

Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Gerald L. Hill Jr.
Katie Vinson
Heather Stritzke*

City Staff:

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

WILLAMINA CITY COUNCIL REGULAR MEETING
Thursday, March 12, 2015
7:00 PM

I. Roll Call

II. Flag Salute

III. Public Hearing – Community Development Block Grant (CDBG) closeout process.

This hearing is being held as part of the Community Development Block Grant (CDBG) closeout process. The City was awarded \$99,000 in Community Development Block Grant funds to update their previous Water Master Plan.

The purpose of the hearing is for the City Council to review the results of the project with citizens, and for the City Council to obtain citizen views and comments about the local government's performance on the project.

- 1. Memo, dated March 5, 2015 from Renata Wakely, Mid Willamette Valley Council of Governments, re "Water Facilities Plan Update."*

IV. Approval of the Willamina Water Master Plan – Resolution #14.15.005. A Resolution Adopting the City of Willamina Water Master Plan.

V. Approval of Minutes

Minutes of Regular Meeting of February 12, 2015

VI. Public Input

VII. Old Business

- 1. Approval of Keller Associates Amendment to Owner Consultant Agreement.**
- 2. Approve 8" Meter at \$12,000 – Public Works**
- 3. Approve up to \$1000.00 for electrical work needed for the fish pond pump**

An Equal Opportunity Employer

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

www.willaminaoregon.gov

VIII. New Business

1. Polk County Board of Commissioners Polk County Public Safety -Speaker
2. Re Appointment of Alan Bramall to City Council
3. Oath of Office for Alan Bramall
4. Review applications for City Office for Theresa April McKnight, Craig Johnson, and James Brown
5. Oath of office for New Member to City Councilor
6. Discuss expanding the area allowable for tenure on the city council
 - i. Let it be known that any person within the city limits of Willamina Oregon for one year may be elected or appointed to the city council. Also should anyone live within three miles of Willamina and has employment, a financial stake or a business in the city , may by appointed to serve on the city council for a term to be set by the opening of a city council seat.

IX. Mayor's Report

1. Economic Development – Enterprise Zone - update

X. Council Liaison Reports

1. Chamber Liaison (Mayor Skyberg)
2. Library Board Liaison (Councilor Stritzke)
3. YCOM Board (Councilor Baller)

XI. Council Committee Reports

1. Finance Committee
 - a. Minutes of Meeting of March 3, 2015
 - b. Minutes of Meeting of February 24,2015
 - c. Check Register –February 2015 (2-1 to 2-28)
2. Public Works Committee – No meeting
3. Planning Commission Report (Commissioner Ulrich verbal)

XII. Reports of City Officers

1. City Recorder
 - a. Report on Separation of Duties
 - b. Report on Code Enforcement Court Clerk Admin Position approved by the finance committee on March 3, 2015 – update.
2. Public Works
 - a. Monthly Report - verbal
3. Library
 - a. Library Monthly Report (*Handout*)
 - b. Youth Services Librarian Report (*Handout*)

1. **Sheriff's Office**
 - b. **Crime Summary – (Handout)**

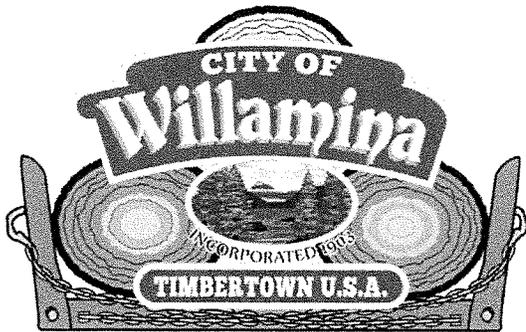
XIII. Adjourn

Next Council Meeting Dates

(tentative) **Work Session – March 26, 2015 (7:00 pm)**

Regular Session – April 9, 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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Memorandum

To: Willamina City Council
From: Renata Wakeley, Grant Administrator
Subject: Resolution 14.15.005: Adopting the Water System Master Plan
Date: March 5, 2015

Recommendation

Staff recommends that at the March 12, 2015 meeting, the City Council hold the required 2nd public hearing to close out the Community Development Block Grant (CDBG) and approve and authorize the Mayor to sign Resolution No. 14.15.005 adopting the updated Water System Master Plan completed by Keller Associates.

Background

The City's received a Community Development Block Grant (CDBG) to complete an updated Water Master Plan and water rate study. The grant amount was \$99,000 without a local match.

The updated plan was approved by the Oregon Health Authority on January 28, 2015- see attached.

PUBLIC HEALTH DIVISION
Center for Health Protection, Drinking Water Services
John A. Kitzhaber, MD, Governor



800 NE Oregon St.
Portland, Oregon 97232-2162
Voice (971) 673-0405
FAX or TTY (971) 673-0694

January 28, 2015

Jeff Brown, Public Works Director
City of Willamina
P.O. Box 629
Willamina, OR 97396

**Re: City of Willamina Water Master Plan (PWS #00953; PR #210-2014)
Concurrence of Findings**

The Oregon Drinking Water Services (DWS) received a submittal of the "City of Willamina Water Master Plan (December 2014)" from Keller Associates on your behalf on December 22, 2014. The plan review fee was submitted on January 22, 2015 by the Debbie Bernard. Upon review of the Plan, it appears the criteria listed in OAR 333-061-0060(5) have substantially been met.

The City of Willamina Water Master Plan represents a 20-year planning year period extending from *2014 through 2034*. The plan includes a description and evaluation of the existing water system, future demand estimates, hydraulic modeling, recommended system improvements, a Capital Improvement Plan (CIP), and financial plan. The CIP prioritizes the recommended improvement projects and provides cost estimates.

Note that OAR 333-061-0060 contains plan submission and review requirements for major additions, or modifications to public water systems. Most of the Priority 1 and 2 projects presented in the plan would require plan review. Construction plans must be submitted to and approved by DWS before construction begins.

If you have questions, please contact me at 971.673.0406, or via email at fred.n.kalish@state.or.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Fred Kalish", with a long horizontal line extending to the right.

Fred Kalish, P.E.
Regional Engineer

Jeff Brown, Master Plan Concurrence
January 28, 2015
Page 2

Cc: Peter Olsen, PE and Natalie Jennings, EI, Keller Associates, 707 13th Street SE,
Suite 280, Salem OR 97301
Justin Riggs, City of Willamina



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**RESOLUTION #14.15.005
A RESOLUTION ADOPTING THE CITY OF WILLAMINA WATER
MASTER PLAN**

WHEREAS, Oregon Administrative Rules (OAR 333-061-0060(5)(a) requires community water systems with 300 or more service connections to maintain a current water master plan that is reviewed and approved by the Oregon Health Authority; and

WHEREAS, the City of Willamina was awarded a Community Development Block Grant (CDBG) to complete a water master plan; and

WHEREAS, the Oregon Health Authority (OHA) reviewed and approved the Water Master Plan; and

WHEREAS, the City Council held a duly advertised public hearing on March 12, 2015 to obtain public comments and questions; and

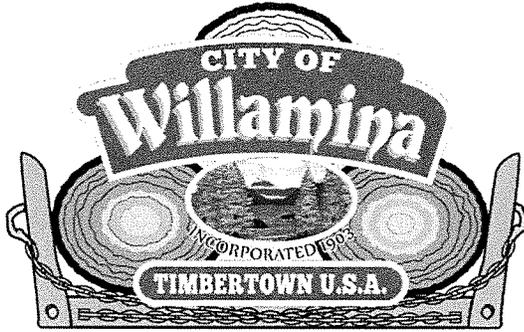
WHEREAS, the Willamina City Council feels it is important to plan for the future of its water system.

NOW, THEREFORE, BE IT RESOLVED, by the Willamina City Council, to hereby adopt, as Exhibit 'A', the Willamina Water Master Plan.

Passed by the City Council this ____th day of March, 2015.
Approved by the Mayor this ____th day of March, 2015.

Ila Skyberg, Mayor

Attest: Debra Bernard



Mayor Corey Adams

Council Members:

Rita Baller, Council President
Gary Hill
Katie Vinson
Heather Stritzke

City Staff:

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

Present:

Mayor Skyberg
Councilor Baller
Councilor Hill
Councilor Stritzke
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
Sergeant Todd Whitlow

Others Present:

Planning Commissioner
Dennis Ulrich
David Lyke

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, February 12, 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. Flag Salute

III. Public Input

None.

IV. Approval of Minutes

1. Minutes of Regular Session of December 11, 2014

Councilor Hill **moved** to approve the minutes of the Regular Meeting of December 11, 2014

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

2. Minutes of Regular Session of January 8, 2015

Councilor Baller **moved** to approve the minutes of the Regular Meeting of January 8, 2015 with corrections on page 3 of 6. Mayor to attend (note: did not attend)

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

3. Minutes of Finance Committee Meeting January 6, 2015

Councilor Baller **moved** to approve the minutes of the Regular Meeting of January 6, 2015.

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

V. Old Business

1. Water Master Plan – Councilor Hill addressed the contract amendment for Willamina Water Master Plan update to be forwarded to the Finance Committee for further review and recommendation

VI. New Business

1. West Valley Supervision Change.

Mayor Skyberg at 7:15pm took time to honor Sergeant Vanderwettering by stating we were going to take a break and do a small ceremony of celebration to honor Russ and give thanks with a special plaque from Willamina. Russ accepted the honor graciously and gave everyone a bit of history for his time as the contract Sergeant. We then took a break and had cake and coffee.

The Mayor then welcomed Sergeant Whitlow as our new West Valley Supervisor. Sergeant Vanderwettering was there to introduce Todd and shared with the Council. Before he left early, he said he knows we will continue with good leadership in Sergeant Whitlow and feels very confident in the new changes

Sergeant Whitlow said he was excited to succeed Russ who had been the West Valley Sergeant for a very over 8 years. Todd shared that his duties oversee fire investigations, and the contract cities of Sheridan, Lafayette, Dayton and Willamina. In addition, his responsibility includes Forest Patrol, Search, and Rescue. The Council all welcomed Todd. Todd shared that he had to leave, as he had to attend his daughter's birthday.

2. Approval of Public Works purchase request FY 2014/15 budget to actual.

Mayor Skyberg asked Debbie if she could add to the discussion. Debbie shared the handout showed budget to actual in the water, sewer and the street fund. The report was created by Kathy Taylor, which shows that we are where we should be at this time of year.

Jeff Brown noted that the public works request was for a repair of the intake.

Councilor Hill moved to approve public works purchase request. A repair to the intake, \$1500.00, purchase of rock for streets \$3000.00 purchase new water meters, \$1200.00 purchase water line museum \$260.00 and move fire hydrant \$586.00. Total amount approved \$6546.00.

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

3. Junk and derelict building resolution for review – Mayor Skyberg asked to bring it back in review format and remove any reference to City Manager, as we do not have a City Manager. Councilor Katie Vinson asked that Dennis Ulrich from the planning commission take look at it.

4. Resolution #14.15-004 appointment a new YCAHC Board Member

Rita asked Debbie if she would have time handle the appointment. Debbie responded that she did want to accept the appointment and would like to support, get update, involved with YCAHC, and felt that she could make time. Debbie stated Sue Hollis was on the board and did attend the meetings. Rita stated that she benefited from the housing program from the YCAHC and had a great experience and would like the city to continue to support YCAHC housing programs for the benefit of the City. Councilor Vinson asked if you have to be a homeowner. Debbie responded she was not sure. However, the program improved the Cities housing inventory with the fund.

Councilor Vinson **moved** to appoint City Recorder Debbie Bernard to the YCAHC Board in replacement of Sue Hollis.

Councilor Baller **Seconded**. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, and Vinson Voting aye.

Councilor Baller asked if we had to make an additional motion to accept the new resolution.

Councilor Baller moved to motion that we approve Resolution #14.15-004 appointing a new YCAHC Board Member.

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

Councilor Katie Vinson stated the library has been of great need of exterior repair, paint and a different look from a garage building with big garage doors. She said that she had spoken with Corey Adams and he was willing to participate and donate assistance for structural façade to hind the garage doors in addition to a few others who would help. She said she would like to start the discussion and would bring to council a drawing. Mayor Skyberg at that time stated just a “Segway” to thank Kate for the new chairs donated to the Council Chambers.

Councilor Hill noted the need for additional finance minute’s approval. Mayor asked for a motion to approve finance committee minutes of January 6, 2015. Councilor Baller noted that at that meeting, we had an opportunity to speak with Keller and Associates regarding fire hydrants and if there was a plan for 20 years, there should be enough fire hydrants. Adequate fire hydrants were discussed specifically up at Pioneer, Hill and Cherry and a large field in that area; and there been a fire up there and may not have enough fire protection. She stated the concern for enough fire hydrants. She also noted that on 5th street there also 10 future houses effected with not enough fire hydrant protections. She said that the Council should look at a 20-year plan that would protect the amount of homes in that area. She noted that she would like to have it upfront stated in the plan to have adequate protections. Councilor Hill stated should we ask Jeff how much a fire hydrant cost. Rita said about \$900. Jeff responded no they are about \$1000. Jeff asked what are you are thinking about it. Rita said up around 5th. In addition, it is a 20-year plan so it is best we do what we can now. Jeff said there are a certain distance hydrant has to be apart. Jeff said he could not give a cost at that time off the top of his head. Rita said if we want it in the plan we have to do something or nothing. Rita stated if we are going to do a plan then it should be for the whole town. Councilor Hill said he agreed with Rita. Mayor Skyberg said we could bring it back as an amendment.

Corrections to minutes on page 2 of 4 for Cedar Alley not Cedar Lane.

Councilor Hill moved approve the minutes for January 27, 2015 with the change of cedar lane to cedar alley.

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

VII. Mayor’ Report

1. Enterprise Zone – attachment –

Mayor Skyberg reported on the enterprise zone that is spearheaded by Frank Sheridan from the City of Sheridan. She said she talk to Debbie this morning as she felt Debbie had enough to do. ILA stated that she spoke to Frank and without the City of Amity or the City of Willamina; it would not have enough support to pass. ILA said that Sedcor would be assisting with the paper work. Frank said he would do most of the work. One public meeting has to be had and could happen for both cities in the City of Sheridan. In addition, ILA said if it were too much for Debbie, she would “pull the plug”. Rita stated there could be jobs for Willamina and asked how long would the plan last. Mayor Skyberg responded 10 years.

Mayor Skyberg also shared she attended 1/28/15 and Elected Officials in Independence and would recommend it to all.

Mayor Skyberg also stated she attended and met with public officials from Polk County Court House for the Polk County Public Safety Meeting. She met the Monmouth Mayor and Independence Mayor, and the district attorney of the jail. There was a represented form Grand Ronde Tribe and they have just recently got a grant to build a building and recently hired a new officer. Heroin is increasing in their area. Marijuana is a problem because it is not black and white.

VIII. Sheriff’s Office -GONE

1. Verbal
2. Crime Report form December 2014

IX. Council Liaison Reports

1. Chamber Liaison (Mayor Skyberg) The Chamber is planning a citywide clean-up day. She said they would like to have it in the city shop area on April 18, 2015.

X. Council Committee Reports

1. Planning Commission Report (Commissioner Ulrich) in December, they asked for help from the Planner. They figured it out and did not use that time but plan on using it in the future. Kiwanis is having a valentine dance at the West Valley Campus on the 14th.

XI. Reports of City Officers

1. City Recorder
 - i. New City Recorder Debbie Bernard – shared that Karen Justen our part time help has been clearing out our back room in preparation for the auditors and allow the room to be used for more than storage. The plan has been to condense the many boxes from

three to one. In addition, Karen is labeling all our binders. In addition, she is logging our retention spreadsheet. Debbie advised that collection of data would be brought to the Council for review and retention purging.

- ii. New Accountant Rochelle Roaden starts on next week. Our customer that has come into the office have commented on the news and stated she is a good baker.
- iii. Local Government Dinner at Newberg February 19th 2015

b. Public Works

- i. Monthly Report – Jeff apologized for being late. He made mention that the CO2 monitor has not been working at the water plant. He said we are operating with a loaner unit. Next week the Technician will advise us whether it needs repair or replacement. Jeff also said at our public works committee meeting in January he was asked how much it would cost to take out the tree at City Hall. He said he contacted Tree refit and they are the best price. The price to trim would be \$350 and \$800 to remove and grind down the stump. Jeff said it was recommended to remove and replant with a different type of tree.

c. Library

- i. Youth Services Report (none - hand out)

XII. Adjourn

Mayor Skyberg asked to adjourn.

Councilor Hill moved to adjourn at 8:07pm

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

Ila Skyberg, Mayor

Attest:

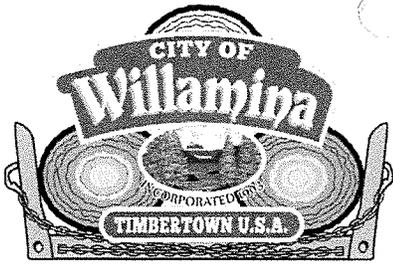
Debbie Bernard, City Recorder

Next Council Meeting Dates

Regular Session – March 12, 2015

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F/CITY COUNCIL/AGENDAS/2014-2015/2015-02.12.CCAG



Mayor Ila Skyberg

Council Members:

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Gary L Hill Jr
Katie Vinson
Heather Stritzke
Mariah Woodward, Honorary City Councilor

City Staff:

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

MEMO TO: City Council

DATE: March 12, 2015

FROM: Debbie Bernard

SUBJECT: Willamina Water Master Plan Update - amendment

Background:

On February 12, 2015 at City Council, regular meeting an amendment was presented to the Water Master Plan Update for Keller Associates work performed but not covered in the not to exceed amount of \$84,300.

The attached amendment changed the not to exceed from \$84,300 to \$87,948, which will pay for the requested \$3648 overage of work cost.

Action:

Approve the \$3,648, which is in the legal budget balance.

See the amendment to owner-consultant agreement.



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:

Task Description	Existing Budget Limit	Amendment Increase	New Budget Limit
Task 8: Report Documentation	\$8,970	\$1,338	\$10,308
Task 9: Economic and Financial Analysis	\$17,040	\$2,310	\$19,350
All other tasks	\$58,290	\$0	\$58,290
Total	\$84,300	\$3,648	\$87,948

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

OWNER: City of Willamina

CONSULTANT: Keller Associates, Inc.

Signature: _____

Signature: _____

Name: _____

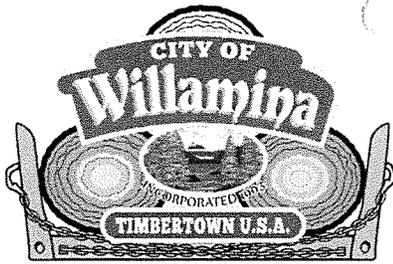
Name: Rod J. Linja

Title: _____

Title: President

Date: _____

Date: _____



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Mariab Woodward, Honorary City Councilor

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MEMO TO: City Council

DATE: March 12, 2015

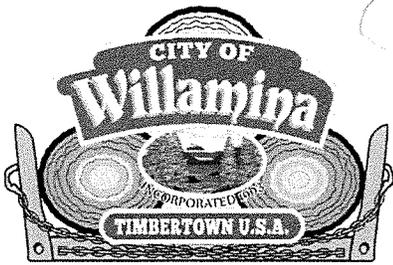
FROM: Debbie Bernard

SUBJECT: Purchase of 8" Meter at \$12,000

Background:

At the February 24, 2015 Finance Committee meeting the purchase of an 8" water meter was approved. The needed 8" meter is to replace the old Sensus meter at Hampton Lumber Mill. I spoke with the Sensus when the water rate study began in 2014 and asked them about the meter and if it could be calibrated. They said they called three companies to see if the meter could be identified and could not find support of the product and recommended replacing the meter, as it may not be reading correctly. Jeff Browns researched the cost of replaced and puts it at \$12,000.

Action: Approve the purchase of 8" Meter at \$12,000.



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Public Works Director: Jeff Brown*

MEMO TO: City Council

DATE: March 12, 2015

FROM: Debbie Bernard

SUBJECT: Electrical work needed for the fishpond pump

Background:

At the March 3, 2015 Finance Committee Jeff asked the City Recorder to put on the City Council agenda a request for Council to approve the needed electrical work for the fishpond pump not to exceed \$1000.00. No cost sheet has been submitted by public works.

Action: Approve requested purchase.

§ 32.32 PURCHASE LIMITS.

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



POLK COUNTY

BOARD OF COMMISSIONERS

POLK COUNTY COURTHOUSE * DALLAS, OREGON 97338-3174
503-623-8173 * FAX 503-623-0896

Commissioners
CRAIG A. POPE
MIKE AINSWORTH
JENNIFER L. WHEELER

GREGORY P. HANSEN
Administrative Officer

February 6, 2015

Mayor Ila Skyberg
City of Willamina
411 NE "C" Street
Willamina, OR 97396-2783

Dear Mayor Skyberg:

As you are aware, the Polk County Board of Commissioners is placing an Operating Levy on the May 2015 ballot to help fund Polk County Public Safety services.

We realize that this endeavor will not be successful unless we engage local community leaders and citizens on the current Public Safety crisis and the need for additional funding. We are asking for your support and requesting time on your City Council agenda for a presentation regarding the levy as soon as it works for your schedule.

We also understand that each community is unique and we would like to be responsive to your distinct concerns and issues. Therefore, if you have specific questions or points of interest you would like us to address, please send those to Commissioner Wheeler (wheeler.jennifer@co.polk.or.us), in advance to give us the opportunity to best utilize the time we are allowed on your agenda.

Thank you very much for your consideration on this matter.

Respectfully,
Polk County Board of Commissioners

Mike Ainsworth, Chair

Craig Pope

Jennifer Wheeler

cc: Debbie Bernard

STATE-COUNTY SERVICES

FOR THE CITIZENS OF OREGON

NATURAL RESOURCES & RECREATION

TRANSPORTATION, LAND USE & ECONOMIC DEV.

OTHER COMMUNITY SERVICES

State Parks	State Highways	Administrative Services
State Lands	State Fair	Assessment & Taxation
Water Regulation	Land Use Planning & Coord.	PERS
Wildlife Regulation	Land Use Permitting	Employee/Labor Relations
County Forest Trust Lands/ State Forest Management	Highway & Road System	Elections
Habitat Restoration	Senior & Disabled Transport.	Extension Service
Wildlife/Predator Control	Energy Development	Telecommunications
Federal Land Policy	Engineering	Administrative Services
Noxious Weed Control	Building Permits & Inspection	Procurement
Watermaster	Economic Development	Recording Public Documents
County Forest Management	County Fair	County Library
County Parks	Infrastructure Development	County Museums
Vector Control	Surveying	County Service Districts
Soil & Water Conservation	County Transportation System	

White = State/County-Shared Services Blue = County-Provided Services

Directly supports schools/education

POLK COUNTY JUVENILE DEPARTMENT

Youth adjudicated and formally supervised;

Independence: 20
Monmouth: 10
West Salem: 10
Dallas: 18
Rickreall: 1
Grand Ronde: 0
Falls City: 0

Juvenile Detention Beds: 4.8 beds contracted with Marion and Yamhill County at \$162 per bed.

Court ordered suspended JDH days as on 12/3/14:

of youth: 48
of days suspended: 378
of suspended days used: 49

NOTE: 12% of the suspended days imposed by the court are imposed.

	<u>Referrals rec'd</u>	<u>New clients</u>	<u># on csw crew</u>
November	41	9	20
October	81	17	25
September	79	15	22
August	92	20	27
July	58	16	26
June	61	15	39
May	154	16	31
April	108	18	38
March	94	22	77
February	51	8	27
January	54	11	55

POLK COUNTY COMMUNITY CORRECTIONS

Where do adult offenders live? (as of 12/3/14)

	W. Salem	Independ.	Monmouth	Dallas	Falls City	Gr. Ronde
Total offenders	146	65	63	189	24	12
Male	101	53	44	145	18	8
Female	45	12	19	44	6	4
A Felony	15	5	10	14	3	0
B Felony	22	3	8	28	3	2
C Felony	71	29	29	81	7	6
Sex Offenders	18	2	9	24	6	0

New Felony / Misdemeanor NewCases Transferred Out

Year 2010	170 / 211	91
Year 2011	129 / 195	101
Year 2012	163 / 225	132
Year 2013	122 / 227	128
Year 2014 (as of 12/3/14)	119 / 221	94

Sanction Reports Completed PV Reports Completed

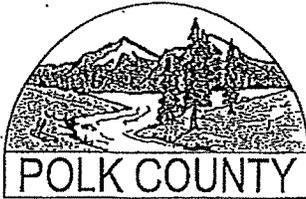
Year 2010	478	331
Year 2011	488	322
Year 2012	478	281
Year 2013	476	235
Year 2014 (as of 12/3/14)	439	264

Sup. Auth. Warrants / Admin Warrants

Year 2010	64 / NA
Year 2011	71 / NA
Year 2012	88 / 41 (since 8/8/12)
Year 2013	91 / 99
Year 2014 (as of 12/3/14)	72 / 81

Community Service Hours Worked

Year 2010	31,276
Year 2011	25,360
Year 2012	31,472
Year 2013	25,608
Year 2014 (as of 12/3/14)	27,651



INTEROFFICE MEMORANDUM

POLK COUNTY COURTHOUSE

TO: BOARD OF COMMISSIONERS
FROM: GREG HANSEN, ADMIN. OFFICER
DATE: NOVEMBER 21, 2014
SUBJECT: PUBLIC SAFETY OPERATING LEVY

RECOMMENDATION:

The Polk County Board of Commissioners approve the following:

1. To place a Local Option Tax (operating levy) measure on the ballot for the May 19, 2014, general election to restore public safety services in Polk County.
2. A local option tax (operating levy) in an amount not to exceed \$0.45/\$1,000 assessed value for the duration of five (5) years.
3. Approve Resolution 14-11, which sets public hearings to receive public comment on the above proposed local option tax.
4. Ratify the publication of the attached hearing notice.

ISSUE:

Should the County Board of Commissioners consider a public safety operating levy for May of 2015?

BACKGROUND:

Polk County public safety system is on the brink of crumbling. In the Sheriff Office alone, severe cuts in staffing have eliminated 24 hour patrol (currently staffing a 10 hour shift seven days a week), mothballed the inter-agency drug team, eliminated the ability to investigate certain crimes due to the lack of detectives, and other services being provided by the Sheriff's Office. Community Corrections funding is solely dependent upon the State and will not be determined until June/July of 2015 with cuts likely to occur. The District Attorney is finding it difficult to prosecute certain crimes and Juvenile is not providing adequate detention beds to house youth.

In other General Fund programs we are already at minimum staffing. The services we are providing the public are being reduced (closed at noon, longer approval/denial times, etc.). Cuts in these mandated

PROPOSED PUBLIC SAFETY LEVY

How did we get here?

- The reduction and loss of O & C funding in the General Fund.
- Flat property tax revenues for the past 5 years. Only this last year was there a true increase in property taxes and property values.
- Higher employee costs (health insurance and PERS). In July of 2015, Polk County will experience an additional \$350,000 in PERS costs.
- Low permanent tax rate \$1.716/\$1,000 (12th lowest in the State)
- Polk County ranks the 3rd lowest in the State for local revenue generated by taxes per capita at \$204/person. The average for counties in the State is over \$300 per capita (50% greater than Polk County).

What options does the County have to generate revenue?

Under the tax structure in the State of Oregon, the options for local governments are very limited:

- Do nothing and operate within the current property tax revenue.
- Form a taxing district which requires a new layer of government, along with a vote of the people, along with a new permanent tax rate.
- Propose an Operating Levy to the citizens of the County at a fixed tax rate and limited duration.

Why don't you use other sources of money like from Mental Health or Public Works?

- Mental Health and Public Works have dedicated revenue streams that can only be used for specific purposes.
- Public Works is primarily funded with gas tax monies and those monies can only be used for road maintenance purposes, not public safety.
- Mental Health is funded completely with federal and state monies. Those monies are dedicated to serving specific populations within the mental health field.
- Currently, Mental Health does not receive any property tax/general fund revenue.

What is our current status?

- In 2008, Polk County had 112 employees in our Public Safety departments (Sheriff Patrol/Jail, Sheriff –other (dog control, marine patrol, emergency management), DA Prosecution, DA Support Enforcement, Community Corrections – Adult, Community Service, Juvenile). Currently, we have 78 employees, over a 30% reduction in the Public Safety workforce.
- A year ago, we were able to provide 24 hour seven days a week patrols, today we offer 10 hour/seven days a week patrols.
- Two years ago we had 6 detention beds for Juveniles, now we have 4 detention beds.
- Prosecution of crime is limited in the District Attorney's Office due to staff reductions.
- Circuit Courts no longer have dedicated security. Today, it requires us to remove patrol deputies from the road to monitor courtrooms.
- POINT (Polk Interagency Narcotics Team) is not fully operational.
- The ability to backup local law enforcement and fire departments does not exist during off hours.

Will this be a one-time levy or do you see this as more of a permanent request?

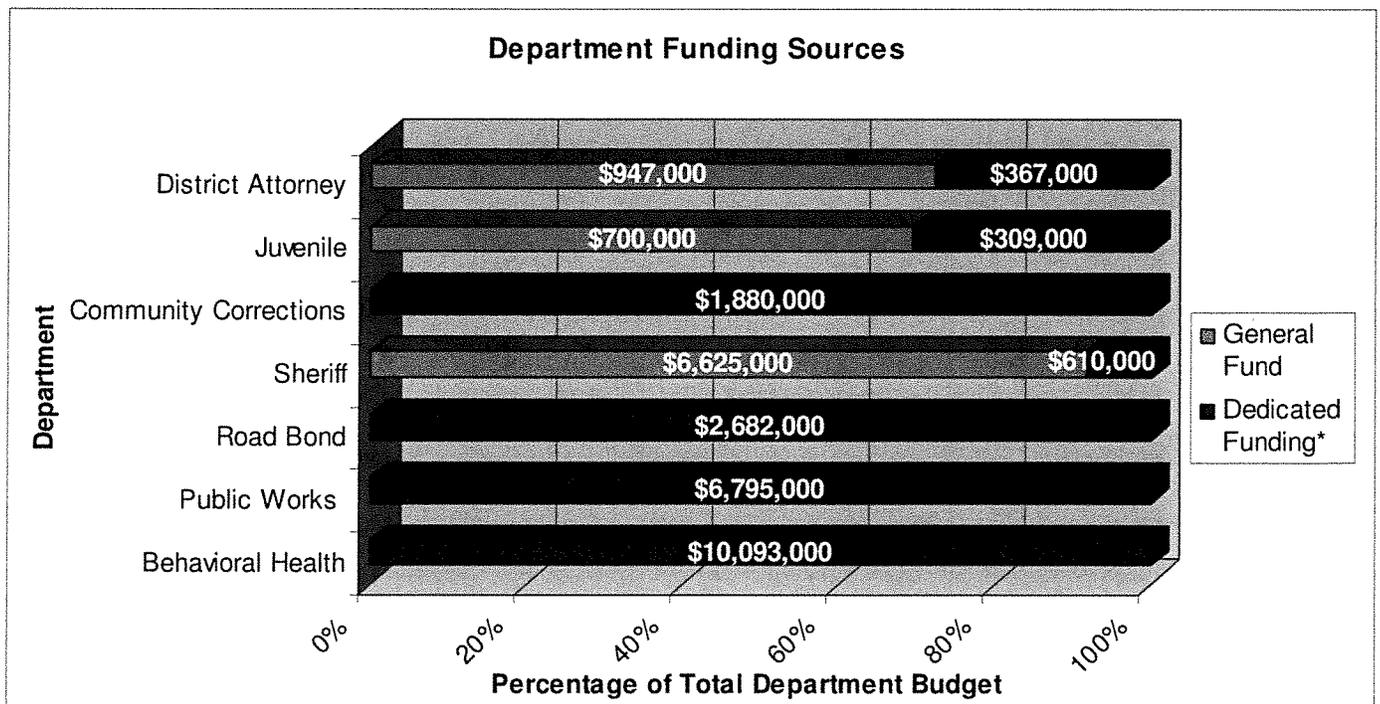
- Under the current property tax structure, the likelihood of the County requesting this levy be renewed beyond these five (5) years is very strong.
- Things which could affect future levies are changes made at the Federal and State level which the county can not control.

How much will the levy cost?

- The cost associated with the operating levy is \$0.45/\$1,000 for a period of five (5) years. A taxpayer owning a home with an assessed value of \$200,000 would pay an additional \$90 per year or \$7.50 per month in property taxes.
- The levy is for an amount up to \$0.45/\$1,000 and shall be offset by any federal timber payment re-authorizations the County receives.
- The tax rate is a fixed rate and will not escalate during the life of the levy.

What is the \$0.45/\$1,000 going to buy me?

- Six years ago, Polk County had 112 employees in our Public Safety departments (Sheriff Patrol/Jail, Sheriff –other (dogs, marine, emergency management), DA Prosecution, DA Support Enforcement, Community Corrections – Adult, Community Service, Juvenile). Currently, we have 78 employees, over a 30% reduction in the Public Safety workforce.
- The levy will restore 22.0 employees to the Public Safety system.
- The distribution of employees will be approximately twelve (12) to Sheriff – Patrol, five (5) to the Sheriff – Jail, five (5) to the District Attorney – Prosecution, along with the increase of two (2) detention beds for the Juvenile Department.



* Dedicated funding indicates funding that by law can not be used for anything other than what it is intended for (i.e. behavioral health dollars cannot be used for anything other than behavioral health).

services and programs are no longer on the table and will result in more of the burden of future cuts on our Criminal Justice system.

OPINION:

In 2013 the County asked the citizens to support a 4 year - \$0.60/\$1,000 operating levy to address public safety needs. The results of that levy were 42% (yes) - 58% (no). Since that time the County has had to eliminate 24 hour patrol (reduced down to 10 hour patrols daily), mothball the inter-agency narcotics team (POINT), reduce detective investigations, reduce the availability of juvenile detention beds, and not prosecute certain crimes.

QUESTIONS:

There will be a lot of questions centered around this issue. The following are some of the most likely asked questions:

1. **Why do we need an operating levy?** In attachment #1, the County's beginning fund balances are shrinking at an alarming rate (34% in the last 3 years). To eliminate this trend the County will need to reduce spending and/or enhance our revenues. Also, included in that attachment is a history of General Fund FTE which shows an approximate reduction of 30% of our workforce in the General Fund. A majority of these reductions were in departments under the public safety umbrella (Sheriff, District Attorney, Community Corrections, Juvenile, etc.). As we continue to cut our expenses a majority of our cuts will come in this area, due to the fact we are at minimum staffing levels in other General Fund supported departments.
2. **What would the tax rate be?** At first glance, I would propose a tax rate of \$0.45/\$1,000. This would generate approximately \$2.30 million. This amount would primarily be a replacement for the historic levels of O & C funding without inflation.
3. **How many years would the levy be?** I would recommend a levy of 5 years. A levy of this length would get us through June of 2020 and allow the departments to realize the full benefits of the levy.
4. **When would we hold the election?** The earliest we could get an Operating Levy on the ballot would be the May of 2015 election. A May election, if successful would allow the County to levy taxes in November of 2015 and not have to suffer additional cuts in the 2015-16 fiscal year. Currently, no taxing entities have anything planned for the ballot in May.
5. **Why a Public Safety Operating Levy?** There are a number of reasons. First, because this is the area which has suffered the most as a result of revenue shortages in the General Fund. Second, it is the most visible to the public and easiest to understand in the way of packaging a ballot measure to the public. Third, it is one of the foundations of our County and a critical service that we deliver to our citizens. Fourth, a reduction in public safety services will lead to further reductions in revenue from the State.
6. **Do other Counties have Public Safety Operating Levies?** Yes, a number of the Counties in the Mid-Willamette Valley have law enforcement levies. Also, a majority of these counties are O & C revenue supported with artificially low permanent tax rates.
7. **What has caused this problem?** The elimination of O & C funding, rising health care costs, severe increases in PERS costs, an extremely slow property tax revenue increase, and having a low permanent tax rate (12 lowest amongst the 36 counties).

ALTERNATIVE:

The following are alternatives to consider:

1. Do nothing and maintain the same level of taxing authority that currently exists. In my opinion, this will continue to perpetuate the downward spiral of FTE loss, lower beginning fund balances and erosion of services provided.
2. Increase revenues and decrease expenses through a variety of options. In almost all cases this will involve an increase in taxes and/or fees for service on the revenue side and on the expense side a reduction of FTE, a reduction of work hours, and a diminishing level of services provided to the general public would be involved.
3. Pursue an operating levy focused on Public Safety and address the eroding services that are being delivered to the public. This option would shore up necessary revenues in the General Fund to allow us to deliver these services in the future.

FISCAL IMPACT:

The revenue generated with an operating levy is dependent upon the amount of the tax rate. A tax rate of \$0.45/\$1,000 would generate approximately \$2,250,000 and allow for the County to hire back 22.0 FTE.

As estimated by the County Assessor the \$0.45/\$1,000 local option tax will generate \$2,392,000 in 2015, \$2,481,000 in 2016, \$2,568,000 in 2017, \$2,652,000 in 2018 and \$2,731,000 in 2020.

General Fund FTE History

	General Fund Full-Time Equivalents (FTE)		Criminal Justice Full-Time Equivalents (FTE)	
Fiscal Year 2005-2006	126.40		105.95	
Fiscal Year 2006-2007	128.68	1.80%	107.94	1.88%
Fiscal Year 2007-2008	132.05	2.62%	111.65	3.44%
Fiscal Year 2008-2009	132.00	-0.04%	112.80	1.03%
Fiscal Year 2009-2010	126.75	-3.98%	107.30	-4.88%
Fiscal Year 2010-2011	122.60	-3.27%	102.25	-4.71%
Fiscal Year 2011-2012	114.35	-6.73%	95.70	-6.41%
Fiscal Year 2012-2013	103.90	-9.14%	86.95	-9.14%
Fiscal Year 2013-2014	97.60	-6.06%	81.05	-6.79%
Fiscal Year 2014-2015	92.10	-5.64%	78.45	-3.21%

(Criminal Justice consists of Sheriff, District Attorney, Community Corrections & Juvenile)

General Fund Beginning Fund History

	Beginning Fund Balance		O & C Funding
Fiscal Year 2004-2005	\$ 3,185,890.		
Fiscal Year 2005-2006	\$ 3,421,115	7.38%	
Fiscal Year 2006-2007	\$ 3,339,808	-2.38%	
Fiscal Year 2007-2008	\$ 3,389,653	1.49%	
Fiscal Year 2008-2009	\$ 3,891,358	14.80%	
Fiscal Year 2009-2010	\$ 3,455,029	-11.21%	\$ 1,728,907
Fiscal Year 2010-2011	\$ 3,330,465	-3.61%	\$ 1,558,284
Fiscal Year 2011-2012	\$ 3,119,008	-6.35%	\$ 919,715
Fiscal Year 2012-2013	\$ 2,518,684	-19.25%	\$ 765,632
Fiscal Year 2013-2014	\$ 2,307,079	-8.40%	\$ 786,822

1
2
3
4
5 **BEFORE THE BOARD OF COMMISSIONERS**
6 **FOR POLK COUNTY, OREGON**

7
8 In the matter of calling for a)
9 Public Hearing on the decision to)
10 submit to the voters the question)
11 of approving a Public Safety Local)
12 Option Operating Levy in an amount not to)
13 exceed \$0.45 per \$1,000 of assessed value.)
14

15 **RESOLUTION NO. 14-11**

16
17 **WHEREAS**, the above matter came before the Polk County Board of Commissioners (hereinafter referred
18 to as "County"), in regular sessions on August 26, 2014, September 9, 2014, October 7, 2014, October 14, 2014,
19 and November 12, 2014; and
20

21 **WHEREAS**, the County recognizes that funds are needed to preserve and enhance our existing County
22 public safety operations; and
23

24 **WHEREAS**, the Board is considering whether it will submit substantially the following question to the
25 electors of the County at the May 19, 2015, election:
26

27 Shall Polk County levy a five-year Public Safety local option tax of up to \$0.45/\$1,000
28 assessed value beginning in 2015? and
29

30 **WHEREAS**, Oregon Revised Statute 280.060 requires the County to conduct a public hearing on the
31 proposed local option operating levy;
32

33 **NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Commissioners, County of Polk, that:

34
35 **Section 1.** Public hearings regarding the proposed local option operating levy shall be held on the
36 following dates:

- 37 1. December 17, 2014 at 6:00pm at the Independence Public Library, 175 Monmouth St.,
38 Independence, OR 97351.
39
40 2. December 18, 2014 at 6:00pm at the Polk County Fairgrounds, 520 S Pacific Hwy W,
41 Rickreall, OR 97371.
42
43 3. January 6, 2015 at 6:00pm at the Falls City Community Center, 320 N Main St.,
44 Falls City, OR 97344.
45
46 4. January 8, 2015 at 6:00pm at the Grand Ronde Community Center, 9615 Grand Ronde Rd.
47 Grand Ronde, OR 97347.
48
49 5. January 14, 2015 at 6:00pm at the Dallas Civic Center, 945 SE Jefferson St.,
50 Dallas, OR 97338.
51
52 6. January 21, 2015 at 6:00pm at the Monmouth Public Library, 168 Ecols St SE,
53 Monmouth, OR 97361.
54
55 7. January 22, 2015 at 6:00pm at the Chemeketa Viticulture Center, 215 Doaks Ferry Road NW,
56 Salem, OR 97304.

1
2 8. January 27, 2015 at 6:00pm at the Roth's West Salem, 1130 Wallace Rd.,
3 Salem, OR 97304.
4

5 9. January 28, 2015 at 9:00am at the Polk County Courthouse, 850 Main St.,
6 Dallas, OR 97338.
7

8 Section 2. The County hereby ratifies publication of a notice of hearing, in substantially the form attached
9 hereto as Exhibit A, once each week for at least two successive weeks in the Itemizer-Observer, a newspaper
10 published in the County and of general circulation throughout the County.
11

12 Dated this 26th day of November, 2015 at Dallas, Oregon.
13

14 POLK COUNTY BOARD OF COMMISSIONERS
15

16
17 _____
18 Craig Pope, Chair
19

20
21 _____
22 Jennifer Wheeler, Commissioner
23

24
25 _____
26 Mike Ainsworth, Commissioner
27

28 Approved as to Form:
29

30 _____
31 Morgan Smith
32 County Counsel

NOTICE OF PUBLIC HEARINGS ON LOCAL OPTION TAX

Notice is hereby given that public hearings will be held before the Board of County Commissioners of Polk County, Oregon, on the following dates, locations and times:

Date	Location	Time
December 17, 2014	Independence Public Library 175 Monmouth St. Independence, OR 97351	6:00pm
December 18, 2014	Polk County Fairgrounds 520 S Pacific Hwy W Rickreall, OR 97371	6:00pm
January 6, 2015	Falls City Community Center 320 N Main St. Falls City, OR 97344	6:00pm
January 8, 2015	Grand Ronde Community Center 9615 Grand Ronde Rd. Grand Ronde, OR 97347	6:00pm
January 14, 2015	Dallas Civic Center 945 SE Jefferson St. Dallas, OR 97338	6:00pm
January 21, 2015	Monmouth Public Library 168 Ecols St SE. Monmouth, OR 97361	6:00pm
January 22, 2015	Chemeketa Viticulture Center 215 Doaks Ferry Road NW Salem, OR 97304	6:00pm
January 27, 2015	Roth's West Salem 1130 Wallace Rd. Salem, OR 97304	6:00pm
January 28, 2015	Polk County Courthouse 850 Main St. Dallas, OR 97338	9:00am

Regarding the submission of the following question to the electors of the County at the election to be held May 19, 2015:

CAPTION:

POLK COUNTY PUBLIC SAFETY
LOCAL OPTION TAX AUTHORIZATION

QUESTION:

Shall Polk County authorize a five-year Public Safety local option tax of up to \$0.45/\$1,000 assessed value beginning 2015?

This measure may cause property taxes to increase more than three percent.

PURPOSE:

This measure authorizes Polk County to levy a five (5) year local option tax of up to \$0.45/\$1,000 assessed value beginning in tax year 2015. The purpose of the levy is to restore funding to Public Safety services (Sheriff-Patrol, Sheriff-Jail, District Attorney Prosecution, Juvenile Detention Beds, Community Service and the Polk Inter Agency Narcotic Team) in Polk County.

All interested persons may attend and shall be given a reasonable opportunity to be heard. The location of this meeting is handicapped accessible. Please advise the Board of Commissioners (623-8173) if you will need any special accommodations to attend or participate in the meeting, at least 24 hours in advance.

BOARD OF COUNTY COMMISSIONERS
OF POLK COUNTY, OREGON

Craig Pope, Chair

To be published in the Itemizer Observer: December 3 and 10, 2014.
To be posted no later than: December 3, 2014

Polk County Staffing Levels Compared to Yamhill, Benton, & Lincoln Counties

	Polk County	Yamhill County	Benton County	Lincoln County
Population	77,735	102,525	88,740	46,890
Property Tax Rate (%)	\$1.7160	\$2.5775	\$2.2052	\$2.8202
Property Tax Rate	0	0	\$0.9000	\$0.0000
Property Taxes (\$ millions)	\$8.375 million	\$18.29 million	\$21.0 million	\$18.5 million
Area (sq. miles)	745	718	679	992

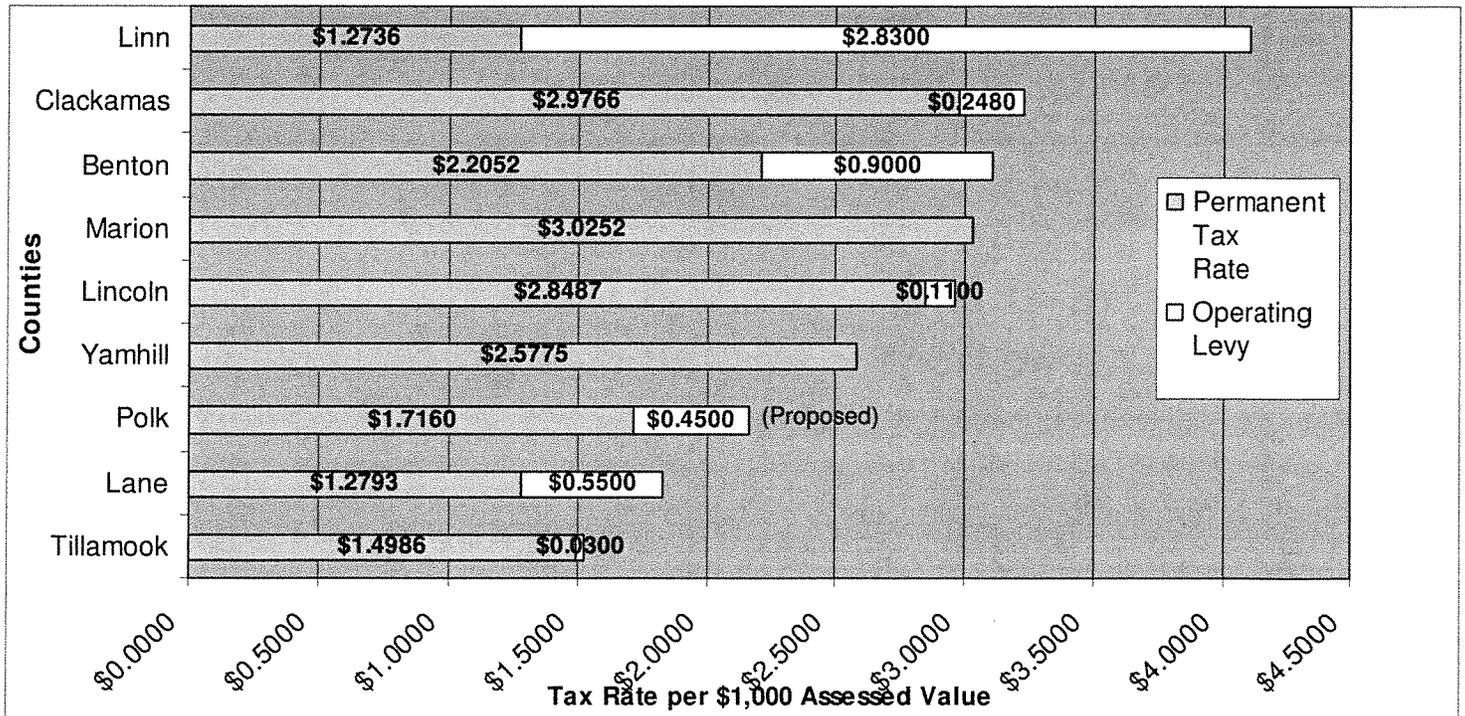
	Current Staffing Polk County	Current Staffing Yamhill County	Current Staffing Benton County	Current Staffing Lincoln County
Police	9.00	19.00	13.00	20.00
Fire	3.00	6.00	6.00	5.00
Development	6.20	14.00	14.10	11.00
Finance	6.45	12.40	8.30	9.50
Control	15.95	44.10	38.20	34.00
Jail	27.00	36.50	28.00 ****	41.00
Deputy	12.55	26.00	20.00	26.00
Inspections	13.50	27.90	13.50 **	13.75
	5.90	15.20	17.50	8.00

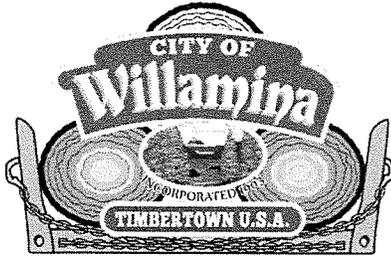
operates a 40 bed jail facility and contracts with Lincoln, Yamhill and Polk Counties for jail services. Benton County's budget for jail operations exceeds Polk County's by \$10 million/yr.

does not supervise misdemeanor offenders, which Polk County currently does.

County Tax Rate Comparison

Counties	Permanent Tax Rate	Existing Operating Levy	Total Tax Rate
Tillamook	\$1.4986	\$0.0300	\$1.5286
Lane	\$1.2793	\$0.5500	\$1.8293
Yamhill	\$2.5775		\$2.5775
Lincoln	\$2.8487	\$0.1100	\$2.9587
Marion	\$3.0252		\$3.0252
Benton	\$2.2052	\$0.9000	\$3.1052
Clackamas	\$2.9766	\$0.2480	\$3.2246
Linn	\$1.2736	\$2.8300	\$4.1036
AVERAGES	\$2.2106	\$0.5835	\$2.7941
Polk	\$1.7160	\$0.4500 (proposed)	\$1.7160





Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Gary L Hill Jr
Katie Vinson
Heather Stritzke*

City Staff:

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

MEMO TO: CITY COUNCIL
DATE: March 12, 2015
FROM: Debbie Bernard, City Recorder
SUBJECT: CITY COUNCIL VACANCY APPLICATIONS

Background

1. With the resignation of Councilor Jeri St Onge, a vacancy currently exists on the City Council. The term of the position is through December 31, 2018. Alan Bramall left the other Vacancy. Roy Whitman was a write in and could have occupied one of the vacancies but did not. Therefore, there are two Vacancies.
2. The vacancies have not been advertised, however, three applications have been received requesting consideration to fill the two vacancies (copies attached).
3. Section 28 of the City Charter provides that a vacancy on the Council shall be filled by appointment by a majority of the Council (minimum of 4 votes). The method by which applications are received is not specified.

Recommendation

Council decision on appointment to City Council vacancy.

Attachments

F/CITY COUNCIL/AGENDA MEMOS/CITY COUNCIL VACANCY APPLICATIONS. 03-12.15

An Equal Opportunity Employer

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www.willaminaoregon.gov

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.

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%				

- 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
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).

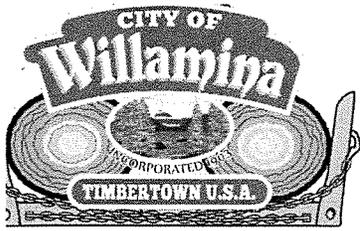
References:

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.

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.



Council Members:

Rita Baller, Council President
Gerald L Hill Jr
Heather Stritzke
Katie Vinson

City Staff:

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

FINANCE COMMITTEE MEETING

Finance Committee

March 3, 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
Accountant Rochelle Roaden

Absent: none

Mayor Ila Skyberg called the regular meeting of the City of Willamina Finance Committee to order at on March 3, 2015 at Willamina City Hall Chambers at 4:00pm

- I. Office Coordinator Debbie Bernard took Roll Call. A quorum was present.
- II. Approval of February 24, 2015 Finance Committee Meeting Minutes

Councilor Baller moved to approve the Finance Committee minutes of February 24, 2014.

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

III. Old Business

a. Springbrook Software

Debbie shared with the finance committee that the City received three bids for accounting software. The companies submitted the bids were Springbrook Software, Caselle, and Tyler.

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www.willaminaoregon.gov

She recommended Springbrook Software. Debbie, Rochelle, Karen and Amber sat thru two web demos and support the purchase of Springbrook. They also viewed Caselle at the City of Dayton and Tyler via web.

Councilor Hill moved to motion the City approve the purchase of Springbrook Software. Councilor Vinson seconded. Motion carried unanimously, with Councilors Baller, Hill, and Vinson aye.

IV. New Business

a. Electrical work.

- i. Jeff submitted a request during the meeting to put on the City Council Agenda monies requested for electrical work on the fish pond pump not to exceed \$1000.00
- ii. Jeff also stated that he had not submitted a request for funds for the City Hall tree removal, however, the company working at Cedar Alley will be in town prior to the City Council meeting and he will ask them to remove the tree and stump to save monies as they are already in town.

V. Committee Member Concerns/Reports.

a. None

The next meeting will be held at 4:00 PM on April 7, 2015 at:
City Of Willamina
411 NE "C" St
Willamina, Oregon 97396

VI.

Adjourn

Councilor Hill called for a motion to adjourn 5:00pm.

Councilor Hill moved to adjourn.

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

Respectfully submitted,

Debbie Bernard
City Recorder

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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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Mayor, Ila Skyberg

Council Members:

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

City Staff:

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

FINANCE COMMITTEE MINUTES

Tuesday, February 24, 2015

PRESENT: Mayor Ila Skyberg
Council President Rita Baller
Councilor Gary Hill

ABSENT: Councilor Vinson

STAFF: Debbie Bernard, City Recorder
Rochelle Roaden, Accountant

I. Call to Order

II. Roll Call

The meeting was called to order at 4:07pm. A quorum was present.

III. Flag Salute

Council Hill led in the Flag Salute.

IV. Approval of the Minutes

a.

V. Old Business

a. Approve the purchase of 8" Meter at \$12,000

Councilor Gary Hill **moved** to approve the purchase of 8"Meter at \$12,000.

Council President Rita Baller **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, and voting aye.

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approved march 3 2015

- b. **Water Master Plan – request to approve \$6360.00 Keller Associates amendments to owner-consultant agreement which was tabled on February 12, 2015 City Council Meeting for more review.**

Council President Rita Baller made motion to approve the \$3648.00 legal budget balance for the revised not to exceed contract amount of \$90,660 on the Willamina Water Master Plan Update.

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

- c. **Approve Willamina Implementation Contract with Economic & Financial Analysis.**

Councilor Hill and Councilor Baller decided to not approve the implementation contract and felt the roll out could be completed by staff.

Councilor Hill made a motion to not approve the Willamina Implementation Contract with Economic & Financial Analysis.

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

VI. New Business

a. Time Card Machine

Councilor Gary Hill made motion to approve the Time Card machine and cited as recommended by the CFO to go and Finance Committee.

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

b. Review possible Code Enforcement/Court Admin Assistant position

Council President Rita Baller made motion to approve the request for a Code Enforcement/Court Admin Assistant position and to review the job description by the city attorney.

Councilor Gary Hill **seconded**. Motion **carried** unanimously, with Councilors Baller, Hill, voting aye.

Adjourn

Councilor Hill asked for a motion to adjourn at 5:05.

V. **Adjourn**

There being no further business, the meeting adjourned at 5:05 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Debbie Bernard".

Debbie Bernard
City Recorder

F/FINANCECOMMITTEE/2015.02-24.FINANCE COMMITTEE.MINUTES

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADRS #	VENDOR NAME	CHECK STATUS
3	6207	\$84.00	02/17/15	AMEXT	0	AMERICAN EXTERMINATION PLUS, INC.	OUTSTANDING
3	6208	\$203.01	02/17/15	ARAMK	0	ARAMARK UNIFORM SERVICES	OUTSTANDING
3	6209	\$447.00	02/17/15	BL&HL	0	BEERY, ELSNER & HAMMOND LLP	OUTSTANDING
3	6210	\$378.61	02/17/15	BRTH	0	BRETHAUER OIL CO.	OUTSTANDING
3	6211	\$124.75	02/17/15	CPRD	0	CHEHALEM PARK & REC DIST	OUTSTANDING
3	6212	\$178.71	02/17/15	BERND	0	DEBRA J BERNARD	OUTSTANDING
3	6213	\$73.91	02/17/15	ISKBR	0	ILA SKYBERG	OUTSTANDING
3	6214	\$170.00	02/17/15	PACSO	0	PACIFIC SOLAR	OUTSTANDING
3	6215	\$70.00	02/17/15	POSEY	0	POSEYLAND FLORIST	OUTSTANDING
3	6216	\$232.04	02/17/15	SKBRG	0	SKYBERG'S	OUTSTANDING
3	6217	\$305.00	02/17/15	SUMCO	0	SUMCO EXCAVATING INC	OUTSTANDING
3	6218	\$198.00	02/17/15	NCKRS	0	TOM NICKERSON	OUTSTANDING
3	6219	\$14618.74	02/17/15	YCSHE	0	YAMHILL COUNTY SHERIFF'S OFFICE	OUTSTANDING
3	6220	\$67.67	02/23/15	ARAMK	0	ARAMARK UNIFORM SERVICES	OUTSTANDING
3	6221	\$659.40	02/23/15	CSCDC	0	CASCADE COLUMBIA	OUTSTANDING
3	6222	\$895.46	02/23/15	CENLK	0	CENTURYLINK	VOIDED
3	6223	\$250.00	02/23/15	CITY	0	CITY OF YAMHILL	OUTSTANDING
3	6224	\$250.00	02/23/15	CRAFF	0	CRAFFORD, MIKE	OUTSTANDING
3	6225	\$41.48	02/23/15	DAVSN	0	DAVISON AUTO PARTS, INC.	OUTSTANDING
3	6226	\$93.32	02/23/15	DEMCO	0	DEMCO	OUTSTANDING
3	6227	\$70.39	02/23/15	ENVR	0	ENVIRO-CLEAN EQUIPMENT	OUTSTANDING
3	6228	\$87.50	02/23/15	COMME	0	ERNIE COMMERFORD	OUTSTANDING
3	6229	\$642.96	02/23/15	GCSYS	0	GC SYSTEMS INC	OUTSTANDING
3	6230	\$111.56	02/23/15	CROCK	0	JEN CROCKER	OUTSTANDING
3	6231	\$3467.20	02/23/15	KTAYL	0	KATHY TAYLOR CONSULTING	OUTSTANDING
3	6232	\$394.17	02/23/15	NWNTR	0	NW NATURAL	OUTSTANDING
3	6233	\$238.00	02/23/15	ODR	2	OREGON DEPARTMENT OF REVENUE	OUTSTANDING
3	6234	\$31.31	02/23/15	PEP	0	PETROLEUM ENERGY PRODUCTS	OUTSTANDING
3	6235	\$22636.12	02/23/15	PGE	0	PORTLAND GENERAL ELECTRIC	VOIDED
3	6236	\$210.00	02/23/15	PRIMI	0	PRIMISYS	OUTSTANDING
3	6237	\$198.01	02/23/15	RECWO	0	RECOLOGY WESTERN OREGON	OUTSTANDING
3	6238	\$51.35	02/23/15	SHOIL	0	SHELDON OIL COMPANY	OUTSTANDING
3	6239	\$23.24	02/23/15	SELEC	0	WILLAMINA SELECT MARKET	OUTSTANDING
3	6240	\$3214.00	02/23/15	YCOM	0	YAMHILL COMMUNICATIONS AGENCY	OUTSTANDING
3	6241	\$14666.74	02/23/15	YCSHE	0	YAMHILL COUNTY SHERIFF'S OFFICE	OUTSTANDING
3	6246	\$1725.80	02/25/15	CSCDC	0	CASCADE COLUMBIA	OUTSTANDING
3	6247	\$631.02	02/25/15	CENLK	0	CENTURYLINK	OUTSTANDING
3	6248	\$216.24	02/25/15	LOCAL	0	LOCAL 320 - LABORERS INTL UNION OF NA	OUTSTANDING
3	6249	\$11318.06	02/25/15	PGE	0	PORTLAND GENERAL ELECTRIC	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 37 TOTAL AMOUNT: 55743.19
 TOTAL # OF VOIDED/REISSUED CHECKS: 2 TOTAL AMOUNT: 23531.58
 TOTAL # OF ACH CHECKS: 0 TOTAL AMOUNT: 0.00
 TOTAL # OF UNISSUED CHECKS: 0

Separation of Duties - City of Willamina

Function	Office Specialist	Accountant	City Recorder
Cash/Accounts Receivable	Cash/accounts receipting Records receipt in Utility Billing which adjust custoemr receivable and cash receipt; creates Cash Receipts Journal Prepares Deposit Deposits in bank daily	Review Bag and Seal Deposit Compares Utility Billing daily report to cash deposit. Posts Cash Receipts journal to GL Prepare daily accounting: copy of deposit, UB daily report and GL posting report	Review and approve journals.
Cash/Bank Transfers		Prepares written request to transfer funds between bank accounts. Prepare and post journal entry to record transfer. Prepare transfer information: copy of request and GL posting report.	Review and approve transfer request. Approve transfer accounting document.
Vendors		Processing Vendor Invoices	New Vendor Setup/Maintenance
General Ledger		Journal entry creation and posting. Account reconciliation	Review/Approve journals monthly.
Purchases (consistent with Policy)		Invoices received via mail - scan and send to department head for approval.	
Accounts Payable		Record approved invoices in AP. Cut off is Monday	Preapproval for items over line item budget. Approves Invoices for Payment

Separation of Duties - City of Willamina

Function	Office Specialist	Accountant	City Recorder
		Prepare AP Batch on Tuesday Check print on Wednesday. Stuff and Mail.	Approves batch on Wednesday
Bank Reconciliation		Run bank reports. Completes reconciliation Post reconciliation to GL.	Review/Approve reconciliation. Reviews journals at end of month.
Payroll (Supervisor approves timecards.)		Receives approved timecards Prepare/post to Paychex Receives payroll checks. Posts to GL.	Review/approve payroll spreadsheet prior to submission o Paychex. Review journals at end of month.

**WILLAMINA LIBRARY BOARD
MINUTES**

17 Feb 15

Present: Dan Goff, Joyce Zimbrick, Darlene Brown, Melissa Hansen

Absent: Luana Aldama

Guests:

Dan called the meeting to order at 8:15. The minutes of 16 Dec 14 were approved.

Old Business

New Business

Melissa handed out the report for January.

The library is decorated for Chinese New Year with activities for adults and children.

There was a discussion regarding new Board members. Joyce will ask Gladys Blackwell.

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

**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT
1ST QUARTER 2015**

	Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Loan ILL	Out of District Borrow ILL	Reference Answered	Attendance	Item Add	Patron Add	Total Ck Out	Total Ck In	CRLS	
477			288 AV total	J Y	J Y	264 167	45	J Y	324 423			54	1,112	170	8	1,363		3452 2nd Q 301.50 net loans	
				J Y	J Y			J Y											
				J Y	J Y			J Y											
477	0	288 #VALUE!		0 J 0 Y	0 J 0 Y	264 167	45	0 J 0 Y	324 423	0	0	54	1,112	170	8	1,363	0	301.50	

0
0
#VALUE!

WILLAMINA PUBLIC LIBRARY INCOME REPORT

MONTH	Jan-15	Feb-15	Mar-15
Fines \$	169.95		
Cards	151		
Copies	41.75		
Lost Books			
Other			
Other			
TOTAL \$	362.70 \$	- \$	- \$

Volunteer Hours

Debbie Bernard

From: Denise Willms <denisew@crls.org>
Sent: Saturday, February 28, 2015 9:04 AM
To: Debbie Bernard
Subject: Children's dept. report

February was a quiet month. We celebrated Chinese new year during the week of Feb. 17 -20th and showed the movie Alpha and Omega on the 14th. Normal Story Time and outreach to Head Start also occurred.

March will be a busier month. On March 12 There will be a Head Start visit to the library after which I will ride the bus with the children back to their classroom and continue outreach with the 3 yr old class and the afternoon class. On March 14th the library proper will close at 11:30 am and everyone will be invited down to the WVCC for our Spring Family performer Rick Huddle who will be performing his one man show "ARGGGGGHHHH Pirates have feelings too" at 1 pm. We will be giving out eye patches and bandannas to the children on a first come basis. March family movie will be shown on Saturday March 21st at 12 pm. We will be showing "HOP"

As Easter is on April 5th we will hold our annual Tiny Tot Easter Egg hunt in the library at 10 am on April 4th. Children ages 0-4 and special needs children up to age 8 are welcome to participate. The egg hunt lasts till all the eggs are found (which should be most of the year as I'm still finding the odd egg from last year 😊)

--

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



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 2/1/2015 to 2/28/2015**

City	UCR Description	2/1/2014 to 2/28/2014	2/1/2015 to 2/28/2015	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0			7
	Burglary-Business	1	0			2
	Burglary-Non-Residence	0	0		1	6
	Burglary-Residence	0	2		4	17
	Larceny	4	5	25.00 %	13	58
	Motor Vehicle Theft-Auto	0	0		2	6
	Part 1 Total	5	7	28.57 %	20	96
Part 2						
	All Other	0	1		1	16
	Animal Problems	0	0			1
	Disorderly Conduct	0	0			22
	Drug Laws	0	2		3	21
	DUII	1	2	100.00 %	3	6
	Forgery	0	0		1	2
	Fraud	1	0		1	6
	Kidnapping	0	0			3
	Liquor Laws	0	0			5
	Runaway	1	1		1	5
	Sex Offenses	3	0			15
	Simple Assault	8	5	-37.50 %	6	61
	Stolen Property	1	0		1	2
	Trespass/Prowler	0	1		2	18
	Vandalism	1	3	200.00 %	7	32
	Weapons	0	0			5
	Part 2 Total	16	15	-6.25 %	26	220
Part 3						
	All Other	5	6	20.00 %	17	94
	Total For WILLAMINA	39	35	-10.26 %	78	536



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 2/1/2015 to 2/28/2015**

City	UCR Description	2/1/2014 to 2/28/2014	2/1/2015 to 2/28/2015	Percentage Change	YTD	Prior Year
WILLAMINA						
	Non-Reportable Offenses	13	7	-46.15 %	15	126
	Part 3 Total	18	13	-27.78 %	32	220
	Total For WILLAMINA	39	35	-10.26 %	78	536

