



Mayor Ila Skyberg

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:

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

Present:

Mayor Skyberg
Councilor Baller
Councilor Hill
Councilor Stritzke
Councilor Vinson

Absent:

Councilor
Bramall
Councilor St
Onge
Honorary
Councilor
Woodward

City Staff Present:

Debra Bernard, Office
Coordinator
Jeff Brown, Public Works
Director
Sergeant Russ
Vandewettering, YC
Sheriff's Office

Others Present:

Planning Commissioner
Dennis Ulrich

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, January 8, 2015

7:00 PM

I. Roll Call

Mayor Skyberg called the meeting to order at 7:00 pm. Debra Bernard, Office Coordinator, conducted roll call. A quorum was present.

II. Public Input

None.

III. Approval of Minutes

1. **Minutes of Regular Session of December 11, 2015 – tabled for the February 12, 2015 meeting**

IV. Old Business

- a. **Enterprise Zone – attachment.** Sheridan, Amity, and Willamina will be applying together for the 2016 application process to become an Enterprise Zone. Mayor Skyberg said Commissioner Springer had previously explained to Mayor Skyberg that having three or four cities apply together generally increases the odds of being awarded the enterprise zone designation. There is an application to complete, and the fee is not yet known, but the city can still withdraw the application later in the process if the council changes its mind about applying. The Enterprise Zone designation is for a ten year period.

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www.willaminaoregon.gov

Councilor Baller **moved** to approve the Enterprise Zone application.

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

V. New Business

i. Resignation – Councilor Jeri St. Onge

Councilor Baller **moved** to accept Council Jeri St. Onge's resignation, with regrets.

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

ii. Appointment of Council President

Mayor Skyberg asked the City Council to appoint Councilor Baller to the position of City Council President.

Councilor Hill **moved** to approve Councilor Baller as the President.

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

iii. Budget Officer Gary Hill – official appointment

Mayor Skyberg announced she had appointed Councilor Hill to be the Budget Officer for 2015.

Councilor Vinson **moved** to appoint Councilor Hill to be the budget officer for 2015.

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

iv. Budget Committee- List of committee members and Classes in February

Mayor Skyberg reviewed the current list of names on the budget committee. Debra Bernard announced the dates of the upcoming budget workshops in February. Councilor Hill has signed up for the class on February 28th in Independence. Mayor Skyberg reviewed the upcoming class League of Oregon Cities is holding in Independence coming up at the end of January. Mayor Skyberg and Councilor Hill plan to attend.

Councilor Baller **moved** to approve the Enterprise Zone application.

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

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v. Adopt Corrective measures for Audits 10/11 –

Hired: CFO to Go Kathy Taylor Project Plan to go forward to include new software conversion, completion of audits. Debra explained Kathy Taylor's role in helping the city organize the financial data moving forward. She has worked as a CPA and has an extensive history in helping other cities restructure their financial record keeping and complete acceptable audits.

Councilor Hill **moved** to adopt the corrective measures for 2010 and 2011.

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

vi. Local Government Dinner at Newberg February 19th 2015

Mayor Skyberg, Councilor Baller, Councilor Stritzke, Councilor Vinson, and Debra all plan to attend the Local Government Dinner in Newberg on February 19th. The Mid-Columbia Council of Governments dinner is on January 28th in Salem at the Red Lion Hotel, to which Mayor Skyberg and Councilor Baller will attend.

IX. Mayor's Report

Mayor Skyberg announced the Green for Growth countywide grant opportunity from Yamhill County via the Waste Management Company. Each city in Yamhill County will receive \$15,000 to use on economic development, culture, stewardship, and/or the arts. Mayor Skyberg wrote up a letter to apply for the grant on behalf of the city, but she also included the Chamber of Commerce and EID to be a part of the grant application, so that the award would be shared amongst all three groups. Mayor Skyberg would like to see a committee formed from members of the City Council, Chamber of Commerce and EID that would take the full \$15,000 and disperse it by awarding smaller grants to individuals, businesses, and non-profits that apply from within Willamina.

Councilor Vinson **moved** to accept the application for the 2015 Green for Growth Community Grant

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

Mayor Skyberg announced the Economic Development Small Grant Program, which is a lottery funded grant awarded by Yamhill County. Mayor Skyberg has been handing out applications and encouraging local businesses and groups to apply.

X. Council Liaison Reports**1. Chamber Liaison (Vacant)**

Currently vacant with the resignation of Councilor St. Onge. Mayor Skyberg volunteered to provide the Chamber reports going forward.

2. School Board Liaison (Honorary Councilor Woodward) Absent**3. YCOM Board (Councilor Baller)**

Councilor Baller reported that YCOM board has postponed their next meeting until the 29th. The YCOM board has gone out for a study to see how they are doing, and find out the best way to proceed to ensure a public safety system in place.

XI. Council Committee Reports**1. Finance Committee****a. Minutes – January 8, 2014 tabled for the February 12, 2015 meeting****XI. Council Committee Reports (continued)****vii. Planning Commission Report (Commissioner Ulrich)**

Commissioner Ulrich reported that the Planning Committee took the month of December off. They are planning to meet with a planner before going any further to make sure they are close enough to being correct, to prevent having to stop and go back and do it all over again.

XII. Reports of City Officers**1. City Recorder****a. Staff in front office -** Debra reported that Karen Justin, who worked at BofA for 28 years, is helping out at the front desk and as a cashier for the city. And Andrea Wyckoff is back helping with A/P and the accounting work. Both ladies will be here for 3 weeks to help cover while Amber is out on vacation.**2. Public Works**

a. Monthly Report Jeff Brown said he may need to purchase a second flow meter sooner than originally anticipated for around \$2,200. Jeff would like to schedule the next Public Works Meeting for the fourth Tuesday of the month, January 27th at 3:00pm.

b. Monthly Report Mayor Skyberg reviewed the options for Cedar Alley, to either close it, put signs up redirecting traffic, or improve the road. Sargent Vandwettering said that it would be a good idea to keep the road open for emergency vehicle access, and if it were shut down as a private road, traffic laws could no longer be enforced. Sargent Vandwettering suggested that slow speed signs be posted, which could also be enforced. Jeff estimated it would cost around \$1000 to re-rock the Cedar Alley.

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Councilor Hill **moved** to consult with the attorney about turning Cedar Alley to a 5 mile per hour zone.

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

Councilor Hill **moved** to allow Jeff to re-gravel the alley with bigger gravel to bring Cedar Alley up to at least workability.

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

3. Library

a. Youth Services Report (*hand out*)

4. Sheriff's Office

a. Sargent Vandewettering reported it has been a busy month. He reviewed the recent arrest of four people in Sheridan with the stolen guns, the 122 animals that were found neglected in Yamhill County, and a traffic stop and arrest last night made by Deputy Jerry Druery in Willamina for someone carrying six pounds of marijuana. Councilor Baller asked Sargent Vandewettering what happened to the guns that were once stored at city hall. He said he would follow up, but it was very likely that they have been sold by now.

5. Topics for the Next City Council Meeting Agenda

a. Debra brought up that the engineers made a request that the Water Master Plan be put on the next agenda and accepted at the next meeting. The engineer told Debra he might at the next meeting.

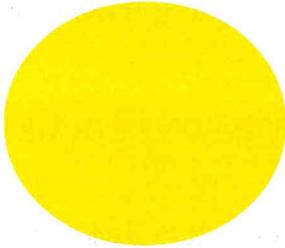
b. Councilor Vinson has found another port-a-potty service with rates that cost half of what the city is currently paying to have portable toilets at two parks.

XI. Adjourn

Mayor Skyberg called for a motion to adjourn.

Councilor Hill **moved** to adjourn.

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



Ila Skyberg, Mayor

Attest:

Debra Bernard, Office Coordinator

Next Council Meeting Date

Work Session – January 22, 2015 (7:00 pm)

Regular Session – February 12, 2015 (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.

F:/CITY COUNCIL/AGENDAS/2014-2015/2015-01-08.CCAGENDA.REGULAR MEETING

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Ila Skyberg, Mayor

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Debra Bernard, Office Coordinator

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WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, January 8, 2014
7:00 PM

I. Roll Call

II. Flag Salute

III. Public Input None

IV. Approval of Minutes

1. Minutes of Regular Session of December 11, 2015 – tabled for the February 12, 2015 meeting

V. Old Business

- a. Enterprise Zone - attachment —

VI. New Business

1. Resignation – Councilor Jeri St. Onge
2. Appointment of Council President
3. Budget Officer Gary Hill – official appointment
4. Budget Committee- List of committee members and Classes in February
5. Adopt Corrective measures for Audits 10/11 –

Hired: CFO to Go Kathy Taylor Project Plan to go forward to include new software conversion, completion of audits
6. Local Government Dinner at Newberg February 19th 2015

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- IX. Mayor's Report**
- X. Council Liaison Reports**
1. Chamber Liaison (Vacant)
 2. School Board Liaison (Honorary Councilor Woodward)
 3. YCOM Board (Councilor Baller)
- XI. Council Committee Reports**
1. Finance Committee
 - a. Minutes – January 8, 2014 tabled for the February 12, 2015 meeting
- XI. Council Committee Reports (continued)**
7. Planning Commission Report (Commissioner Ulrich)
- XII. Reports of City Officers**
1. City Recorder
 - a. Staff in front office
 2. Public Works
 - a. Monthly Report –
 3. Library
 - a. Youth Services Report (hand out)
 4. Sheriff's Office
 - a. Verbal
- XIII. Adjourn**

Next Council Meeting Dates
Regular Session – February 12, 2015

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Enterprise Zone

Background

An Enterprise Zone is a multi-year property tax abatement program offered by the state of Oregon, which is administered locally. The tax exemptions apply only to traded-sector employers (companies that sell goods and services outside the local area and expand its economic base) for eligible investments over \$50,000 for new real property improvements (including buildings), major site improvements, large or immobile equipment and tools. The proposed tax abatement only applies to finalized investments that can be documented and submitted to the local administration.

Eligibility

To create an enterprise zone, statutes specify that the following two criteria for local economic hardship must be met for designation:

- (1) Household median income is 80% or less of state median income
- (2) or Unemployment rate is 2 percentage points or more above comparable state unemployment rate, based on the most recent annual figures.

During the relevant application periods, acceptance into the program is based on a review of all current applicants, and the time frame for approval or denial depends on the number of applicants within a given period.

Benefits

For communities that choose to take advantage of this program, the benefits range from encouraging companies to relocate to their area, to assisting local companies to continue to invest in the area by supporting their expansions.

North Marion Enterprise Zone



Overview

Enterprise Zones are a five-year property tax abatement program that offers a unique resource for businesses growing or relocating with an exemption on local property taxes. In order to qualify an eligible firm must be making new investment in construction or equipment to leased or owned property within the Enterprise Zone boundary and must be creating new or additional employment. Once an authorized company enters into the program it will receive full tax abatement on all qualified property for up to five years.

Eligibility

New companies that are eligible for the program must create at least one new job, while existing companies must expand employment by at least 10% in the first year to be eligible. Non-qualifying employers include retail, commercial, most services, and other non-business-to-business operations. The total minimum investment required is \$50,000.

Eligible investments are new real property improvements (including buildings), major site improvements, large or immobile equipment and tools.

Non-qualifying investments include land, existing buildings, existing equipment, most rolling stock (forklifts, delivery trucks) and most personal property. There are no limits to the number of times a company may use the zone.

Incentives

Extended five year exemptions, an extension of the standard three-year exemption, must be approved by the zone sponsor. To qualify, companies must pay an average of 150% of the average wage (covered employment payroll for all employers) in total compensation, which can include non-mandatory benefits such as vacation pay, medical insurance, bonuses, overtime, profit sharing and retirement contributions.

The Enterprise Zone offers traded-sector employers (companies that sell goods or services outside the local area and expand its economic base) and other eligible companies three (3) to five (5) year property tax exemptions on certain new capital investments that create jobs in the designated areas.

The zone is managed by SEDCOR (Strategic Economic Development Corporation). Only new facilities or improvements not yet on the tax roll are eligible for this tax incentive.

Qualifying Criteria	3 years	5 years
Minimum Investment	\$50,000	\$50,000
Minimum New Employment for Existing Company	10% increase 1st year	10% increase 1st year
Minimum Average Compensation per Employee	None	\$56,059 (*)

* 150% of average annual wage



Advanced Manufacturing.

Application Process

To receive investment incentives, eligible businesses must file an Enterprise Zone Pre-certification Form with the local zone manager prior to any eligible investments.

For more information, contact Chad Freeman, SEDCOR at 503-837-1800 or email cfreeman@sedcor.com.

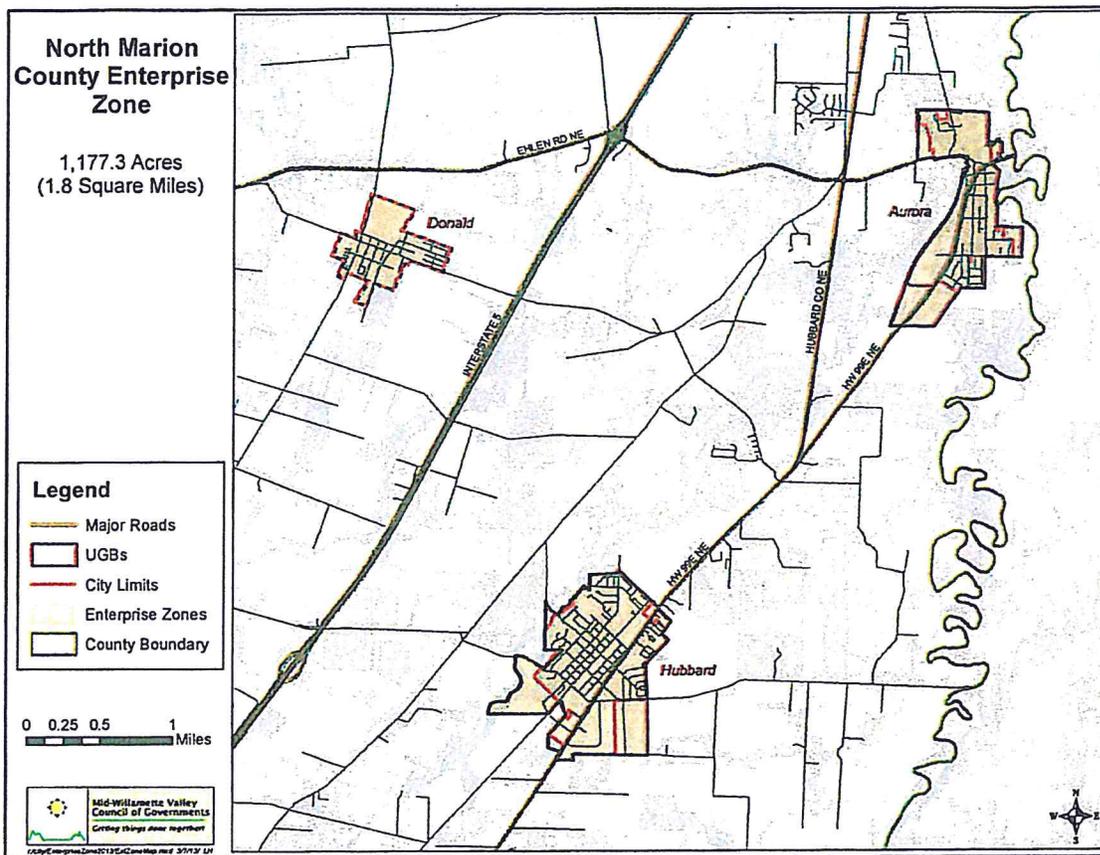


City of Aurora
www.ci.aurora.us.org



City of Donald
www.donaldoregon.org

City of Hubbard
www.cityofhubbard.org



Frequently Asked Questions

How difficult is the approval process?

The process is quick, non-bureaucratic and easy to administer. It consists of a short consultation with the Zone Manager, completion by the company of a two-page application and attachments, and approval by the Zone Manager and County Assessor. Complete applications are usually processed within one to two days.

My company is eligible for the Enterprise Zone, but I've already started construction. Can my facilities be exempted?

Typically not. Companies wishing to access the program need to complete the two page pre-certification application prior to breaking ground on new or expanded facilities. It is strongly recommended that pre-certification occur prior to obtaining building permits.

Are commercial developments eligible for Enterprise Zone exemptions?

No, only primary employers are eligible. The test for commercial versus primary/industrial is that 75% of a company's products or services must be sold or delivered outside the region.

When the exemption period expires, does my property come back on the tax roll?

Yes. Property (buildings and equipment) are assessed throughout the exemption period, but come back on the tax rolls at a depreciated or appreciated value. During the period that a company participates in the Enterprise Zone, property taxes on real and some personal property are exempted, not deferred.

May my company use the Enterprise Zone multiple times for future expansions?

Yes. Expansion projects for qualifying employers are eligible as long as the employer adds at least 10% to their existing workforce each time the program is used.

Can eligible employers who rent their facilities qualify?

Yes. If a facility has not been previously occupied or is a build-to-suit for an eligible company, landlords are required to pass on savings resulting from property tax exemptions to their tenants.

North Marion County Enterprise Zone

Cities of Donald, Hubbard and Aurora

Zone Manager:

Chad Freeman
SEDCOR
503-837-1800
www.sedcor.com



Long-term Rural Enterprise Zone Facilities

Available in most rural enterprise zones, the long-term zone program extends property tax abatement for 7–15 years, compared to standard three to five years. Any type of business activity is eligible, but these incentives depend on local approval and minimum levels for investment size, job creation and employee compensation. Contact the local zone manager for further information on these incentives, the current eligibility of certain zones and investment/employment minimums by county.

Incentives

The following are the incentives available to businesses using this program.

- Until the facility is officially operational, it is not subject to local property taxes, under special provisions for this program.
- Seven to 15 consecutive years of full relief from property taxes on a new facility property, once permitted as operational.
- With the Governor's approval, credit equal to 62.5% of gross payroll against state corporate excise (income) taxes. (Credits received over a five- to 15-year period, and each credit may be carried forward for five succeeding years.)

Where The Incentives Apply

The long-term enterprise zone incentives are available in rural enterprise zones, of which there are 34 throughout the state located inside a county meeting defined levels for longstanding annual unemployment rate or per capita income based on the latest statistics.

Note: The facility site must be in both an eligible county and the designated rural enterprise zone when the agreement is signed between the business and local zone sponsor.

Qualifying Projects

Qualifying projects must meet the following three criteria:

1. Total investment costs need to be greater than 1% (or .5% if more than 10 miles from Interstate 5) of a county's total real market value by the end of the year when operations begin. This base amount varies from about \$1 million up to \$25 million, depending on the location.
2. Within three or five years of commencing operations, the business must hire a minimum number of new, full-time employees (10, 35, 50 or 75 jobs, again, depending on location) to be maintained during the tax abatement period. (A minimum of 10 new employees suffices in most relevant zones, if the investment exceeds \$200 million.)

3. Within five years of commencing operations, average annual compensation (including benefits) for all workers at the facility must be at least 150% of the county average annual wage at which point the minimum for the rest of the exemption period is established.

Certification Process

Prior to beginning construction, improvements or hiring at the facility, a business must submit a certification application [PDF](#) to the local enterprise zone manager and county assessor, who will approve the business for certification pursuant to the following two steps:

Step 1: The business and all local government sponsors of the enterprise zone enter into a written agreement, for which Business Oregon will provide documentation of concurrent county eligibility. This local agreement determines the exception period (seven to 15 years) and may specify additional requirements to be met by the business/facility.

Step 2: The county board of commissioners (and the city council, if within city limits) must adopt a resolution sanctioning the property tax exemption.

Special Notes for Corporate Tax Credit

Following the local certification as described above, which must occur no later than June 30, 2018, the Governor of Oregon may issue an approval for the tax credit and set the length of time it can be claimed.

Property tax incentives are unaffected if the Governor does not grant the tax credit. If it is granted, 30% of corporate taxes collected by the state with respect to the facility are rebated to local taxing districts.

The credit may be used only against the tax liability relating to the facility, over and above an annual minimum payment of as much as \$1 million in state taxes.

The corporation needs to own the facility, and to begin claiming the credits at the latest by the tax year that starts in the third calendar year after the year when the facility is placed in service, using the Department of Revenue form [PDF](#).

Sponsoring an Enterprise Zone

Currently, Oregon enterprise zones are sponsored by:

- 2 (out of 9) Indian Tribes,
- 30 (out of 36) counties,
- 11 (out of 23) ports and
- 117 (out of 242) cities.

Designations for Local Governments

Cities, ports and counties across Oregon can seek an enterprise zone whenever there is a round of designation.

The statutes specify the following two criteria for local economic hardship in order for a proposed zone to be designated: (1) Household median income is 80% or less of state median income, or (2) Unemployment rate is 2 percentage points or more above comparable state unemployment rate, based on the most recent annual figures. Business Oregon can consider alternative but equally severe threshold criteria, and defines several by rule.

Each zone terminates at the latest on July 1 after more than 10 years, at which time local governments may reapply to Business Oregon. The director of Business Oregon is responsible for ordering the designation and termination of enterprise zones and for approving changes to zone boundaries. The boundary of a zone may be noncontiguous, but it must conform to maximums for total area and distances within the zone.

Role of the Zone Sponsor

Although enterprise zones are largely self-functioning units—and the property tax exemption that they offer is typically automatic—sponsorship of an enterprise zone still entails both responsibilities and opportunities for the zone sponsor. The sponsor may do the following (if there is more than one sponsoring government, they must act jointly in all cases):

- Set policy, filing fees; make plans covering marketing, organization, etc
- Appoint the local zone manager.
- Change the zone boundary: remove areas, add new areas or cosponsors and **send request to Business Oregon.**
- Implement local incentives for authorized businesses.
- Assist in making publicly-owned real estate within zone available to authorized businesses.
- Elect to terminate the enterprise zone.
- Help businesses use zone and verify compliance by businesses.
- Fulfill arrangements worked out with local taxing districts.
- Enter into written agreements with authorized firms extending exemption for four or five years in total or allowing special long-term rural tax incentives.
- Adopt resolutions to waive a 10% employment increase (stipulating alternative conditions), for existing businesses that invest \$25 million or more, or that measurably modernize operations and fund workforce training.

In an urban enterprise zone, the sponsor also may establish local policy and standards for additional, worker-related conditions that are consistently imposed with the standard three-year exemption.

Economic Development Small Grant Program

The purpose of this fund is to support on-going operations or projects of local businesses, organizations, government entities and educational institutions that seek to create an economic benefit within Yamhill County. The kind of economic benefit should pertain to economic development, job creation and/or business expansion.

Program Details:

Businesses, organizations, government entities and educational institutions within Yamhill County are eligible to apply.

Applicants must demonstrate how their activities will spur economic development, job creation and business expansion within Yamhill County.

- Application period January 1st – March 1st of each year
- Applicants must complete an application and submit it to the Board of Commissioners office
- Applications considered during April Commissioners Budget Meetings
- Funding is limited to \$10,000 per applicant, or less
- Grants funds are dispersed in November of each year

If you have any questions please contact: Laura Tschabold; tschabold@co.yamhill.or.us or 503-434-7501

Applications may be submitted to:

Board of Commissioners' Office, Att: Laura Tschabold, 535 NE 5th Street, McMinnville, OR 97128

Or

Emailed to Laura Tschabold, County Administrator: tschabold@co.yamhill.or.us

[Economic Development Small Grant Fund Application](#)



Yamhill County
Board of Commissioners' Office
535 NE Fifth St.
McMinnville, OR 97128

YAMHILL COUNTY ECONOMIC DEVELOPMENT SMALL GRANT PROGRAM

COMPANY INFORMATION		
Company/Organization Name:		
Street Address:		
Mailing Address:		
Web Address:	Phone:	Fax:
Primary Contact:	Title:	
Phone:	Email:	
<input type="checkbox"/> I hereby grant permission for my information to be shared among the Commissioners and Economic Development personnel.		

SMALL GRANT PROJECT/ORGANIZATION INFORMATION*	
Project/Organization Name:	
Amount Requested: (10,000 max)	Amount of Matching Funds:
Source of Matching Funds:	
Applicable Criteria: (check one) <input type="checkbox"/> Economic Benefit <input type="checkbox"/> Job Creation <input type="checkbox"/> Business Expansion	
Please describe how the grant funds will be used and the resulting economic development benefit:	
_____ <i>Signature of Applicant</i>	_____ <i>Date Submitted</i>
<i>(For office use only)</i>	
<input type="checkbox"/> Approve	<input type="checkbox"/> Deny

**Annual operating support for certain types of organizations may be allowed.*

Please submit application to the Board of Commissioners' Office by March 1, 2015
Attn: Laura Tschabold, County Administrator
E-mail: tschabold@co.yamhill.or.us



2015 Green4GrowthSM Community Partnership Grant Application Information

The Green4GrowthSMCommunity Partnership Grant program is a new economic development initiative funded by Waste Management and inspired by Yamhill County's commitment to economic development.

A total of \$150,000 will be distributed between the ten cities of Yamhill County (\$15,000 each). The application process involves completing a simple form to describe how the funds will create a unique economic impact within the community. Applications may be submitted electronically or on paper.

Grant Requirements:

Grants must strengthen or stimulate economic development through business, industry, education, recreation, culture, the arts, stewardship or innovation. The criteria are broad by design, so communities can determine for themselves how to invest the funds.

Cities are encouraged to use this program to stimulate community engagement and creativity. One city might call for proposals from citizens or enlist help from the chamber; another might have a critical need already identified as part of the city's economic development planning.

Grants may be used for a single project, or part of a larger project, or more than one project.

Who May Apply:

Each city is invited to submit one application.

Applications must be submitted by the cities.

Each city will manage its own process to determine the nature of its application.

Interested parties should contact their local city councils for further direction.

Application Deadlines:

Each city in Yamhill County may submit one application during the period of January 1 and April 1, 2015. Applicants will receive award notification within 30 days of the submission date.

Selection Criteria:

Successful applications will demonstrate how the project(s) selected meet the grant requirements. Applications will be reviewed by Waste Management and the Yamhill County Commissioners. The criteria are intentionally broad so that communities may create a unique pathway to utilize the funds strategically and creatively within each city.



2015 Green4GrowthSM Community Partnership Grant Application Form

Project Name: Let's Green Willamina

City Name: Willamina

Date Submitted: 1/9/2015

Contact Information
Project Submitted by: Ila Skyberg

Phone Number: 503-435-7874

Email: ilaskyberg@gmail.com

Application Questions

On a separate page please provide a brief response to each question and feel free to include other documents as necessary (brochures, maps, pictures, etc.). If requesting funds for more than one project, please answer the questions for each project.

1. **Project Description.** *Please provide a brief description of the project highlighting the parties involved and the general purpose of the project.*
2. **Economic Development/Impact.** *Please describe how this project will encourage economic development or create an economic impact within your community utilizing the grant guidelines of strengthening or stimulating economic development through business, industry, education, recreation, culture, the arts, stewardship or innovation.*
3. **How the funds will be used.** *Please briefly describe how the funds will be used . It is not necessary to submit a budget.*

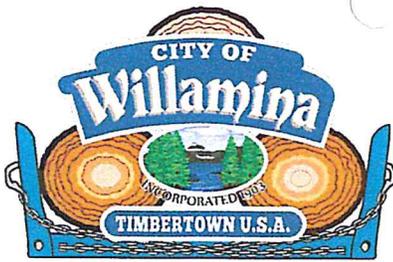
The application deadline is April 1, 2015. Please Contact Commissioner Allen Springer or Jackie Lang at Waste Management with questions:

Commissioner Allen Springer
Yamhill County Board of Commissioners
503.434.5365 – springera@co.yamhill.or.us

Jackie Lang
Waste Management
503.705.0007 – jjlang@wm.com

Please Submit Applications to Jayne Mercer, Grants and Special Projects Manager; Yamhill County: mercერი@co.yamhill.or.us

INVEST.GROW.THRIVE.



Mayor Ila Skyberg

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: *Vacant*
Library: *Melissa Hansen & Denise Willms*
Office Coordinator: *Debra Bernard*
Office Specialist: *Amber Deibel*
Public Works Director: *Jeff Brown*

To: Commissioner Allen Springer
Yamhill County Board of Commissioners

2015 Green4Growth Application

Willamina has many needs and we are excited by the possibilities that The Green 4 Growth Grant offers. The grant is being applied for on behalf of the City of Willamina, The Coastal Hills Chamber of Commerce and Willamina's Economic Improvement District. There will be a committee made up of individuals from each of these entities that will oversee the application process and will distribute the grant funds among the applicants awarded the grant money.

We hope to offer many grants to individual businesses, organizations, city government and educational institutions. The committee will determine the amount of each grant, but the thought is possibly \$1000.00 to \$2000.00 for each applicant meeting certain criteria. There are many organizations we foresee stepping in to apply to help stimulate and improve our city's economy through their many volunteer efforts. We have business owners that certainly would appreciate financial incentive to help maintain their businesses and the buildings they occupy.

Willamina is a city filled with artistic talent and we know that grant applications for the arts will be applied for. I feel confident that The Willamina School District and The West Valley Community Campus Art Programs will be grant recipients. It is our hope that we can improve community interest for both the arts and culture.

On behalf of the Willamina's City Council, I would like to thank Recology's Western Oregon Waste Management and you, Mr. Springer, for this valuable opportunity given to our city.

Sincere best regards,

Ila Skyberg

An Equal Opportunity Employer

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

www.willaminaoregon.gov

Current Oregon Enterprise Zones Listed by Year of Termination

Enterprise Zone*	Sunset Yr*	Enterprise Zone*	Sunset Yr*
Hermiston †	2015	Sutherlin/Oakland (III)	2019
Roberts Creek (II) [Roseburg/Dillard] †	2015	Tillamook "String of Pearls" (III)	2019
West Eugene †	2016	Columbia River (II) [Boardman]	2020
Harrisburg (II)	2016	Dallas/Independence/Monmouth (III) †	(2016) 2020
Forest Grove/Cornelius	2016	Grande Ronde (III) [Union County]	2020
Fossil	2016	Greater Redmond Area (III) †	2020
Gresham	2016	Salem (III) †	2020
Jefferson County	2016	Bend †	2021
Hillsboro †	2017	Cascade Locks/Hood River (II)	2021
Molalla	2017	Florence (II)	(2017) 2021
Jackson County †	2017	Grant County (II)	2021
Baker County	2018	Lincoln County (II)	2021
Bay Area (III)	2018	Malheur County (III)	2021
Klamath Falls/County (III)	2018	North Santiam	(2017) 2021
Lake County/Lakeview (II)	2018	Sandy	(2017) 2021
Rogue †	2018	Sherman County (II)	(2017) 2021
South Santiam (III)	2018	South Douglas County (III)	(2017) 2021
South Columbia County	2018	Springfield Community (III) †	(2017) 2021
Sweet Home (III)	2018	Woodburn-Gervais	(2017) 2021
The Dalles/Wasco County (III)	2018	Warm Springs Reservation	2021
Columbia Cascade	2018	Beaverton †	(2019) 2023
Estacada	2018	Cottage Grove, Creswell & South Lane County (II)	(2019) 2023
Deschutes County Rural	2018	East Portland †	(2019) 2023
Benton/Corvallis	2018	Gilliam County (II)	(2019) 2023
Coquille Valley (III)	2019	Gold Beach (II)	(2019) 2023
Greater Umatilla (II)	2019	Prineville/Crook County (II)	(2019) 2023
Lower Columbia Maritime (III)	2019	Veneta	(2019) 2023
Medford Urban (II) †	2019	Lower Umpqua (III)	(2020) 2023
North Urban Clackamas County (II)	2019	North Marion	(2020) 2023
Oakridge/Westfir (III)	(2015) 2019	Silverton-Mt. Angel	(2020) 2023
Pendleton/Pilot Rock (III)	2019	CTUR Tribal	2024
Portland (III) †	2019	Harney County (III)	(2021) 2024
Port Orford (III)	(2015) 2019	Newberg	(2021) 2024

*All zones are subject to termination (sunset) by operation of law, after 10-11 years, effective at midnight on July 1, 20... In addition, except for shaded/tribal zones, termination occurs on July 1, 2025, when programs sunset, or if the zone is still unused after more than six years (on January 1, 20...).

† Electronic Commerce designation.

"(II)" or "(III)" signifies official re-designation of pre-existing zone.

Debbie Bernard

From: Jeri St Onge <jeristonge@gmail.com>
Sent: Wednesday, December 31, 2014 12:32 PM
To: ila skyberg; Debbie Bernard; Wildwood MusicFest; ghill97006; Rita Baller; H.M. B.-S.
Subject: Resignation

Dear Madam Mayor, City Councilors and City Staff,

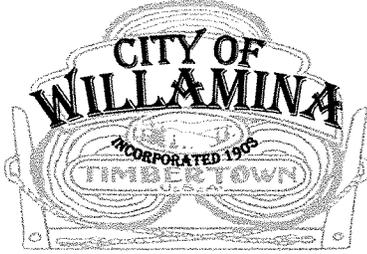
It is with regret that I offer my resignation for my new term as City Councilor.

I wish you all and the City of Willamina well.

Sincerely,
Jeri St. Onge

BUDGET CALENDAR

ACTION	DATE	COMMENTS
City Council Appoint Budget Committee Members	MAY 13	
Publish 1st Notice of Budget Committee Meeting <i>(no more than 5 days prior to meeting)</i>	MAY 5	Deadline to submit Notice to <i>The Sun</i> is Friday, April 30
Publish 2nd Notice of Budget Committee Meeting <i>(at least 5 days after 1st Notice but no less than 5 days before the meeting)</i>	MAY 12	Deadline to submit Notice to <i>The Sun</i> is Friday, May 7
Budget Committee Meeting	MAY 20	
Additional Meetings as Required		
Publish Notice of Budget Hearing <i>(5-30 days prior to Hearing)</i>	JUNE 2	Deadline to submit Ad to <i>The Sun</i> deadline for June 2 Edition is Friday, May 3
Hold Budget Hearing	JUNE 10	
Adopt Budget, Make Appropriations & Impose & Categorize Taxes	JUNE 10	
Submit Tax Certification Documents to Assessor	JULY 15	
Submit Copy of Budget To County Clerk	September 30	



Mayor Vernon Mosser

Council Members:

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

City Staff:

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

March 18, 2011

James J Brown
PO Box 661
Willamina OR 97396

Re: Appointment to Budget Committee

Dear James:

At their Regular Meeting of March 10, 2011, the Willamina City Council appointed you to serve on the Budget Committee. Your term will be for three (3) years and will end on December 31, 2013.

The first Budget Committee is scheduled for Thursday, May 19, 2011, at City Hall. An agenda will be published approximately one week prior to the meeting date. A copy of the FY 2011/12 Budget Calendar is attached for your information.

Also enclosed for your information is a publication called "Local Budgeting in Oregon" which has been developed by the Oregon Department of Revenue to give an overview of the entire budget process.

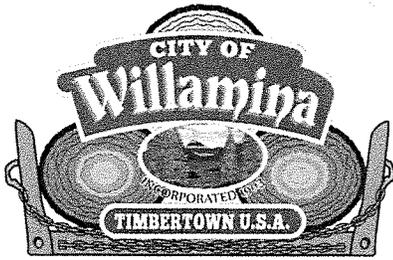
Congratulations on your appointment. We look forward to working with you during the budget process. If you have any questions, please do not hesitate to contact me at (503)876-2242 or stop by City Hall during normal business hours (8 am to 5 pm weekdays), or by e-mail at holliss@ci.willamina.or.us.

Sincerely,

Sue C Hollis
City Recorder

Encls

FBUDGET COMMITTEEAPPOINTMENTS BROWN,03-18-11



Mayor Corey L Adams

Council Members:

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

City Staff:

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

May 10, 2013

Vern Holstad
PO Box 590
Willamina OR 97396-0166

Re: Appointment to Budget Committee

Dear Mr Holstad:

At their Regular Meeting of May 9, 2013, the Willamina City Council appointed you to serve on the Budget Committee. Your term will be for three (3) years and will end on December 31, 2015.

The first Budget Committee is scheduled for 7:00 pm, Thursday, May 23, 2013, at City Hall. An agenda will be published approximately one week prior to the meeting date. You will also receive your copy of the proposed budget at the same time. We understand that you will be unable to attend this meeting, but would be interested in any comments you might have regarding the budget.

Enclosed for your information is a publication called "Local Budgeting in Oregon" which has been developed by the Oregon Department of Revenue to give an overview of the entire budget process.

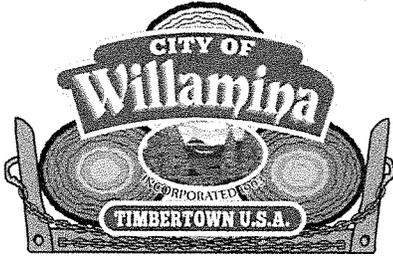
Congratulations on your appointment. We look forward to working with you during the budget process. If you have any questions, please do not hesitate to contact me at (503)876-2242 or stop by City Hall during normal business hours (8 am to 5 pm Mon, Tues, Thurs & Fri), or by e-mail at holliss@ci.willamina.or.us.

Sincerely,

Sue C Hollis
City Recorder

Encl

FBUDGET COMMITTEEAPPOINTMENTS MCKNIGHT.05-10-13



Mayor Corey L Adams

Council Members:

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

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*

April 18, 2014

Craig L Johnson Sr
PO Box 865
Willamina OR 97396

Re: Appointment to Budget Committee

Dear Mr Johnson:

At their Regular Meeting of April 10, 2014, the Willamina City Council appointed you to serve on the Budget Committee. Your term will be for three (3) years and will end on December 31, 2016.

The first Budget Committee is scheduled for 7:00 pm, Thursday, May 22, 2014, at City Hall. An agenda will be published approximately one week prior to the meeting date. You will also receive your copy of the proposed budget at the same time.

Enclosed for your information is a publication called "Local Budgeting in Oregon" which has been developed by the Oregon Department of Revenue to give an overview of the entire budget process.

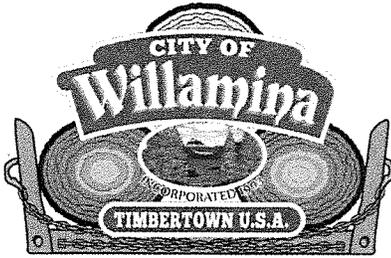
Congratulations on your appointment. We look forward to working with you during the budget process. If you have any questions, please do not hesitate to contact me at (503)876-2242 or stop by City Hall during normal business hours (8 am to 5 pm weekdays), or by e-mail at holliss@ci.willamina.or.us.

Sincerely,

Sue C Hollis
City Recorder

Encl

FBUDGET COMMITTEEAPPOINTMENTSJOHNSON.04-18-14



Mayor Corey L Adams

Council Members:

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

City Staff:

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

May 10, 2013

Greg Kruchok
PO Box 1232
Willamina OR 97396-1232

Re: Tentative Appointment to Budget Committee

Dear Kruchok:

At their Regular Meeting of May 9, 2013, discussion occurred about your potential interest in serving on the Budget Committee. Your term would be for three (3) years and will end on December 31, 2015. Since the Council will not meet again prior to the Budget Committee meeting, they took action to appoint you to the Committee contingent upon your willingness to serve. The first Budget Committee is scheduled for 7:00 pm, Thursday, May 23, 2013, at City Hall.

Please let me know if you accept the appointment to the Budget Committee. An agenda for the meeting will be published approximately one week prior to the meeting date. You will also receive your copy of the proposed budget at the same time. We understand that you will be unable to attend this meeting, but would be interested in any comments you might have regarding the budget.

Enclosed for your information is a publication called "Local Budgeting in Oregon" which has been developed by the Oregon Department of Revenue to give an overview of the entire budget process.

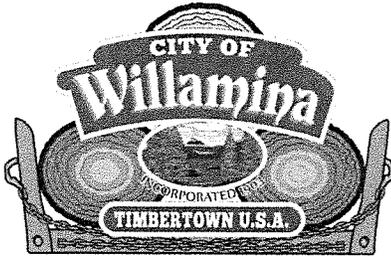
Congratulations on your appointment. We look forward to working with you during the budget process. If you have any questions, please do not hesitate to contact me at (503)876-2242 or stop by City Hall during normal business hours (8 am to 5 pm Mon, Tues, Thurs & Fri), or by e-mail at holliss@ci.willamina.or.us.

Sincerely,

Sue C Hollis
City Recorder

Encl

FBUDGET COMMITTEEAPPOINTMENTS KRUCHOK.05-10-13



Mayor Corey L Adams

Council Members:

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

City Staff:

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

May 10, 2013

Theresa McKnight
PO Box 166
Willamina OR 97396-0166

Re: Appointment to Budget Committee

Dear Ms McKnight:

At their Regular Meeting of May 9, 2013, the Willamina City Council appointed you to serve on the Budget Committee. Your term will be for three (3) years and will end on December 31, 2015.

The first Budget Committee is scheduled for 7:00 pm, Thursday, May 23, 2013, at City Hall. An agenda will be published approximately one week prior to the meeting date. You will also receive your copy of the proposed budget at the same time.

Enclosed for your information is a publication called "Local Budgeting in Oregon" which has been developed by the Oregon Department of Revenue to give an overview of the entire budget process.

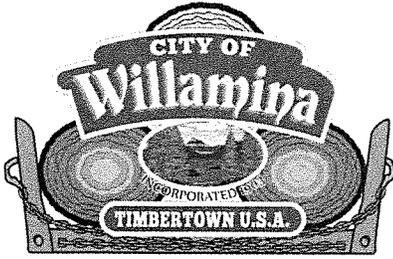
Congratulations on your appointment. We look forward to working with you during the budget process. If you have any questions, please do not hesitate to contact me at (503)876-2242 or stop by City Hall during normal business hours (8 am to 5 pm Mon, Tues, Thurs & Fri), or by e-mail at holliss@ci.willamina.or.us.

Sincerely,

Sue C Hollis
City Recorder

Encl

FBUDGET COMMITTEEAPPOINTMENTSMCKNIGHT.05-10-13



Mayor Corey L Adams

Council Members:

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

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*

April 18, 2014

Ila Skyberg
PO Box 557
Willamina OR 97396

Re: Appointment to Budget Committee

Dear Ila:

At their Regular Meeting of April 10, 2014, the Willamina City Council appointed you to serve on the Budget Committee. Your term will be for three (3) years and will end on December 31, 2016.

The first Budget Committee is scheduled for 7:00 pm, Thursday, May 22, 2014, at City Hall. An agenda will be published approximately one week prior to the meeting date. You will also receive your copy of the proposed budget at the same time.

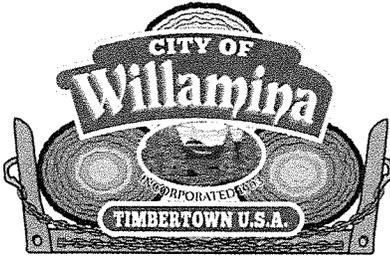
Congratulations on your appointment. We look forward to continuing to work with you during the budget process. If you have any questions, please do not hesitate to contact me at (503)876-2242 or stop by City Hall during normal business hours (8 am to 5 pm weekdays), or by e-mail at holliss@ci.willamina.or.us.

Sincerely,

Sue C Hollis
City Recorder

Encl

FBUDGET COMMITTEEAPOINTMENTS SKYBERG.04-18-14



Mayor Corey L Adams

Council Members:

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

City Staff:

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

May 10, 2013

Katie Vinson
c/o Wildwood Café
150 NE Main Street
Willamina OR 97396

Re: Appointment to Budget Committee

Dear Katie:

At their Regular Meeting of May 9, 2013, the Willamina City Council appointed you to serve on the Budget Committee. Your term will be for three (3) years and will end on December 31, 2015.

The first Budget Committee is scheduled for 7:00 pm, Thursday, May 23, 2013, at City Hall. An agenda will be published approximately one week prior to the meeting date. You will also receive your copy of the proposed budget at the same time.

Enclosed for your information is a publication called "Local Budgeting in Oregon" which has been developed by the Oregon Department of Revenue to give an overview of the entire budget process.

Congratulations on your appointment. We look forward to working with you during the budget process. If you have any questions, please do not hesitate to contact me at (503)876-2242 or stop by City Hall during normal business hours (8 am to 5 pm Mon, Tues, Thurs & Fri), or by e-mail at holliss@ci.willamina.or.us.

Sincerely,

Sue C Hollis
City Recorder

Encl

FBUDGET COMMITTEEAPPOINTMENTSVINSON.05-10-13

Public Works Monthly Report to Council

Jan. 2, 2015

Water

During the heavy rains last month, there were problems with the intake. The screen became plugged, and more of the riverbank was washed away. We went to plan B, then plan C to solve the problem --- for this go around, at least.

Wastewater

The wastewater system fared well during the heavy rain. Both pump stations were able to keep up with the heavy influent.

Streets/Parks

Then there was the windstorm. A neighbor's tree fell into Oaken Hills Park. What can be removed at this point has been removed. The removal will be completed when the ground dries out.

Other

We have a leak from the water line running to the office at the Museum. The problem will be taken care of as soon as possible.

Jeff Brown

Amber Deibel

From: Denise Willms <denisew@crls.org>
Sent: Wednesday, January 07, 2015 1:01 PM
To: Amber Deibel
Subject: Youth services report

Council,

December was a busy month at the Library. Because of the odd closures we had some holiday programs we normally hold we were unable to. We did hold a special gingerbread house storytime, and had a wonderful Story time at the Fire Station. The Children really loved the fire station and the Fire Fighters were fabulous. Our Legos were out for the children to build with over the holidays and we had 30 children build with us. January is normally a quiet month in youth services as we are just getting back into the swing of things after the holidays.

--

Denise Willms
Youth Services Librarian
Willamina Public Library
382 C. St
Willamina OR 97396
503-876-6182

Prayer for Librarians

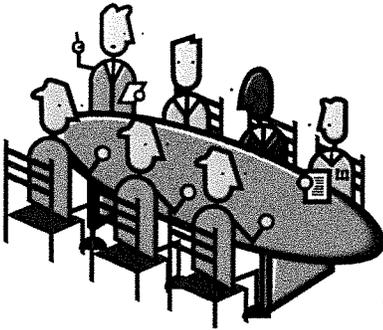
Lord, grant me the serenity to accept that the book is lost forever;
The courage to refuse a loan when there is an overdue book;
And the wisdom to know when its time to take a break.



BUDGET COMMITTEE ROLL CALL SHEET MAY 23, 2013

NAME	PRESENT
vacant	
RITA BALLER	
ALLAN BRAMALL	
GARY L HILL JR	
ROBERT HOLLINGER	
VERN HOLSTAD	
vacant	
THERESA MCKNIGHT	
vacant	
ILA SKYBERG	
LAURIE TONEY	
KATIE VINSON	
APRIL WOODEN	
MARIAH WOODWARD	

NOTICE OF BUDGET COMMITTEE VACANCIES



The City of Willamina is seeking interested applicants to fill five (5) vacancies on the Budget Committee for 3-year terms ending December 31, 2015. Application packets are available at City Hall during normal business hours (8 am to 5 pm weekdays). Applicants must be at least 18 years of age, reside within the City Limits, and be an eligible voter under Oregon law.

Application forms are available at City Hall, 411 NE C Street, during normal business hours (8 am to 5 pm, M-T and T-F).

Completed applications must be received by 5:00 pm, Friday, March 29, 2013.

1/8/2015

Subject: Enterprise Zone

Willamina City Council Members,

During December's City Council Meeting I handed out information on Enterprise Zones. In the discussion I told council that both Sheridan and Amity will be participating in the application for the designation to become possible Enterprise Zones. This application would be for the 2016 application period. Both Sheridan and Amity's City Councils have voted to participate.

Commissioner Alan Springer assures us that when at least three cities in the same county apply for an Enterprise Zone, the chances of them receiving this particular status. Mr. Springer is asking that we participate along with Sheridan and Amity.

Frank Sheridan assures me that we will have a time to withdraw if we should change our minds. There will be an application fee associated with this Enterprise Zone Application, but no one at the moment is sure just how much that is. Also, Enterprise Zones are given for a ten year period, so this would be from 2016 to 2026.

Recommendation: That council approve the application for the Enterprise Zone.

Thank you,

Ila Skyberg



ila skyberg <ilaskyberg@gmail.com>

workload and long term solutions

2 messages

FYI

Kathy A Taylor <Kathy@kathytaylorconsulting.com>

Thu, Jan 8, 2015 at 8:02 AM

To: Debbie Bernard <bernardd@ci.willamina.or.us>, Ila Skyberg <ilaskyberg@gmail.com>

After talking with Debbie yesterday, I think this needs to be said... and discussed by the leaders of the City. Please call or write if you would like to discuss.

Debbie had a full time job when Sue was there... adding hours for Amber allows Debbie to drop customer service support for half a day. Which roughly gives her 1 ½ jobs... which is not a formula for success, and must be stressful for all. As I see it Debbie has been put into a situation where she cannot be successful without the backing of council and the finance committee. I suggest that the finance committee and the council identify realistic expectations and timelines. It took years to get this far behind, it will take a couple years to catch up... if everyone works together. I cannot suggest what can be taken off Debbie's workload, but in order to make progress, something needs to change.

Debbie picked up tasks that were done by a full time employee (Sue):

- Accounts payable

- Finance committee

- City Recorder tasks

- Attending council meetings and dealing with mayor and councilors

In addition, new projects were added. Projects require concentrated time without interruption to be accomplished, which is a significant challenge.

- Implementing new system for payroll

- Researching new accounting system

- Learning new functions that previously were done by City Recorder

- Learning new modules in GEMS that previously were done by City Recorder

Catching up on tasks that have never been done and are much more difficult because of the long delay; this is a long list, but here are 3:

- Recording transactions for LGIP since 2008

- Reconciling bank accounts since 2008

- Conducting audits for FY12, FY13 and FY14 (just trying to do a current audit is a huge challenge for most small cities)

Transfer or modify City Recorder tasks:

- Transfer responsibility for Agendas and packet preparation

- Reduce materials in the packet to essential items, preferable prepared by someone other than Debbie

