

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, November 13, 2014

7:00 PM

- I. **Roll Call**
- II. **Flag Salute**
- III. **Resignation of Mayor Corey Adams**
- IV. **Swearing In of Mayor-Elect Ila Skyberg**
- V. **Approval of Minutes**
 1. **Minutes of Regular Meeting of October 9, 2014**
 2. **Minutes of Special Meeting of October 23, 2014**
- VI. **Public Input**
 1. **Anonymous Letter, 10-16-14**
- VII. **Old Business**
- VIII. **New Business**
 1. **Cedar Alley – Citizen Request to Close to Utility Use Only**
 2. **Review City Charter and Code of Conduct**
- IX. **Mayor's Report**
- X. **Council Liaison Reports**
 1. **Chamber Liaison (Councilor St Onge)**
 2. **School Board Liaison (Honorary Councilor Woodward)**
 3. **YCOM Board (Councilor Baller)**
- XI. **Council Committee Reports**
 1. **Finance Committee**
 - a. **Minutes of Meeting of October 16, 2014**
 - b. **Check Register (10/01/14-10/31/14)**

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XI. Council Committee Reports (continued)

2. **Public Works Committee**
 - a. **Minutes of Meeting of October 21, 2014**
3. **Planning Commission Report (Commissioner Ulrich)**

XII. Reports of City Officers

1. **City Recorder**
 - a. **Review bid to repair Toilet, Broken Line, and Plumbing at City Hall**
 - b. **City Offices Closure – Thanksgiving (November 27 & 28)**
2. **Public Works**
 - a. **Monthly Report**
3. **Library**
 - a. **Library Board**
 1. **Renew Library Board Term for Dan Goff**
 2. **Appoint Curtis Wright to Library Board**
 - b. **Library Open-House (Stafford Grant)**
 - c. **Request to Close Library to Public from December 9-11 for CCRLS System Change-Over**
 - d. **Youth Services Librarian Report (Verbal)**
 1. **Letter from Stayton Library Director**
 - e. **Online Student Public Library Use and Permission**
 - f. **Review Library Volunteer Policy (Volunteer/Staff coverage during emergency)**
4. **Sheriff's Office**
 - a. **Code Enforcement Report – October 2014**
 - b. **Code Enforcement, Officer Kent Stuart Retirement**
 - c. **Loose Cat Complaint**
 - d. **Crime Summary – October 2014 (handout)**
 - e. **Pioneer Avenue Speed Trailer Report - Sergeant Russ Vandewettering**

XIII. Adjourn

Next Council Meeting Dates
Regular Session – December 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.

Sue Hollis

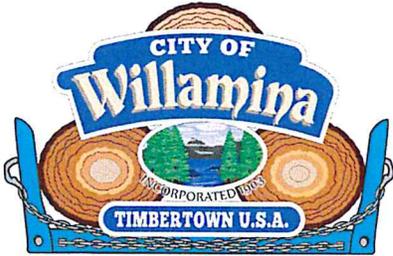
From: Corey Adams <corey@agcbuildsit.com>
Sent: Wednesday, November 12, 2014 7:51 AM
To: Sue Hollis
Subject: Mayoral resignation

Dearest city officials and city staff,

After much thought and consideration I have made the decision to resign. Serving the City of Willamina as mayor has been a joyful, fun and a very great learning experience. Overall I have really enjoyed this opportunity. It has been my pleasure to work with all of you and could not imagine a better group of people to run and care for this city. I look forward to seeing what the city becomes and develops into. My resignation is effective Thursday, November 13. I urge the council to appoint mayor elect Skyberg as my replacement. I intend to continue living in this area and am willing to answer any questions and help out in any way I am able. Thank you all for your ongoing support during my time as your mayor.

Truly,

Corey Adams



OATH OF OFFICE

STATE OF OREGON)
COUNTY OF POLK) ss
COUNTY OF YAMHILL)

I, Ila J Skyberg, do solemnly swear or affirm that I will support the constitution and laws of the United States and of Oregon, and the Charter and Ordinances of the City of Willamina, and that I will faithfully perform the duties of Mayor for the City of Willamina, Oregon, to the best of my ability, so help me God.

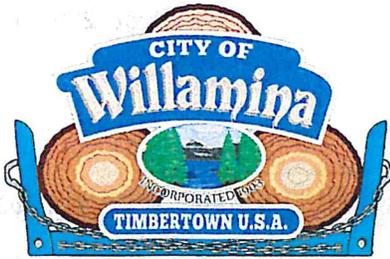


Signature

Signed and sworn or affirmed before me this ^{18th} 13th day of November, 2014.



Corey L Adams, Out-going Mayor
City of Willamina



Mayor Corey L Adams

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

Present:

Councilor Baller
Councilor Bramall
Councilor Hill
Councilor St Onge
Councilor Stritzke

Absent:

Mayor Adams
Councilor Vison
Honorary
Councilor
Woodward

City Staff Present:

Andrea Wyckoff, Pro Tem
City Recorder
Jeff Brown, Public Works
Director
Denise Willms, Youth
Services Librarian
Sergeant Russ
Vandewettering, YC
Sheriff's Office

Others Present:

Planning Commissioner
Dennis Ulrich
Ila Skyberg, Mayoral
Candidate

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, October 9, 2014

7:00 PM

I. Roll Call

Councilor St. Onge called the meeting to order at 7:00 pm. Andrea Wyckoff Pro-Tem City Recorder, conducted roll call. A quorum was not present until 7:20 pm when Councilor Bramall arrived.

II. Flag Salute

The Pledge of Allegiance was recited.

III. Approval of Minutes

1. Minutes of Regular Meeting of September 11, 2014

Councilor Hill **moved** to approve the minutes for the Regular Meeting of September 11, 2014.

Councilor Stritzke seconded. Motion **carried** unanimously, with Councilors Baller, Hill, and Stritzke voting aye. (quorum not present)

2. Minutes of Special Meeting of September 25, 2014

Councilor Hill **moved** to approve the minutes for the Special Meeting of September 25th, 2014.

Councilor Baller seconded. Motion **carried** unanimously, with Councilors Baller, Hill, and Stritzke voting aye. (quorum not present)

3. Minutes of Special Meeting of October 2, 2014

Councilor Stritzke **moved** to approve the minutes for the Special Meeting of October 2, 2014.

Councilor Hill seconded. Motion **carried** unanimously, with Councilors Baller, Hill, and Stritzke voting aye. (quorum not present)

IV. Public Input**a. David Sowers RE: City Dump Site**

David Sowers submitted a letter and plead a case to re-open the free use yard debris dump at the city shops. David urged the city to explore re-opening the dump because he feels it is important to have it there to help the citizens in the city keep their yards well maintained and have good curb appeal. David brought up a few ideas the city could try, like setting up a camera, installing a sign, setting fines for any illegal dumping, setting it up to only be opened at certain times when someone can be present to monitor what is dropped off.

Joe Barrios, who runs a local yard care service, said the dump closure has really affected his business in Willamina since it has been closed. He has had to put a lot of yard maintenance projects on hold in Willamina, since the cost of hauling the debris out of the area is too great to pass onto his clients. Joe has also recently submitted a bid to haul the garbage away for \$100, to get it out of the way, to get the dump open. He would like to see it open as soon as possible as fall leaf clean-up is coming up, along with pruning.

Jeff Brown said that it is a temporary closure, and he hopes to reopen the dump by next spring, possibly sooner. He asked that the Public Works Committee review this at their next meeting.

b. Request for an exemption for RV at 357 NE Yamhill St.

Kathryn Ray submitted a letter and was present to request an RV code exemption to allow for her sister's RV to be parked for 9 months on the vacant lot adjacent to her property. Kathryn Ray lives at 391 NE Yamhill, and the RV will be parked at 357 NE Yamhill. Kathryn's sister's husband just passed away September 1st, and he has severe diabetes, and cannot handle entire load on her own. Kathryn said she needs

her sister here so she can take care of her. The plan to pump the gray water as needed, and they will run the power and a water hose from Kathryn's lot to her sister's fifth wheel. They also plan to put up some straw bales to help insulate it. Rita asked Jeff to oversee and make sure they are safely putting in utilities to it.

Councilor St. Onge said: All in favor of 5th wheel trailer at 357 NE Yamhill street, with Jeff overseeing the property, as long as Kathryn and her sister are meeting all and any ordinance issues we have in the city. Rita asked that they come back visit with the council as the end of that time if something else occurs.

At 7:20 Councilor Bramall Arrived to the meeting.

Councilor Hill **moved** to make the motion that Councilor St. Onge described (see paragraph above).

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

c. Willamina Mud Drags, Sherry Dawkins

Sherry Dawkins was present to request to dates for the Mud Drags for next year on the last Saturdays of June and July, June 27 and July 25, 2014. Sergeant Vandewettering asked that Sherry appoint a main contact person for the event. Sherry assigned Clyde Dawkins.

Councilor Hill **moved** to approve the mud drag dates for next year, and need approval for the assigned responsible person, Clyde Dawkins.

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

d. Fire Department

Connie Crawford Lain was present from the fire department along with Fire Chief Kevin Clark to let the city council know they are in the beginning stages of doing a new emergency preparedness plan. Connie said it would be wonderful to set up a holistic plan that included the city, the fire department and the sheriffs department as well. The fire department is inviting the city to be a part of the process.

Fire Chief Kevin Clark said they are going to start by preparing for a flooding event, since flooding has happened here in the past, and this process of creating a table top plan will start in February or March of next year.

Councilor Stritzke expressed interest in being the liaison between the city council and the fire department for emergency planning. Jeff was also invited to be a part of the emergency planning committee.

e. Library Board

Joyce Zimbrick was present to say that there needs to be more communication between the library board the city council. Joyce also had submitted a letter that is in the agenda packet. Joyce said the process is set up to have the librarians go directly to the board if they have ideas for suggestions or improvements for the library, and then the board would discuss it, and then the board would bring those ideas to the council, and going forward the board will have representatives at the city council meetings more consistently. Joyce also extended an invitation to the city councilors to attend the library board meetings at 8:15 am on the third Tuesday of each month. Joyce Zimbrick brought up the letters of concern regarding the donation from the Friends of the Library, these letters and meeting minutes are in the agenda packet. Joyce confirmed that the 501(c)(3) for the Friends of the Library was recently dissolved, and for now, the group is going to work on their communication skills and improving the library for the community in any way that they can.

Someone in the audience commented letters from the Friends of the Library, and said that as a committee they voted that this second donation needed to go to the adult section of the library, since the previous donation went to the children's section.

Luanna Aldama said she made a motion at the last Friends of the Library meeting that the donation of \$2,837.31 would be spent on audio cassettes, fiction books, and non-fiction books, and did not want any funds to go towards DVDS, as they want to get more people interesting in reading.

Councilor Stritzke **moved** to accept the funds donated from Friends of the Library for use of the adult section of the library specifically for books, audio books, non-fiction and fiction, in the amount of \$2837.31.

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

Councilor Baller said a huge thank you to the Friends of the Library Board for all of the hard work they have done, fundraisers, and bake sales. There was a round of applause.

Councilor Baller asked where the boxes of books that were being stored in Luana's garage have ended up, as referenced in the Friends of the Library meeting minutes. Luana said Bruce Bigalow picked up the 13 boxes of books, and he will be reading them and then donating them. Luana said Melissa is selling the DVDs at the library for \$1 apiece. Joyce also explained that some of the books are also being traded into a non-profit organization where the library will earn credit to purchase other books, by trading in the surplus books.

V. Old Business

1. **Citizen Request for Stop Sign on Pioneer Street at Oak Street**

Councilor Baller commented that the topic of this stop sign was discussed at the recent Public Works Committee meeting, where Jeff had explained that Pioneer is a collector street, and putting stop signs on collector streets is normally not a good practice. Councilor Baller said they would like to request the Sheriff to put the speed sign trailer, with Jeff's help to find a good spot to put it, and this could be done a couple of times, before and after paving. And Councilor Baller added that the Public Works will look at the stop sign placement again after it has been paved. Sergeant Vandewettering commented that they tried to park the trailer where the council had requested it at the last meeting, which was near Jeri's home on Pioneer, as discussed at the City Council Meeting on September 11. Councilor Baller requested that a letter is sent to Mr. Colton to let him know the city council took action on what he was requesting.

Councilor Baller **moved** that the Public Works Committee will have it brought back to them within 6 months to a year after the paving is done on Pioneer and Jeff will work with the Sheriff's Department to find a good spot to park the speed trailer, a couple times before and after it gets paved, as it is a collector street, and normally collector streets are main arteries or thoroughfares that smaller streets feed into, and a letter be sent to Mr. Colton letting him know a letter be sent to let him know we appreciate him bringing this to our attention, and we are looking into it.

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

2. **Review Engineer Task Order for ODOT Main Street Sidewalk Project**

Public Works Director Jeff Brown explained this is a technicality with the engineering firm to have task orders complete before work is started. Jeff said if the council approves the task order tonight, the engineers are ready to start work on Monday morning.

Councilor Hill **moved** to approve the Task Order Number 10 for city engineering services.

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

3. Review City Attorney's responses:

a. Liability for donated park equipment from Hampton

The City Attorney recommended that an agreement be drawn up before the next donation of playground equipment is donated and installed at Huddleston Pond by Hampton Lumber. Councilor Baller remarked that the new teeter tooter that was installed looked really nice. Councilor Baller requested that a thank you note be sent to Hampton Lumber to thank them for all the wonderful things they have been doing.

Councilor Baller **moved** to send a thank you note to Hampton Lumber to thank them for all the wonderful things they have been doing.

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

b. Liability for sidewalk demo at 372 NE C Street

Councilor Hill asked if the city would bear some of the responsibility once the city starts the removal work at 372 NE C Street. Pro-Tem City Recorder paraphrased the email response from City Attorney David Doughman. In the opinion of David Doughman, ultimately the sidewalk is the responsibility of the abutting landowner, though once the city starts work removing the sidewalk, the city might bear some responsibility for that work. David had noted in his email that he wasn't sure it would be worth the cost to the city to attempt to negotiate a legal agreement with the landowner, in relation to the risk of the liability, as the city's insurance would cover the liability in the end. Jeff is going to attempt to get in touch with Joi Bailey next week, and start with the removal of the collapsed sidewalk next week.

VI. New Business

1. Surplus Equipment – Public Works

Public Works Director, Jeff Brown, asked the council to declare a sidearm mower that the city has not used in many years as surplus equipment, and Jeff will attempt to sell it. It was used before the sewer lagoons were lined, but now that they are lined, the mower has been sitting and collecting rust.

Councilor Hill **moved** to declare the piece of equipment surplus.

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

2. Resolution to Adopt Yamhill County Multi-Jurisdictional Hazard Mitigation Plan

Jeff Brown explained that in the past, he was asked by Sue Hollis to sit on the board for the County Multi-Jurisdictional Hazard Mitigation Plan Committee, and he said that at the time each city was asked to note action items, and Jeff listed the city's action items as acquiring generators to run the water facilities in the case of a power outage emergency. Jeff explained that by listing action items in the plan, he believes it helps to open the door to acquiring the declared action items as grants become available.

Councilor Hill **moved** to approve the Yamhill County Multi-Jurisdictional Hazard Mitigation Plan.

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

Councilor Hill **moved** to approve Resolution No. 14.15-003, a Resolution Adopting the Yamhill County Multi-Jurisdictional Hazard Mitigation Plan.

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

VII. Mayor's Report
None, absent.

VIII. Council Liaison Reports

1. Chamber Liaison (Councilor St Onge)

a. Councilor St Onge reported that the Chamber recently agreed that the third meeting of the month, which is the third Wednesday, would be a day to focus on visioning for the organizations, and the city. The Chamber will be inviting in guest speakers, along with people to help walk them through the process to create a plan of action.

b. The Chamber had a less than stellar bark dust sale recently, and made less than \$100.

c. The Chamber is working with the newspaper at the high school to post public notices. The school paper is sent out to all of the home addresses in the Willamina zip code.

d. The Chamber is putting together welcome packets for new residents who move to town. The packets will include flyers for local businesses as well as contact numbers for local services ranging from doctors, restaurants, and churches.

2. School Board Liaison (Honorary Councilor Woodward)

Absent.

3. YCOM Board (Councilor Baller)

Councilor Baller reported that the YCOM organization, which handles all of the local 911 emergency calls, has older equipment that will need to be replaced in the near future. The proposal to purchase new equipment will be going on the voter ballot for next year. Councilor Baller stressed the importance of having working equipment to support the dedicated team that runs YCOM.

IX. Council Committee Reports**1. Finance Committee****a. Minutes of Meeting of October 2, 2014**

Councilor Hill **moved** to approve the finance meeting minutes of October 2, 2014.

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

b. Check Registers - September 1-30, 2014 (information only)**2. Planning Commission Report (Commissioner Ulrich)**

Commissioner Ulrich reported that the Planning Commission had finished working on chapter 3 and was now working on chapter 4. Chapter 3 covered the design requirements, and chapter 4 is the administrative portion of the code, which handles variances, and how decisions are made. Chapter 2 is finished, but is now being expand to new development items.

X. Reports of City Officers**1. City Recorder**

Pro-Tem City Recorder Andrea Wyckoff requested an executive session at the end of the meeting to go over the audit. *Executive Session did not end up happening, and was rescheduled for a future meeting.*

2. Public Works**a. Monthly Report**

Public Works Director Jeff Brown reviewed the water line repair that the city did at 4th Street a few weeks ago, and removed a 2 inch valve that was almost completely rusted, and those folks in that area should have much better water pressure and/or water volume now.

The following Sunday a 6 inch main water line broke at Hampton and was repaired Monday afternoon.

Jeff mentioned that the people who do the annual Trunk or Treat on Halloween had not yet asked for permission to use the parking lot yet, and asked for the permission of the council to use the lot if they are approached again this year. Linda Brown was in attendance at the meeting, and said she was one of the people organizing this year.

Councilor Hill **moved** to allow the group to use the city parking lot for Trunk or Treat.

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

Jeff Brown reported that a week ago, a sink hole developed on Bales Ave, and the city was called, and the city had it fixed within a few hours. Jeff does not know exactly what caused it, possibly due to being over an old buried farm property.

c. Minutes of Meeting of October 7, 2014

Councilor Stritzke **moved** to accept the library board vacancy by Linda Scott's resignation.

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

3. Library

a. Library Board

1. Board Vacancy

Councilor Stritzke **moved** to accept the library board vacancy by Linda Scott's resignation.

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

Councilor Hill **moved** to post the opening for on the library board.

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

b. Youth Services Librarian Report (Verbal)

Children's Librarian Denise Willms reported that now that she is back from vacation, story time is up and running again. Denise has also been in contact with Deputy Park, and last Wednesday the kids saw a presentation by the officer, and got to ask questions that showed critical thinking.

Denise did the Smart Readers training on Monday. Denise is in the process of partnering with the school and is in contact with Tim France. Denise has an open communication policy regarding minors in the library during school hours, and has had the School Resource Officer pick them up at times and return them to the school. Denise is creating a permission slip that parents will need to physically come in and sign to if they want to allow for an underage kid to be allowed to be in the library during school hours to use the library's computers and internet connection to do online schooling.

Tomorrow the library is hosting the Yamhill County Stewardship Watershed Program, as it is a no-school day, and students will take a short field trip from the library and walk down to Garden Spot Park to study Willamina Creek and collect samples to look at under microscopes.

Denise will also be picking up 10,000 Legos tomorrow, and the Lego maker space program will be starting on October 18, and continuing the third Saturday of every month. Since Denise needs to be in two places at once tomorrow, and Melissa is out sick, the council discussed the current policy that does not allow for a volunteer to be at the library without city library staff supervision. Councilor St Onge requested this item be brought back up for discussion on the next agenda.

4. Sheriff's Office**a. Code Enforcement Report – September 2014 (handout)****b. Crime Summary – September 2014**

Sergeant Russ Vandewettering reported that there was not a handout for this month. He provided a recap of the recent live shooter drill and training that was done at the high school. He also announced the Willamina School Noise Parade is scheduled for Friday, Oct 17, 2014 from 12:45 – 1:30.

XI. Adjourn

Councilor St Onge called for a motion to adjourn.

—+—
Councilor Hilll moved to adjourn.

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

—+—



Mayor Corey L Adams

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Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

Present:

Mayor Adams
Councilor Baller
Councilor Bramall
Councilor Hill
Councilor St Onge
Councilor Stritzke
Councilor Vison

Absent:

Honorary
Councilor
Woodward

City Staff Present:

Andrea Wyckoff, Pro Tem
City Recorder

Others Present:

Ila Skyberg, Mayoral
Candidate

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, October 23, 2014

7:00 PM

I. Roll Call

Mayor Adams called the meeting to order at 7:01 pm. Andrea Wyckoff Pro-Tem City Recorder, conducted roll call. A quorum was present.

II. Flag Salute

The Pledge of Allegiance was recited.

III. Public Input

IV. Old Business

a. City Yard Debris Dump Site

Pro-Tem City Recorder handed out the minutes from the October 21, Public Works Committee Meeting that addressed the topic of the city yard debris dump site with recommendations to the council to close the dump to commercial use, and to post a sign listing what items were permitted and also not permitted to be dumped. Joe Barrios, who runs a local yard care service, was present to try to persuade the city to reopen the dump, and continue to have it open to local commercial use. The council had a round table discussion on how to monitor the yard debris dump going forward. Mayor Adams said the council needs to do more on their end, before

they can make a final decision. Councilor Hill said he would feel better about making a decision with Jeff Brown, the Public Works Director present.

Councilor Vinson arrived the meeting at 7:10 pm.

Councilor St Onge **moved** to open the city dump again, for dumping through the fall, close it back up for the winter on December 31st, and then make a decision on how they want to handle the situation in the spring.

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

Councilor Hill reported that Jeff Brown had also requested for approval from the council to spend approximately \$100 to purchase signs that listed what can and cannot be dumped.

Councilor Hill **moved** to allow Jeff to purchase signs and post them.

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

V. New Business

1. **City Hall Office Workspace**

Councilor St Onge reported that the auditors suggested to her that the city separate the City Recorder's desk from the front of the office. The suggestion was to move the City Recorder's desk into the back office that the City Manager used to work in, also known as the Mayor's old office.

Councilor St Onge **moved** to move the City Recorder's office into the new office.

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

Pro-Tem City Recorder asked for clarification as to when the desk should be moved, since she is only here another 6 or 7 days. The consensus was to move the desk next week.

2. Katie Vinson added as a signer to the City Bank Account

_____+
Councilor St Onge **moved** to add Katie Vinson to the bank account for the city.

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

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3. Explore Paychex for Payroll

Councilor St Onge reviewed the Paychex quote that was handed out for the meeting, which is estimated to come in a little above \$112.25, since the current quote in for payroll is on a bi-monthly basis, and the city would continue to only do payroll once a month, with draws midmonth done in-house. Paychex would handle payroll once per month, manage all of the quarterly tax payments, and for an extra fee distribute W-2s each year, as well as provide a journal entry in electronic form that can be uploaded into an accounting program, or manually entered if needed.

_____+
Councilor St Onge **moved** to accept Paychex as our payroll company moving forward, after Sue gets back, or possibly at the beginning of the year, after also talking to Debbie.

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

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VI. Executive Session

Pro-Tem City Recorder read aloud the following script:

City of Willamina

Script

ANNOUNCING START OF EXECUTIVE SESSION
UNDER
ORS 192.660(2)(f)

The City of Willamina will now meet in executive session to consider records exempt by law from public inspection pursuant to ORS 192.660(2)(f).

The record in question is a confidential written communication from the City Attorney regarding legal issues in a particular matter and is addressed to the Mayor and City Council. This communication is a privileged attorney-client communication and is an exempt record under the terms of ORS 192.502(9) – the public records law – as well as ORS 40.225 which establishes the attorney-client privilege.

News media representatives and staff designated by the City Council are permitted to attend the executive session. All other members of the audience are respectfully requested to leave the room.

The news media are specifically directed **NOT** to report on the deliberations that occur during the executive session. If a decision is required by law to be made by the Council as a result of the executive session, that decision will be made once the Council comes out of executive session and is back in regular session and the public is invited back in.

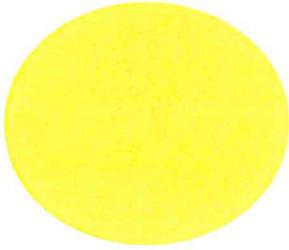
It is further understood that the presence of any news media in the room while the Council is considering and discussing the written communication from the City's legal counsel is not intended to nor does it waive the attorney-client privilege that attaches to the written communication and any discussion surrounding that document.

Thank you.

VII. Executive Session

1. Officer Kent Stuart Retirement

Pro-Tem City Recorder Andrea Wyckoff announced that she received a phone call from Captain Tim Svenson at Yamhill County to notify the city that Code Enforcer Officer Kent Stuart will be retiring on November 6th. Captain Svenson said he can be present at the next city council meeting, if the council requests him to be, to talk about the possibility of filling the code enforcer position with another retired deputy he thinks may be interested. Captain Svenson said if he brings on a new part time deputy, he needs the city to make a long term commitment to employ the new deputy on contract for more than six months.



Corey Adams, Mayor

Attest:

Andrea Wyckoff, Pro-Tem City
Recorder

Next Council Meeting Date

Work Session – November 13, 2014 (5:30 pm)

Regular Session – November 13, 2014 (7:00 pm)

Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that

appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the disabled. Please let us know if you need any special accommodations to attend this meeting.

2. Motion Hire a Financial Person

Councillor St. Onge **moved** to start researching and interviewing accountants for forensic auditing and a schedule that the city will come up with to assist with the city's accounting.

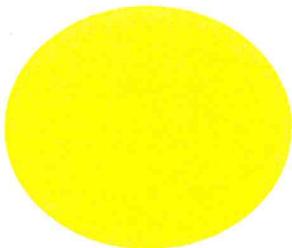
Councillor Stritzke seconded. Motion **carried** unanimously, with Councillors Baller, Bramall, Hill, St Onge, Stritzke and Vison voting aye.

XI. Adjourn

Councillor Stritzke called for a motion to adjourn.

Councillor Hilll moved to adjourn.

Councillor Stritzke seconded. Motion **carried** unanimously, with Councillors Baller, Bramall, Hill, St Onge, Stritzke, and Vinson aye.



Corey Adams, Mayor

Attest:

Andrea Wyckoff, Pro-Tem City Recorder

Next Council Meeting Date
Work Session – November 13, 2014 (5:30 pm)
Regular Session – November 13, 2014 (7:00 pm)

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F:/CITY COUNCIL/AGENDAS/2014-2015/2014-10-23.CCAGENDA.REGULAR MEETING

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City Office:

I am concerned about a situation concerning my neighbor on my street at the Welhs home

There is a camp size trailer in that driveway that has someone living in it. I know this is not to be done and I believe that there are laws/ordinance against this.

I also know that at least one person at this address works for the City of Willamina.

Maybe they could clean up their yard also? Maybe all the trailers in town should be questioned also. Thank you for looking into this matter.

Willamina - Charter

WILLAMINA CITY CHARTER
OF 1993

CHARTER

Section

Preamble

25. Oath of Office
26. Nominations

Chapter I: Name and Boundaries

1. Title of Enactment
2. Name of City
3. Boundaries

Chapter VII: Vacancies in Office

27. Vacancies: Occurrence
28. Vacancies: Filling

Chapter II: Powers

4. Powers of the City
5. Construction of Charter Powers

Chapter VIII: Ordinances

29. Ordaining Clause
30. Adoption by Council
31. When Ordinances Take Effect

Chapter III: Form of Government

6. Distribution of Powers
7. Council
8. Council Members
9. Mayor
10. Other Officers
11. Compensation
12. Qualifications of Elective Officers

Chapter IX: Public Improvements

32. Improvements
33. Special Assessments

Chapter IV: City Council

13. Meetings
14. Quorum
15. Record of Proceedings
16. Proceedings to be Public
17. Mayor's Function at Council Meetings
18. Council President
19. Vote required

Chapter X: Miscellaneous Provisions

34. Debt
35. Existing Ordinances Continued
36. Repeal of Previously Enacted Provisions
37. Procedure for Amendment
38. Time of Effect
39. Severability

Appendix: Legal References

Chapter V: Powers and Duties of Officers

20. Mayor
21. Municipal Court and Judge
22. Recorder

Chapter VI: Elections

23. Elections
24. Votes

CHARTER OF THE CITY OF WILLAMINA, OREGON:

To provide for the government of the City of Willamina, Yamhill/Polk Counties, Oregon: And to repeal all charter provisions of the city enacted prior to the time this charter takes effect.

Be it enacted by the people of the City of Willamina, Yamhill/Polk Counties, Oregon:

CHAPTER I

NAME AND BOUNDARIESSection 1: Title of Enactment

This enactment may be referred to as the Willamina City Charter of 1993.

Section 2: Name of City

The City of Willamina, Yamhill/Polk Counties, Oregon, shall continue to be a municipal corporation with the name City of Willamina.

Section 3: Boundaries

The city includes all territory within its boundaries as they now exist or hereafter are modified pursuant to State Law. The custodian of city records shall keep at least two accurate up-to-date descriptions of the boundaries, to be kept in separate locations. A copy shall be available for public inspection in the City Hall, during regular city office hours.

CHAPTER II

POWERSSection 4: Powers of the City

The city has all powers which the constitution, statutes and common law of the United States and of this State expressly and/or impliedly grant or allow municipalities as fully as though this charter specifically enumerated each of those powers.

Section 5: Construction of Charter Powers

In this charter, no mention of a particular power is exclusive or restricts the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city has all powers necessary or convenient for the conduct of its municipal affairs, including all powers that a city may assume pursuant to state laws and to the municipal home rule provisions of the state constitution.

CHAPTER III

FORM OF GOVERNMENTSection 6: Distribution of Powers

Except as this charter provides otherwise and as the Oregon Constitution reserves municipal legislative power to the voters of the city, all powers of the city are vested in the city council.

Section 7: Council

The council consists of a Mayor and six (6) councilors elected from the city at large, or, in case of one or more vacancies in the council, the council members whose offices are not vacant.

Section 8: Council Members

Members of the council shall be elected for a term of four (4) years. Three council members shall be elected at each biennial general November election. The term of office for a council member elected at a biennial general November election, and qualified, shall begin at the first regular council meeting of the calendar year immediately after the election and continue until the first regular meeting of the calendar year following the next biennial election. The term of office of a councilor in office when this charter is adopted is the term of office for which the councilor has been elected or appointed before adoption of the charter.

Section 9: Mayor

A mayor shall be elected for a term of two (2) years. The mayor shall be elected at each biennial general November election. The term of office for the mayor elected at the biennial general November election, and qualified, shall begin at the first regular council meeting of the calendar year immediately after the election and continue until the first regular meeting of the calendar year following the next biennial election. The term of office of the Mayor in office when this charter is adopted is the term of office for which the Mayor has been elected or appointed before adoption of the charter.

Section 10: Other Officers

A majority of the council may create, abolish and combine appointed city offices and, except as the majority prescribes otherwise, may fill such offices by appointment and vacate them by removal.

Section 11: Compensation

The council shall prescribe the compensation to be received by the council, mayor and other officers and employees.

Section 12: Qualifications of Elective Officers

No person is eligible for an elective office of the city unless at the time of the officer's election, the officer is a qualified elector within the meaning of the state constitution, is a resident of the city and has been a resident of the city during the twelve months immediately preceding the election. No person shall hold an elective office of the city if the person is an employee of the city. The council is the final judge of the qualifications and election of its own members. No person may be a candidate at a single election for more than one elective office of the city.

CHAPTER IV

CITY COUNCIL

Section 13: Meetings

The council shall hold a regular meeting at least once each month in the city at the time and place which it designates. It shall adopt rules for the government of its members and proceedings. The mayor or three council members may call special meetings of the council by giving written notice to all members of the council then in the city. Special meetings may be held at any time by the common consent of all members of the council at any regular meeting. Meetings shall be held in accordance with applicable state law.

Section 14: Quorum

A majority of members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner prescribed by council.

Section 15: Record of Proceedings

A record of council proceedings shall be kept and authenticated in a manner prescribed by council.

Section 16: Proceedings to be Public

Except as state law provides otherwise, the deliberations and proceedings of the council shall be public.

Section 17: Mayor's Function at Council Meetings

When present at council meetings the mayor shall:

1. Preside over deliberations of the council,
2. Preserve order,
3. Enforce council rules, and
4. Determine the order of business under the rules

The mayor shall vote only to break a tie.

Section 18: Council President

At its first meeting of each odd-numbered year, the council shall elect a council president from its membership. The president shall function as mayor when the mayor is absent from a council meeting, or unable to function as mayor. The president, when acting as Mayor, shall vote only to break a tie.

Section 19: Vote Required

Except as this charter prescribes otherwise, the express concurrence of a majority of the council members present and constituting a quorum is necessary to decide a question before the council.

CHAPTER V

POWERS AND DUTIES OF OFFICERS

Section 20: Mayor

The mayor shall appoint the committees and chairman of each committee provided by the rules of the council. The mayor may sign all approved records of proceedings of the council and counter sign all orders on the treasury. The mayor shall have no veto power and shall sign all ordinances passed by the council within five days after their passage. Upon the approval of the council, all bonds of city officers and all bonds for licenses, contracts and proposals shall be endorsed by the mayor.

Section 21: Municipal Court and Judge

If the council creates the office of Municipal Judge and fills it by appointment, the appointee shall hold, within the city at a place and time that the council specifies, a court known as the Municipal Court of the City of Willamina, Yamhill/Polk Counties, Oregon.

Except as this charter or city ordinances prescribe to the contrary, proceedings of the court shall conform to the general laws of this state governing justices of the peace and justice courts.

All area within the city and, to the extent provided by state law, area outside the city is within the territorial jurisdiction of the court.

The Municipal Court has original jurisdiction over every offense that an ordinance of the city makes punishable. The court may enforce forfeitures and other penalties that such ordinances prescribe.

The Municipal Judge may:

1. Render judgements and, for enforcing them, impose sanctions on persons and property within the court's territorial jurisdictions;
2. Order the arrest of anyone accused of an offense against the city;
3. Commit to jail or admit to bail anyone accused of such an offense;
4. Issue and compel obedience to subpoenas;
5. Compel witnesses to appear and testify and jurors to serve in the trial of matters before the court;
6. Penalize contempt of court;
7. Issue process necessary to effectuate judgements and orders of the court;
8. Issue search warrants; and
9. Perform other judicial and quasi-judicial functions prescribed by ordinance.

The council may authorize the Municipal Judge to appoint municipal judges pro-tem for terms of office set by the judge or the council. Notwithstanding this section, the council may transfer some or all of the functions of the municipal court to an appropriate state court.

Section 22: Recorder

If the council creates the office of City Recorder and fills it by appointment, the appointee shall serve ex-officio as secretary to the council, attend all council meetings unless excused by the council or mayor; keep an accurate record of its proceedings, and sign all orders on the treasury. In the recorder's absence from a council meeting, the mayor shall appoint a clerk of the council pro-tem, who shall have all the duties of the recorder.

The recorder shall:

1. Keep the council advised of the affairs and needs of the city;
2. See that the provisions of all ordinances are administered to the satisfaction of the council;
3. See that all terms of franchises, leases, contracts, permits and privileges granted by the city are fulfilled;
4. Prepare and transmit to the council an annual city budget;
5. Supervise city contracts;
6. Perform other duties as the council prescribes consistent with this charter.

CHAPTER VI

ELECTIONS

Section 23: Elections

Except as this charter or a city ordinance prescribes to the contrary, a city election shall conform to state law applicable to the election.

Section 24: Votes

The person receiving the greatest number of votes cast for any of the candidates for the office of mayor at the election at which the office is filled is elected to the office of mayor. The three persons receiving the greatest number of votes cast for any of the candidates for the office of councilor at the election at which the office is filled are elected to the office of councilor. In the event of a tie vote, the successful candidate shall be determined by a public drawing of lots in a manner prescribed by the council.

Section 25: Oath of Office

Before assuming city office, an officer shall take an oath or shall affirm that he or she will faithfully perform the duties of the office and support the constitution and laws of the United States and of the State of Oregon.

Section 26: Nominations

A qualified elector who has resided in the city during the twelve months immediately preceding an election may apply for a place on the ballot in the manner prescribed by ordinance.

Editor's note:

Nomination procedures, see § 34.01 of this code

CHAPTER VII

VACANCIES IN OFFICE

Section 27: Vacancies: Occurrence

The office of a member of the council becomes vacant:

1. Upon the incumbent's
 - A. Death;
 - B. Adjudicated incompetence;
 - C. Recall from the office; or
2. Upon declaration of the council of the vacancy in case of the incumbent's:
 - A. Failure, following election or appointment to qualify for the office within ten (10) days after the time for the office to begin;
 - B. Absence from the city for 30 days without the council's consent or from all meetings of the council within a 60 day period;
 - C. Ceasing to reside in the city;
 - D. Ceasing to be a qualified elector under state law;
 - E. Conviction of a criminal offense; or
 - F. Resignation from the office.

Section 28: Vacancies: Filling

A vacancy in the council shall be filled by appointment by a majority of the council. The appointee's term of office runs from the time of his or her qualifying for the office after the appointment and until expiration of the term of the predecessor who has left the office vacant. During a council member's absence from the city, a majority of the other council members may, by appointment, fill the vacancy pro-tem.

CHAPTER VIII

ORDINANCESSection 29: Ordaining Clause

The ordaining clause of an ordinance shall be:

"The City of Willamina, Oregon ordains as follows:"

Section 30: Adoption by Council

1. Except as subsection (2) of this section allows adoption at a single meeting and subsection (3) of this section allows reading by title only, an ordinance shall be fully and distinctly read in open council meeting on two different days before being adopted by council.

2. Except as subsection (3) of this section allows reading by title only, the council may adopt an ordinance at a single meeting by the express unanimous vote of all council members present, provided the ordinance is read first in full and then by title.

3. A reading of an ordinance may be by title only if:

- A. No council member present at the reading requests, that the ordinance be read in full or
- B. At least one week before the reading:
 - (1) A copy of the ordinance is provided for each council member,
 - (2) Three copies of the ordinance are available for public inspection in the office of the custodian of city records, and;
 - (3) Notice of their availability is given by written notice posted at the city hall and two other public places in the city.

4. An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed prior to the reading unless each section so differing is read fully and distinctly in open council meeting before the council adopts the ordinance.

5. Upon the adoption of an ordinance, the ayes and nays of the council members shall be entered in the record of council proceedings.

6. After adoption of an ordinance, the custodian of city records and the mayor shall endorse it with its date of adoption and the endorsers' names and titles of office.

Section 31: When Ordinances Take Effect

An ordinance enacted by the council shall take effect on the thirtieth day after its enactment. When the council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

CHAPTER IX

PUBLIC IMPROVEMENTSSection 32: Improvements

The procedure for making, altering, vacating or abandoning a public improvement shall be governed by ordinance, or the applicable general laws of the state. Action on any proposed public improvement, except an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the land to be specially assessed therefor. In this section, "owner" shall mean the record holder of legal title or where land is being purchased under a land sale contract recorded in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner."

Section 33: Special Assessments

The procedure for levying, collecting and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

CHAPTER X

MISCELLANEOUS PROVISIONSSection 34: Debt

The city's indebtedness shall not exceed debt limits imposed by state law.

Section 35: Existing Ordinances Continued

All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 36: Repeal of Previously Enacted Provisions

All charter provisions of the city enacted prior to the time that this charter takes effect are hereby repealed.

Section 37: Procedure for Amendment

Amendments to this charter may be made by procedures as specified under applicable state election laws.

Section 38: Time of Effect

This charter takes effect immediately upon its approval by a majority of the voters of the city.

Section 39: Severability

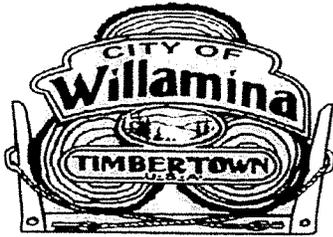
The terms of this charter are severable. If a part of the charter is held invalid, that invalidity does not affect another part of the charter, except as the logical relation between the two parts requires.

APPENDIX

LEGAL REFERENCES

This reference list is to be used as a brief guide to laws referred to in the charter. It is not to be construed as complete listing of all pertinent Constitutional, State, Federal and/or case law pertaining to the subjects named.

<i>Section</i>	<i>Subject</i>	<i>Legal Reference</i>
Section 3	Boundaries	O.R.S. 222.460 to 222.750
Sections 4, 5, 6	Powers	Or. Const., art. IV, sec 1(5); art. XI, sec.2 O.R.S. 221.410(1)
Section 12	Qualifications	Or. Const., art II, sec.2
Section 13	Meetings	O.R.S. 192.610 to 192.710
Section 16	Proceedings to be public	O.R.S. 192.660
Section 21	Municipal Court and Judge	O.R.S. 224.140, O.R.S. 226.010, O.R.S. 448.295, O.R.S. 836.205, O.R.S. 3.132, O.R.S. 51.035
Section 23	Elections	Or. Const., art II O.R.S. Chapters 246 to 260
Section 32	Improvements	O.R.S. Chapters 223 and 271
Section 34	Debt limit	O.R.S. Chapters 287 to 288 O.R.S. 223.295
Section 37	Amendment	Or. Const., art II O.R.S. Chapters 246 to 260



Mayor Vernon Mosser

City Staff

Council Members:

Ila Skyberg, Council President
Corey Adams
Rita Baller
Allan Bramall
Randall Long
Laurie Toney

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

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

RESOLUTION NUMBER 11.12-012 *A Resolution of the Willamina City Council Adopting a Code of Conduct for City of Willamina Appointed and Elected Officials*

The City Council of the City of Willamina, Oregon, on the 10th of May, 2012, sat in Regular Session for the transaction of business.

WHEREAS, the City Council desires to establish a Code of Conduct for City of Willamina Appointed and Elected Officials for the purpose of describing the manner in which they interact with each other, city staff, constituents, and others with whom they may come into contact with when representing the City of Willamina;

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

1. **THAT** Exhibit A, attached hereto and by this reference made a part hereof, is hereby adopted; and
2. **THAT** this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this 10th day of May, 2012.


Vernon Mosser

Vernon Mosser, Mayor

ATTEST:
Sue Hollis

Sue Hollis, City Recorder

**CODE OF CONDUCT
FOR
CITY OF WILLAMINA APPOINTED & ELECTED OFFICIALS**

ROLES, RESPONSIBILITIES AND RESPECT

This Code of Conduct is designed to describe the manner in which elected and appointed officials (hereafter called "City Officials") should treat one another, city staff, constituents, and others they come into contact with when representing the City of Willamina.

The constant and consistent theme through all of the conduct guidelines is "respect." Being a City Official can be very stressful. Despite this, they are called upon to exhibit appropriate behavior at all times. Demonstrating respect for individuals through words and actions is the touchstone that can help guide City Officials to do the right thing in even the most difficult situations.

ALL CITY OFFICIALS

All City Officials have equal votes on the public body on which they serve. No City Official has more power than any other member, and all should be treated with equal respect. City Officials must recognize that they act collectively as a public body during properly noticed public meetings. Individual members of the public body do not have the authority to make decisions or direct staff.

All City Officials should:

- Fully participate in meetings of the public body and other public forums while demonstrating respect and courtesy to others.
- Prepare in advance of meetings and be familiar with issues on the agenda.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Willamina government.
- Demonstrate honesty and integrity in every action and statement.

CONDUCT WITH ONE ANOTHER

The City Council and other public bodies are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve the community. In all cases, this common goal should be acknowledged even if City Officials "agree to disagree" on contentious issues. City Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other City Officials, staff or the public.

CONDUCT IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual City Officials toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

The way that City Officials treat people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

The Mayor or Chair will determine and announce limits on speakers at the start of any public hearing or public input process. Generally, each speaker will be allocated three (3) minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Mayor or Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the City Officials conducting the meeting or hearing request additional clarification later in the process. After the close of a public hearing, no more public testimony will be accepted unless the Mayor or Chair reopens the public hearing for a limited and specific purpose.

EXHIBIT A

- **Be attentive to the speaker**

It is disconcerting to speakers to have City Officials not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Mayor or Chair can interrupt a speaker during a presentation. However, a City Official can ask the Mayor or Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the City Official finds disturbing.

If speakers become flustered or defensive by questions from City Officials, it is the responsibility of the Mayor or Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by City Officials to members of the public testifying should seek to clarify or expand information. It is not appropriate to belittle the speaker. City Officials' personal opinions or inclinations about upcoming votes should not be revealed until after a public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

- **Follow parliamentary procedure in conducting public meetings**

The City Recorder serves as Advisory Parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The Mayor or Chair, makes final rulings on parliamentary procedure.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action.

- **Honor the role of the Mayor/Chair in maintaining order**

It is the responsibility of the Mayor/Chair to keep the comments of City Officials on track during public meetings. City Officials should honor efforts by the Mayor/Chair to focus discussion on current agenda items. If there is disagreement about the agenda

EXHIBIT A

or the Mayor/Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other City Officials**

If a City Official is personally offended by the remarks of another City Official, the offended City Official should make notes of the actual words used and call for a "point of personal privilege" that challenges the other City Official to justify or apologize for the language used.

- **Demonstrate effective problem-solving approaches**

City Officials have a public stage to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

CONDUCT IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The high level of respect and consideration for differing points of view that is deemed appropriate for public discussions should also be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and email**

Technology allows words written or said without much forethought to be distributed far and wide. Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

CONDUCT / INTERACTION WITH CITY STAFF & CITY OFFICIALS

Governance of a City relies on the cooperative efforts of elected officials, who, often with input and support of appointed officials, set policy, and City staff who implements and administers those policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

EXHIBIT A

- **Treat all staff and City Officials as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable. Abusive or threatening behavior or language, including threats against continued employment of the staff member, use of foul language, or other attempts to intimidate staff will not be tolerated.

- **Limit contact to specific City staff**

Questions of City staff and/or requests for additional information should be directed to the City Recorder who may designate another staff member to respond. When in doubt about what staff contact is appropriate, City Officials should ask the Mayor for direction. Materials supplied to City Officials in response to a request will be made available to all members of the public body on which the person sits so that all have equal access to information. Staff will make every effort to respond to requests for information within 5-7 business days.

- **Do not disrupt City staff from their jobs**

City Officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Except where they have been designated as supervisor of individual staff positions, individual City Officials do not have the authority to direct staff time or workload.

- **Never publicly criticize an individual employee**

City Officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Mayor or City Recorder through private correspondence or conversation.

EXHIBIT A

- **Do not get involved in administrative functions**
City Officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
- **Limit direct requests for staff support**
Requests for staff support – even for high priority or emergency situations -- should be made to the City Recorder who is responsible for allocating City resources in order to maintain a professional, well-run City government.
- **Do not solicit political support from staff**
City Officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

CONDUCT IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the City**
City Officials will frequently be asked to explain an action of the public body on which they serve or to give their opinion about an issue as they meet and talk with constituents or residents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or other committee action, or to promise City staff will do something specific (fix a pothole, remove a library book fine, plant new flowers in the median, etc.). After an issue has been voted on, City Officials will speak for themselves carefully, in a manner that does not undermine the integrity or motives of the public body making the decision, even if their personal opinion differs.
- **Make no personal comments about other City Officials**
It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other City Officials, their opinions and actions.

CONDUCT WITH OTHER PUBLIC AGENCIES

- **Be clear about representing the city or personal interests**

If a City Official appears before another governmental agency or organization to give a statement on an issue, the City Official must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; and 2) whether this is the majority or minority opinion of the Council or other public body. If the City Official is representing the City, they must support and advocate the official City position on an issue, not a personal viewpoint.

COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

The City has established Boards and Commissions as a means of gathering more community input and information. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- **If attending a Board or Commission meeting, be careful to only express personal opinions**

In the event a Council member attends a Board or Commission meeting, the Council member should be sensitive to the way their participation (especially if it is on behalf of an individual, business or developer) could be viewed as unfairly affecting the process. Any public comments by a Council member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Willamina City Council.

- **Limit contact with Board and Commission members to questions of clarification**

It is inappropriate and possibly illegal for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council members to contact Board or Commission members in order

EXHIBIT A

to clarify a position taken by the Board or Commission. Council members are advised to report all such contacts to the Mayor or City Recorder in writing.

CONTACT WITH THE MEDIA

City Officials are frequently contacted by the media for background and quotes.

- **The Mayor and City Recorder are the official spokespersons for the City position.**

The Mayor and City Recorder are the designated representatives of the Council to present and speak on the official City position. If an individual Council member is contacted by the media, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint.

SANCTIONS

- **Public Disruption**

Any individual who does not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the meeting.

- **Inappropriate Staff Behavior**

City Officials should refer to the Mayor or City Recorder any City staff member who fails to follow proper conduct in their dealings with City Officials, other City staff, or the public. These employees may be disciplined in accordance with the Collective Bargaining Agreement or standard City procedures for such actions. (Please refer to the section on Conduct/Interaction with City Staff for more details on interaction with Staff.)

- **Behavior and Conduct of City Officials**

City Officials who do not follow proper conduct may be reprimanded or formally censured by the Council. For appointed officials, serious and/or repeated infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by

EXHIBIT A

Council, such as termination of their appointment. Council members should point out to the offending City Official's their infractions of the Code of Conduct.

It is the responsibility of the Council to initiate action if a City Official's behavior may warrant sanction. The alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the City Recorder. The City Recorder should investigate the allegation and report the findings to the Council. It is the Council's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations, or recommending sanction(s).

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a decision by any public body to which this Code applies.

Attachments

Addendum A -- Additional Thoughts for City Officials

Addendum B – Listening Techniques

CODE OF CONDUCT

ADDENDUM A

Additional Thoughts for City Officials

- **Even private conversations can have a public presence**

City Officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

- **Remember that you are a highly visible member of the City**

City Officials are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Willamina. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by City Officials, twenty-four hours a day, seven days a week. It is a serious and continuous responsibility.

- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted. If you are not comfortable, politely request time to further research the topic/subject after being asked for comment.

- **Choose words carefully and cautiously when dealing with the media**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

CODE OF CONDUCT

ADDENDUM B – LISTENING TECHNIQUES

Stop talking. You cannot listen while you are talking.

Empathize. Try to put yourself in the other person's place so you can understand what s/he is trying to communicate and why it matters.

Ask questions. When you do not understand, when you need more explanation, or when you want to show that you are listening, ask. But do not ask questions to embarrass, challenge, or show up the speaker.

Be patient. Do not rush people; give them time to say what they have to say.

Look at the other person. Faces, eyes, posture, and gestures are important communication clues. Let the other person see that you are listening.

Get rid of distractions. Put down papers or pencils. Do not jingle change in your pocket, rap on the desk, or stare at the ceiling.

Share responsibility for communication. Only part of the responsibility rests with the speaker. The listener also has an important part. Try to understand; if you do not, ask for clarification.

Do not argue mentally. When you are trying to understand the other person, don't argue mentally while s/he is speaking. Internal arguing sets up a barrier between you and the speaker and keeps you from really listening.

Listen to how something is said. We often concentrate so hard on what is said that we miss the importance of understanding emotional reactions and attitudes. Attitudes and emotions may be more important than words.

Do not antagonize the speaker. Be aware of the effect you are having on the other person and adapt. Arguing, criticizing, taking notes, not taking notes, asking questions, and not asking questions may disrupt the speaker. You may cause the other person to hide her/his ideas, emotions, and attitudes if you are antagonistic.

Avoid assumptions. Do not assume others use words the same as you do. Do not decide that although they did not say what they meant, you understood it anyway. Do not imagine they avoid looking you in the eye because they are lying, that they are trying to embarrass you by looking you in the eye, or that they are distorting the truth because they do not agree with you. Do not decide they are unethical because they are trying to persuade you or that they are angry because they are enthusiastic.

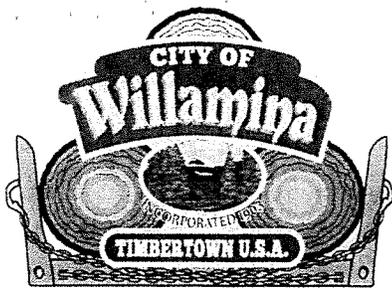
Do not classify the speaker. Too often we classify people as certain types and then try to fit everything they say into pigeonholes. Knowing the politics, religious beliefs, or jobs of speakers may be useful, but people are unpredictable and do not always fit into the assumed slot.

React to ideas, not to the person. Do not let your reactions to the person influence your interpretation of what s/he says. The ideas may be good, even if you don't like the person, the way s/he communicates, or the way s/he looks.

Avoid hasty judgment. Wait until all the facts are known before you make decisions.

Recognize your own prejudices. Be aware for your own feelings toward the speaker, the subject, or the occasion, and allow for these biases.

(Adapted from Community Boards Program, 1984)



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 Halli*
Pro-Tem City Recorder, *Andrea Wyckoff*
Library : *Melissa Hansen & Denise Willms*
Office Coordinator: *Debbie Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

FINANCE COMMITTEE MINUTES
Thursday October 16, 2014

PRESENT: Councilor Hill
Councilor St Onge
Councilor Vinson

ABSENT: None

STAFF: Andrea Wyckoff, Pro-Tem City Recorder

I. Call to Order

The meeting was called to order at 4:20 pm. Councilor Hill and Councilor St. Onge were present. Councilor Vinson came in 20 minutes late.

Old Business

A. Audit Updates and Financial Reports

Councilor St Onge addressed the list of the concerns from the auditors. This list of concerns was included in the finance meeting agenda packet, and the list of concerns was also emailed to the finance committee before the meeting. Pro-Tem City Recorder Andrea Wyckoff started out by addressing one of the auditors concerns, which is the credit balance in water accounts receivable for the Trial Balance for 2011-2012 of \$10,453.95. Andrea explained accounts receivable is supposed to always have a debit balance to reflect the money the water customers owe the city, and instead the City of Willamina has this reversed, showing that the City of Willamina owes its water customers money, reflected by having a negative credit of \$10,453.95 in accounts receivable. Andrea said it was possible that the packets of information that transfer data from the water billing software to the accounting program were first established incorrectly, and because no one has reconciled the general ledger accounts for so many years, many errors like this have gone undetected, and unfortunately have turned into very large mistakes which explain why the city's bank account is off 3.7 million dollars at the present date. Councilor St Onge asked if the situation is operator error, and asked then asked, so why? Andrea said she doesn't think anyone is currently doing the accounting function, or the bookkeeping, there is no bookkeeper doing the bookkeeping work. The discussion continued to review the other errors the auditors and Andrea found from a simple review of the books.

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Andrea said was aware the city had talked about using Paychex in the past, and she would highly recommend using it going forward, as it would prevent some of the substantial journal entry errors that have been recorded over the past few years, as well as free up the time it takes the city staff to process payroll with the current software platform. Councilor St Onge said she uses Paychex at the company she works for, and finds it very easy and affordable, at around \$100 a payroll run. Councilor St Onge said she will bring in a quote from Paychex for the next meeting, and asked for the topic to be added to the next agenda.

Councilor Hill **moved** to bring it to council to discuss the opening of a new position for a part time accounting person, with the length of time that person works to be discussed at the meeting.

Councilor St Onge amended that to be a contract person, rather than an employee position.

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

Andrea stressed a recommendation that the city look at switching to another software platform. Andrea said she feels the Gems Software is not the right fit for the city, as it is extremely cumbersome for the city. Andrea explained an error in the reporting function from the current software that Jessica, one of the auditors found, in that the ending balances for one fiscal year, did not match the beginning balances for the next fiscal year, when consecutive year trial balance reports were ran. Andrea believes this error can be due to the fact that the Gems Software did not come pre-programmed with any default reports, instead the Jill, and IT staff person at Yamhill County develops reports when the city asks for them.

Debbie Bernard brought up a man who runs a CFO To-Go consulting service, who Debbie and Sue recently met with, who said he could do the job, was available, and he would provide the council with all the reports necessary every month, and train the office staff here to do job going forward. His normal rate was \$75 per hour, but he was willing to drop the rate to \$65 an hour, as he sympathized with the position the city was currently in. Councilor St Onge asked for the contact information for the CFO To-Go person.

II. New Business

A. Letter for Backflow Testing

Andrea explained the city will be sending out a letter letting the water utility customers know that backflow testing is required every year.

B. Job Descriptions at City Hall

Andrea provided copies of the current job descriptions for the city of Willamina administrative staff for the councilors to take home and review.

C. Primisys Bill

Councilor Hill asked the city to hold paying the current Primisys bill because he didn't feel it was right that we were charged \$70 to set up a new email address for Councilor Hill. Andrea will contact Primisys to dispute it, and find out if the city is currently in a contract where all services are billed on a minimum \$70 per hour basis.

Adjourn

+-----
Councilor Vinson **moved** to adjourn.

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

+-----
The meeting adjourned at 6:40 pm.

Respectfully submitted,

Andrea Wyckoff
Pro-Tem City Recorder

CHECK STATUS

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	5953	\$185.35	10/15/14	A&EF	0	A&E SECURITY & ELECTRONIC SOLUTIONS	OUTSTANDING
3	5954	\$216.82	10/15/14	AMSNM	0	AMSN	OUTSTANDING
3	5955	\$204.75	10/15/14	ARAMK	0	ARAMARK UNIFORM SERVICES	OUTSTANDING
3	5956	\$450.00	10/15/14	AVNET	0	AVENET LLC	OUTSTANDING
3	5957	\$1107.17	10/15/14	BKRTL	0	BAKER & TAYLOR	OUTSTANDING
3	5958	\$3625.00	10/15/14	BLDTC	0	BOLDT, CARLISLE & SMITH LLC	OUTSTANDING
3	5959	\$250.00	10/15/14	CITY	0	CITY OF YAMHILL	OUTSTANDING
3	5960	\$302.28	10/15/14	UNION	0	CONST & GEN LABORERS UNION	OUTSTANDING
3	5961	\$73.91	10/15/14	ADAMS	0	COREY L ADAMS	OUTSTANDING
3	5962	\$60.34	10/15/14	HANSN	0	MELISSA HANSEN	OUTSTANDING
3	5963	\$92.88	10/15/14	PEP	0	PETROLEUM ENERGY PRODUCTS	OUTSTANDING
3	5964	\$5591.69	10/15/14	PGE	2	PORTLAND GENERAL ELECTRIC	OUTSTANDING
3	5965	\$280.00	10/15/14	PRIMI	0	PRIMISYS	OUTSTANDING
3	5966	\$647.00	10/15/14	PWSUP	0	PUBLIC WORKS SUPPLY	OUTSTANDING
3	5967	\$201.60	10/15/14	RECWO	0	RECOLOGY WESTERN OREGON	OUTSTANDING
3	5968	\$180.10	10/15/14	STPLS	0	STAPLES CREDIT PLAN	OUTSTANDING
3	5969	\$2388.07	10/15/14	SUMCO	0	SUMCO EXCAVATING INC	OUTSTANDING
3	5970	\$300.00	10/15/14	HAIGH	0	WALTER KEITH HAIGHT	OUTSTANDING
3	5971	\$298.35	10/15/14	SWSHF	0	WILLAMINA SAW SHOP	OUTSTANDING
3	5972	\$23.14	10/15/14	SELEF	0	WILLAMINA SELECT MARKET	OUTSTANDING
3	5973	\$1380.00	10/15/14	WYCKO	0	WYCKOFF ANDREA	OUTSTANDING
3	5974	\$930.67	10/15/14	XEROX	0	XEROX CORPORATION	OUTSTANDING
3	5975	\$740.04	10/30/14	AMAZN	0	AMAZON	OUTSTANDING
3	5976	\$84.00	10/30/14	AMEXT	0	AMERICAN EXTERMINATION PLUS, INC.	OUTSTANDING
3	5977	\$67.67	10/30/14	ARAMK	0	ARAMARK UNIFORM SERVICES	OUTSTANDING
3	5978	\$19.00	10/30/14	ARSL	0	ASSN FOR RURAL & SMALL LIB	OUTSTANDING
3	5979	\$860.00	10/30/14	BL&HL	0	BEERY, ELSNER & HAMMOND LLP	OUTSTANDING
3	5980	\$582.28	10/30/14	BRTHF	0	BRETHAUER OIL CO.	OUTSTANDING
3	5981	\$20.00	10/30/14	BAUTO	0	BROWN'S AUTOMOTIVE CAR CARE CENTER	OUTSTANDING
3	5982	\$834.69	10/30/14	CRQST	0	CARQUEST	OUTSTANDING
3	5983	\$575.00	10/30/14	CSCDC	0	CASCADE COLUMBIA	OUTSTANDING
3	5984	\$1727.94	10/30/14	CENLK	0	CENTURYLINK	OUTSTANDING
3	5985	\$24.00	10/30/14	MAGZN	18	COOKING LIGHT	OUTSTANDING
3	5986	\$82.79	10/30/14	REFND	260	CYPREXX SERVICES LLC	OUTSTANDING
3	5987	\$136.44	10/30/14	DKQI	0	DK QUARRIES INC	OUTSTANDING
3	5988	\$34.96	10/30/14	MAGZN	2	FAMILY TREE MAGAZINE	OUTSTANDING
3	5989	\$69.21	10/30/14	GYLBD	0	GAYLORD BROS. INC	OUTSTANDING
3	5990	\$27.61	10/30/14	GMVNT	0	GOODMAN'S TRUE VALUE	OUTSTANDING
3	5991	\$31.68	10/30/14	GRAIN	0	GRAINGER	OUTSTANDING
3	5992	\$1123.65	10/30/14	HACH	0	HACH	OUTSTANDING
3	5993	\$511.09	10/30/14	HDSUP	0	HDSUPPLY POWER SOLUTIONS	OUTSTANDING
3	5994	\$216.00	10/30/14	HNVCB	0	HONEY BUCKET	OUTSTANDING
3	5995	\$100.24	10/30/14	IRS	1	INTERNAL REVENUE SERVICE	OUTSTANDING
3	5996	\$61.94	10/30/14	KEIZE	0	KEIZER FLORIST	OUTSTANDING
3	5997	\$370.00	10/30/14	LDECO	0	LDE COMPANY	OUTSTANDING
3	5998	\$155.00	10/30/14	REFND	0	MARYANN BUSWELL	OUTSTANDING
3	5999	\$250.25	10/30/14	MWCOG	258	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS	OUTSTANDING
3	6000	\$156.05	10/30/14	NEXTL	0	NEXTEL COMMUNICATIONS	OUTSTANDING
3	6001	\$51.92	10/30/14	NWNTN	0	NW NATURAL	OUTSTANDING

CITY OF WILLAMINA
CHECK REGISTER

DATE RANGE: 10/01/14 - 10/31/14

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6002	\$3.77	10/30/14	0	0	OREGON DEPARTMENT OF REVENUE	OUTSTANDING
3	6003	\$94.48	10/30/14	0	0	PETROLEUM ENERGY PRODUCTS	OUTSTANDING
3	6004	\$141.64	10/30/14	131	0	RMF INVESTMENT GROUP LLC	OUTSTANDING
3	6005	\$364.06	10/30/14	0	0	SHELDON OIL COMPANY	OUTSTANDING
3	6006	\$756.72	10/30/14	0	0	SKYBERG'S	OUTSTANDING
3	6007	\$170.00	10/30/14	0	0	SONJA OLHEISER	OUTSTANDING
3	6008	\$90.00	10/30/14	0	0	SUMCO EXCAVATING INC	OUTSTANDING
3	6009	\$29.00	10/30/14	25	0	SUNSET MAGAZINE	OUTSTANDING
3	6010	\$103.22	10/30/14	0	0	WATER DEPOSIT REFUNDS	OUTSTANDING
3	6011	\$455.00	10/30/14	0	0	WATERLAB CORP.	OUTSTANDING
3	6012	\$1885.00	10/30/14	0	0	WYCKOFF ANDREA	OUTSTANDING
TOTAL # OF ISSUED CHECKS: 60 TOTAL AMOUNT: 31795.46							
TOTAL # OF VOIDED/REISSUED CHECKS: 0 TOTAL AMOUNT: 0.00							
TOTAL # OF ACH CHECKS: 0 TOTAL AMOUNT: 0.00							
TOTAL # OF UNISSUED CHECKS: 0							



Mayor Corey L Adams

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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*
Pro Tem City Recorder, *Andrea Wyckoff*
Library: *Melissa Hansen & Denise Williams*
Office Coordinator: *Debbie Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

PUBLIC WORKS COMMITTEE MEETING MINUTES

Tuesday, October 21, 2014

6:00 pm

PRESENT: Councilor Bramall
Councilor Hill

ABSENT: Councilor Baller

STAFF: Jeff Brown, Public Works Director
Andrea Wyckoff, Pro-Tem City Recorder

I. Roll Call

The meeting was called to order at 6:03 pm. A quorum was present.

Public Input

None.

II. Old Business

1. City Shop Yard Debris Pile

Joe Barrios, owner of a yard service care business, was present to ask if the city had reviewed his bid for \$100 to haul away the trash that been dumped at the burn pile (mattresses, bed frame, etc). Public Works Director Jeff Brown said the city received and reviewed the bid, but the city will take care of it, and haul it away for a less cost than \$100.

Jeff Brown said if he gets the city council's approval at the next city council meeting, he will order signage for approximately \$100. The signs will list what is allowed to be dumped (yard debris) and also note that commercial dumping will not be allowed.

There was a round table discussion between Joe Barrios, Jeff Brown, Councilor Bramall and Councilor Hill about whether or not commercial dumping should be permitted. Joe Barrios said during his busy season in the spring, he makes 4 to 5 hauls to the yard debris pile a week, and he currently has quite a few of his Willamina customers on hold, waiting for the yard debris dump site to reopen. Jeff said there were a few other local landscapers who were also dumping there on a frequent basis, and that the city cannot continue the load of having commercial businesses use the city's small yard debris pile for commercial use.

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If the city were to let one small business to dump occasionally, it would then be opening the door to any of the larger businesses to have also access to free landscaping debris dumping. Councilor Hill brought up the idea of having dump permit that the city could manage for commercial businesses, but again, this is turning a small scale operation into something much larger. In the end the consensus between Councilor Hill, Councilor Bramall, and Jeff Brown was the city would like to re-open the yard debris dump so it is accessible only for residential use and the city's use. This item will be addressed at the next city council meeting on November 13, 2014.

Councilor Hill **moved** to approve the purchase of the signs for the yard debris dump.

Councilor Bramall **seconded**.

III. New Business

1. Radar Speed Trailer Moved to Pioneer near Oak

Jeff Brown noted that the radar speed trailer was placed on Pioneer St, near Oak St, by the Sheriff's Department today. This was done as a part of the site assessment for the citizen requested stop sign on Pioneer at Oak St.

2. New Sander

Jeff Brown reported that the new sander was ordered, and should be here in a couple of weeks. The cheaper used one he hoped to purchase was no longer available, but he was still able to find a new one within the regular budgeted amount.

There being no further business, the meeting adjourned at 6:45 pm.

Respectfully submitted,

Andrea Wyckoff
Pro-Tem City Recorder

Public Works Monthly Report to Council

Nov. 6, 2014

Water

The winter headache of the river changing has begun. Falling leaves have made the water harder to treat.

One water leak this month. It amounted to a 2 inch fitting that failed.

Wastewater

We are preparing to discharge the effluent, as usual.

Streets/Parks

Richard has been putting forth extra effort to keep leaves from clogging the catch basins. He has also been clearing the bridge area each day to keep the walkway clear and additional street sweeping to try to keep ahead of the leaves.

Jeff Brown

21 Oct 14

To the Willamina City Council:

We request the Library Board term for Dan Goff be renewed.

Thank You

The Willamina Library Board

CHAPTER 31: CITY ORGANIZATIONS

Section

Library Board

- 31.01 City library established
- 31.02 Library financing
- 31.03 Library Board established
- 31.04 Board officers
- 31.05 Duties of Library Board
- 31.06 Annual report

bequests received and designated to be used for library purposes, and any tax levies that may be authorized by the electors.
(Ord. 496, passed 9-25-1980)

§ 31.03 LIBRARY BOARD ESTABLISHED.

(A) The Library Board previously established is hereby re-established.

(B) The Board shall consist of 5 members appointed by the Mayor and confirmed by the City Council.

(C) Members of the Board in office at the time this subchapter takes effect may continue in office for the terms for which they have been appointed.

(D) The term of office of each member subsequently appointed is 4 years.

City Planning Commission

- 31.15 Membership
- 31.16 Appointment and term
- 31.17 Vacancies and removals
- 31.18 Officers
- 31.19 Meetings
- 31.20 Powers and duties
- 31.21 Expenditures
- 31.22 Conflict of interest

LIBRARY BOARD

§ 31.01 CITY LIBRARY ESTABLISHED.

The city library heretofore established is hereby re-established under the provisions of O.R.S. 357.400 to 357.640. It shall be known as the Willamina Public Library.
(Ord. 496, passed 9-25-1980)

(1) No person shall hold office for more than 2 full consecutive terms; and

(2) Any person may be appointed again to the Board after an interval of 1 year.

(E) A Board position becomes vacant upon a member's:

(1) Death;

(2) Resignation from office;

(3) Term expiration; or

(4) Nonattendance of Board meetings without prior notice, for reasons other than illness or

§ 31.02 LIBRARY FINANCING.

The library shall be financed through the use of General Fund monies, revenues obtained from operation of the library, grants, gifts, donations and

emergencies for more than 2 consecutive meetings, upon concurrence of the remainder of the Board that a vacancy for these reasons shall exist.

(F) A vacancy on the Board, unless caused by the expiration of a term of office, shall be filled by appointment in the same manner as original appointments and shall be for the remainder of the unexpired term of office of the member who leaves the office vacant.

(Ord. 496, passed 9-25-1980; Am. Ord. 572, passed 12-8-1994)

§ 31.04 BOARD OFFICERS.

(A) The Library Board shall elect a Chairperson from among its members to serve at the pleasure of the Board.

(B) The librarian shall serve as Secretary of the Board and keep a record of its proceedings.

(C) The Board shall schedule meetings not less frequently than monthly, with the exception of the months of July and August.

(D) The Board may establish and alter rules and regulations for its government and procedure, but the rules and regulations shall be subject to the approval of the City Council.

(Ord. 496, passed 9-25-1980; Am. Ord. 572, passed 12-8-1994)

§ 31.05 DUTIES OF LIBRARY BOARD.

The Library Board shall:

(A) Keep informed about current trends in library services and administration;

(B) Study library growth and needs in Willamina and vicinity;

(C) Develop and recommend to the City Council long-range plans for library service and facilities, consistent with city priorities and with state, regional and national goals pertinent to libraries;

(D) Recommend to the City Council sites for library facilities;

(E) Participate in the planning for library facilities;

(F) Recommend to the City Council types of library service for the city and vicinity;

(G) Investigate sources of funding for library service and facilities;

(H) Recommend to the City Council policies for the acceptance and use of gifts for library purposes;

(I) Participate in the annual budgetary process of the city as that process pertains to the library;

(J) Recommend to the City Council policies conducive to efficient and effective operation of the library;

(K) Review and recommend to the City Council terms for contracts and working relationships with other public agencies regarding library service; and

(L) Submit reports as requested by the City Council.

(Ord. 496, passed 9-25-1980)

§ 31.06 ANNUAL REPORT.

The Library Board shall make an annual report to the State Library and to the City Council on a form supplied by the State Library.

(Ord. 496, passed 9-25-1980)

CITY PLANNING COMMISSION

§ 31.15 MEMBERSHIP.

(A) The Commission shall consist of 7 members who are not elected officials or employees of the city. Commission members shall receive no compensation,



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Curtis L. Wright

Physical Address 22900 SW Willamina Creek Rd.

Mailing Address P.O. Box 222, Willamina, OR 97396

Home Phone Number 503-883-1143

Cell Phone Number 503-883-1143

Email crwrights@hotmail.com

Occupation semi-retired contractor

Years of Residency 7

Registered Voter Yes No

Position(s)
Select all you wish to apply for

Budget Committee

Library Board

Planning Commission

City Council

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

I have a strong interest in having a super library, with something offered for all age groups.

Please share any governmental or volunteer experience you have had

CERT Trainer; Retired Military; Husband (47 years), Father and Grandfather

What do you think makes you the best candidate for this position?

I want to serve my community.

DEADLINE FOR APPLICATIONS: 5:00 PM LOCAL TIME, NOVEMBER 30, 2014

Signature

Curtis L. Wright

Date

10/24/14

An Equal Opportunity Employer

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

www.willaminaoregon.gov

Budget Committee

The Budget Committee is appointed annually by the Mayor of the City of Willamina. The role of this committee is to meet annually to approve the City's budget for the following fiscal year. Applicants for this position must be available to attend one (1) or more meetings during the months of April, May and or June. There is no residency or length of residence requirements for this position.

Library Board

The Library Board is appointed by the Mayor of the City of Willamina to four year terms but may not hold office for more than two consecutive terms. If the vacancy is caused by anything but expiration of term, the appointee shall serve for the remainder of the unexpired term. The role of this board is to establish and alter rules, regulations and procedure of the Library to be submitted for City Council approval. Applicants for this position must be available to attend one (1) regular morning meeting each month scheduled on the third Tuesday along with various other meetings and work sessions. There is no residency or length of residence requirements for this position.

Planning Commission

The Planning Commission is appointed by the Mayor of the City of Willamina to four year terms. If the vacancy is caused by anything but expiration of term, the appointee shall serve for the remainder of the unexpired term. The role of the Planning Commission is to administer the subdivision and zoning ordinances and make recommendations to the City Council concerning land use issues. Applicants for this position must be available to attend one (1) regular meeting scheduled for the second Tuesday of each month along with various other meetings and work sessions. There is no residency or length of residence requirements for this position.

City Council

The term for the City Council seat vacancy is from the date of appointment through the end of the term of the vacant position. A qualified applicant must reside within the City limits and have been residing within those limits during the twelve (12) months immediately preceding this application. Applicants will be available to attend two (2) evening meetings per month scheduled for the second and last Thursday and various other meetings, work sessions, and training sessions as scheduled. The appointment to this seat will also be appointed to serve on one of the two standing committees. The Willamina City Council is the final judge of the qualifications and appointment of its own members.

An Equal Opportunity Employer

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

www.willaminaoregon.gov



CENTENNIAL

POEMS

RESEARCH

SCHOLARSHIP

EXHIBITS

STAFFORD CENTENNIAL EVENTS

**A YEAR OF WILLIAM STAFFORD CENTENNIAL EVENTS & ACTIVITIES**

Wednesday, January 1, 2014 - Wednesday, December 31, 2014

All year long! Poetry readings, literary activities, educational and other events to celebrate poet William Stafford's 100th Birthday. Event listings for Oregon, Northwest, United States, and worldwide.

For a listing of all events, please visit <http://stafford100.org/>

**OREGON READS 2014: WILLIAM STAFFORD**

Wednesday, January 1, 2014 - Wednesday, December 31, 2014

The Oregon Library Association has committed their 2014 "Everybody Reads" statewide program to the work of William Stafford. More than 100 libraries will have public programs, and there will be books and materials on hand to support conversations, readings, discussion groups, and other activities related to the legacy of William Stafford as a writer, teacher, and witness for peace.

These are the books currently designated for this program:

Ask Me: 100 Poems, by William Stafford (Graywolf Press, forthcoming in 2014)

Early Morning: Remembering My Father, William Stafford, by Kim Stafford (Graywolf Press)

Down in My Heart: Peace Witness in Wartime, by William Stafford (OSU Press)

Every War Has Two Losers: William Stafford on Peace & War, by William Stafford (Milkweed Editions)

The Osage Orange Tree, by William Stafford, illus. Dennis Cunningham (Trinity University Press, forthcoming in 2014)

Everyone Out Here Knows: A Big Foot Tale, by William Stafford, illus. Angelina Marino-Heidel (Arnica Creative Services)

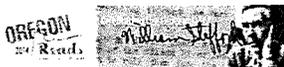
For more information, please see OLA's Oregon Reads 2014 website. This series is funded in part by generous contributions from the PGE Foundation.

**THE WILLIAM STAFFORD CALLIGRAPHY PROJECT**

Saturday, September 27, 2014 - Sunday, November 9, 2014

Collins Gallery, Multnomah Public Library, 801 SW 10th, Portland, OR 97205

The Portland Society for Calligraphy is pleased to announce The William Stafford Calligraphy Project. Calligraphic artwork created by members of the Portland Society for Calligraphy features the words of William Stafford. The calligraphic artworks, which can include broadsides as well as books, will be exhibited at the Multnomah Public Library.

**WILLAMINA OPEN HOUSE**

Saturday, November 22, 2014

2:00 pm - 4:00 pm

Willamina Library, 385 NE C St, Willamina, OR 97396, United States

Willamina Public Library will have an open house to celebrate Oregon Reads. The public is welcome to stop by, browse the remodeled adult section, enjoy refreshments and see the William Stafford display. We will be offering several of William Stafford's books as door prizes.

For more information, call Willamina Library at 503-876-6182 or email Melissa Hansen at melissah@ccrls.org

Sue Hollis

From: Melissa Hansen <melissah@ccrls.org>
Sent: Wednesday, November 05, 2014 10:17 AM
To: Sue Hollis
Subject: closed to public

To The Willamina City Council:

All the CCRLS libraries are preparing to migrate to a new system in December. There will be no computer access December 9 and 10. There will be no check ins, check outs or library catalog during this time. We would like to close the library to the public those two days. Denise and I will spend this time preparing books to catalog, cleaning shelves, weeding etc.

thank you,
Melissa

--

Melissa K Hansen
Senior Librarian
Willamina Public Library
PO Box 273
Willamina OR 97396
503-876-6182
melissah@ccrls.org

"Her home is the burrow of a bibliophile hobbit – low-ceilinged, close-walled, and brimming over with books." – *Robin Sloan, Mr. Penumbra's 24-Hour Bookstore*



City of Stayton

Library

515 N. 1st Avenue • Stayton, OR 97383
Phone: (503) 769-3313 • Fax (503) 769-3218

October 20, 2014

Hello,

I would like to commend your library staff person, Denise Willms. She recently went out of her way to assist me. I am the library director at the Stayton Public Library. Denise met with me, on her day off, to help me learn to set up Android tablets for circulation in my library.

She was efficient, extremely personable and knowledgeable. We spent two hours working through various scenarios and permutations of tablets and Chromebooks. She was patient and understanding with my questions.

I thoroughly enjoyed meeting her and felt that she had truly gone out of her way to make this tablet project a success for another member library. Her generosity was abundant, and her love of libraries and all the things libraries do for communities is apparent.

Again, I thank her for her time and expertise. I hope you can share this letter with your council; I would like them to know what an excellent employee they are so lucky to have.

Sincerely,

Katinka Bryk
Director, Stayton Public Library
515 N 1st Av Stayton, OR 97383
503-769-3313
katinka@ccrls.org

POLICE
386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
FAX (503) 769-7497

PLANNING
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER
950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY
515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218

Online student public library use and permission

Policy:

Willamina Public Library provides open access wifi and public computers for the use of our patrons. High school students in grades 9-12 requiring use of the public internet access during school hours must be enrolled in Willamina High School's online program or other certified online program. The student's parent/guardian must request the library permission packet and return it signed by them and an administrator of the school before the student is allowed to be in the library during school hours. School hours are defined by the Willamina School district calendar. The student understands that during school hours gaming, social networking and other forms of computer use not associated with their educational needs will not be allowed. Students found in the library during school hours that are not online students and registered with the Library as such will be immediately reported to the school/parent and asked to leave the building. Students accompanied by their parent/guardian are exempt.

Permission for student to access Willamina Public Library during school hours

_____ is a registered online student with (name of program)_____ and has my express permission to be present in Willamina Public library during school hours for the purpose of completing online courses. The student understands that during school hours gaming, social networking and other forms of computer use not associated with their educational needs will not be allowed. Students who disregard the rules will be asked to leave and their privileges in the library will be revoked until a parent /guardian meets with a librarian to reinstate those privileges.

By signing this the Student and Parent/Guardian agree to abide by the requirements outlined in the Online student Library use policy.

Please note: This form must be presented in person by the parent/ guardian signing this form

Parent/Guradian _____ Date _____

Student _____ Date _____

School Administrator _____ Date _____

Received _____ by _____

Willamina Code Violations

October 2014

Complaints	Violation	Warnings	# of citations issued
	Abandoned vehicles on Public Street		
1	Assist YCSO Deputies with Criminal Complaints		
2	Barking dog	1	
4	Blocked Roadways/Alleys	1	
	Blocked Sidewalks		
1	Building code Violations & Inspections		
	Business Licenses		
	Citizens Assistance		
5	City Hall Admin duties		
	Dog Running at Large		
	Fence, Walls, Hedges - Maintenance		
	Fire Code Violations		
8	Follow up on Code Violations		
3	Follow-up Property Inspections		
	Follow-up with Public Service Agencies		
	Garage Sale Complaints		
	Graffiti		
	Health & Safety Hazards		
1	Illegal Burning	1	
1	Illegal Dumping		
4	Junk/Debris on Private Property	1	
	Miscellaneous Ordinance Follow-up		
	Noise Complaints		
3	Other Misc. Animal Complaints		
	Other Misc. Code Violations		
2	Parking of Recreational Vehicles/Trailers	2	
1	Property Inspections		
	Sidewalks Responsibility/Maintenance		
2	Storage /Parking on Street	1	
	Storage/Parking on Private Property		
1	Traffic Complaints		
	Unwanted Persons/trespassing		
2	Vacant Property Inspections		
1	Vacant Property Registrations		
	Wanted Subjects/Warrants		
1	Weeds & Noxious Growth		
9	YCSO Admin Duties		
1	YCSO Training		
summary:			
10-23-2014 Firearms qualification at MPD Fort Duke			

Sue Hollis

From: Kent Stuart <stuartk@co.yamhill.or.us>
Sent: Wednesday, October 22, 2014 10:19 AM
To: Jodi Whiting
Cc: Jerry Druery; Russell Vandewettering; Sue Hollis
Subject: RE: Re: heated issue over loose cats at 685 SW Cherry St.

Thank you. I know the deputies have been to the location. The issue of loose cats is getting very heated and has moved from verbal confrontations to physical contact. Deputy Druery is doing his best to keep things under control. I would hope that the owner of the cats would be responsible enough to get the cats neutered so at least when one of the cats pass on the rest do not continue to populate even more. Thanks for your help anyway.

From: Jodi Whiting
Sent: Tuesday, October 21, 2014 5:59 AM
To: Kent Stuart
Cc: Sue Hollis (holliss@ci.willamina.or.us); Jerry Druery; Russell Vandewettering
Subject: RE: Re: heated issue over loose cats at 685 SW Cherry St.

Kent,

Yamhill County Dog Control does not handle cat issues.

If for some reason the cats are seized as a result of a charge, we can (for the time being) house them until trial.

Yamhill County Dog Control does not have any ordinance on cats whatsoever. I am sorry this is not something we are allowed to do.

Kindly,

Jodi
YCDC

From: Kent Stuart
Sent: Monday, October 20, 2014 12:21 PM
To: Jodi Whiting
Cc: Sue Hollis (holliss@ci.willamina.or.us); Jerry Druery; Russell Vandewettering
Subject: Re: heated issue over loose cats at 685 SW Cherry St.

Complainant:

Harris Reibach
858 SW Cherry St.
Willamina, OR 97396
503-871-4816

Cat owner:

Manuel Duarte
865 SW Cherry St.
Willamina, OR 97396

Today I received a phone call from Harris Reibach who lives at 858 SW Cherry St. in reference to 5 loose cats coming from 865 SW Cherry St. He is complaining about the cats are using his property as a litter box. He said they have ruined items at his residence by urinating and defecating on them. He said the neighbor does not take care of the cats. The cats have some kind of mucus running out their eyes and they appear to be underfed. He would like animal control to visit the property and educate the owner on the responsibility of owning cats. Most of all he would like the cats to stay out of his yard.

I know that Deputy Druery has had dealing at the location in reference to the cats but I am not sure what the outcome was. I know from talking with Mr. Duarte that the situation has become very heated and physical between him and his neighbor. Maybe the cats need to be neutered so they do not breed anymore cats.

The City of Willamina Municipal Code No. 90 does not address any leash law for cats. Every city deals with the same issues as it pertains to cats.

Sue Hollis

From: Russell Vandewettering <VANDEWETR@co.yamhill.or.us>
Sent: Monday, October 27, 2014 10:07 AM
To: Sue Hollis
Cc: Sheriff - West Valley; Ray Clevidence
Subject: Speed check on Pioneer Avenue

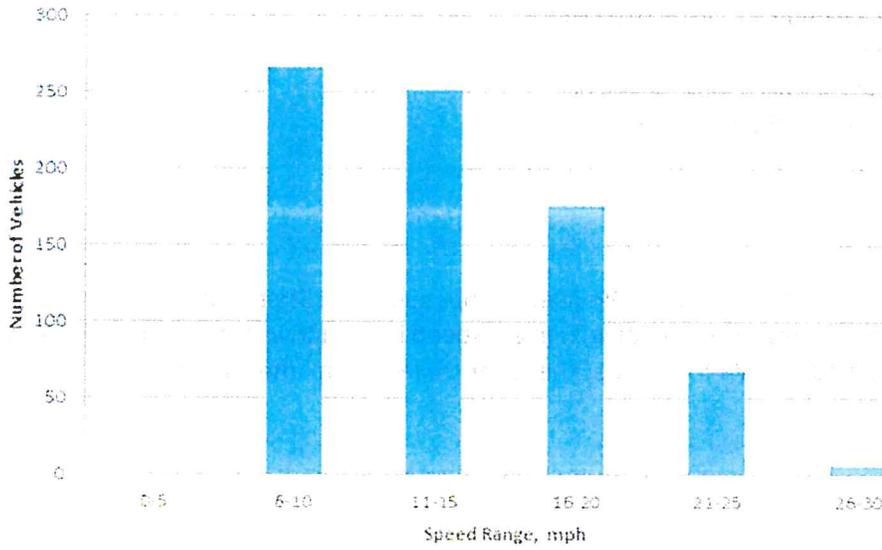
Sue,

Per the request of council, the radar trailer (Julie) was set up on Pioneer Avenue near Oak Street. Of the 767 vehicles recorded during the 4 days, only .8% of the vehicles were speeding, highest speed is 29 mph in the 25 zone. I have added the summary, graph and break down every 4 hours. We'll try to get the radar trailer set up after January for a second study.

Sgt. Vandewettering

Study Name	Pioneer Ave
Study Location	Pioneer near Oak
Start Date/Time	10/22/14 17:00
End Date/Time	10/27/14 7:50
Total Study Time	04 D 14 H 50 M
Total Vehicles	767
Speed Limit	25 mph
Total Speeders	6
Percent Speeding	0.8%
85th Percentile	17 mph
Median Speed	12 mph
Maximum Speed	29 mph

Traffic Volume for Study, By Speed
 Study Name is Pioneer Ave
 Study Location was Pioneer near Oak
 Speed Limit was 25 mph Study Start Time was 17:00 on 10/22/2014
 Study End Time was 07:50 on 10/27/2014



Period End Time	Total Vehicles	Median Speed	Maximum Speed	85th Percentile	No. of Speeders
10/22/14 21:00	17	11	19	14.4	0
10/23/14 1:00	9	18	25	19.8	0
10/23/14 5:00	6	15	19	16.7	0
10/23/14 9:00	47	11	21	15.7	0
10/23/14 13:00	53	10	24	18.5	0
10/23/14 17:00	56	13	25	17.3	0
10/23/14 21:00	21	11	21	15.0	0
10/24/14 1:00	15	13	20	14.4	0
10/24/14 5:00	21	15	22	17.5	0
10/24/14 9:00	41	14	25	19.5	0
10/24/14 13:00	38	14	26	18.3	1
10/24/14 17:00	72	12	24	17.1	0
10/24/14 21:00	27	14	25	18.4	0
10/25/14 1:00	4	10	15	12.3	0
10/25/14 5:00	4	15	20	18.0	0
10/25/14 9:00	20	12	22	18.5	0
10/25/14 13:00	27	12	27	17.8	1
10/25/14 17:00	27	11	26	16.8	1
10/25/14 21:00	20	14	22	16.4	0
10/26/14 1:00	3	20	26	25.0	1
10/26/14 5:00	5	16	24	17.4	0
10/26/14 9:00	23	12	26	18.0	1
10/26/14 13:00	79	11	24	16.3	0
10/26/14 17:00	48	15	25	20.1	0
10/26/14 21:00	30	12	20	15.5	0
10/27/14 1:00	12	16	29	20.9	1
10/27/14 5:00	16	15	23	18.1	0

Nov. 18, 2014

To the Willamina City Council:

At our Library Board meeting this morning, we did not have a quorum. We later had a conference call about one of our board members that has moved to another city.

The policy of the C.C. R L.S. is: when a Patron moves and changes their address, their agency number changes and they become a member of that cities Library.

We would like our policy to state: at the time a Patron becomes a member of another cities Library, they can not be a Willamina Library Board member.

Jayne Zimbrick, acting secretary.

Hi Sue,

~~Hi~~ Just an FYI, I'd like to request to be appointed the council liaison to the library board at the meeting on Thu.

Thanks,

Heather





October 31, 2014

10/31/14 10:15 AM

City of Willamina
Attention: Sam Sasaki
PO Box 629
Willamina OR 97396

RE: WaveDivision Holdings, LLC ("Wave Broadband"); Rate Adjustment Notice

We are providing the following details in compliance with the 30-day advanced notification of an adjustment to rates under the applicable FCC regulations and the requirements of our franchise with the City of Willamina. Wave Broadband will be adjusting the retail price of some of its video services starting December 1st, 2014.

The monthly rates for the following services will be adjusted: Basic Cable service, and any packages including that service, will increase by \$3.83. These rate changes are exclusive of franchise fees, regulatory fees, and other governmentally imposed charges.

This rate adjustment is due to annual programming cost increases from TV networks owned by A&E Networks, AMC Networks, Discovery Communications, Disney/ESPN, FOX Broadcasting Company, NBCUniversal, Scripps Networks Interactive, Turner Broadcasting System, Viacom, regional sports programmers, and independent channel providers.

Additionally, in the coming months, the local TV Stations' fee will be adjusted to reflect the increasing fee local broadcast stations charge Wave for the right to carry their signals.

At Wave Broadband, we work hard to establish the best channel selection for our customers and communities while balancing rapidly increasing programming costs. We will continue to invest in our network to bring customers the latest technologies, enhancing their service experience, at very competitive prices.

Please contact me directly with any questions.

Sincerely,

Cynthia Wikstrom

Cyndi Wikstrom
Senior Vice President of Operations
Washington-Oregon

Local Government Dinner

December 4, 2014

*You are cordially invited to attend a Festive December Feast
hosted by*

The City of McMinnville

Golden Valley Brew Pub

980 NE Fourth Street

(Corner of 4th & Johnson)

6:00 p.m. – Social Hour

6:30 p.m. – Dinner

Roasted Carlton Farms Pork Loin / Roasted Pacific Salmon

Mashed Potatoes

Fresh Vegetable, Caesar Salad,

Vegetarian Pasta, Bread and Sweet Butter,

And Dessert

\$30.00

RSVP (503) 434-7405

By 5:00 p.m., November 24, 2014

Please make checks payable

To the City of McMinnville

Discussion topics are welcome

FREE Pesticide & Container Collection Event

Saturday, December 6, 2014
8:00 am - 2:00 pm

You must pre-register by November 21, 2014 for chemical disposal
NO registration is required for pesticide container recycling

This collection event is for agriculture waste pesticides in Clackamas, Marion, Polk, and Yamhill Counties. It will be held at the Wilco Agronomy Center in Whiteson 1400 S HWY 99W McMinnville, OR 97128

- Chemical Disposal Registration Forms available at:
 - Online at yamhillswcd.org and polkswcd.org
 - Printed copies are available at
 - Yamhill SWCD: 2200 SW 2nd Street McMinnville, OR 97128
 - Polk SWCD: 580 Main St. Ste A Dallas, OR 97338
- Submit Chemical Disposal Registration Forms to:
 - Greater Yamhill Watershed Council
 - Mail: PO Box 1517 McMinnville, OR 97128
 - Email: director@yamhillwatershedcouncil.org
 - Office: (503) 474-1047; Mobile: (971) 388-9200
- You can also recycle clean, dirt and residue free, triple-rinsed plastic containers for **FREE!** For triple-rinse procedures, see the Ag Container Recycling Council (ARC) website at www.acrecycle.org and select the link for *Container Rinsing*.
 - All size containers up to 55-gallon capacity plastic drums can be accepted. Containers need to be made from high density polyethylene (HDPE) and be embossed with recycling symbol. 
- For Questions and Technical Assistance Contact:
 - Nicole Anderson at OSU Extension at (503) 553-9922 or email nicole.anderson@oregonstate.edu. Nicole will provide confidential answers to questions and assess whether degraded chemical storage containers can be safely transported.



THANK YOU FOR BEING GOOD STEWARDS OF OUR LAND AND WATERWAYS

THANK YOU to our SPONSORS





December 6, 2014
Yamhill, Polk, Marion & Clackamas County Area Pesticide Collection Event
Application Form for Waste Pesticides

Please mail or email completed application to the GYWC by Friday, November 21, 2014.

Greater Yamhill Watershed Council (GYWC)
PO Box 1517
McMinnville, OR 97128

Office Phone: (503) 474-1047
Cell Phone: (971) 388-9200
Email: director@yamhillwatershedcouncil.org

This is a one-time, anonymous pesticide waste collection event for farmers, growers, and other agriculture-related operations located in Yamhill, Polk, Marion, and Clackamas Counties. The collection is scheduled for Saturday, December 6, 2014 at Wilco's Whiteson Agronomy Center 14000 SW HWY 99W McMinnville, OR 97128.

Prior to bringing waste to the Pesticide Collection Event, you must complete this application and return it to the GYWC by November 21, 2014. Please be certain your pesticide survey information is accurate, any pesticides not included on this survey will not be eligible for disposal on the day of collection. If you have any questions or concerns about the event logistics or pesticide identification, please contact Nicole Anderson at OSU Extension at (503)-553-9922 (cell) or nicole.anderson@oregonstate.edu

Event Location: McMinnville, Oregon Event Date: December 6, 2014

1. Generator Information - ALL INFORMATION PROVIDED BELOW IS FOR INTERNAL USE ONLY AT CLEAN HARBORS TO ENSURE SAFE AND EFFECTIVE COLLECTION AND IS CONFIDENTIAL. THIS INFORMATION WILL NOT BE PROVIDED TO ANY GOVERNMENT AGENCIES OR THIRD PARTIES.

Contact Person (First and Last Name) Telephone Number Fax Number

Email Address (if preferred as contact method)

Other means of contacting you

City State Zip Code

WE MUST HAVE A WAY TO CONTACT YOU BEFORE THE EVENT. YOU WILL BE NOTIFIED OF A SCHEDULED TIME FOR YOU TO REPORT TO THE COLLECTION SITE AND YOUR CONFIDENTIAL IDENTIFICATION NUMBER.

ID #

2. Inventory of wastes you want to dispose of at this collection event

Please complete the waste inventory sheet on the following page to list the wastes you will bring to the collection event. Make additional copies of the inventory sheet if needed. Return the completed inventory sheet(s) with this application. Instructions for completing the waste inventory sheet are on the back side of the form. Only wastes that have been pre-registered and approved by Clean Harbors Environmental Services will be accepted at the collection event. **Radioactive materials, explosives, infectious medical wastes, certain poisons, and very reactive wastes are not accepted at these events. There is no quantity limit for collection of waste pesticides. Please provide adequate containment (e.g., place inside larger container) for leaking or degraded containers prior to transporting pesticide waste to the event.**

Unknown pesticides are accepted, but please describe the quantities and the physical state of the waste (liquid, solid, gas) on the registration form.

If you have trouble identifying the active ingredients in the pesticides you wish to dispose of please contact Nicole Anderson at OSU Extension at (503)-553-9922 (cell) or nicole.anderson@oregonstate.edu for technical assistance.

Instructions for Completing Waste Inventory Sheet

1. **Source:** Please indicate whether the pesticides you are disposing of come from an active farm, a commercial applicator, or other operation.
2. **Item Number:** Number each item (or category group of items) you want to dispose of at the collection event. Each item should have an individual number on its container as reference. The container number should correspond to the completed inventory sheet(s) submitted.
3. **Waste Description:** Describe, in as much detail as possible, wastes that you want to dispose of at the collection event. The description should include the chemical and trade name, how you use the material, physical state (i.e., liquid, solid, sludge, gas), chemical characteristics (e.g., flammable/ignitable), and chemical constituents and percentages from the label or material safety data sheet (MSDS). For pesticides (e.g., herbicides, fungicides, rodenticides, etc.), please include the EPA registration number if available, trade name and percent concentration. When listing waste quantities, be as accurate as possible. **DO NOT** include wastes you do not want to dispose of at the collection event. Please avoid mixing your wastes together.
4. **EPA Number:** For pesticides (e.g., herbicides, fungicides, rodenticides, etc.), please include the EPA registration number if available, trade name and percent concentration.
5. **Quantity:** List the quantity of waste you want to dispose of at the collection event. As a rule, list liquids in gallons and solids and sludges in pounds.

Once the GYWC has received your registration application it will be forwarded to **Clean Harbors Environmental Services** for review and approval. You will receive a letter and/or telephone call from Clean Harbors acknowledging acceptance of your application. The acknowledgment letter and/or call will provide you with an appointment time for bringing in your waste and any changes to the collection event site.

ID # _____



Badger Meter
8635 Washington Avenue
Racine, Wisconsin 53406
TEL: (800)433-5263
FAX: (800)245-3569

Order Acknowledgement

Acknowledgement: C6-028548



Date: 03/05/2014

Your Order No: 2014-03-01

Route to: SUE C HOLLIS

Phone: 503-876-2242

REPRINT

Please review this order acknowledgement for any pricing discrepancies and make note of the shipping date.

Please Note: NO ADS SENT IN

REF QT # 030414SB01

SOLD TO ID: D37001

SHIP TO ID: 000000

CITY OF WILLAMINA

CITY OF WILLAMINA

411 NE C STREET

411 NE C STREET

WILLAMINA OR

WILLAMINA OR

97396-2783 USA

97396 USA

SHIP VIA : UPS

ORDER REF: 030514

FOB: SHIPPING POINT

FREIGHT: Prepay And Add

TERMS: 0 % Within 0 Days, Net 30 Days

LN#	ITEM	ORDER	QUANTITY		US DOLLARS		SCHEDULED
		QUANTITY	DUE	UM	UNIT PRICE	EXTD PRICE	SHIP DATE
001	DTFXB-ZN-AKNN-FA	1	1	EA	1,729.00	1,729.00	03/19/2014
	TRANSIT TIME FLOWMETER; FLOW; REMOTE; AC; CABLE GLANDS						
003	DTTN-030-N000-N	1	1	EA	695.00	695.00	03/19/2014
	TRANSDUCER KIT; NEMA 6; TFX						

CUSTOMER SERVICE REPRESENTATIVE: MMK

TOTAL AMOUNT THIS ORDER:

2,424.00

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OREGON 2014 Reads

A statewide community reading project

Willamina Public Library

OPEN HOUSE

Saturday, November 22

2pm-4pm

Please join us in celebrating William Stafford's 100th birthday. Browse our newly-remodeled adult section, enjoy refreshments and get a chance at some William Stafford-themed door prizes!



11 Nov 14

To the Willamina City Council

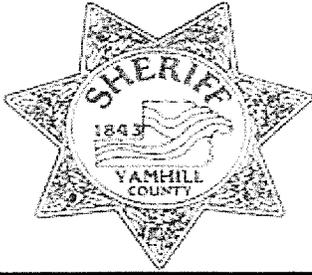
This is a request to have the Library Board appointment of Curtis Wright be removed from the agenda. Mr. Wright, although a resident of rural Willamina, uses McMinnville Library almost exclusively. Each year he pays the \$60 rural card fee to McMinnville.

The Library Board and I would like more time when, hopefully, a Willamina Library user applies.

Thank you

Melissa Hansen
Senior Librarian

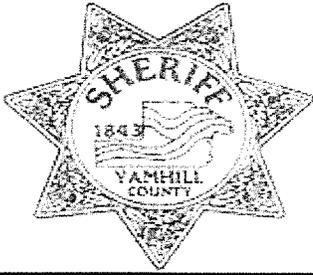
Joyce Zimbrick
Library Board member



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 10/1/2014 to 10/31/2014**

City	UCR Description	10/1/2013 to 10/31/2013	10/1/2014 to 10/31/2014	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	1		7	3
	Burglary-Business	0	0		1	1
	Burglary-Non-Residence	1	0		4	8
	Burglary-Residence	1	3	200.00 %	13	7
	Larceny	5	6	20.00 %	51	56
	Motor Vehicle Theft-Auto	0	0		6	3
	Part 1 Total	7	10	30.00%	82	78
Part 2						
	All Other	0	2		15	8
	Animal Problems	0	0		1	3
	Disorderly Conduct	0	1		21	9
	Drug Laws	2	0		16	18
	DUII	0	0		5	6
	Forgery	0	1		2	2
	Fraud	1	1		6	3
	Kidnapping	0	1		3	1
	Liquor Laws	0	0		1	4
	Prostitution	0	0			1
	Runaway	0	0		5	4
	Sex Offenses	0	1		12	7
	Simple Assault	2	4	100.00 %	57	45
	Stolen Property	1	0		2	3
	Trespass/Prowler	1	2	100.00 %	15	9
	Vandalism	2	0		29	38
	Weapons	1	1		5	2
	Part 2 Total	10	14	28.57%	195	163
Part 3						
	All Other	3	4	33.33 %	71	67
	Non-Reportable Offenses	9	9		114	117
	Part 3 Total	12	13	7.69%	185	184
	Total For WILLAMINA	29	37	21.62%	462	425

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**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 9/1/2014 to 9/30/2014**

City	UCR Description	9/1/2013 to 9/30/2013	9/1/2014 to 9/30/2014	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
Aggravated Assault		0	2		7	3
Burglary-Business		1	0		1	1
Burglary-Non-Residence		0	1		4	8
Burglary-Residence		0	1		13	7
Larceny		8	11	37.50 %	51	56
Motor Vehicle Theft-Auto		1	3	200.00 %	6	3
Part 1 Total		10	18	44.44%	82	78
Part 2						
All Other		0	3		15	8
Animal Problems		0	0		1	3
Disorderly Conduct		0	2		21	9
Drug Laws		4	4		16	18
DUII		0	1		5	6
Forgery		0	0		2	2
Fraud		0	0		6	3
Kidnapping		0	0		3	1
Liquor Laws		0	0		1	4
Prostitution		0	0			1
Runaway		1	1		5	4
Sex Offenses		0	0		12	7
Simple Assault		9	5	-44.44 %	57	45
Stolen Property		0	1		2	3
Trespass/Prowler		0	1		15	9
Vandalism		2	2		29	38
Weapons		1	2	100.00 %	5	2
Part 2 Total		17	22	22.73%	195	163
Part 3						
All Other		8	11	37.50 %	71	67
Non-Reportable Offenses		14	8	-42.86 %	114	117
Part 3 Total		22	19	-13.64%	185	184
Total For WILLAMINA		49	59	16.95%	462	425

