



Mayor Ila Skyberg

Council Members:

*Council President, Rita Baller
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor*

City Staff:

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

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, February 12, 2014

7:00 PM

- I. Roll Call**
- II. Flag Salute**
- III. Public Input**
- IV. Approval of Minutes**
 - a. Minutes of Regular Session of December 11, 2014
 - b. Minutes of Regular Session of January 8, 2015
 - c. Minutes of Finance Committee Meeting January 6, 2015
- V. Old Business**
 - a. Water Master – contract amendment for the Willamina Water Master Plan
- VI. New Business**
 - a. West Valley Supervision Change
 - b. Approval of Public Works purchase request FY 2014/15 budget to Actual
 - c. Junk and Derelict building Resolution for Review
 - d. Resolution #14.15-004 appointment a new YCAHC Board Member
- VII. Mayor's Report**
 - a. Enterprise Zone – attachment
- VIII. Sheriff's Office**
 - a. Verbal
 - b. Crime Report form December 2014

IX. Council Liaison Reports

- a. Chamber Liaison (Mayor Skyberg)

X. Council Committee Reports

- a. Planning Commission Report (Commissioner Ulrich)

XI. Reports of City Officers

- a. City Recorder
 - i. New City Recorder Debbie Bernard
 - ii. New Accountant Rochelle Roaden
 - iii. Local Government Dinner at Newberg February 19th 2015
- b. Public Works
 - i. Monthly Report
- c. Library
 - i. Youth Services Report (hand out)

XII. Adjourn

Next Council Meeting Dates
Regular Session – March 12, 2015

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



Mayor Corey L Adams

Council Members:

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

City Staff:

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

MEMO TO: City Council

DATE: February 12, 2015

FROM: Debbie Bernard

SUBJECT: Willamina Water Master Plan Update

Background:

The City was awarded a CDBG grant from Infrastructure Finance Authority in the amount of \$99,000 to complete an update to their water master plan. Upon the grant award the city entered into a contract with Keller Associates to update the plan not-to-exceed \$84,300. Because their cost exceeded the not-to-exceed \$84,300 Keller Associates has submitted a request to increase their current not to exceed contract of \$84,300 by \$6,360 to a revised not-to exceed contract amount of \$90,660.

The bottom line is that we do not have enough in the grant to approve the \$6,360. However we do have an amount of \$3,648 left in the legal allowance balance to date, as long as we do not incur any additional legal cost which would eat up that \$3,648. The difference as shown would be:

\$ 6,360.00 Keller associates amendment to owner-consultant agreement
\$ 3,648.00 Monies allowed
\$ 2,712.00 the City would have to make up the difference

Action:

Approve \$3,648.00, which is the legal budget balance; Keller has definitely done the work and has been a great partner during the project.

Make a motion to approve that amount with a modification to the Amendment to owner-consultant agreement NO.1 for that amount or approve the \$6360.00.



Mayor Ila Skyberg

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Mariah Woodward, Honorary City Councilor

City Staff:

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

Present:

Mayor Skyberg
Councilor Baller
Councilor Bramall
Councilor Hill
Councilor Stritzke
Councilor St. Onge
Councilor Vinson

Absent:

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, December 11, 2014

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. Flag Salute

III. Public Input

a. None

IV. Old Business

a. None

V. New Business

1. **Review research on small cities organizational structure previously presented to the Council at the CC Work Session October 23, 2014 by Pro Tem Andrea Wyckoff**

a. **City Carlton**

b. **City of North Plain**

c. **Job Descriptions for City Recorder, Office Coordinator, Office Specialist**

2. City Council discussion on the organization of the City and how we will go forward

Mayor Skyberg told the council she has formed a committee of professionals who have all been employed at one time or another as a city recorder or as an accounting professional for a city government. This committee will act as a professional panel and be present to interview potential applicants for the current open position of City Recorder for the City of Willamina. The committee includes Carol Haight, who has worked previously as a city recorder for Willamina and is currently employed by the school district, Charlene Brown who also worked previously as a city recorder for Willamina, Yvonne Hamilton, who works for the City of Sheridan in finance, and Peggy who is the current acting city recorder for the City of Dayton.

Debra is working the job descriptions for both the City Recorder and the Accountant position.

3. Accept Sue Hollis separation agreement - Motion

Councilor St. Onge **moved** to accept Sue Hollis's separation agreement.

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

Mayor Skyberg consulted with a representative at COG and David Doughman, the city attorney about increasing Debra Bernard's hourly pay rate 10% increase, which would be retroactive from Monday Nov 24th until the duties are taken over by the new hire City Recorder.

Councilor Baller **moved** to increase Debra's hourly wage 10% until the city has a new hire.

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

IX. Mayor's Report

Mayor Skyberg discussed recent articles in the News Register regarding the recent application for an Enterprise Zone. Mayor Skyberg handed out information explaining enterprise zones. Enterprise zones are designated for a ten year time period to attract new business and development to town. Yamhill County Commissioner Springer is currently helping to push the enterprise zone for Sheridan, Willamina, and Amity.

Mayor Skyberg asked for approval to give holiday hams to the city employees for Christmas this year. There was a consensus by the council to approve this.

X. Council Liaison Reports**1. Chamber Liaison (Councilor St Onge)**

Councilor St. Onge reported that there were not any chamber meetings in December. The Chamber worked on getting the holiday light displays up. The next Wet Season Music Series concert will be at the West Valley Community Campus on Saturday, January 10th, with the Swamp Donkeys performing, a band made up of local musicians. February 14th will be another performance sponsored by Kiwanis, and the band Blue Evolution will be playing in March.

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

Councilor Baller reported that the stretch of highway between Lincoln City and the valley has always had gaps where there was not cell phone service, and that area has recently been improved tremendously. They are also working on improving service on the way to Tillamook. An efficiency study for YCOM is currently being done by an outside consultant also.

XI. Council Committee Reports**1. Finance Committee****a. Minutes of Meeting of Wednesday December 3, 2014**

Councilor Hill **moved** to approve the Finance Committee Meeting Minutes from December 3rd.

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

i. Planning Commission Report (Commissioner Ulrich)

Commissioner Ulrich announced the planning commission has decided to take the month of December off. He also informed the council that the bus stop by Coyote Joe's is now complete.

XII. Reports of City Officers**1. City Recorder****a. City Offices Closure – Christmas (December 25, 2014)****b. Paychex**

Debra said that Paychex is ongoing for her, she is continuing to study the reports and make sure it is compliant going forward. Payables are also being caught up, and check will be ready for signers by Friday.

c. Library Closures-December 9th 10th and 11th for system change over

2. Public Works

a. Monthly Report – see enclosed report

1. Cedar Alley – Jeff Brown proposed four options for Cedar Alley: #1 do nothing; #2 put in new gates on each end which would cost about \$400; #3 install signage to ward off unauthorized access; #4 improve the alley for around \$1,000 in cost for rock and time. This discussion will be brought up again at the next meeting to give each councilor time to go do a site review. Sergeant Vandewettering notified the council that the Sheriff’s department would no longer be able to enforce traffic laws on the alley if it were closed off and turned into a private property.

3. Library

a. Youth Services Report (hand out)

4. Sheriff’s Office

a. Verbal

b. Crime Summary – November 2014 (handout)

XI. Adjourn

Mayor Skyberg called for a motion to adjourn.

Councilor Hilll 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.



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Katie Vinson
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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, 2014 – 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.

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.

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.

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.

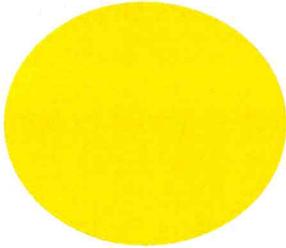
b. Councilor Vinson has found another port-a-potty service with rates that cost half of what the city is currently paying to have portable toilets at two parks.

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)

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

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Mayor Ila Skyberg

Council Members:

St Onge, Council President
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Katie Vinson
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Councilor

City Staff:

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

FINANCE COMMITTEE MEETING

Finance Committee

January 06, 2015

4:00pm PM

Location of Meeting:

Willamina City Hall Chambers
411 NE "C" St
Willamina, Oregon 97132

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Gary Hill
City Recorder Debbie Bernard

Absent: none

The regular meeting of the City of Willamina Finance Committee was called to order at on January 06, 2015 at Willamina City Hall Chambers at 4:00pm by Mayor Ila Skyberg

- I. Roll Call was taken by Office Coordinator Debbie Bernard
- II. Old Business Job description for Finance and City Recorder
 - a. Job Announcement's in News Register, Craigslist and League of Oregon Cities.
 - a. Office Coordinator Bernard presented examples of the job descriptions and job listings.
 - b. Discussion and update from Ray Bartlet on Hampton Mill water rates study.
 - a. Ray advised Office Coordinator on canceling the Hampton contract and a timeline for water rate increase implementation plan. Ray noted that he would

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provide a bid for assisting in the implementation which would include writing a plan and letters that would go out to the public.

- c. Update on Software Caselle, Springbrook, quick books
 - a. Debbie gave the finance committee an update on visiting the city of Dayton for a demo on Caselle and that Amber and she really like the software and would agree it meets our or exceeds our needs for new software. However, it is the most expensive.
- d. Paychecks – overtime spike
 - a. Office Coordinator shared with the finance committee the month of December had a spike in overtime in public works. She was not sure what caused the increase.

III. New Business

- a. CFO to Go billing and review of plans to go forward Invoice total of \$4469.20 was for the month of December. Debbie advised the Finance committee the plans set forth by the CFO to go would require her to do the work as the CFO would not actually do any transaction level work. Therefore she would recommended limiting her visits in the month of January until she could get some of those transaction input.
- b. Temporary Staff in front the office
Office Coordinator Bernard stated new staff in the front office was to cover Amber vacation absence.
- c. Finance Committee Vacancy. Mayor Skyberg stated that asked Councilor President Baller to fill the committee vacancy as she had a great deal of experience and would be an asset.

IV. Committee Member Concerns/Reports.

- a. None

The next meeting will be held at 4:00 PM on February 3, 2015 at:
City Of Willamina
411 NE "C" St
Willamina, Oregon 97396

XI. Adjourn

Mayor Skyberg called for a motion to adjourn 5:00pm.

—+—
Councilor Hill moved to adjourn.

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Council President Baller seconded. Motion carried unanimously, with Councilors Baller, Hill.



Ila Skyberg, Mayor

Attest:

Debbie Bernard, Office Coordinator

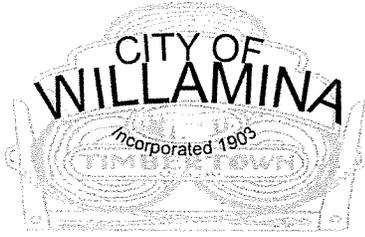
Next Finance Committee Meeting Date February 3, 2014 4:00pm

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

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Council Members:

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Gary L Hill Jr
Katie Vinson
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City Staff:

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Accountant: Vacant
Office Specialist: Amber Deibel
Library: Melissa Hansen & Denise Willms
Public Works Director: Jeff Brown.*

**City Of Willamina
Minutes of the Last Tuesday of Month Meeting of the Public Works Committee
January 27, 2015
3:00pm PM**

Location of Meeting:

Willamina City Hall Chambers
411 NE "C" St
Willamina, Oregon 97132

Present at Meeting:

Council President Rita Baller
Public Works Superintendent Jeff Brown
Mayor Ila Skyberg
City Recorder Debbie Bernard
Guest via Phone: Peter Olsen from Keller and Associates
Public David Lyke Hampton Lumber Mill
Public Nick Johnson Hampton Lumber Mill

Absent: none

The regular meeting of the Public Works Committee of City of Willamina was called to order at on January 27, 2015 at Willamina City Hall Chambers at 3:00pm by Council Gary Hill.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

None present/ the minutes of the previous meeting were reviewed and unanimously approved.

III. Consideration of Open Issues

1. Water Master Plan

Council President Rita Baller

- a. The Water Master Plan is in the Draft form as presented by Keller and Associates. The discussion center around the how the plan addresses adequate fire hydrant protection for the City. We called Peter one the phone and introduced him to the committee and guests present while on phone intercom. Rita started the discussion and said that she was overwhelmed with the initial presentation by Keller and Associates and after review had

several question regarding proper fire hydrant protection. She lives up near 5th street and new of a home which suffered a fire twice. She said as we implement the new Master Plan she want to go over the specifics of Hydrant coverage. Peter responded by referencing the master plan and Figure 08 peak hour pressures. He noted the legend dot color yellow representing water PSI. He then referenced Figure or Map 05 Hydrant Coverage and Figure 06 pressure zones; in addition to Figure 11 Capital Improvement Plan and their priority level 1, 2, and 3. Rita in conclusion as if needed could we add more fire hydrants. Peter responded yes.

- b. Our public visitor from Hampton Lumber David Lyke asked Peter how are the water master plan improvements to be funded. He asked what does the 1.9 million cost cover in the plan. City Recorder Bernard presented Mr. Lyke with a copy of Capital Improvement plan; 3 Levels Priority of improvements presented by Keller and Associates on December 11, 2014 to City Council which gave him that detail. Peter responded to David by saying the City would gain new financing and assume a new USDA loan. David asked Peter if projects were based on Bacon. Peter responded they were based on Boli.
- c. Nick Johnson public left the meeting.

MOTION:

Councilor Hill made a motion that we 2014 Water Master Plan be present to City Council for final approval. Council President Baller seconded. Motion carried unanimously.

2. Water Utilities Mutual Aid
 Jeff Brown

Jeff presented to the committee an email he received from Sue Lamb Yamhill County EM to become a member of the Mutual Aid and Assistance Program by Mutual Agreement. The agreement was presented and a copy will be made to present to Council. The purpose of the Water Utilites Mutual Aid is in the event of a disaster, and water utilities related assistance was need for our city we would be a part of the aid.

MOTION:

Council Hill made a motion that we take the Mutual Aid and Assistance Program by Mutual Agreement to Council. Council President Baller seconded. Motion carried unanimously.

3. Rock For Street
 Jeff Brown

Jeff brought of Cedar Lane and the need to repair the street. Gary noted that we had already approved \$1000 in repairs. Jeff centers his discussion around the size of grave and recommended that that we purchase sleg. Rita asked Jeff if we would just use sleg? Jeff stated that there are stumps that need to be grinded there.

MOTION:

Councilor Hill motion to approve **\$3000** for street repairs.

Council President Baller seconded and carried unamously.

4. Street
Jeff Brown

Jeff continued discussion of streets and referenced Barber, Lampson and Oak. He stated those streets have gone beyond their life span. Jeff shared that Peter Olsen from Keller stated to repair our City streets would cost an estimated **\$1,000,000**. Jeff went on to ask the committee if they would earmark the most recent SDC's received by the city. He said he would like to throw those funds at street repair until they were exhausted and go as far as the money would buy. Mayor Syberg noted that those funds may be earmarked to purchase new much need finance software. Rita asked that the discussion of SDC's be put on the next agenda.

5. Skate Ramps
Jeff Brown

Jeff shared with the committee that the Skate ramps were in need of repair. The materials they are made of have eroded to weather. Rita responded that in Lincoln City the Kiwanis had supported building their skate ramps and perhaps we should contact them for support.

6. Move Fire Hydrant
Jeff Brown

Jeff stated that he need to move two fire hydrants back a few inches as were they are setting is a hazard and the cost to move two hydrants total **\$586**.

7. Water Line Museum
Jeff Brown

Jeff shared that the museum has a water leak. He cannot locate the water leak and wants to replace the water line in front of the building at a cost of **\$260.00**

8. Baseball Court
Jeff Brown

Jeff said the Court at oaken Hills Parks is showing wear and tear. He said a resurfacing can be completed by Sherman Williams. He noted that a resurface and a pressure washer would buff and prepare surface. He said the purchase of the resurfacing would include a new pressure washer at the Cost of **\$800.00**. He said so after the City would have a new pressure washer. He also said he would put that in the next budget.

9. Storm Drain 5th St
Jeff Brown

Jeff said over where Don Goff lives there is a cul-de-sac to the back area and there is a culvert that backs up. He did not conclude any recommendation.

The subject of porta potties was brought up and Jeff said he checked on prices as follows:

- Schotzie \$85. Mo \$35 for delivery fee
- Best Pot \$89 or \$77.28 and \$40 for delivery
- Cem Toilet \$70 a month \$20.00 for delivery.

Jeff added for the Committee that he needs to order water meters at the cost of **\$105.00** each in a box of 6.

MOTION:

Councilor Hill made a motion to approve the estimated **\$1200** for water meters. Council president Baller seconded.

Motion Carried Unanimously.

Agenda and Time of Next Meeting

The next meeting will be held at 3:00 PM on February 24, 2015 at:

City Of Willamina

411 NE

WILLAMINA, Oregon 97396

The agenda for the next meeting is as follows:

CITY OF WILLAMINA 2014 WATER MASTER PLAN AND WATER RATE STUDY.
IMPLEMENTING THE WATER RATE STUDY.

The meeting was adjourned at by Councilor Gary Hill..

Minutes submitted by: City Recorder Debbie Bernard

Minutes approved by: Jeff Brown



Mayor Corey L Adams

Council Members:

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

City Staff:

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

MEMO TO: City Council

DATE: February 12, 2015

FROM: Debbie Bernard

SUBJECT: Willamina Water Master Plan Update

Background:

The City was awarded a CDBG grant from Infrastructure Finance Authority in the amount of \$99,000 to complete an update to their water master plan. Upon the grant award the city entered into a contract with Keller Associates to update the plan not-to-exceed \$84,300. Because their cost exceeded the not-to-exceed \$84,300 Keller Associates has submitted a request to increase their current not to exceed contract of \$84,300 by \$6,360 to a revised not-to exceed contract amount of \$90,660.

The bottom line is that we do not have enough in the grant to approve the \$6,360. However we do have an amount of \$3,648 left in the legal allowance balance to date, as long as we do not incur any additional legal cost which would eat up that \$3,648. The difference as shown would be:

\$ 6,360.00	Keller associates amendment to owner-consultant agreement
<u>\$ 3,648.00</u>	Monies allowed
\$ 2,712.00	the City would have to make up the difference

Action:

Approve \$3,648.00, which is the legal budget balance; Keller has definitely done the work and has been a great partner during the project.

Make a motion to approve that amount with a modification to the Amendment to owner-consultant agreement NO.1 for that amount or approve the \$6360.00.

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

MEMO

To: Willamina City Council
From: Renata Wakeley, grant administrator
Date: February 6, 2015
Subject: Willamina Water Master Plan Update

Background:

The City of Willamina received a Community Development Block Grant (CDBG) from Infrastructure Finance Authority (IFA) in the amount of \$99,000 to complete an update to their Water Master Plan. See attached budget in Exhibit A. Upon the grant award, the City entered into a contract with Keller Associates to update the plan in the amount of \$84,300.

The project has generally progressed on schedule and the draft plans are currently under review by the Oregon Health Authority and Department of Human Services. Staff expects the plan to be approved by these State agencies within the next few months and the plan will come back to the City Council for final approval.

As of the most recent budget expenditure, the City has *approximately* \$3,500 in uncommitted grant funding that the City could move to the engineering contract if they chose to.

The current legal budget of: \$5,000 is reduced as follows:
(750) Oregon Health Authority review fee
(602) Legal expenses to date
\$3,648 Legal budget balance to date

Staff also projects approximately \$370 in grant funds from administration can be transferred into the engineering line item to cover the proposed engineering cost increase. This means that the City would need to account for the deficit from the remaining grant funds out of another source to pay for the revised contract.

Note: IFA requires all contract amendments to be reviewed by their staff in advance. IFA has reviewed the proposed contract revision and has stated they have no concerns.

Requested Action:

- a) Keller Associates has submitted a request to increase their current not-to-exceed contract of \$84,300 by \$6,360 to a revised not-to exceed contract amount of \$90,660. (See Exhibit B)

Oregon Business Development Department Disbursement Request

Recipient: City of Willamina
Project Name: Water Master Plan
Funding Programs: Oregon Community Development Block Grant

Project Number: P12021
Request Number: #7
Final Draw? Yes No

Reporting Period: Jul 16, 2014 to Oct 15, 2014
OBDD Reference: IDIS # 17030

(A) Activity	Department Funds			Other / Matching Funds			All Funds (J) = [C+D+G+H] Disbursed & Expended	
	(B) Approved Budget	(C) Prior Disbursements	(D) Current Request	(E) = [B-C-D] Balance	(F) Approved Budget	(G) Expended To Date		(H) Current Request
Engineering	\$84,130	\$60,648	\$17,134	\$6,348				
Grant Administration 17031	9,870	8,500		1,370				
Legal	5,000			5,000				
								\$77,782
								8,500
Total	\$99,000	\$69,148	\$17,134	\$12,718				\$86,282

Certification: We certify that the data are correct and that the amount requested is not in excess of current needs.

Authorized Signature & Title: Chris Stange, City Council Pres 11/14/14
Authorized Signature & Title: Shirley C. Hollis, City Recorder 11/14/14

Project Contact for Payment Notification: Shirley C. Hollis (503) 876-2242
Phone Number:

E-Mail Address: shollis@ci.willamina.or.us

Regional Coordinator Signature: _____ **Date:** _____
Manager Signature: _____ **Date:** _____

Dollar Amount: _____
Funding Type: _____
Funding Program: _____
 (If more than one source of funds)

For Oregon Business Development Department Use Only: I have reviewed this request and approve payment to the above mentioned recipient in the amount(s) listed below.



AMENDMENT TO OWNER-CONSULTANT AGREEMENT

Amendment No. 1

1. Background Data:

- a. Effective Date of Owner-Engineer Agreement: August 19, 2014
b. Effective Date of this Amendment: February 5, 2015
b. Owner: City of Willamina
c. Consultant: Keller Associates, Inc.
d. Project: Willamina Water Master Plan - KA Project Number 213018-006
e. Justification: Extra effort due to the state of the City's financial records

2. Description of Modifications:

- a. The additional services Scope of Services and Deliverables: Keller Associates and Economic Financial Analysis spent additional hours and effort for additional meetings, data processing and correspondence due to the state of the financial records for the City and the amount of time it has taken to get the project to a point where it can be finalized into a report.

c. Cost and payment basis for the Additional Services:

Table with 2 columns: Service Description, Amount. Rows include Economic and Financial Analysis (\$2,310), Keller Associates (\$2,050), Remaining services (\$2,000), and Total, Time and Materials (\$6,360).

- e. Schedule adjustments: Change allowable calendar days from 300 to 730.

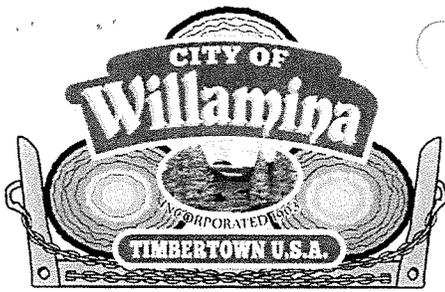
OWNER: City of Willamina

CONSULTANT: Keller Associates, Inc.

Signature:
Name:
Title:
Date:

Signature:
Name: Rod J. Linja
Title: President
Date:

Exhibit B



Mayor Ila Skyberg

Council Members:

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

City Staff:

*City Recorder: Debbie Bernard
Accountant: Vacant
Office Specialist: Amber Deibel
Library: Melissa Hansen & Denise Willms
Public Works Director: Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: February 12, 2015

FROM: Debbie Bernard, City Recorder

SUBJECT: West Valley Supervision Change

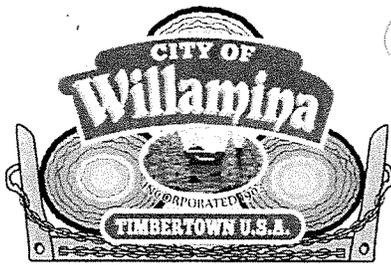
Background:

On January 23, 2015, the City received an email from **Sheriff Tim Svenson** Letting us know there would be a change in supervision within the Sheriff's office. He said Sgt Vanderwettering will be leaving his assignment for the West Valley and Sgt Todd Whitlow would now take over the management of the West Valley contract as well as Lafayette and Dayton. Tim said the change within their office would allow growth not only internally, but also within the contract cities. The movement is in no means a poor reflection on the performance by Sgt. Vanderwettering, Tim said. He also said he is proud of the work Sgt. Vanderwettering has done in his years of service to the West Valley and he knows Sgt. Whitlow will be an excellent replacement. We definitely agree that Russ has been an inspiration and a great part of our community and he will be missed.

Tim noted that Russ took over the West Valley supervision in 2004, after Sgt. Roger Conley retired. It appears per DPSST that he began, as a reserve in Sheridan on April 1, 1989, became a deputy sheriff for the sheriff office on April 15, 1991 and a Sgt. on November 25, 2003.

Action Requested

- 1) The Mayor and City Council present Sgt. Russ Vanderwettering with a plaque to honor his years of service at the February 12, 2015 City Council Meeting. We also wish Russ good luck in his new assignment. Cake and coffee to follow.



Mayor Ila Skyberg

Council Members:

*Council President, Rita Baller
Allan Bramall
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariab Woodward, Honorary City Councilor*

City Staff:

*City Recorder: Debbie Bernard
Accountant: Vacant
Library: Melissa Hansen & Denise Willis
Office Specialist: Amber Deibel
Public Works Director: Jeff Brown*

MEMO TO: CITY COUNCIL

DATE: February 12, 2015

**FROM: FINANCE COMMITTEE
Debbie Bernard, City Recorder**

**SUBJECT: Approval Public Works Purchase Request
FY 2014/15 BUDGET APPROPRIATIONS**

Background:

1. The Finance Committee and City staff reviewed the purchase requests at the January 27, 2015 Public works committee:

Move fire hydrant	\$ 586.00	
Water line museum	\$ 260.00	
Purchase new water meters	\$1,200.00	
Purchase rock for streets	\$3,000.00	
Purchase pump for intake	\$1,500.00	
Total	\$6546.00	

Action Requested

Staff is recommending approval of the \$6,546.00. The end of January 2015 budget to actual shows the water, streets and sewer funds, are under budget at this point in the year. I have attached financial detail of Budget to Actual created by Kathy Taylor our CFO to go.

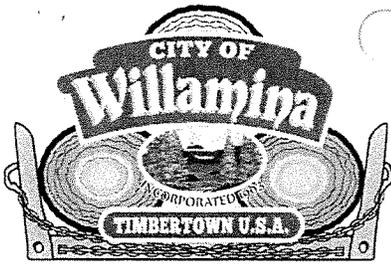
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411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

www.willaminaoregon.gov

City of Willamina

	<u>Budget</u>	<u>1/31/2015 Actual</u>	<u>58% %</u>
Street 020			
Revenue	147,000	68,500	47%
Grant	171,000	-	n/a
Expense	(173,000)	(57,228)	33%
Capital Outlay	<u>(133,000)</u>	<u>-</u>	n/a
Net	<u>12,000</u>	<u>11,272</u>	
Water 030			
Revenue	490,000	251,333	51%
Expense	(421,300)	(223,297)	53%
Capital Outlay	(12,300)	(2,411)	20%
Interfund Loan from 040	25,000	-	n/a
Transfer out to 050	<u>(67,900)</u>	<u>-</u>	n/a
Net	<u>13,500</u>	<u>25,625</u>	
Wastewater 040			
Revenue	574,500	295,335	51%
Expense	(348,200)	(159,355)	46%
Capital Outlay	(6,300)	(511)	8%
Interfund Loan to 030	(25,000)	-	n/a
Transfer out to 050	<u>(176,000)</u>	<u>-</u>	n/a
Net	<u>19,000</u>	<u>135,468</u>	



Mayor Ila Skyberg

Council Members:

*Council President Rita Baller
Heather Stritzke
Gary L. Hill Jr.
Katie Vinson
Mariah Woodward, Honorary City Councilor*

City Staff:

*City Recorder: Debbie Bernard
Accountant: Vacant
Library: Melissa Hansen & Denise Willms
Office Specialist: Amber Deibel
Public Works Director: Jeff Brown*

MEMO TO: City Council

DATE: February 12, 2015

FROM: Debbie Bernard

SUBJECT: Junk and Derelict Buildings

Background:

The City of Sheridan passed a program per resolution intended to protect the city from blight, deterioration, and decay because of properties in a condition or state that potentially would have an adverse effect on the value, utility, and habitability of property within the city. I have attached a copy of the resolution so the City Council can begin to review and adopt a similar resolution for Willamina. I talked to Frank Sheridan and he shared that theirs came from the research completed by the City of Astoria. He also said that the research had gone to the courts on appeal of property.

Action Requested

Review the attached language from the Sheridan Municipal Code in preparation of developing a Junk and Derelict Buildings resolution to protect the city and its livability.

ARTICLE III. – Property Maintenance, Vacant Buildings and Derelict Buildings.

8.12.250 - Purpose.

The purpose of this article is to establish an enforcement program to address the problem of derelict, abandoned, and vacant buildings and property within the city in order to protect the public health, safety, and welfare of the community through the required maintenance of unkempt, unsightly, unsafe, unsanitary, and otherwise improperly maintained premises and structures.

The program is intended to protect the city from blight, deterioration, and decay as a result of properties in a condition or state that potentially would have an adverse effect on the value, utility, and habitability of property within the city. In addition to the obvious hazards which these conditions pose to the public health, safety, and welfare, they specifically cause damage to adjoining and nearby properties. A property which is merely unkempt or vacant for long periods may reduce the value of adjoining and nearby property, and the habitability and economic well-being of the city may be materially and adversely affected.

(Ord. No. 2013-02, § 3, 3-18-2013)

8.12.260 - Goals.

The goal of this article is as follows:

- A. To supplement this chapter and further define as public nuisances those conditions which constitute visual blight and which could result in conditions which are harmful or deleterious to the public health, safety and welfare; and
- B. To develop regulations that will promote the sound maintenance of property, enhance the livability, community appearance, and the social, economic, and environmental conditions of the community; and
- C. To establish guidelines for the correction of property maintenance violations and nuisances that afford due process and procedural guarantees to affected property owners; and
- D. To support responsible environmental practices with the repair and reuse of existing structures in lieu of demolition of buildings that are able to be repaired.

(Ord. No. 2013-02, § 3, 3-18-2013)

8.12.270 - Administration, enforcement, abatement.

The administration, enforcement and abatement procedures relating to actions pursuant to this article shall be in accordance with Section 8.12.020 to 8.12.090.

(Ord. No. 2013-02, § 3, 3-18-2013)

8.12.280 - Definitions.

The terms set forth in this article shall have the meanings set forth in Section 8.12.010.

(Ord. No. 2013-02, § 3, 3-18-2013)

8.12.290 - Derelict buildings and property.

A structure or property in violation of the standards identified in Section 8.12.310 shall be declared a derelict building/property and a nuisance. Derelict buildings or properties are subject to the requirements for abatement of nuisances, and/or other methods of enforcement available to the city. Derelict buildings may include demolition by neglect of historic buildings.

Determination of whether a building or property is in violation of the standards set forth in Section 8.12.310 shall be made by the city manager. The city manager may consult with the, city planner, building

official, police chief, fire marshal, health officer, or city engineer, as necessary, in making this determination. The decision of the city manager may be appealed to the city council in accordance with Section 8.12.044.

Minor infractions of the property maintenance, vacant building, and derelict building ordinance may be determined by the city manager to be reasonable maintenance deficiencies and not be declared as a nuisance depending on the degree or intensity of the infraction.

(Ord. No. 2013-02, § 3, 3-18-2013)

8.12.300 - Exceptions.

Section 8.12.290 shall not apply to a building and/or properties that are actively undergoing construction or repair as indicated by a valid building permit and appearance that the person in charge is progressing diligently to complete the repair or construction. This exception does not apply to requirements relevant to public safety or health concerns.

(Ord. No. 2013-02, § 3, 3-18-2013)

8.12.310 - Property maintenance standards.

No person in charge of a property shall maintain or permit to be maintained any property which does not comply with the requirements of this chapter and is deemed to be a nuisance and detrimental to the city. All property shall be maintained to the building code requirements in effect at the time of construction, alteration, or repair, and shall meet the minimum requirements described in this chapter.

- A. **Accessory Structures.** All accessory structures, including sheds, trellises, awnings, fences, and other similar features, shall be maintained structurally safe and sound, and in good repair. Exterior steps and walkways shall be maintained free of unsafe obstructions or hazardous conditions.
- B. **Roofs.** The roof shall be structurally sound, tight, and have no defects which might admit rain. Roof drainage shall be adequate to prevent rainwater from causing dampness in the walls or interior portion of the building. Roof drains, gutters, and downspouts shall be maintained in good repair and free from obstructions and shall channel rainwater into approved receivers.
- C. **Chimneys and Towers.** All chimneys, cooling towers, smoke stacks, towers, and similar appurtenances /attachments shall be maintained so as to be structurally safe and sound, and in good repair. They shall remain adequately supported and free from obstructions and shall be maintained in a condition which ensures there will be no leakage or back-up of noxious gases. They shall be reasonably plumb. Loose bricks or blocks shall be rebonded. Loose or missing mortar shall be replaced. Unused openings into the interior of the structure must be permanently sealed using approved materials.
- D. **Foundations and Structural Members.**
 1. Foundation elements shall adequately support the building and shall be free of rot, crumbling elements, or similar deterioration.
 2. The supporting structural members in every structure shall be maintained so as to be structurally sound, showing no evidence of deterioration or decay which would substantially impair their ability to carry imposed loads.
- E. **Exterior Walls and Exposed Surfaces.**
 1. Exterior wall and weather-exposed exterior surface or attachment shall be free of holes, breaks, loose or rotting boards or timbers and any other conditions which might admit rain or dampness to the interior portions of the walls or the occupied spaces of the building.
 2. Exterior wood surfaces shall be made substantially impervious to the adverse effects of weather by periodic application of an approved protective coating of weather-resistant preservative, paint, or other approved coating, and be maintained in good condition.

3. Exterior metal surfaces shall be protected from rust and corrosion of an extent that would substantially impair its ability to carry imposed loads.
 4. Exterior brick, stone, masonry, or other veneer shall be maintained so as to be structurally sound and be adequately supported and tied back to its supporting structure.
 5. Cornices, belt courses, corbels, terra cotta trim, wall facings, and similar decorative features shall be maintained in good repair with proper anchorage and in a safe condition.
 6. Overhang extensions, including, but not limited to, canopies, marquees, signs, metal awnings, fire escapes, standpipes, and exhaust ducts shall be maintained in good repair and be properly anchored so as to be kept in a sound condition.
- F. Stairs and Porches. Stair, porch, deck, balcony, and appurtenances / attachments attached thereto, shall be constructed and maintained so as to be safe to use and capable of supporting the loads to which they are subjected and shall be kept in sound condition and good repair, including replacement as necessary of flooring, treads, risers, and stringers that evidence excessive wear and are broken, warped, or loose.
- G. Handrails and Guardrails. Handrail and guardrail shall be firmly fastened, and shall be maintained in good condition, and capable of supporting the loads to which they are subjected.
- H. Windows. Each window shall be substantially weather-tight, shall be kept in sound condition and repair for its intended use, and shall comply with the following:
1. Window sash shall be fully supplied with glass window panes or an approved substitute without open cracks and holes.
 2. Window sash shall be in good condition and fit weather-tight within its frames.
 3. Window frame shall be constructed and maintained in relation to the adjacent wall construction so as to exclude rain as completely as possible and to substantially exclude wind from entering the structure.
- I. Doors. Exterior doors, door assemblies, and hardware shall be maintained in good condition, be weather-tight, and substantially exclude wind and rain from entering the structure.
- J. Hazardous Materials.
1. Residential property shall be free of dangerous levels of hazardous materials, contamination by toxic chemicals, or other circumstances that would render the property unsafe.
 2. No residential property shall be used as a place for the storage and handling of highly combustible or explosive materials or any articles which may be dangerous or detrimental to life or health, beyond what is normal and usual to maintain the dwelling.
 3. Residential property shall be kept free of friable asbestos.
- K. Exterior Facilities and Equipment. In addition to other requirements for maintenance described in this chapter, all exterior facilities and equipment, such as heat pumps, generators, etc. shall comply with the following:
1. All required facilities on the exterior of a structure shall be constructed and maintained to properly and safely perform their intended function.
 2. All non-required facilities or equipment on the exterior of a structure shall be maintained to prevent structural damage to the building, or hazards of health, sanitation, or fire.
- L. Exterior Property. All properties, including vacant properties, shall comply with the following:
1. Debris. Property shall be kept free of debris, trash, building materials, or the storage of other goods which are visible from the street or adjacent properties. Debris shall include, but not be limited to: tires, lumber, household appliances, inoperable or excess vehicles, furniture, sinks, toilets, cabinets, other household fixtures, equipment, rubbish, garbage,

debris, salvage materials, or parts thereof which constitute a fire hazard and/or are stored or accumulated in such a manner as to be visible from a public street, alley or adjoining property.

2. Junk. An owner or person in charge of junk shall comply with the following:
 - a. No person may keep junk outdoors on a street, lot, or other premises or in a building that is not wholly or entirely enclosed except for doors used for ingress and egress.
 - b. No person may park, store, or abandon junk, litter, or rubbish on property owned by the city outside the city limits without the permission of the city manager.
 - c. This section does not apply to junk kept in a licensed junk yard or automobile wrecking yard.
 - d. All property removed and held by the city under the revisions of this section shall be disposed of according to the provisions of the SMC governing abandoned vehicles and governing personal property sale procedures.
3. Weeds and Noxious Vegetation. Weeds or other noxious vegetation shall be cut down or destroyed, or otherwise prevented from becoming unsightly, from becoming a fire hazard, or from maturing or going to seed.
4. Landscaping.
 - a. Landscaping improvements shall be maintained in a healthy condition, trimmed and pruned to maintain adequate clearance over pedestrian and vehicular areas.
 - b. Landscaping improvements designated on an approved landscape plan shall be retained and maintained as denoted on the approved plan unless otherwise approved by the city.
5. Walkways, Parking Areas, and Walls.
 - a. Walls, driveways, walkways, parking areas, and retaining and/or decorative walls shall be maintained in such condition as to not become so defective, unsightly, or in such condition of deterioration or disrepair that the same causes potential depreciation of the values of surrounding property, or is materially detrimental to nearby properties and improvements.
 - b. Maintenance and/or construction of walls, driveways, walkways, parking areas, and retaining and/or decorative walls located within the right-of-way shall be the responsibility of the adjacent property owner unless otherwise approved by a legally recorded easement or other legal document.
6. Appearance. The appearance of property will be maintained to avoid visual blight which includes, but is not limited to, the keeping, storing, depositing, scattering over or accumulation on the premises any of the following:
 - a. Lumber, junk, trash, debris, scrap metal, rubbish, packing materials, building materials.
 - b. Abandoned, discarded or unused objects or equipment such as furniture, stoves, appliances, refrigerators, freezers, cans or containers, automotive parts and equipment.
 - c. Abandoned, wrecked, disabled, dismantled or inoperative vehicles or parts thereof except inoperative vehicles that are not abandoned and are in an active state of renovation or restoration. For purposes of this article, "active state of renovation or restoration" means that the vehicle is actively being restored or renovated in a manner intended to make the vehicle operational, and shall not include restoration or renovation that solely improves the interior or exterior appearance, but not the operation, of the vehicle. A vehicle shall only be permitted to be in an active state of

renovation or restoration for a period that shall not exceed ninety (90) days, whether consecutive or non-consecutive, out of any twelve (12) month period.

- d. Stagnant water or excavations.
- e. Any personal property, object, device, decoration, design, fence, structure, clothesline, landscaping or vegetation which is unsightly by reason of its condition or its inappropriate location;
- f. Vehicles parked on any surface other than an improved surface or driveway, as those terms are defined in Chapter 16

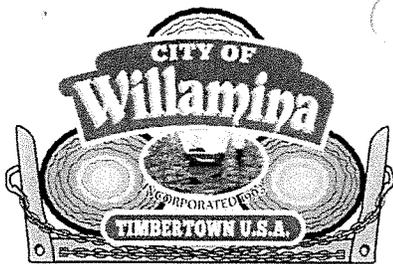
(Ord. No. 2013-02, § 3, 3-18-2013)

8.12.320 - Vacant buildings.

- A. Purpose. Vacant buildings are a cause and source of blight in both residential and non-residential neighborhoods, especially when the person in charge of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood. Vacant buildings discourage economic development and retard appreciation of property values. Vacant buildings are potential fire hazards and can jeopardize the ability of owners of neighboring property from securing or maintaining affordable fire insurance. Vacant buildings cause increased need for police protection due to misuse of the property by persons not having permission or right to use the property. It is the responsibility of property ownership to prevent owned property from becoming a burden to the neighborhood and community and a threat to the public health, safety, or welfare. One vacant building which is not actively and well maintained and managed can be the core and cause of spreading blight.
- B. Maintenance and Security Requirements. In addition to the maintenance standards in Sections 8.12.310, the person in charge of a vacant property and/or building shall comply with the following maintenance and security requirements:
 - 1. The building and/or property shall be kept free of any accumulation of newspapers, circulars or flyers, graffiti, discarded items including but not limited to furniture, clothing, appliances, or any other items that give the appearance that the property or building is vacant.
 - 2. The building and/or property shall be secure so that it is not accessible to unauthorized persons, including but not limited to the closure and locking of windows and doors (walk through, sliding, and garage) and any other opening of such size that may allow a child to access the interior of a structure; chaining or padlocking gates, and repairing fencing.
 - 3. Broken windows and/or doors shall be secured by means of reglazing with undamaged glass or other approved permanent material, and not by cardboard, plywood, or other temporary means except as necessary temporarily for not more than three months while awaiting reglazing.
 - 4. The property shall be posted with name and twenty-four (24) hour contact phone number of the owner, person in charge, or a local property management representative. The posting shall be no larger than eighteen (18) inches by twenty-four (24) inches and shall contain the words "THIS PROPERTY MANAGED BY..." The posting shall be secured to the exterior of the building or placed in a location on the property so it is visible from the street.
 - 5. Vegetation around the building shall be pruned back from the walls to allow good airflow and security visibility. Overhanging dead tree limbs and branches shall be removed.
 - 6. Buildings located in commercial areas shall have some street presence by the display of goods in the storefront windows, interpretive displays, or some other activity that give the appearance of the building being occupied. Displays in vacant buildings shall be reviewed and approved by the city planner prior to installation.
- C. Long Term Vacant Buildings. If a property is determined to be vacant for more than five years, the property may be subjected to a fee as established by resolution approved in accordance with the city Charter.

1. A building is deemed to be a long term vacant building if the following has occurred for a period of five years or more, including the years prior to adoption of this section as verified by city records or other documentation:
 - a. Utilities have been turned off or not in use; or
 - b. Building has been boarded up or secured against any regular use entry; or
 - c. Building is in disrepair to a state that is obviously not habitable; or
 - d. Building is not in compliance with the maintenance and security requirements of this section; or
 - e. Building has not been legally occupied, regardless of the condition of the building.
 2. Exception.
 - a. The person in charge has obtained a building permit and is progressing diligently to repair the building for occupancy; or
 - b. The building meets all applicable codes, including the property maintenance standards, and is actively being offered for sale, lease, or rent; or
 - c. The city manager may approve an exception based on a written finding that there is a benefit to the community in the building remaining vacant such as, but not limited to, historical significance of the building interior that prevents current use of the building, use of the building that serves a current or future need of the business and/or property owner, etc. and provided that the building is maintained to the standards as identified in the Section 8.12.310
- D. Enforcement and Fees. After a determination that a building is deemed a long term vacant building, the city shall notify the person in charge of the property of the following requirements:
1. Repair and/or Use of Property. The building shall be repaired to a useable condition and shall be offered for sale, lease, or rent, or shall be legally occupied; and
 2. Fee Payment.
- E. Vacant Building Fee. There is imposed upon the person in charge of a vacant building pursuant to this Code, an annual vacant building fee in an amount as established by resolution. The fee shall be payable for any building vacant for more than five consecutive years. Regardless of an imposition of a fee, the building shall be repaired to a useable condition.

(Ord. No. 2013-02, § 3, 3-18-2013)



Mayor Ila Skyberg

Council Members:

*Rita Baller Council President
Gerald L Hill Jr
Heather Stritzke
Katie Vinson
Mariah Woodward, Honorary City Councilor*

City Staff:

*City Recorder: Debbie Bernard
Accountant: vacant
Library: Melissa Hansen & Denise Willms
Office Specialist: Amber Deibel
Public Works Director: Jeff Brown*

MEMO TO: City Council

DATE: February 12, 2015

FROM: Debbie Bernard, City Recorder

SUBJECT: RESOLUTION #14.15-004, appointing a new YCAHC Board Member

Background:

The Housing Authority of Yamhill County has been administering the county wide Housing Rehabilitation program since 1980. This program offers assistance to low income homeowners throughout Yamhill County and the City limits of Willamina in order to make critical repairs to their homes.

The program is funded through Community Development Block Grants that are awarded to specific jurisdictions. These funds are utilized to provide low income homeowners either 0% no payment loans or 2% installment loans to make the necessary repairs to their homes. When these loans are repaid, they go into the YCAHC county wide revolving loan fund that continues to provide assistance to members of the community.

YCAHC's revolving loan program currently has almost \$3,500,000.00 in receivables that will continue to be loaned out to qualified homeowners once they are repaid. The program is governed by its board of directors who make all the final decisions about how these funds are utilized.

Sue Hollis was an acting board member, representing the City of Willamina for many years and her position is now vacant.

Recommendation:

We recommend the City of Willamina continue participating on the YCAHC's board of directors and to continue supporting the regional housing rehabilitation collaborative. We also recommend that the Council appoints the next city recorder as the YCAHC board member representing your jurisdiction by approving resolution number **14-15.004**.

F/RESOLUTIONS/2014-2015/14.15-004.CCMEMO.02-06-15

An Equal Opportunity Employer

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

www.willaminaoregon.gov

RESOLUTION NO. 2015 – 14.15-004

Approved this **12** day of **February** and **2015**.

MAYOR

Approved as to form:

CITY ATTORNEY

Timeline for Enterprise Zone Designation Round in 2015



Events/Requirements	S	M	T	W	T	F	S	Month	
Round launched for designating up to four regular enterprise zones with website posting and announcements: January 5, 2015	28	29	30	31	1	2	3	J A N	
	4	5	6	7	8	9	10		
	11	12	13	14	15	16	17		
	18	19	20	21	22	23	24		
	25	26	27	28	29	30	31		
	1	2	3	4	5	6	7		
Send notice/invitation for consultation meeting to all non-sponsoring local taxing districts	8	9	10	11	12	13	14	F E B	
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
1	2	3	4	5	6	7	M A R C H		
Hold public meeting with local taxing districts— not less than 21 days after mailing notice/invitation, ... as well as other communications & outreach; consent resolutions adopted by any non-sponsoring county, port or city, and final preparation of required submissions	8	9	10	11	12	16		14	
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
Sponsoring city/port/county adopt resolutions, at least 7 days after consultation meeting, and finish mandatory application elements. April 10—Due Date (postmark) for local application	29	30	31	1	2	3	4	A P R I L	
	5	6	7	8	9	10	11		
	12	13	14	15	16	17	18		
	19	20	21	22	23	24	25		
	26	27	28	29	30	1	2		
	3	4	5	6	7	8	9		
Department reviews applications for qualification, and determines/announces plans for any initial designation, or if needed, for a competitive process	10	11	12	13	14	15	16	M A Y	
	17	18	19	20	21	22	23		
	24	25	26	27	28	29	30		
31	1	2	3	4	5	6	J U N E		
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
21	22	23	24	25	26	27			
As necessary to complete round: Further review with potentially additional information on competitive criteria that applicants might submit; make final designations concurrent with enterprise zones terminating by operation of law.	28	29	30	1	2	3	4	J U L Y	

REPORT TO THE CITY COUNCIL FROM THE CITY MANAGER

February 2, 2015

Subject: Update on Business Oregon's Enterprise Zone Designations.

Background. Oregon's enterprise zones offer a unique resource to Oregon communities, and an excellent opportunity for businesses growing or relocating in Oregon. Primarily, enterprise zones exempt businesses from local property taxes on new investments, usually for a three-year period.

As we learned through an article in the News-Register and a subsequent editorial, County Commissioner Allen Springer asked SEDCOR to see if Sheridan and Willamina should have an enterprise zone. SEDCOR is the Strategic Economic Development Corporation funded by Marion and Polk Counties and has a two-year contract for one person to work 2 days a week in Yamhill County.

Sheridan hosted a meeting for Commissioner Springer and Mr. Foscoli of SEDCOR, on December 10th. The Willamina Mayor and the Amity City Administrator attended. It is believed that an application that covers several communities may be looked at more favorably.

At the December 15th City Council meeting, the City Council expressed interest into continuing to look into a "West Valley" enterprise zone application. The City Councils of Amity and Willamina also wish to further explore a "West Valley" enterprise zone application.

On January 5, 2015, Business Oregon issued a "Call for Applicants, Oregon Enterprise Zone Designations" to interested Cities, Ports and Counties. applications are due on April 10, 2015.

A Timeline for Enterprise Zone Designation Round in 2015 is attached. A summary is:

The City must apply by April 10, 2015.

Between February 9th and March 6th, the City sends notice/invitation or consultation meeting to all non-sponsoring local taxing districts.

Between March 9th and March 27th but not less than 21 days after mailing notice/invitation, hold public meeting with local taxing districts. If using a Council meeting, March 16th is the only applicable date. If using a special meeting, we could meet on Monday March 23rd.

Between March 30 and April 10th (specifically April 6, 2015) and at least 7 days after consultation meeting, adopt Resolutions for application for Enterprise Zone Designation.

April 10, 2015 – all applications received by Business Oregon.

Between April 13th and May 29th, Oregon Business reviews applications for qualification and determines/announces plans for any initial designation, or if needed, for a competitive process.

Between June 1st and June 30th further review and additional information if needed. Based upon the number of zones available and applications received, Business Oregon will contact qualified applicants about the level of competition and any additional responses to competitive criteria that must be prepared and submitted.

July 1, 2015 – New Enterprise Zones become effective.

Discussion. The zone application consists of four parts:

- a. Complete at least four pages of an application form,
- b. Adopt resolutions(s),
- c. Actively consult with local taxing districts, and
- d. Provide a map and description of the proposed zone boundary and its industrial lands.

The City's assessed value is \$188,385,821. There are 10 taxing districts that have authority to levy property tax within the city. The 10 districts are:

Yamhill County
Yamhill County Extension Service
Yamhill County Soil & Water District
School District 30J – Willamina
School District 48J – Sheridan
Willamette Regional Education Service District
City of Sheridan
Sheridan Fire District
Chemeketa Library
Chemeketa Community College

The list with the tax rates is enclosed.

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 (list of duties is attached).
- 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.

The Council and staff need to discuss:

- a. Should we continue to pursue an enterprise zone?
- b. Should we attempt to set up an enterprise zone which includes one or two other cities?
- c. Should we attempt to include county industrial property in the zone?
- d. How would we work the "zone manager" position?

Recommendation. NA.

Francis D. Sheridan

Francis D. Sheridan
City Manager

Attachments:

1. Letter, Business Oregon, subject: Call for Applicants, Oregon Enterprise Zone Designations, January 5, 2015 (4 pages).
2. Timeline for Enterprise Zone Designation Round in 2015, downloaded on January 29, 2015 from www.oregon4biz.com/assets/apps/ez-calendar.pdf (1 page).
3. List of Local Taxing Districts (1 page).
4. Local Zone Manager duties (extracted from OAR 123-668-1000 (1 page).
5. Application for Enterprise Zone Designation, downloaded on January 29, 2015 from www.oregon4biz.com (8 pages).

References:

1. Report to the City Council From the City Manager, December 15, 2014, A Brief Presentation on Enterprise Zones.
2. Report to the City Council From the City Manager, December 15, 2014, Tax Information for Fiscal Year 2014-2015.



TO: Cities, Ports and Counties, and other interested parties

FROM: Samantha Mary Julian, Assistant Director, Business Development

RE: Call for Applicants, Oregon Enterprise Zone Designations

Business Oregon is pleased to announce the opening of an application round to designate Oregon Enterprise Zones that have or will terminate and become available in 2015.

Inside an enterprise zone, qualified businesses may be exempted from the local property tax liability on new capital investments for at least three years and up to five years. Longer-term tax abatement periods also are available in most rural designations. Experience has shown that businesses participating in this program are successful and valuable members of the community.

Please note: The standard, three-year tax exemption on new property is generally automatic and **not** discretionary—i.e., it is an as-of-right benefit for eligible businesses that increase employment. Cities, ports or counties that are averse to at least three years of property tax abatement to qualified firms, should **not** apply for designation of an enterprise zone.

To obtain further information on applying for an enterprise zone designation, please contact Business Oregon at 503-986-0123 (or fax 503-581-5115) and ask for the business incentives coordinator (or visit our [Web site](#)).

You will need to complete at least four pages of an application form, adopt resolution(s), actively consult with local taxing districts, and provide a map and description of the proposed zone boundary and its industrial land base, and send those documents to this office by **April 10, 2015**, as evidenced by a postmark or commercial delivery receipt. Direct personal deliveries are due no later than 5:00 p.m. on that date (Address: 775 Summer Street NE Suite 200, Salem OR 97301-1280). Business Oregon will contact all qualified applicants shortly after this deadline about the level of competition (if any) for the available zone designations, so that additional responses to competitive criteria may be prepared and submitted, as specifically announced by Business Oregon.

We look forward to hearing from you.

January 5, 2015

Business Oregon
Enterprise Zone Designation

Thinking About an Enterprise Zone?

Introductory Points

Oregon's enterprise zones offer a unique resource to local communities, unmatched by any other business incentive. Besides tax abatement, an enterprise zone lends visibility and focus to local economic development efforts.

Many communities have successfully used enterprise zones since 1986. By forgiving the local property taxes on new plant & equipment for at least three years, enterprise zones have led to thousands of new jobs through investments by eligible business operations.

Local jurisdictions may also extend the property tax exemption up to five consecutive years for especially high-paying jobs, and if additional local requirements are met by the business.

This incentive for new private investment and employment may be critical for healthy employment growth and business diversification in many areas.

But an enterprise zone is neither a prerequisite nor a cure-all for development. Some areas have greater need or are better able to exploit an enterprise zone in comparison to other localities, and a commitment to promote the zone is crucial.

Finally, an enterprise zone does not alter land use zoning, although it might be recognized in local comprehensive land use plans. The enterprise zone's primary influence would be on long-term industrial and some forms of commercial development, in contrast to the general growth of urbanized areas.

A Broad, Versatile Resource

Oregon presently contains 64 enterprise zones throughout the state, in all types of communities, big and small, metropolitan and rural.

The 2011 Legislature extended the overall program to 2025 and continued to allow for the designation of enterprise zones to replace or renew those that "sunset." At the latest, each enterprise zone terminates 10-11 years after its original designation.

Since 1993, the director of Business Oregon (rather than the Governor) has been charged with designating enterprise zones, subject to a potentially competitive round of applications from cities, ports and/or counties, based on economic need, likelihood of success and other attributes of the proposed enterprise zone.

For a locality to qualify to have an enterprise zone it must meet minimum thresholds of economic need.

Most rural enterprise zones encompass entire incorporated/urban-growth areas of one or more cities, and possibly sites outside of urban growth boundaries. In Oregon's largest cities, the zone must remain entirely within the metropolitan urban growth boundary, and typically, the enterprise zone contains only a portion of such a city.

A local zone manager and the county tax assessor administer the property tax abatement programs, with some help in marketing from other entities. These local players largely handle such duties, by advising interested businesses; authorizing them and exempting qualified property.

Business Oregon and the Oregon Department of Revenue jointly coordinate the enterprise zone program and assist local players. The Oregon Department of Justice and the Oregon

Business Oregon
Enterprise Zone Designation

Employment Department have supporting functions.

Roles of the Zone Sponsor

By resolution, the governing bodies of cities, ports and/or counties sponsor an enterprise zone.

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

- Make policy and plans covering marketing, organization, etc
- Set authorization filing fees, as appropriate
- Help businesses to use zone and with verifying compliance by businesses
- Appoint the local zone manager
- Implement local incentives for authorized businesses (e.g., services, fee reductions, regulatory flexibility)
- Assist in making unused, publicly-owned real estate in the zone available to authorized businesses
- Fulfill arrangements worked out with local taxing districts during pre-designation consultations
- Enter into written agreements with and reasonably request additional local requirements of authorized businesses, in extending the exemption for four or five years in total or in allowing special long-term rural tax incentives
- Adopt resolutions to waive statutory requirement of a 10 percent employment increase (stipulating alternative employment minimum and potential, other local conditions), for existing businesses that invest \$25 million or more, or that measurably modernize operations and fund workforce training

- Change the boundary of the zone to remove areas or to add new areas or cosponsors, subject to statutory guidelines, by passing resolutions and sending request to Business Oregon
- Elect to terminate the enterprise zone.

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

Hotels, Motels & Destination Resorts

Typically, only non-retail operations are eligible for enterprise zone exemptions. Nevertheless, cities/counties seeking designation of an enterprise zone have a **one-time opportunity** to exercise the option to allow qualified property of hotels, motels and resorts to receive standard tax exemption.

To do so, the resolutions of application by each city/county government sponsor must expressly state that such businesses will be eligible for exemption in the enterprise zone, if designated.

This option may be taken selectively among the city and county jurisdictions that would co-sponsor the enterprise zone.

These inter-jurisdictional restrictions should be clarified in the application and associated resolutions, but they—and the basic hotel/resort option—may be revised and finalized by resolution up to six months following the zone's designation.

The zone sponsor may irreversibly rescind the overall hotel/resort option while the zone exists. In the case of a preexisting enterprise zone that previously exercised this option, it is **not** automatically retained as such with re-designation of the zone, so that each cosponsor would need to reelect to take option with the new application.

Business Oregon
Enterprise Zone Designation

The Incentive & Impact of a Zone

In combination with efforts to upgrade local economic capacity (e.g., infrastructure, industrial sites), an Oregon enterprise zone is meant to induce **additional** private-sector investment and jobs by signaling a receptive business climate, as well as a significant, but short-term benefit to a project's cash flow, which in turn would ...

- Encourage homegrown entrepreneurs and firms to start-up and grow
- Prompt bigger re/investments than might otherwise occur
- Accelerate investment, expansion and hiring compared to an ordinary rate
- Expand employment—projects are required to add one new, full-time job or increase by 10 percent
- Bolster early success of business projects
- Help needier regions overcome dislocations and deficiencies afflicting the local economic structure
- Attract investment and facilities that would move or locate outside of Oregon/locality and
- Promote higher levels of employee compensation with 5-year abatement.

Enterprise zone exemptions do not necessarily affect available funds for local public services (depending on statewide equalization of school funding and on how relevant limitations for tax rates and levies affect new industrial property in the particular tax code).

Indeed, enterprise zone incentives can help to enlarge the future local tax base, which under the current property tax system would increase future local revenue.

In considering an enterprise zone, there are two key questions that local governments should ask:

1. What are the expected local investments that will happen anyway, but that might still receive an exemption? ... and
2. Would these exemptions be adequately offset by additional investments/jobs or other advantages of the zone?

Local Incentives

In creating their enterprise zones over the years, sponsoring governments have adopted various waivers or discounts of local fees and charges to offer extra inducement to business projects:

- The law has special provisions for making these incentives a binding part of the enterprise zone package
- As such, they might override statutory stipulations for building permits and system development charges
- An application for designation should involve serious consideration of such local incentives as a way to give added punch to marketing the enterprise zone
- Historically, this was much more strongly encouraged, and many of these original enterprise zones still successfully use their incentives for economic development
- Local incentives may vary among cosponsors, in terms of what they affect and how they function
- They are proposed in the application through the government's resolution seeking designation, to be implemented within six months afterwards
- They are in no way mandatory for any enterprise zone, but rather are a competitive criterion in the case of excess applications for available designations.

Timeline for Enterprise Zone Designation Round in 2015

Events/Requirements	S	M	T	W	T	F	S	Month
Round launched for designating up to four regular enterprise zones with website posting and announcements: January 5, 2015	28	29	30	31	1	2	3	J A N
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	
	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		

1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21	M A R C H	
22	23	24	25	26	27	28		
29	30	31	1	2	3	4		A P R I L

5	6	7	8	9	10	11		
12	13	14	15	16	17	18		
19	20	21	22	23	24	25		
26	27	28	29	30	1	2		
3	4	5	6	7	8	9	M A Y	
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

31	1	2	3	4	5	6		
7	8	9	10	11	12	13		J U N E
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		

28	29	30	1	2	3	4		

5	6	7	8	9	10	11	J U L Y	

List of Taxing Districts with Authority to Levy Property Taxes within the City of Sheridan.

Total Assessed Valuation is \$188,385,281					"Loss" of property tax for a \$2M increase
Assessor's Code	Code 30.4	Code 48.0			
AV in the Code =	\$6,033,677	\$182,352,144			\$2,000,000
Yamhill County	2.5775	2.5775			\$5,155.00
Yam Co Ext. Service	0.0449	0.0449			\$89.80
Yam Co Soil & Water	0.0354	0.0354			\$70.80
S.D. 30J - Willamina	5.6310				\$11,262.00
S.D. 48J - Sheridan		7.8302			\$15,660.40
Willamette Regional ESD	0.2967	0.2967			\$593.40
City of Sheridan	2.1307	2.1307			\$4,261.40
Sheridan Fire	1.4688	1.4688			\$2,937.60
Chemeketa Library	0.0818	0.0818			\$163.60
Chemeketa Comm College	0.8942	0.8942			\$1,788.40
Tax Rate =	13.1610	15.3602			\$41,982.40
Percent of City's AV =	3.20%	96.80%			

Extract from OAR 123-668-1000

Local Zone Manager (for purposes of complying with ORS 285C.105(1)(a)):

- (1) The sponsor of an enterprise zone shall appoint the local zone manager through official declaration or action by each cosponsor or by all of them in collective fashion but not necessarily by resolution.
- (2) The sponsor or a particular cosponsor may delegate the authority to appoint the local zone manager to a person or body including but not limited to the current local zone manager.
- (3) The sponsor may make appointment of a local zone manager by way of an established position at a local agency or organization, whether public or private, as opposed to a named person.
- (4) The sponsor may appoint up to but not more than two persons to serve as local co-managers of the zone.
- (5) Except as explicitly proscribed by the zone sponsor, the local zone manager shall act as the agent and representative of the enterprise zone in regard to any and all ministerial, intergovernmental, technical or promotional functions of the zone sponsor.
- (6) The local zone manager may be empowered by and on behalf of the sponsor or of a cosponsor of the enterprise zone to make discretionary decisions that do not specifically require adoption of a resolution by the governing body or bodies of the sponsor.
- (7) Whenever a local zone manager is appointed or a new person fills the appointed position, the sponsor needs to give written notice to the Department, the Department of Revenue and the county assessor soon afterwards.
- (8) Anyone may serve as local zone manager, including but not limited to employees of a sponsoring government or local business development organization, but it behooves the sponsor to:
 - (a) Select a person/position with complementary responsibilities, such as working regularly with eligible business firms; and
 - (b) Formalize zone manager duties in the person/position's job description or contract.



Application for Enterprise Zone Designation

ORS 285C.050–285C.250 and OAR 123-650

Provide all materials in a form that is easily photocopied or reproduced.

Section I must be completed and received (or postmarked) by Business Oregon on or before the deadline in the public notice. Section II must be received by specified time after initial deadline for call for applications (Business Oregon will announce a subsequent due date if a competitive round is necessary). Submit application materials to:

Business Oregon, Business Tax Incentives
775 Summer Street NE, Suite 200
Salem, OR 97301-1280

Section I

Proposed Zone Being Sought

- 1. Designation of new Enterprise Zone—proposed name: _____
- 2. Re-designation of Enterprise Zone—proposed name: _____
If existing zone will terminate with conclusion of current round of designation, or if it terminated in past three years.

Applicant Contact Information

_____		_____	
Name		Title	
_____		_____	
Organization		E-mail Address	
_____		_____	
Mailing Address (Street/P.O. Box)		Telephone Number	
_____	_____	_____	_____
City	State	Zip	Fax Number

City/Port/County Sponsorship and Resolutions

type	_____	<input type="checkbox"/>

Check only in the case of a city or county jurisdiction that is electing to make hotel, motel or resort businesses eligible in the newly (re) designated enterprise zone.

Copies of adopted resolution(s)—in lettered appendix/tab: A

City/Port/County Consenting and Not Sponsoring Zone

type	_____	<input type="checkbox"/>
type	_____	<input type="checkbox"/>
type	_____	<input type="checkbox"/>

Check if requisite resolution consenting to enterprise zone inside jurisdiction is included.

Copies of adopted consent resolution(s)—in lettered appendix/tab: A

Consultation With Local Taxing Districts

Before making application for enterprise zone designation, the applicant must consult with all other local districts that levy property within the proposed zone area by giving 21-day notice for a special public meeting, which occurs 7 days before adopting any sponsor resolution (see OAR 123-650-5000-123-650-5200).

- Notice was sent to districts on date at right, inviting comments and participation at meeting with established time and place, preliminary agenda, and background and reasons for enterprise zone/application, contact information and plans for adoption of resolutions. _____ Date
- Copy of notice and district contact/mailling list was sent to "Government Affairs, S.D.A.O. PO Box 12613, Salem OR 97309" (in addition to being included in this application) _____ Date
- Pursuant to notice, public meeting was held on date at right with knowledgeable applicant representative, agenda, preliminary zone map, record taking and opportunity for dialogue about benefits and impacts of development and enterprise zone exemptions. _____ Date
- A sponsoring government adopted the first resolution for this application on date at right, pursuant to public meeting, and that any other sponsoring government adopted its resolution or after this date but not later than application deadline. _____ Date

Summary of other consultative efforts with local taxing districts, such as further meetings, surveys or analyses of potential zone activity, tax revenue effects (include copy of meeting minutes, other materials, etc).

Summary of any agreed follow-up, actions or arrangements if zone is designated (include agreement copy, etc).

Minutes, comments, list of district contacts, copy of notice and other documentation—in lettered appendix/ tab: B

Size and Dimensions of Proposed Zone

Estimated area of the enterprise zone: _____ Square miles (maximum: 12.0 urban; 15.0 rural)

Greatest distance between any two points: _____ Lineal miles (maximum: 12, 15, 20 or 25 depending on location/zone type)

Longest distance between nearest points of any two noncontiguous areas: _____ Lineal miles (maximum is 5 or 15)

- For waiver by Business Oregon Director or 25-mile or 15-mile limitation; allowed only in some rural zones. Make request in sponsor resolution language and provide justifying rationale as part of submission.

Map and legal description of zone boundary and other information (see OAR 123-650-1000-123-650-1500)—in lettered appendix/ tab: C

Declaration

I certify that to the best of my knowledge, all of the information contained in or provided in association with this application is true, complete and accurate.

Contact's Signature

Date

Significant Land for Enterprise Zone Development

For sites that are ...

- 1. Encompassed by proposed zone boundary,
- 2. Industrially zoned, vacant/improvable or otherwise suitable for use by eligible businesses and
- 3. Approach a degree of "project readiness" relative to site certification by the state—development could commence in 180 days or less time (see Oregon Certified Sites Web page)

_____ Total Acres _____ Sites with 20 or more acres _____ Sites with 10 or more acres
 Recommended minimums: Urban/Rural zone—50/30 total acres or two sites of 20/10 or more acres

Describe additional points about relevant acreage in the proposed zone—names of site(s), notable attributes of certain locations, extent that proposed enterprise zone land outside of urban growth or unincorporated community boundaries is only for industrial/commercial use, sufficiency of transportation capacity for development, etc.

Zoning map(s), aerials ... with zone boundary superimposed and other information—in lettered appendix/ tab: D
 (This section to be considered with competitive criterion in Section II, Capacity to Succeed in Inducing New Investment and Job Creation)

Measures of Economic Need and Hardship

Criterion Annual ...	Data Type and Source	Year of Annual Data	Comparison Data —Choose One— (see #6 below)	Zone-Level Data —Choose One— (see #6 below)	Lettered Appendix/Tab with Source	(Y) Comparison	(Z) Zone Figure	Formula	Points
1. Income per capita or household		200x	Choose One	Choose One	E			$(1-Z/Y) \times 1,000 =$	0
2. Unemployment Rate (%)		200x	Choose One	Choose One				$(Z-Y) \times 100 =$	0
3. Percentage below Poverty Level (%)		200x	Choose One	Choose One				$(Z-Y) \times 40 =$	0
4. Ten-Year Change in Population (%)		199x - 200x	Choose One	"Enterprise Zone Population"—see OAR 123-650-0100				$(Y-Z) \times 13 \frac{1}{3} =$	0
5. Number of "Distressed Areas" as determined by the department that are either a Jurisdiction Sponsoring the zone or entirely contained by proposed zone boundary						Number		$Z \times 60 =$	0

Notes: 'MSA' = Metropolitan Statistical Area, as defined by the federal government. Mandatory that criterion 1, 2, 3 or 4 above (at least one) equals or exceeds 200, unless sufficient need and hardship is demonstrated under 7 below (which is otherwise optional).

Total: 0
(750 maximum)

6. Statistical characteristics of the proposed zone

- Is it located entirely within an MSA? Yes No
 - Do a large proportion of zone inhabitants reside inside incorporated areas? Yes No
 - Is it a 'Magnet' enterprise zone? Yes No
 - What type of enterprise zone? Urban Rural Metropolitan/regional urban
- Implications for table above (#1-4)
 May then use MSA economic data instead of statewide data as basis of comparison to the proposed enterprise zone
 May then aggregate and use city-wide economic data for zone
 May then use county-wide economic data for zone (Rural zone—most populous city and 25% of population in county)
 May then use MSA data for zone (Urban zones are located within "metropolitan/regional urban growth boundary")

Measures of Economic Need and Hardship (continued)

7. Summary of alternative economic statistics and circumstances (option)—describe, as desired or appropriate, in addition to criteria address on previous page, other matters with respect to economic need and hardship, such as recent business closures, special designations, a combination of factors, etc.

Additional information, such as data, reports, etc.—in lettered appendix/ tab:

Section II

Capacity to Succeed in Inducing New Investment and Job Creation

1. Summary of education, training, counseling and job placement opportunities—planned/ available programs, relation to proposed zone, appeal to businesses, capability to enhance workforce quality, skill level and earnings capacity, etc.

Additional information—in lettered appendix/ tab:

2. Summary of local economic development history and activities—for example, past achievements. Preexisting enterprise zones should not respond here.

Additional information—in lettered appendix/ tab:

3. Summary of recent and programmed enhancements to public infrastructure/ services—transportation, utilities, public safety, etc. that would generally further business development in proposed zone.

Additional information—in lettered appendix/ tab:

4. Summary of local incentives for enterprise zone businesses—address fiscal impact (see OAR 123-668-1300). Becomes obligatory/ binding if zone is designated.

Additional information—in lettered appendix/ tab:

5. Summary of attributes and plan for marketing—for example, efforts to promote local business expansion, retention, start-ups or recruitments, and steps to enhance the value and local knowledge about using the enterprise zone.

Additional information—in lettered appendix/ tab:

6. Summary of relevant strategic planning—objectives, analyses, actions, measurements, etc. to enhance/ leverage resources, collaboration, social issues, local entrepreneurship, quality of life, community efforts, etc.

Additional information—in lettered appendix/ tab:

- 7. Further information on sites—especially acres/ parcels in proposed zone that are available and generally ready for immediate/ near-term business development in terms of regulations, infrastructure, etc, as well as the quality/ quantity of local industrial, overall usability of zoning ordinances, real estate, SDC and other costs, etc..

Additional information—in lettered appendix/ tab: D

Additional/ Miscellaneous Competitive Criteria

- 1. Summary of management plan for the enterprise zone—for example, name and/ or position of local zone manager, or plans to appoint one and to see that s/ he has adequate resources for assisting businesses and county assessor's office.

Additional information—in lettered appendix/ tab:

- 2. Summary of local coordination—for example, a 'zone association,' if more than two co-sponsors, or proposed arrangements with county assessor, port district, land-use/ permitting agencies, local business groups or other relevant entities.

Additional information—in lettered appendix/ tab:

- 3. Summary of public awareness or support for enterprise zone—public involvement records, comments from local organizations, media coverage, etc.

Letters, articles, resolutions and other information—in lettered appendix/ tab:

- 4. Distance to nearest existing enterprise zone—respond only if applying for rural zone.

Name of nearest designated, non-terminating enterprise zone:

Enterprise Zone

Shortest commuting distance over paved road from proposed zone to the one named above: miles

Immediate Investment Opportunities

Discuss potential hires and the significance of enterprise zone designation for pending decisions by any prospective eligible businesses or investors, including authorized businesses in a preexisting zone; third-party letters may be (confidentially) sent directly to the department by the party, address to the director (see OAR 123-650-3300).

Letters from eligible businesses and other information—in lettered appendix/ tab:

Debbie Bernard

From: AJ Foscoli <afoscoli@sedcor.com>
Sent: Friday, February 06, 2015 11:10 AM
To: 'City Manager'; ilaskyberg@gmail.com; 'Larry Layton'; springera@co.yamhill.or.us
Cc: mercerj@co.yamhill.or.us; 'Renata Wakeley'; Debbie Bernard
Subject: RE: Enterprise Zone for West Valley

Frank,
Thank you very much for the rally to action.
I wanted to highlight the timeline for application which is on page 8 of Frank's original email.

<http://www.oregon4biz.com/assets/apps/ez-calendar.pdf>

This page illustrates the key dates all parties should keep in mind in this process.

Thank you,

AJ Foscoli

Business Retention & Expansion Manager
Polk & Yamhill Counties
Strategic Economic Development Corporation
503.837.1803 office
503.931.2429 mobile
afoscoli@sedcor.com



From: City Manager [<mailto:manager@cityofsheridanor.com>]
Sent: Friday, January 30, 2015 3:27 PM
To: ilaskyberg@gmail.com; 'Larry Layton'; springera@co.yamhill.or.us
Cc: A. J. Foscoli; mercerj@co.yamhill.or.us; Renata Wakeley; bernardd@ci.willamina.or.us
Subject: Enterprise Zone for West Valley

Hi guys,

I feel we are getting behind the proverbial eight-ball on applying for the 2015 opening for an Enterprise Zone. The application process is not simple. I am talking with my City Council on Monday evening. I prepared a document for them to peruse before the meeting.

The attached document is 5 pages long and only includes 2 of the 5 attachments. It does not include the five attachments.

If you want to see the complete document with colored timetables, application, etc. it is posted on the City of Sheridan website. Follow the link: http://www.cityofsheridanor.com/vertical/sites/%7BEB0DD61B-914B-47DE-BD5C-E59130F53846%7D/uploads/cc_020215_enterprise_zones-signed.pdf

The next four questions to be answered are:

- a. Should we continue to pursue an enterprise zone?
- b. Should we attempt to set up an enterprise zone which includes one or two other cities?
- c. Should we attempt to include county industrial property in the zone?
- d. How would we work the "zone manager" position?

Talk with you later.

Frank



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 12/1/2014 to 12/31/2014**

City	UCR Description	12/1/2013 to 12/31/2013	12/1/2014 to 12/31/2014	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
Aggravated Assault		2	0			3
Burglary-Business		0	1			1
Burglary-Non-Residence		0	1			8
Burglary-Residence		0	4		1	7
Larceny		2	4	100.00 %	3	56
Motor Vehicle Theft-Auto		0	0			3
Part 1 Total		4	10	60.00%	4	78
Part 2						
All Other		0	1			8
Animal Problems		0	0			3
Disorderly Conduct		3	0			9
Drug Laws		0	4		1	18
DUII		1	1		1	6
Forgery		1	0			2
Fraud		1	0			3
Kidnapping		1	0			1
Liquor Laws		0	4			4
Prostitution		0	0			1
Runaway		0	0			4
Sex Offenses		0	1			7
Simple Assault		6	2	-66.67 %	1	45
Stolen Property		0	0			3
Tresspass/Prowler		0	2		1	9
Vandalism		1	3	200.00 %	4	38
Weapons		0	0			2
Part 2 Total		14	18	22.22%	8	163
Part 3						
All Other		5	14	180.00 %	8	67
Non-Reportable Offenses		11	6	-45.45 %	5	117
Part 3 Total		16	20	20.00%	13	184
Total For WILLAMINA		34	48	29.17%	25	425



You are cordially invited to attend the
LOCAL GOVERNMENT DINNER

Thursday, February 19, 2015

Hosted by City of Newberg and Chehalem Park & Recreation District

**The NEW Grand Ballroom
Chehalem Cultural Center**

415 E. Sheridan Street

Newberg, Oregon 97132

6:00 p.m.— Social Time

6:30 p.m.— Dinner

7:00 pm — Program begins

Buffet Menu

\$24.95

Northwest Roasted Steelhead

Spice Rubbed Pork Tenderloin

Rice Pilaf

Season Vegetables

Tossed Green Salad with Ranch & Vinaigrette

Pasta Salad

Freshly Baked Dinner Rolls

Oregon Berry Crisp with Tillamook Vanilla Ice Cream

Vegetarian option available

**If you have any dietary restrictions, please let Colleen Miller know when you RSVP*

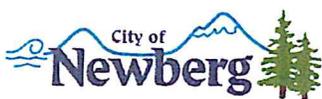
RSVP to Colleen Miller at 503-537-1201 or colleen.miller@newbergoregon.gov

By 5:00 p.m. Friday, January 16, 2015

Please make checks payable to: CPRD

125 S. Elliott Road

Newberg, Oregon 97132



Water

Still having problem with intake when we have heavy rain.

CL2 Montero not working. So we have to read every 2hr. that the water plant is running. We are trying to lower

Wastewater

All well had some problem with one of the cl2 pump its ok now

Streets/Parks

The street sweeper was broke down. We had to replace the fan bearing

Our sidewalk and Pioneer street over lay are just about ready for bid

Jeff Brown

**WILLAMINA LIBRARY BOARD
MINUTES**

20 Jan 15

Present: Dan Goff, Luana Aldama, Melissa Hansen

Absent: Joyce Zimbrick (excused); Darlene Brown

Guests:

No Quorum

Old Business

New Business Melissa explained to those present that the reports would look different. So far, there are no reports being run for Sirsi-Dynix circulation. Melissa is using the figures entered manually each day at the library.

The next meeting will be 17 Feb 15 at 8:15 a.m.

**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT
4TH QUARTER 2014**

	Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Loan ILL	Out of District Borrow ILL	Out of District Loan ILL	Reference Answered	Attendance	Item Add	Patron Add	Total Ck Out	Total Ck In	CCRLS
560	132	281	16 J 1 Y	142 J Y	621 Y	313	238	71	445	516			68	1,500	115	9	1,886	1,810	1st Q 3,452.00
536	92	228	8 J 8 Y	135 J Y	717 Y	223	132	39	291	509	1	71	1,024	218	12	1,852	1,620	1st Q net loan 603.00 fines \$99.48	
435		253	J Y	557 Y	206	101	20	285	428		84	963	28	8	1,265				
1,531	224	762	24 J 9 Y	277 J 0 Y	1,895	742	471	130	###	###	1	223	3,487	361	29	5,003	3,430	4,055.00	

301
0
20,924

WILLAMINA PUBLIC LIBRARY INCOME REPORT

	MONTH	Oct-14	Nov-14	Dec-14
I	Fines	\$ 124.20	\$ 59.15	\$ 168.40
N	Cards	61	150	\$ 242.00
C	Copies	58.75	33.75	\$ 50.25
O	Lost Books	46.05	40	\$ 59.00
M	Other	6.00		
E	Other			
	TOTAL	\$ 290.00	\$ 282.90	\$ 519.65
	Volunteer Hours			

