.00	07/25/14	PSU	0	PORTLAND STATE UNIVERSITY			OUTSTANDING
		41.00	010-150-6050			ANNUAL DUES	14/15 ANNUAL DUES		

CITY OF WILLAMINA
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BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
3	5817	$82.79	07/25/14	REFND	248	QUINTON & AMANDA NICE			OUTSTANDING
		82.79	030-100-6053			DEP RFND 414 NW 5TH	REFUND 1216.00		
3	5818	$29.95	07/25/14	MAGZN	29	ROLLING STONE			OUTSTANDING
		29.95	010-400-7566			1 YR RENEWAL	3100005820 14/15		
3	5819	$156.53	07/25/14	SPRNT	0	SPRINT			OUTSTANDING
		7.83	010-350-6075			DIR CON JUN/JUL14	569622313-152		
		10.96	020-100-6075			DIR CON JUN/JUL14			
		68.87	030-100-6075			DIR CON JUN/JUL14			
		68.87	040-100-6075			DIR CON JUN/JUL14			
3	5820	$813.50	07/25/14	STUCK	0	STUCK ELECTRIC CO			OUTSTANDING
		135.00	030-100-6067			SERVICE CALL INTAKE	9563		
		678.50	030-100-6067			AIR COMPR INTAKE	9570		
3	5821	$21.06	07/25/14	SUEH	0	SUE C HOLLIS			OUTSTANDING
		21.06	010-150-6079			MILEAGE - WILL-MC-WILL	REIMB 7/14/14		
3	5822	$24.97	07/25/14	MAGZN	19	THE ENGLISH HOME			OUTSTANDING
		24.97	010-400-7566			1 YR RENEWAL	0001354562 14/15		
3	5823	$529.74	07/25/14	TIDES	0	THE TIDES BY THE SEA			OUTSTANDING
		529.74	030-100-6077			ROOM RESERVE J BROWN	RES CONF# 43003		
3	5824	$54.02	07/25/14	REFND	249	TONI SCHAFFNER			OUTSTANDING
		54.02	030-100-6053			DEP RFND 167 SW MAIN	REFUND 1936.00		
3	5825	$138.71	07/25/14	UNITP	0	UNIT PROCESS COMPANY			OUTSTANDING
		138.71	030-100-6018			SOLVENT & FREIGHT	10025760		
3	5826	$504.20	07/25/14	USPS	0	UNITED STATES POSTAL SERVICE			OUTSTANDING
		224.20	010-150-6061			STAMPS	ORDER 7/25/14		
		10.00	010-400-6061			STAMPS			
		10.00	010-450-6061			STAMPS			
		10.00	020-100-6061			STAMPS			
		125.00	030-100-6061			STAMPS			
		125.00	040-100-6061			STAMPS			
3	5827	$19.98	07/25/14	MAGZN	16	VICTORIA			OUTSTANDING
		19.98	010-400-7566			RENEW 6 ISSUES	0001786144 14/15		
3	5828	$2500.00	07/25/14	YCIS	0	YAMHILL COUNTY INFORMATION SYSTEMS			OUTSTANDING
		400.00	010-150-6068			GEMS SUPPORT 14-15	IS-2015-002		
		200.00	010-300-6068			GEMS SUPPORT 14-15			
		100.00	010-350-6068			GEMS SUPPORT 14-15			
		200.00	010-400-6068			GEMS SUPPORT 14-15			
		100.00	010-450-6068			GEMS SUPPORT 14-15			

CITY OF WILLAMINA
CHECK REGISTER
DATE RANGE: 07/01/14 - 07/31/14

BANK WO #	CHECK #	CHECK AMT AMOUNT	CHECK DATE G/L ACCT #	VENDOR #	ADDRS #	VENDOR NAME DESCRIPTION	INVOICE #	INV VEND	CHECK STATUS
		150.00	010-550-6068			GEMS SUPPORT 14-15			
		200.00	020-100-6068			GEMS SUPPORT 14-15			
		575.00	030-100-6068			GEMS SUPPORT 14-15			
		575.00	040-100-6068			GEMS SUPPORT 14-15			

TOTAL # OF ISSUED CHECKS: 78 TOTAL AMOUNT: 75531.69

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

TOTAL # OF ACH CHECKS: 0 TOTAL AMOUNT: 0.00

TOTAL # OF UNISSUED CHECKS: 0

FUND TOTALS

FUND	FUND NAME	ISSUED TOTAL	VOIDED/REISSUED TOTAL
010	GENERAL FUND	23,100.38	0.00
020	STREETS FUND	9,411.08	0.00
030	WATER FUND	26,228.56	0.00
040	WASTEWATER FUND	15,633.01	0.00
060	SPECIAL REVENUE FUND	758.66	0.00
080	WILLAMINA CEMETERY FUND	400.00	0.00
	TOTAL -	75,531.69	0.00

ıise Willms of the Willamina Public Library joins Dylan Smith and his mother, Katrina, in completing animal puzzles. Willams, who started as a volunteer, has been th services librarian for 13 years. Marcus Larson/News-Register

A REAL PAGE TURNER

'illamina librarian knows community cover to cover

can access from home or from the public access computers

serves the whole community, from toddlers who don't yet read

§ 32.17 MUNICIPAL COURT FEE COLLECTION.

Every effort will be made by the Municipal Judge to collect fines, cost and levied assessments. Standard procedure is for payment agreements to be made if necessary and warrants for contempt of court issued for nonpayment.
(Ord. passed 9-29-2005)

FINANCIAL POLICIES

§ 32.30 PETTY CASH.

Petty cash expenditures are limited to items that cannot be paid on account and must be paid immediately when no check signatures are available for check signing. Anything over the $50 limit must be processed according to the normal account payable procedures.
(Ord. passed 9-29-2005)

§ 32.31 PURCHASE POLICY.

(A) It is the general policy that purchasing of items that may be available and comparatively priced from several services be purchased locally, with business spread as equally as possible between competing businesses.

(B) Any item costing more than $1,000 should have 3 competitive bids unless it is not practical to comply.

(C) Any item costing $5,000 or more should require an RFP (request for proposal) be filed, an evaluation of all qualified bids, a recommendation be made to Council and a decision be made.
(Ord. passed 9-29-2005)

§ 32.32 PURCHASE LIMITS.

(A) Department heads may authorize purchases for budget line items up to $500 as needed. Notification should be made to the City Recorder who will assure cash availability to cover the purchases.

(B) Purchases above $500 up to $1,000 require purchase orders which must be signed by a department head and the City Councilor who is the chair of the committee which oversees that particular department head.

(C) All purchases over $1,000 are to be approved by the City Council.

(D) In the case of an emergency, department heads may purchase items without the approval of a Councilor or the City Council; however, these emergency expenditures must also be approved by the City Recorder who will also sign the purchase order, and the City Council will be notified of the emergency purchase as soon as practicable.

(E) No purchases will be made solely upon a request by a member of Council.

(F) For purchases of appropriated items between $2,500 and $9,999, competing bids (at least 3) will be sought, an evaluation of bids made based on consistent criteria and a recommendation be made to the City Council for a decision. The City Council will then select the successful bidder.

(G) Any appropriated item to be purchased exceeding $10,000 requires that the employee seeking the purchase file a request for proposal. Qualified bids shall be gathered within a specified time period and be forwarded to the City Council, who will make the final decision.
(Ord. passed 9-29-2005)

§ 32.33 EQUIPMENT PURCHASES/CAPITAL IMPROVEMENT.

(A) All appropriated equipment purchased and appropriated capital improvements in excess of $5,000 will be capitalized for financial purchases effective with the fiscal year. All appropriated items above $500 will be inventoried for insurance purposes.

Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 7/1/2014 to 7/31/2014

City	UCR Description	7/1/2013 to 7/31/2013	7/1/2014 to 7/31/2014	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
Aggravated Assault		0	**1**		4	3
Burglary-Business		0	**0**		1	1
Burglary-Non-Residence		0	**0**		2	7
Burglary-Residence		2	**1**	-50.00 %	6	7
Larceny		9	**6**	-33.33 %	24	55
Motor Vehicle Theft-Auto		1	**0**		3	3
Part 1 Total		12	**8**	-33.33 %	40	76
Part 2						
All Other		2	**0**		8	8
Animal Problems		1	**0**		1	3
Disorderly Conduct		1	**6**	500.00 %	17	9
Drug Laws		3	**0**		12	18
DUII		1	**1**		4	6
Forgery		0	**0**		1	2
Fraud		0	**0**		3	3
Kidnapping		0	**1**		2	1
Liquor Laws		0	**0**			4
Prostitution		0	**0**			1
Runaway		0	**1**		3	4
Sex Offenses		0	**0**		11	7
Simple Assault		1	**6**	500.00 %	45	45
Stolen Property		1	**0**		1	3
Tresspass/Prowler		2	**1**	-50.00 %	10	9
Vandalism		8	**4**	-50.00 %	23	37
Weapons		0	**0**		2	2
Part 2 Total		20	**20**		143	162
Part 3						
All Other		7	**6**	-14.29 %	51	67
Non-Reportable Offenses		8	**14**	75.00 %	88	117
Part 3 Total		15	**20**	25.00 %	139	184
Total For WILLAMINA		47	**48**	2.08%	322	422

Report run date: 8/12/2014

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

summary:

CITY OF WILLAMINA

CITY COUNCIL ROLL CALL FORM - 3RD QUARTER 2014

NAME	VENDOR #	July-14			August-14			September-14			STIPEND FOR QTR
		10-R		24-WS	14-R		28-WS	11-R		25-WS	
MAYOR ADAMS		X			✓						N/A
COUNCILOR BALLER	BALLR	X		N	✓						
COUNCILOR BRAMALL	BRMLL			O	✓						
COUNCILOR HILL	GHILL	X			✓						
COUNCILOR ST ONGE	SONGE	X		M	✓						
COUNCILOR STRITZKE	STRIT	X		T							
COUNCILOR VINSON	VINSO	X		G							
H COUNCILOR WOODWARD	WOODW				✓						
PLANNING COMMISSIONERS											
COMMISSIONER HAMILTON											
COMMISSIONER BROWN											
COMMISSIONER STRITZKE											
COMMISSIONER ULRICH											
COMMISSIONER VACCAREZZA											
BUDGET COMMITTEE CITIZEN MEMBERS											010-100-6010
	JAMES BROWN										
	ROBERT HOLLINGER										
	VERN HOLSTAD										
	CRAIG JOHNSON										
	THERESA MCKNIGHT										
	KEVIN NORTNESS										
	ILA SKYBERG										
	APRIL WOODEN										
QUORUM PRESENT?		Y			Y N		Y N	Y N		Y N	

F/CITY COUNCIL/ROLL CALL FORM.2014

R	REGULAR MEETING
S	SPECIAL MEETING
E	EMERGENCY MEETING
W	WORK SESSION
BC	BUDGET COMMITTEE

COUNCILOR STIPEND - $15/00 PER MEETING
MAYOR STIPEND - $73.91/MONTH

COUNCILOR STIPEND DUE - 15TH OF MONTH FOLLOWING THE END OF THE QUARTER
MAYOR STIPEND DUE - 15TH OF EACH MONTH

SIGN IN SHEET – PUBLIC INPUT
WILLAMINA CITY COUNCIL
REGULAR MEETING

To be part of Public Input at a City Council Meeting, a person will need to sign in at the beginning of the session. Each person will be given three (3) minutes to present their concern. The topic(s) conveyed may be put on a future agenda for discussion.

MEETING DATE: THURSDAY, AUGUST 14, 2014

Name	Address	Phone Number