

Mayor Ila Skyberg

Council Members:

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

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, April 9, 2015

7:00 PM

I. Roll Call

II. Flag Salute

III. Approval of Minutes

- a) Minutes of Regular Meeting of March 12, 2014
- b) Minutes of City Council Special Meeting March 23, 2015

IV. Public Input

- a) Cedar Alley Petition (see attached)
- b) Yamhill County Mediators (see attached)
- c) Homeward Bound Pets (see attached)

V. Old Business

- a) Tabled discussion from March 23, 2015 Special Meeting – council seat vote for Allan Bramall
- b) Museum Copier Contract – asking museum for approval to terminate contract and accepting new printer
- c) Accepting the Resignation of Denise Willms

VI. New Business *Market*  
*d) Saturday Break*

- a) Police Services Contract Renewal & Code Enforcement Position - Recommendation from Finance Committee
- b) Approval Public Works purchase request
- c) Approval purchase Caselle Software and request for approval of server upgrade

VII. Mayor's Report

- a) Grants
- b) City County Dinner

VIII. Council Liaison Reports

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- Chamber Liaison (Mayor Skyberg)
- Library Board Liaison (Councilor Stritzke)
- YCOM Board (Councilor Baller)

**IX. Council Committee Reports**

**Finance Committee**

- a. March 3, 2015 Finance Committee meeting minutes – tabled for approval to the May 14, 2015 meeting. (minutes incomplete)
- b. Check Registers –March 2015 (3-1 to 3-31)

**Public Works Committee**

- a. Approval of the Minutes of Public Works Meeting March 24, 2015

**Planning Commission Report (Commissioner Ulrich)**

**X. Reports of City Officers**

**City Recorder**

- a. Temporary Staff in the front office
- b. Work Session on April 30, 2014 at 7:00pm - discussion on the Charter and possible future changes

**Accountant**

- a. Status of audits (*verbal*)
- b. Status of budgets (*handout*)

**Public Works**

- a. Monthly Report – (*handout*)

**Library**

- a. Library Monthly Report (*handout*)
- b. Changing Library Hours – (*councilor Hill verbal*)
- c. Youth Services (*verbal*)

**Sheriff's Office**

- a. Crime Summary – (*handout*)
- b. Pioneer Traffic Study (*handout*)

**XI. Adjourn**

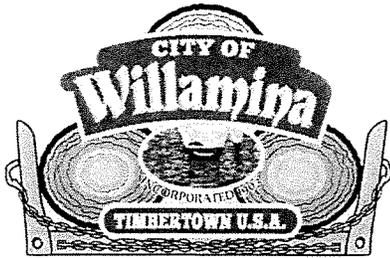
**Next Council Meeting Dates**

*(tentative)* Work Session – May 28, 2015 (7:00 pm)

Regular Session – May 14, 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.*





Mayor Ila Skyberg

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**WILLAMINA CITY COUNCIL REGULAR MEETING MINUTES**  
**Thursday, March 12, 2015**  
**7:00 PM recorded session**

Present	Absent	Staff	Others
Mayor Ila Skyberg Council President Rita Baller Councilor Hill Councilor Stritzke Councilor Vinson	none	City Recorder, Debbie Bernard Accountant, Rochelle Roaden Jeff Brown, Public Works Director	Allan Bramall Craig Johnson James Brown Janet Rood Mr. & Mrs. Watkins Paul Daquilante, Newsregister Peter Keller from Keller Associates Planning Commissioner Dennis Ulrich Theresa McKnight

Mayor Ila Skyberg called the regular meeting of the City Council of City of Willamina to order at 7:00pm on March 12, 2015 at 411 NE "C" St.

**I. Roll Call**

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

**II. Flag Salute**

Mayor Skyberg led in the Flag Salute

Mayor Skyberg welcomed the newest member to the City Rochelle Roaden our accountant.

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

Mayor Ila Skyberg opened the Public Hearing and read:

*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.*

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*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.*

Mayor Skyberg asked for any comments. Ila also noted that Peter Keller from Keller Associates was in the room and she welcomed him. She again asked if there were any questions. An Audience member spoke that he did not have any questions, as this was his first meeting. Ila went on to explain the project was in the making for a long time. She then stated if there were no further comments and questions, we would close the hearing.

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

The Mayor then moved to the next item on the agenda when is the approval of the Willamina Water Master Plan. Councilor Baller brought up many times the need for fire hydrants in this time and at other meetings. She had concerns regarding areas in the city that have had fires and not enough fire hydrants. Rita spoke to the Fire Department regarding fires in our area. One specific fire was up by her house on fifth. Rita asked the Council to propose a few more water hydrants at this time to be made a part of the master plan. She would like to ask for more fire hydrants end of D and 5<sup>th</sup> street. She said 11 properties would be affected, as there is inadequate fire protection; she noted that even with the rezoning there is still a need. Rita referred to map #3 of water master plan.

Debbie Bernard City Recorder stated that she had called Keller to place additional meters from here earlier request at earlier meetings; Debbi said she had already asked Keller to do that work a decision made from meeting minutes of prior meetings; she said there was not a motion however, Debbie stated she talked the mayor regarding making that decision and the mayor asked that she declare it during this meeting. Debbie handed the meeting discussion to Peter who referred to Figure 5 and Figure 11 and described the areas where additional fire hydrants were added along the corridor where the new pipeline goes. He said that when the pipeline is added along with the booster station the improvements would be reviewed again.

Ila asked for the proper wording so the motion would state the amendment changes. Additional hydrants in area 5 and 11. She asked for a motion.

Councilor Hill moved to motion the approval of the Willamina Water Master Plan Resolution #14.15.005 with amendments for additional fire hydrants for figure 5 and figure 11.

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

**Mayor closed Public Hearing.**

#### **V. Approval of Minutes**

Minutes of Regular Meeting of February 12, 2015 were reviewed and unanimously approved. Heather stated she had a correction. She was not present for that meeting and the minutes state she was present.



Councilor Hill moved to approve the minutes of the Regular Meeting of February 12, 2015 as amended.

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

○  
**VI. Public Input**

Sage and Amanda Baller

Sage passed out a handout. He gave a background on the Saturday Market. He said last year it was held at the West Valley Community Center and was successful but could have been more successful if it was held one block over. He asked Council for permission to hold the Saturday Market on B Street. He said they would be set at 8:00-9:00am to 1:00-2:00pm teardown; road block 8:00am to 2:00pm for safety precautions. He said he would bring their own garbage and recycling containers. He said the Market would run June 27<sup>th</sup> thru October 3, 2015 every Saturday except July 4, 2015 if approved for B street. He stated they would work with Wildwood for electricity. He said he brought a copy of their handbook and application from last year.

Ila asked Sage if he talked to Select Market. Sage responded yes they spoke to them before and they did not object prior requests for approval. However would ask for a current approval

Gary asked Jeff if he had concerns. Jeff responded closing B Street for one-day year is not an issue but closing it every Saturday may have issues. He suggested a better place would be the parking lot where the old library was located. Sage said he was considering that street if B Street does not get approval. Jeff also suggested even First Street would be better than B; another option would be the old city shop property.

Gary suggested that we take this to public works.

Councilor Hill moved that we send the Subject of the Saturday Market to the next Public works meeting for review and approval.

There was no second. Motion died.

**VII. Old Business**

**1. Approval of Keller Associates Amendment to Owner Consultant Agreement.**

Debbie rephrased the attached recommendation to approve the \$3648.00 overage of work cost. She noted the work definitely was done.

Councilor Stritzke moved to approve \$3648.00 overage of work cost incurred over the not to exceed amount \$84,948.00.



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

**2. Approve 8" Meter at \$12,000 – Public Works**

Jeff stated he submitted the 8" meter at 12,300.

Councilor Hill moved to approve 8" Meter at \$12, 300 for Public Works.

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

**3. Approve up to \$1000.00 for electrical work needed for the fish pond pump**

Rita asked is this a new pump. Jeff said it is the same pump that would be used at different locations.

Councilor Hill moved to Approve up to \$1000.00 for electrical work needed for the fishpond.

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

**VIII. New Business**

**1. Polk County Board of Commissioners**

Polk County Sheriff Bob Wolfe

Mayor Skyberg welcomed Polk County Sheriff Bob Wolfe.

Sheriff Bob Wolfe addressed the City Council and a full room of citizens and staff and the loss of Timber Revenue; the Loss the General Fund is 2.4 Million Dollars and caused many layoffs. He said now they are single-family income from taxes only due to the loss of the Timer Revenue. He asked the Council to support a Polk County public safety levy that will strengthen the sheriff's office, district attorney's office and community corrections The 2.3 million dollar Levey will be annually over a five-year period. He said Polk County includes only a small portion of Willamina, however Polk County officials still consider it an important part of their family.

He went on to state "This is critical to the safety of Polk County." The district attorney's office is impacted. We're renting juvenile beds from Yamhill County."

The levy is expected to cost taxpayers 45 cents per \$1,000 of assessed value. The owner of a home with an assessed valuation of \$200,000 would pay an additional \$90 per year. The fixed rate will not escalate during the five-year period.

Grand Ronde Tribal Councilor Toby McClary was present and introduced himself and said the tribe, even though it has its own police department, fully supports the levy.

- In 2008, Polk County had 112 employees in its public safety departments — sheriff's office, district attorney's office and community corrections. There currently are 78.
- The sheriff's office provided 24-hour, daily patrol service a year ago. Patrols have been scaled back to 10-hour, daily shifts.



- Two years ago, Polk County maintained six juvenile detention beds. That number has been reduced to four.
- There are crimes not being prosecuted because of staff reductions in the district attorney's office, according to Wolfe, which is comprised of one DA and three deputy attorneys.
- Courtrooms do not feature dedicated security. Patrol deputies come off the road to monitor courtrooms.
- The Polk County Interagency Narcotics Team is not operational.
- An ability to back up local law enforcement and fire agencies does not exist during off hours.
- Passage of the levy will restore 22 full-time public service employees — 12 positions will be dedicated for patrol, five for the jail and five for the district attorney's office. Additionally, there will be an increase of two juvenile detention beds.

The Mayor asked for a motion to approve support of the Levy.

Councilor Baller moved to approve support by Resolution the Polk County public safety Levy.

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

## **2. Re Appointment of Alan Bramall to City Council**

### **3. Oath of Office for Alan Bramall**

Mayor Skyberg noted that Allan was seated up front in the audience and then thanked him for wanting to serve on Council. The City Recorder read the oath of office. Allan repeated the Oath and took a Council seat.

### **4. Review applications for City Office for Theresa April McKnight, Craig Johnson, and James Brown**

Ila shared with the Council the review of applications received for City Council and asked the Council to approve one of the application for a council seat.

Councilor Hill asked two questions to the applicants.

1. Would they have a problem attending meetings?
2. Would they have a problem serving on committees?

Craig Johnson responded NO to both. Theresa McKnight responded she did not have an issue with either.

Councilor Hill moved to Approve Theresa McKnight to City Council.

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



## 5. Oath of office for New Member to City Councilor

Mayor Skyberg welcomed Theresa. City Recorder gave Theresa McKnight the Oath of Office; Theresa repeated the Oath. Theresa took a seat on the Council. The room clapped.

## 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. In addition, should anyone live within three miles of Willamina and has employment, a financial stake or a business in the city, may be appointed to serve on the city council for a term to be set by the opening of a city council seat.**

Councilor Hill spoke and said in the past we have had problems getting people on the Council and that is the reason he added this topic to the Agenda. Gary said he wants start a dialog to allow individuals within an area of 3 miles of the boundary of Willamina to be able to be appointed should the need arise. If interested a person would have to have interest in the City for example own a business. Gary asked for a motion. Heather said she would second the motion. Ila said that is a big change. Gary noted it is a Charter change. Dennis Ulrich asked if employment includes Hampton as they are outside the City. Gary gave an example that Dr. Brooks would be great on Council but lives outside the city. Ila said it would be a good item for the Next Agenda.

Next Gary brought up the subject of the Copier at the Museum. A copier contract that the City is paying for that cost exceeds the actual use; Gary stated that last month there were 20 copies made. He then brought out what he called a surprise for the Museum a donated new Office Jet Printer. He asked the councilor to allow the donation. In addition, asked the council to cancel the Contract, which would save the City a \$130.00 a month.

Jeff stated it would be a courtesy if there were dialog with the Museum people prior to making any changes. Rita supported Jeff comments.

Gary said he would amend his request to approve dropping the contract after we talk to Mrs. Brown then terminate the contract.

Councilor Hill moved to approve dropping the printer copier contract after we talk to Mrs. Brown and get her approval to replace the printer.

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

Councilor Hill made a motion for the Council to accept the printer as a Donation.

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

## IX. Mavor's Report

1. Asked who will attend City County Dinner April 16, 2015



- i. Rita Baller, Katie Vinson, Theresa McKnight, Ila Skyberg.

Mayor Skyberg shared she attended a meeting on Disaster Awareness in McMinnville and hopes the City of Willamina can start to work on their own awareness.

**1. Economic Development – Enterprise Zone – update**

Ila shared she received a letter and noted there would be a public meeting held by the City of Sheridan which she will attend. She stated Frank Sheridan had done a lot of the work for us on getting the Enterprise Zone going.

The Mayor also stated that there would be a City wide clean April 18, 2015. Rita asked if the City pays for dumpsters. The Mayor responded yes.

**X. Council Liaison Reports**

**1. Chamber Liaison (Mayor Skyberg)**

Ila shared our newest paper is the Bulletin Board.

**2. Library Board Liaison (Councilor )**

Councilor Strizke said she did not attend, as she was sick.

**3. YCOM Board (Councilor Baller)**

Councilor Baller shared at their last meeting the Commissioners did not want to go out for Levy to fund 911. However, they did find money in the General fund that will be used. She said there is more issue that will be discussed next Thursday.

**XI. Council Committee Reports**

**2. Finance Committee**

**a. Minutes of Meeting of March 3, 2015**

Ila asked for a motion to approve the minutes. Gary said he needs a change Mayor Skyberg did not call the meeting to order, as she is not on the committee. Rita had questions regarding the tree out front that came up during the meeting; Jeff responded that tomorrow it is coming down tomorrow. Gary said there is another question s finance committee the finance committee did approve Springbrook asked why. Debbie responded she was crossing the T's and crossing the I's and allowing Rachelle to look at Caselle.

Councilor Hill moved to approve of the Minutes of Meeting on March 3, 2015 with corrections.

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

Councilor Hill moved to approve the Minutes of Meeting on March 3, 2015 with corrections.

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

**b. Check Register –February 2015 (2-1 to 2-28)**

Councilor Hill moved to approve Check register of February 2015 (2-1 to 2-28) *Baller seconded*

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

**2. Public Works Committee – No meeting**

*Councilor*



### 3. **Planning Commission Report (Commissioner Ulrich verbal)**

Dennis reported that Justin and he completed one and 5. He also shared a handout with information for the council to connect to the cloud and view the site that shows the work they have done. He said section 4 is 56 pages so it would be better to view it online (in progress). Rita asked, "So will it show the Now vs. the New. Dennis responded no the City Development Code is online at willaminaoregon.gov website and can be viewed; however, the State Model Code can be located on the Cloud. A person would have to reference them separately.

## **XII. Reports of City Officers**

### **1. City Recorder**

#### **a. Report on Separation of Duties**

Debbie said finance is working on separate of duties and is a requirement by the auditors so one person does not complete an entire function. Example AP, the person that signs the checks does not create the check.

#### **a. Report on Code Enforcement Court Clerk Admin Position approved by the finance committee on March 3, 2015 – update.**

Debbie said she is continuing to work on the Code Enforcement Court Clerk Admin Position.

### **2. Public Works**

#### **a. Monthly Report – verbal**

Jeff reported on the Sidewalk project. He said the temporary construction easement agreements are going out so property owners can sign off. Sidewalk will run the edge of VFW to the direction of the old Fat Cat coffee shop. We will then out for bid. Rita asked when we would go out for the Pioneer project. Jeff reported we would do it at the same time.

### **3. Library**

#### **a. Library Monthly Report (Handout)**

#### **b. Youth Services Librarian Report (Handout)**

### **1. Sheriff's Office**

#### **b. Crime Summary – (Handout)**

Rita asked Sargent Whitlow so how things are going. He reported that deputy Rex is now assigned to Willamina. He also shared he attended a Disaster Relief training in McMinnville. He said they have a portable hospital that was a part of the training. He said there are trailers that roll in and handle patients. Rita asked Todd if the new officer could stop and say hello. Todd reported his schedule is M T. Rita request was for Deputy Rex to stop in during city council. Todd reported his workday ends at 6:00pm. Todd also stated that Yamhill County has a work crew that can help on the April 18, 2015 clean-up day. He said the city of Lafayette has used the work crew and that has worked out for them. Ila asked so they are inmates out of the County. Todd responded yes.

Debbie added that she appreciated Todd support of the change to bring code enforcement in house.

Ila added history that Kent Stuart was Code Enforcement and retired in November and Debbie has been researching along with some council to bring it in house. Rita asked Sargent Whitlow



about moon creek. Todd said he reported everything back to Debbie. He said the family hired a contractor who was out there. He said that planning office in McMinnville would get a certificate of the cleanup when it is complete.

Rita asked that we add Rochelle the accountant to the Agenda.

Jeff asked code enforcement regarding a timeline that expires for a certain person to complete repair of their sidewalk.

Katie reported that she has met with people that have recently moved here that have agricultural interest and they are having an event at the Wildwood a sort of meet and greet and do a seed exchange. The date is March 28<sup>th</sup> at 6:30pm Saturday night.

### **XIII. Adjourn**

Councilor Hill moved to adjourn.

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

Meeting adjourned at 9:05 pm.

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Ila Skyberg, Mayor

Attest:

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Debbie Bernard, City Recorder

### **Next Council Meeting Dates**

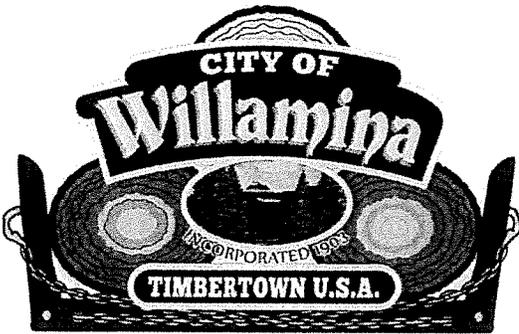
*(tentative)* **Work Session – March 26, 2015 (7:00 pm)**

**Regular Session – April 9, 2015 (7:00 pm)**

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F:/CITY COUNCIL/AGENDAS/2014-2015/2015-3-12..CCAGENDA.REGULAR MEETING





Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight*

**City Staff:**

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

**Present:**  
Mayor Skyberg  
Councilor Baller  
Councilor Hill  
Councilor Vinson  
Councilor Stritzke

**Absent**

**Staff:**  
Debbie Bernard, City Recorder  
Rochelle Roaden, Accountant  
Jeff Brown, Public Works  
Director

**Others Present:**  
Paul Daquilante,  
News Register  
Craig Johnson  
Theresa McKnight

# **WILLAMINA CITY COUNCIL SPECIAL MEETING MINUTES**

**Monday, March 23, 2015  
3:00 PM**

**I. Roll Call**

Mayor Skyberg called the meeting to order at 3:00 pm. Debbie Bernard City Recorder, conducted roll call. A quorum was present.

**II. Flag Salute**

The Pledge of Allegiance was recited.

**III. Public Input**

a. None

**IV. Old Business**

a. Resolution 14.15.007 Declaring City Council Open Positions (2)  
Ila gave the Council a background regarding Roy Whitman. She said that she was under the impression that Roy would take his seat.





Councilor Hill **moved** to approve Resolution 14.15.007 Declaring City Council Open Positons (2).

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

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Discussion began regarding appointing new open seat.

**b. Appointments for City Council**

Heather stated she had concerns regarding Allan Bramall attending meetings. Gary added he missed all of December. Ila shared that last year he had been absent due to his work schedule. Katie stated she did not know when his term ended and his stopped attending. Heather stated his term ended December 31, 2015. Rita added he has always put his best foot forward and on that not she wanted to make a motion.

*Baller*  
Councilor Hill **moved** motion to reappoint Allan Bramall to City Council.

Councilor Vinson **seconded**. Councilors Hill and Stritzke abstained. Councilor Baller and Vinson voting aye. Vote tabled after asking the attorney.

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Heather said she needed to abstain as she did not have enough information. Gary also stated he wants to abstain. Paul from the News Register was asked if he had any input. Debbie noted that it was a tie and Mayor needed to break the tie; others disagreed so the City Recorder stated "we could always table the vote and check with the attorney". Heather said it is ok to just fill the one positon then table the motion for Allan on the open second seat.

Heather posed the question if a work session for the Council could be set up to go over the Charter. Ila responded it would also be nice to have Cog conduct a new councilor training at the same work session.

Next Gary made a motion to appoint Theresa McKnight to city council.

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Councilor Hill **moved** to appoint Theresa McKnight to city Council.

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

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*Conceded*

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V. **New Business**

- a. **Resolution 14.15.006** As Resolution by the City of Willamina City Council to Sponsor Proposed West Valley Enterprise Zone and Submit Application to State of Oregon, Business Oregon Department (see OAR 123-650-2400)

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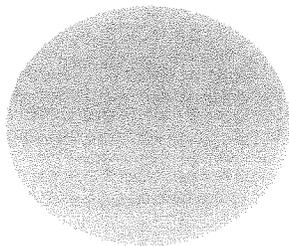
Councilor Hill **moved** to accept Resolution 14.15.006 As Resolution by the city of Willamina City Council to Sponsor Proposed West Valley Enterprise Zone.

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

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Councilor Hill moved to adjourn.

Meeting adjourned at 3:25 pm.



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Ila Skyberg, Mayor

Attest:

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Debbie Bernard, City Recorder

**Next Council Meeting Dates**  
**Regular Session – April 9, 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.*



Willamina City Council

Regarding Cedar Alley

March 13, 2015

We the undersigned, feel that Cedar alley is a necessary evacuation route for Pioneer Heights but is a very narrow trail and an excuse for fun and games at unsafe speeds by some of the locals in cars. It is a very attractive nuisance. we feel everyone would be safer if it were gated at each end, with lock boxes so in an emergency Fire and Police could open the gates. Simple steel bar forrest gates would suffice and people could still walk down the alley as they used to before mud whumpers ruined it as a foot path. Familys used to walk down it as Barber was safer than Pioneer, which has become a speedway out of Pioneer Heights since the speed bump was scraped off. There are no stop signs on the alley so no one stops. It is a blind cornerto the right. Many children come off the hill on skate boards and bicycles not expecting a nut case to emerge from a narrow forrest alley at high speeds. They also come up Barber at high speeds, endangering children who live up there and the DayCare that is on the corner of Barber and Cedar Alley. Barber is very narrow, pretty much one way. If you want to make a positive safe decision for the neighborhood, please gate the alley.

Thankyou

Janet J. Rood	940 SW Pioneer	503-876-3809
<del>William G. Rood</del>	975 SW PIONEER DR	503-876-6744
<del>Mark</del>	1035 SW Pioneer dr	503 949 8232
Terri Delhafer	920 SW Pioneer	503-333-3509
Joseph W. Cleland	885 SW PIONEER	
Nick Decker	920 SW Pioneer	503-729-2999
Tony + Ginger Watkins	991 SW Barber	503-876-6900
Carlos + Bethany Escalera	940 SW Barber	(971)-388-5390
James M. Worell	931 SW BARBER	
Givran R. Luff	985 SW Barber Ave	503-876-8443
Burke Wilson	980 SW Barber	503-876-6151
Barry Wilson	980 SW Barber	503-876-6151
<del>AS</del>	585 <sub>s.w.</sub> Cedar Alley	971 237 0147
Kelley Harber	585 s.w. Cedar Alley	971 237 4899





**Your Community Mediators  
of Yamhill County**

P.O. Box 444, McMinnville, OR 97128

503-435-2835

www.ycmediators.org

*Empowering people to make positive changes in the way they respond to conflict*

February 2015

Willamina City Council  
City of Willamina  
411 NE "C" Street  
Willamina, OR 97396

2015 FUNDING REQUEST

\$2,622

***Greetings from Your Community Mediators !***

As we review our caseload for FY2013-14 and plan for future services, the Board of Directors and staff of Your Community Mediators wish to again thank the City of Willamina for supporting community mediation. We very much appreciate your partnering with us to provide effective options which allow residents to resolve their disputes peacefully at considerable cost savings, and to continue building a "culture of peace" in Willamina.

As you may know, Your Community Mediators is a private, non-profit organization serving residents of Willamina and Yamhill County since 1991. In addition to making conflict resolution education available to youth groups and the public, we provide free and low-cost mediation and facilitation services that help residents of Willamina communicate effectively when facing difficult issues. If left unresolved, these issues can divide a family, a neighborhood and community, damaging relationships and blocking health communication in the future.

The National Crime Prevention Council has recognized mediation as a key crime prevention tool...

***"Providing mediation prevents disputes from escalating. Unresolved conflicts can sever relationships, cause job loss, and lead to property crimes, larger community problems and even serious injury and death. The cost of a community program responding to disputes is significantly less than repeated involvement by law enforcement, and often meets with better results."***

Based on the enclosed FY2013-14 Willamina Case Statistical Summary, we are again requesting a financial contribution which enables these important services to continue. The Case Summary breaks down the types of Willamina cases served in the past fiscal year, the number of residents served, actual mediations performed and our direct operational/staff expenses associated with those cases.

In addition, the Case Summary outlines the number of hours and dollar value of volunteer mediator time, as determined by the U.S. Department of Labor, Bureau of Labor Statistics, associated with each of those case types. By contrast, paying for the same number hours of service from professional paid mediator time (at \$100-\$150 per hour) would cost significantly more than the mediation time alone - which doesn't include hours that would also be billed for case intake, scheduling, office overhead, etc. Without Your Community Mediators and City of Willamina support, many residents needing such services simply could not afford them and would have to do without.

(over)



The Case Summary further reflects the resulting \$750 in Total Case Service Value of our services to Willamina residents in FY2013-4, which represents 1% of Your Community Mediators' budget for that fiscal year. The total value amount was reduced by 8% - the value of donated volunteer mediator time, and again reduced again by major grant funding that provided 40% of our operating income in that fiscal year. The final figure in that box is the Case Value supported by the City's 2014 contribution, with actual Willamina contribution levels for the past three years noted below that.

Under the dotted line in the Summary is our current fiscal year's Budget upon which we are basing our 2015 Funding Request. In the darker box near the bottom right we have again noted the reduction of hard service costs from both current grant and anticipated Yamhill County contribution income (based on the County's contribution last year). Willamina case service projections are also based on the past fiscal year level, although in actuality, each year those levels appear to increase.

Each year Your Community Mediators applies for various local, regional and national grants to support our program, in an increasingly competitive environment. Willamina's contributions in previous years reflected critical community support that was key to helping Your Community Mediators obtain major grant funding, which in turn has led to our ability to reduce our funding requests to you. It is essential that we continue to receive financial support from our city partners to enable us to maintain basic program services for Willamina residents.

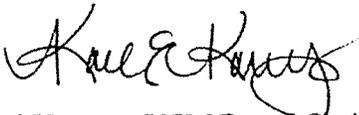
Your Community Mediators makes the best possible use of the taxpayer dollars that the City of Willamina invests in our program, leveraging our small annual budget and the efforts of trained volunteer mediators and a single employee. Our work supports City agencies, including law enforcement, by reducing the time they spend dealing with residents in conflict. Residents find that use of mediation helps stem the drain of personal financial resources had they resorted to engaging legal and other professional services, and exhausting personal resources from ongoing stress.

We'd like to again remind you that Yamhill County Commissioners have stated that Your Community Mediators provides "essential services" for residents, and the City's past support indicates a similar conviction. Although we recognize that City resources are in high demand, we believe that Willamina citizens will be well served by YCM's continuing efforts to provide these vital programs and services.

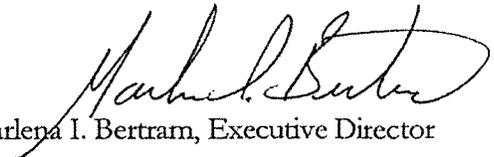
Your Community Mediators strives to be as transparent as possible in how we compute value for our services. Please contact us if you have questions, or to schedule a presentation to your Budget Committee or City Council to discuss how these figures were determined, or any part of our funding request, in more detail.

We look forward to your positive response to our request!

Most sincerely,



Karl Kamper, YCM Board Chair



Marlena I. Bertram, Executive Director





Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight*

**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: April 9, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: APPROVAL OF SATURDAY MARKET from Main to 1<sup>st</sup> on "C" Street**

**Background:**

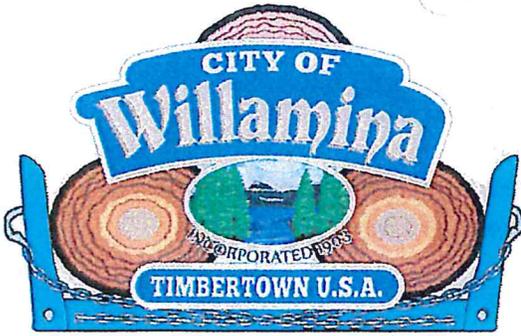
1. At their meeting of March 12, 2015, the City Council received a request from Sage and Amanda Baller under public input to allow the Saturday Market on B Street. Council decided to move the discussion to their Special meeting of March 19, 2015 where it was recommended by motion to approve the Saturday Market from Main to 1<sup>st</sup> on "C" Street and include the parking area formally known as the old library site. In addition the Council requested proof of insurance and a hold harmless agreement.
2. The City has received an insurance certificate naming the City of Willamina as an additional insured in the amount of 2 million (copy attached). A hold harmless agreement has been created and signed by Sage Baller (copy attached)
3. The Saturday Market will run from June 27 thru October 3, 2015 on Saturdays only. A road block will be utilized between the hours of 8:00am to 2:00pm.

**Action: Approve Request.**

Attachment

F/CITY COUNCIL/AGENDA MEMOS/SATURDAY MARKET.04-09-15





Mayor Ila Skyberg

**Council Members:**

Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight

**City Staff:**

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

## Event Permit – hold harmless

April 9, 2015

Date of Application Submitted: April 9, 2015

Event Permit: Saturday Market *from Main to 1st on N<sup>th</sup> C<sup>th</sup> St. and include the parking area formally known as the old Library site.*  
Applicant: Willamina Farmers Market – Sage and Amanda Baller Managers

Applicant Address/ City / Zip Code:

38505 Tindle Creek Rd SW, Willamina, Oregon

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Contact phone number: 503-999-9483 Sage 971-208-0515 Amanda

E-mail address: barefarmes.com

Name of Organization responsible: Sage and Amanda Baller, Willamina Farmers Market

Type of Event: Farmers Market

Event Dates: June 27 thru October 3, 2015 Saturdays Only

Event Times: 8:00am to 2:00pm

### Insurance Requirements

Except for neighborhood block parties, the City requires the Permittee carry Commercial General Liability Insurance in a minimum amount of \$2 million naming the City of Willamina as an additional insured. Claims made in excess of the policy will still be the responsibility of the Permittee. Permittee shall provide a certificate of insurance as proof the required insurance coverage has been obtained.

**Insurance Company: Sentinel Insurance Company, LTD (attached copy)**  
**Policy Number: 72 SBM AP6667 DX 04/09/201 to 04/09/2016**  
**Coverage Limits: Each occurrence \$2,000,000 damage to rented premises \$1,000,000 med exp \$10,000 personal & adv injury \$2,000,000 general aggregate \$4,000,000 products com/op agg \$4,000,000**

This permit is subject to the following conditions for street closures:

1. No alcoholic beverages are permitted on city streets unless an OLCC license has been issued for a community event.
2. No through-street closure applications will be considered for other than a community-wide event.
3. Residences & business located adjacent to the proposed closure must be notified a minimum of 10 days prior to the event.
4. Barricades and cones are available at no cost from the City of Willamina. Availability is on a first come first served basis. Participants are responsible for pickup and return of barricades. Return is required on first business day following the event. Applicant shall be responsible for clean-up and removal of debris created as a result of this event.
5. Signage is the responsibility of the applicant. No Parking signs must be in place a minimum of 24 hrs. in advance of the event. These signs must be read letters on a white background, a minimum of 11x17 size; 4 per block. This is in addition to the barricades for the event.

Indemnity agreement

Permittee shall defend, indemnify and hold harmless the City of Willamina its officers, agents, employees and insurers against any claim, demand, suit or action of whatsoever nature resulting from or arising out of this event.

Signature Steel Sage Baller Date 4/9/15

I hereby certify that:

- I am the authorized representative of the named group
- That the above statements are true to the best of my knowledge; and
- That I will abide by all restrictions, administrative rules and applicable City Ordinances.

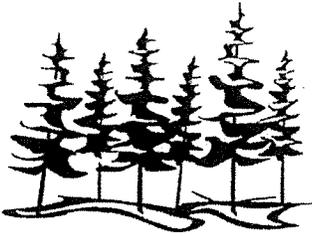
I have read and understand the above statements.

Signature Steel Sage Baller Date 4/9/15

City Recorder, Debbie Bernard  
Debbie Bernard Date 4/9/15







Willamina Coastal Hills  
P.O. Box 411  
Willamina, Oregon 97396  
**Chamber**  
OF COMMERCE

March 25, 2015

Present: Dennis Ulrich, Marianne Thomson, Kevin Clark, Pres Hill, Ila Skyberg, Bob Burr, Dave Adams, Charlyn Pranger, Don Shelton, Sandy Coots, Rolly Heuser, Drew Millegan, JW Millegan and Connie Crawford Lain

The meeting was called to order by Dennis Ulrich at 8:00

**Minutes**

The minutes of the last meeting were read and accepted and Don opposed just on general principle.

**Treasurer's Report**

<b>Opening Balance</b>	<b>\$3,010.90</b>	
Century Link	40.19	Phone
Hartford Insurance	425.00	
Printer	832.97	Placemats
<b>Closing Balance</b>	<b>\$1,712.80</b>	

**Old Business**

**EID Liability**

No progress made

**Steam Engine**

There is quite a bit of interest that Dave' radio show guests have expressed over the possibility of a small steam engine in the area. There are people who are potentially concerned about the placement of the engine impacting wildlife and the beauty of the pond. Dick Paay has expressed interest in locating the engine at the Campus.

**Minimum Wage Letter**

Connie read the letter which was approved and will try to get it out this week to our elected officials.

**Bark Dust Sale**

It is the 24<sup>th</sup> and 25<sup>th</sup> of April. We would like to try to get it on the school sign.



#### **4<sup>th</sup> of July**

They are still trying to get insurance for the car show and the fireworks show.

#### **Farmers Market**

They are looking for overall insurance though each vendor has insurance. The motion was made and carried to add our own Chamber insurance to help protect the event.

*why not county or OSU extension  
collective insurance*

#### **Forestry Tours**

Dave Adams will talk to Hampton after the meeting today about the possibility of the being involved in Forestry Tours in the area which would educate people on the importance of good, sustainable forestry management.

#### **Campus Rummage sale**

Everything is moving ahead and it looks to be a great event

#### **Spring Clean Up**

Saturday April 18<sup>th</sup> from 8-2.

#### **New Business**

##### **Wallace Bridge**

JW is closing his office here at Wallace bridge by October to move to McMinnville.

##### **Budget**

Re-evaluate budget after the bark dust sale

The meeting adjourned at 9:00 am.

*Lain*

Connie Crawford Lain; Board Secretary  
Willamina Coastal Hills Chamber of Commerce

##### **Open Business**

- Highway Signs
- Quality Photos



**Debbie Bernard**

---

**From:** denulr@aim.com  
**Sent:** Wednesday, April 08, 2015 11:06 AM  
**To:** Debbie Bernard  
**Cc:** barefarmers@gmail.com  
**Subject:** [Suspected Spam] Certificate of Insurance for Farmer's Market  
**Attachments:** FARMERS.pdf

Debbie

Attached is the Certificate of Liability for the Farmer's Market. If you have any questions, please let me know.

"The best way to find yourself is to lose yourself in the service of others." Gandhi  
Dennis Ulrich  
503-876-4222



March 18<sup>th</sup>, 2015

Mayor Skyberg and Members of Council,

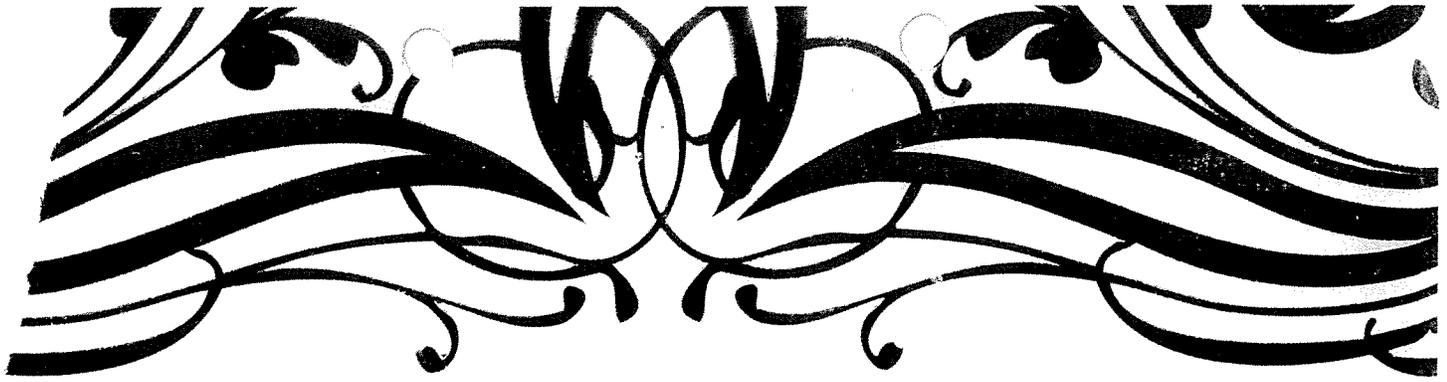
I tender my resignation as of May 9th 2015. It has been my pleasure and privilege to be the Youth Services Librarian for the Willamina Public Library and the City of Willamina for the past 12 years. After careful consideration I have accepted the position of Director of the Port Orford Public Library. I will be happy to assist in training my replacement so that programs run smoothly and patrons continue to receive the services they need. Please feel free to ask for any assistance you may need during the transition.

Sincerely,

A handwritten signature in black ink that reads "Denise Willms". The signature is written in a cursive style with a large, looped initial "D".

Denise Willms  
Youth Services Librarian  
Willamina Public Library  
[denisew@crls.org](mailto:denisew@crls.org)





*The City of Lafayette*  
*Cordially invites you to attend the*

***City/County Dinner - Thursday, April 16, 2015***

*Location: Anne Amie Winery & Vineyards  
6580 NE Mineral Springs Road*

*Time: 6:00 p.m. Social  
6:30 – 8:30 p.m. Dinner & Program*

*Cost: \$25.00 per person  
(Please make checks payable to the City of Lafayette)*

***Dinner Menu presented by Haagenson's Catering:***

*Grilled Tri-tip*

*Barbeque Chicken*

*Salad Greens with Champagne Vinaigrette, Cranberries & Walnuts*

*Farmer's Market Vegetable and Pasta Bake*

*Roasted Red Potatoes*

*Assorted Mini Cheesecakes*

*Water and Coffee will be provided, as well as No Host wine service*

*Please RSVP to Jamie by 12:00 noon, Friday April 10, 2015 at (503) 864-2451 or  
email: [jamier@ci.lafayette.or.us](mailto:jamier@ci.lafayette.or.us)*

*Hope to see you there!*

**Anne Amie Winery      6580 NE Mineral Springs Road, Carlton Oregon**

From the South: Go through McMinnville until you reach Lafayette. Take a left on Mineral Springs Road, right before you come into town. Proceed 1.5 miles until you see the Anne Amie sign on your right.

From the North: Go through Newberg, Dundee and Lafayette. At the west end of town, take a right on Mineral Springs Road. Proceed 1.5 miles until you see the Anne Amie sign on your right.



**FY2013-14 WILLAMINA CASE STATISTICAL SUMMARY ~ YCM COMMUNITY MEDIATION PROGRAM**

CASE TYPE	# of CASES	# Willamina Residents Served	# MEDIATIONS	OPERATIONAL/STAFF EXPENSE distributed to Willamina cases	VOLUNTEER VALUATION (state rate)	
					Volunteer Mediator Hrs @ \$30.04	\$ Volunteer Services Value
Community: Neighbor-to-Neighbor	1	4	-	\$ 290	-	\$ -
Small Claims	2	4	2	\$ 400	2	\$ 60
	3	8	2	\$ 690	2.0	\$ 60

Case Referral Sources	
Small Claims Court	2
Government Agency	1

\$ 750	<b>TOTAL CASE SERVICES VALUE 2013-14</b>
\$ (60)	LESS 8% donated volunteer mediator services
\$ (335)	LESS support from grant income
\$ 355	<b>Case Value Supported by City of Willamina funds</b>

\$500 received from City of Willamina fin 2012  
 \$300 received from City of Willamina in 2013  
 -0- received from City of Willamina in 2014

**Supporting cases for Willamina residents represented  
 1% of YCM's Past Year FY2013-14 Budget of \$72,354**

Your Community Mediators of Yamhill County ~ FY2014-15 Current Year BUDGET Snapshot		
INCOME	EXPENSE	
Grants: OOCDCRC State Grant	13,781 Staffing Expense	59,662
Cities & County Contributions	39,575 Office Support	5,915
Donations, Service Fees, Fundraising	6,250 Travel & Meeting Expense	2,000
Contracts - Small Claims, Manufactured Parks	6,900 Contracted Services - Payroll, CPA	1,300
Volunteer & Family Trainings	4,000 Volunteer & Family Trainings	1,600
<b>Total INCOME: \$70,506</b>	<b>Total EXPENSE: \$ 70,477</b>	

Request for FY2015-16 Program Support	
(based on YCM 2014-15 current year budget figures at left)	
\$ 705	1% of 2014-15 YCM Budget distributed to Willamina
\$ (130)	LESS 15% of anticipated \$13,000 Yamhill County contribution
\$ (138)	LESS 1% reduction from grant income
\$ 437	<b>City of Willamina 2015 Contribution Request</b>

The City of Willamina's contribution for YCM's FY2015-16 program support  
 ensures that ALL Willamina residents have access to our valuable range of services  
 ~ Mediation, group facilitation, education ~ Effective conflict resolution ~



Homeward Bound Pets Adoption Shelter  
P.O. Box 8, 10601 SE Loop Road  
McMinnville, OR 97128  
503-472-0341



Homeward Bound Pets Thrift Shop  
1120 NE Lafayette Avenue  
McMinnville, OR 97128  
503-434-6545

Willamina City Council  
411 NE "C" Street  
Willamina, Oregon 97396

March 31, 2015

Mayor and City Council

Kitty season is upon us and we are striving to continue to stop the reproduction of unwanted cats in Yamhill County. With your continued help and support we have had 3550 cats come through our low cost spay/neuter clinic over the past 4 years. That is about 900 cats per year. I have attached a second page to this request so you can actually see the impact spaying or neutering 3550 cats can make in a 4 years period, it is unbelievable!! Of course we never see half of those babies, as they die during birth because the Mother is starving or malnourished and has no way to feed her babies, if they do make it. The other factors are painful diseases and wild animals that thrive on these helpless babies.

Since our low cost Spay/Neuter clinic started in 2011 our shelter wait list for cats to be brought in to find homes, has decreased substantially year after year. In 2012 and 2013 we consistently had 80 to 100 cats on our waiting list. In 2014 we have been averaging 50 and in March we were down to 29. That is the lowest number of homeless cats waiting to find a home with HBPets in years.

We couldn't have done this without your help. The citizens of Willamina have brought 51 cats through our S/N clinic the past 4 years. That equates to \$2,040 HBPets has spent on the cats from Willamina's citizens. We are asking for your support by allocating \$250.00 in your budget to help this much needed program, continue. None of the S/N funding goes to Homeward Bound Pets Adoption Shelter it is strictly used for the community's stray, abandoned, homeless cats as well as low income cat owners.

I would be happy to attend the appropriate meeting to answer any questions you may have. Please review the calculations on the following page, they are astounding! Thank you for your time and consideration.



900 cats per year go through our clinic for the past 4 years  
On average 300 of them are males **600** of them are females

Cats have 2 litters per year, Spring and Fall

4 to 10 kittens are born per litter. I will use 5 as an average per litter.

*Spring #1 (2011)*

- **600** females x 5 babies = 3,000                      **2,000** are females

*Fall #1*

- **2,000** females x 5 babies = 10,000                      **6,666** are females

*Spring #2 (2012)*

- **6,666** females x 5 babies = 33,330                      **22,220** are females

*Fall #2*

- **22,220** females x 5 babies = 111,100                      **74,066** are females

*Spring #3 (2013)*

- **74,066** females x 5 babies = 370,330                      **246,886** are females

*Fall #3*

- **246,886** females x 5 babies = 1,234,430                      **822,953** are females

*Spring #4 (2014)*

- **822,953** females x 5 babies = 4,114,766                      **2,743,177** are females

*Fall #4*

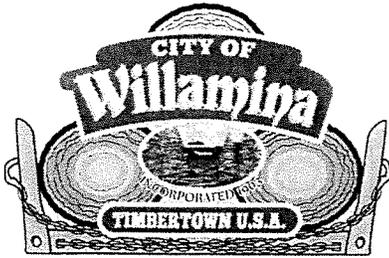
- **2,743,177** females x 5 babies = **13,715,855** YOU have  
helped prevent from being born in 4 years in Yamhill County!

Respectfully,



Dawn Vvette Witt,  
Homeward Bound Pets  
Executive Director  
971-237-1604





Mayor Ila Skyberg

Council Members:

Rita Baller, Council President  
 Gary L. Hill Jr  
 Katie Vinson  
 Heather Stritzke  
 Theresa McKnight

City Staff:

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

**MEMO TO: CITY COUNCIL**  
**DATE: April 9, 2015**  
**FROM: FINANCE COMMITTEE**  
**SUBJECT: POLICE SERVICES CONTRACT FOR FY 2015/2016**

**Background:**

- Attached for Council consideration is the proposed Agreement with the Yamhill County Sheriff's Office for Police Services & Code Enforcement Services for FY 2015/2016.
- The terms and conditions of the agreement are the same as last year's with the exception of the cost of the services. Following is a comparison of this year to FY 2015/16:

**Yamhill County Police Services  
 2014/2015 vs 2015/2016**

**Annual Expense**

	Expenses for 2014/2015	2015/2016	Yearly Increase	% of Increase
<b>Services without Code Enforcement</b>				
Exhibit A 1 FT Deputy 2 FT Deputies working 10 Hr	\$ 175,424.88	\$ 188,314.48	\$ 12,889.60	6.84%
Exhibit B Shifts	\$ 175,424.88	\$ 238,220.94	\$ 62,796.06	26.36%
<b>Services with Code Enforcement</b>				
Exhibit C 1 FT Deputy + .5 FT Code Enforcement	\$ 213,268.44	\$ 227,991.48	\$ 14,723.04	6.46%
Exhibit D 1 FT Deputy + 1 PT Code Enforcement (Inhouse) (PT Code Enforcement based on \$12 per hour for 25 hours a week)	\$ 213,268.44	\$ 203,914.48	\$ (9,353.96)	-4.59%
Comparison of Exhibit C and Exhibit D for 2015/16	Exhibit C	\$ 227,991.48		
	Exhibit D	\$ 203,914.48	\$ (24,077.00)	-10.56%

Staff Recommendation is Exhibit D for FY2015/2016.

**An Equal Opportunity Employer**

411 NE "C" Street, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121  
[www.willaminaoregon.gov](http://www.willaminaoregon.gov)



This represents a 6.84% increase in the police services portion. The costs were apparently increased this year because they are in contract negotiations with the police union.

3. The Finance Committee approved the Code Enforcement Court Clerk position at the February 12, 2015 Finance Committee Meeting. Pending presentation to the Council for approval, the City received an attached police services contract for renewal. Staff had already recommended to bring code enforcement in house when the Sherriff then proposed a new offer of 2 deputies since we potential were bringing code enforcement in-house

**Action Requested:**

The Finance Committee at their April 7, 2015 meeting gave their recommendation that Council approve the Agreement for Police Services for one Deputy FY 2015/16 at an estimated cost of \$188,314.48 and authorize the Mayor to execute the agreement; in addition to approve a part-time Code Enforcement Court Clerk in-house at \$15,600 a year (\$12 hour/25 hours week) totaling the example in Exhibit D.

Attachment

F:\CITY COUNCIL\AGENDA MEMOS\POLICE SERVICES AGREEMENT 2015-04-09



# POLICE SERVICES CONTRACT COST COMPARISON

## Yamhill County Police Services 2014/2015 vs 2015/2016

		<u>Annual Expense</u>			
		Expenses for 2014/2015	2015/2016	Yearly Increase	% of Increase
<b>Services without Code Enforcement</b>					
Exhibit	A	1 FT Deputy	\$ 175,424.88	\$ 188,314.48	\$ 12,889.60 6.84%
Exhibit	B	2 FT Deputies working 10 Hr Shifts	\$ 175,424.88	\$ 238,220.94	\$ 62,796.06 26.36%
<b>Services with Code Enforcement</b>					
Exhibit	C	1 FT Deputy + .5 FT Code Enforcement	\$ 213,268.44	\$ 227,991.48	\$ 14,723.04 6.46%
Exhibit	D	1 FT Deputy + 1 PT Code Enforcement (Inhouse) <small>(PT Code Enforcement based on \$12 per hour for 25 hours a week)</small>	\$ 213,268.44	\$ 203,914.48	\$ (9,353.96) -4.59%
Comparison of Exhibit C and Exhibit D for 2015/16			Exhibit C	\$ 227,991.48	
			Exhibit D	\$ 203,914.48	\$ (24,077.00) -10.56%

**Staff Recommendation is Exhibit D for FY2015/2016.**



**AGREEMENT FOR POLICE SERVICES AND CODE ENFORCEMENT SERVICES  
(City of Willamina 2015-2016)**

THIS AGREEMENT is made effective July 1, 2015 by and between Yamhill County, Oregon, a political subdivision of the state of Oregon ("the County") and the **City of Willamina**, a municipal corporation of the State of Oregon ("the City").

**RECITALS:**

- A. ORS 190.010 and 206.345 allow cities to contract with county sheriffs and governing bodies for the provision of county police services to incorporated cities.
- B. The City desires to continue to contract with the County for the Yamhill County Sheriff's Office to provide police services, and desires to have a number of personnel under this agreement equivalent to fulltime equivalents (FTE). The County is agreeable to providing police services on the terms and conditions set forth in this agreement from July 1, 2015 through June 30, 2016. It is now appropriate to restate the parties agreement for police services. NOW, THEREFORE.

**AGREEMENT**

In exchange for the mutual promises and obligations as set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**Section 1. Scope of Services.** The County agrees to provide police services and code enforcement services within the City as provided in this section.

a. **Police Services.** The County agrees to provide police protection within the corporate limits of the City to the extent and in the manner described in this section. The police services shall encompass duties and enforcement functions of those normally undertaken by the Yamhill County Sheriff's Office under the statutes of the State of Oregon. Such services shall include public safety, criminal law enforcement, issuing of citations based on City ordinances, traffic enforcement, preparation of police reports and or attendance at council meetings, collection of dog license fees, and related services which are within the legal authority of the sheriff to provide.

b. **Code Enforcement Services.** The code enforcement services will encompass duties and enforcement functions of those normally undertaken by the Yamhill County Sheriff's Office under the statutes of the State of Oregon, with primary emphasis on enforcement of provisions of the City code and City ordinances.

**Section 2. Management by the County.** Subject to applicable bargaining agreements and law, the rendition of such service, standards of performance, discipline of officers, personnel issues and other matters incident to the performance of such services shall be subject to the



control of the County. However, if the City is unhappy with any such items, the parties will attempt to resolve the dispute through a joint meeting of a representative of the Sheriff's Office and the City Manager. In addition, management of deputies by the County will be subject to the following:

- a. **County to Provide Monthly Schedule.** Deputies assigned to the City shall maintain schedules on a monthly basis which will set forth the time deputies spend within the City.
- b. **Scheduling of Deputies.** The City shall determine the schedule to extent feasible. The County agrees to exercise its best efforts to accommodate the City's desired schedule for deputies assigned to provide police services under this agreement.
- c. **Areas of Assignment.** The County agrees to exercise its best efforts to accommodate the City's desired target areas for police services and code enforcement services under this agreement. The City will communicate desired target areas to the County's West Valley Supervisor. The Supervisor will use all reasonable efforts to fulfill the City's request.
- d. **Deputies shall do paperwork in the City.** The County and the deputies assigned to the City will use every reasonable effort to perform report-writing and other office based functions of law enforcement in the City to maximize the number of hours which the assigned deputies remain within the City.

**Section 3. The County Furnishes Labor and Materials.** For the purpose of performing these functions, the County shall furnish and supply all labor, supervision, vehicles, equipment, communication facilities and supplies necessary to provide the services described in Section 1.

**Section 4. Personnel Commitments.**

a. FTE equivalents assigned to the City for police services: code enforcement services for City.

1. The County will provide 1.5 patrol deputy FTE equivalent positions certified by DPSS1 to perform the services described in Section 1.

2. In addition, the County will provide the City with a DPSS1 certified police officer to provide code enforcement services at approximately 19 hours per week. The code enforcement services will encompass duties and enforcement functions of those normally undertaken by the Yamhill County Sheriff's Office under the statutes of the State of Oregon, with primary emphasis on enforcement of provisions of the City code and City ordinances.

b. **FTE Equivalent Defined.** As used in this section, an FTE equivalent position constitutes approximately 2,080 hours per year, less time used for the following purposes: leaves authorized by the collective bargaining agreement or state or federal law, court time, training



time related to maintenance or enhancement of proficiency and standards, and any other function directly related to job performance as an employee of the County.

c. **Extra Personnel to the City; Temporary Absence from the City.** When available, the County shall provide, at no cost, extra patrol for the City if emergency backup or coverage is needed. Deputies assigned to the City will not be sent out of the City to surrounding calls unless it is necessary for the deputies to provide backup or make a first response to an emergency. When response to a surrounding call is made, the deputy will return to the City as soon as a rural patrol deputy or other law enforcement official has relieved the deputy.

d. **Authority to Reallocate Time or Share Deputies by Separate Agreement between Authorized Representatives of Cities.** The City and the County recognize the County has separate police services agreements with the City and the City of Sheridan. On occasion, authorized City representatives appointed under subsection (e) may determine County deputies assigned to work under one city's police services agreement should be shared with the other city. For example, the authorized representatives may agree that a patrol deputy on duty within the City should patrol areas or respond to calls within the City of Sheridan, and vice versa. The County agrees to exercise its best efforts when providing services under this agreement to comply with any mutual, written agreement of authorized representatives of the City and the City of Sheridan to temporarily reassign or share patrol deputies: provided, however, both cities shall be required to pay the County the compensation stated in their respective police services agreements without offset or recomputation for time a deputy assigned to one city spends in another.

e. **City Representatives Authorized to Reallocate Time or Request Emergency Patrols.** The City shall designate, in writing, a representative or representatives who are authorized to make the mutual agreements described in subsection (d) or to request special or emergency patrols or response by the Sheriff.

**Section 5. Personnel Employed by the County.** All persons employed in the performance of this agreement shall be Yamhill County employees. The City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services herein for the City. Except as otherwise specified herein, the City shall not be liable for compensation or indemnity to any County employee for any injury or sickness arising out of the employee's employment with the County. The County shall comply with ORS 656.017, which requires the County to provide workers compensation coverage for its subject workers.

**Section 6. The City's Reciprocal Indemnification.** The County, its officers and employees, shall not be deemed to have assumed any liability for acts of the City, or of any officer, employee or agent thereof, and the City hereby covenants and agrees to hold and save the County and all of its officers, agents, and employees harmless from all claims whatsoever that might arise against the County, its officers, agents, or employees, by reason of any act of the City, its officers, agents, and employees.

**Section 7. The County's Reciprocal Indemnification.** The City, its officers and



employees, shall not be deemed to have assumed any liability for acts of the County, or of any officer, employee or agent thereof, and the County hereby covenants and agrees to hold and save the City and all of its officers, agents, and employees harmless from all claims whatsoever that might arise against the City, its officers, agents or employees, by reason of any act of the County, its officers, agents, and employees.

**Section 8. Term and Termination of Agreement.**

a. **Term.** Unless terminated in accordance with subsection (b), the term of this agreement is from July 1, 2015 through June 30, 2016.

b. **Termination.** Either party may terminate this agreement on 30 days written notice to the other party. Termination shall not excuse liabilities incurred prior to the termination date.

**Section 9. Compensation by City.** City will pay to County for performance of the duties identified in Section 1 as specified in Section 4(a) the sum of **\$227,991.10** for the period July 1, 2015 to June 30, 2016 at a monthly rate of **\$18,999.25** due by the 15<sup>th</sup> day of the month in which services were provided. County shall exercise its best efforts to notify City in writing of any proposed rate adjustment for the subsequent fiscal year no later than April 30.

**Section 10. Transfer of ordinance enforcement authority.** Upon execution of this agreement and during its effective term, the police authority of the City for enforcing City ordinances is transferred to the Yamhill County Sheriff's Office. For the limited purpose of compliance with applicable City charters, the City upon execution of this agreement hereby designates the Yamhill County Sheriff as the Chief of Police of said City.

DONE the dates set forth adjacent to the signatures below.

CITY OF WILLAMINA, OREGON

YAMHILL COUNTY, OREGON

HEAVYBERG, Mayor

HIMSVENSON, Sheriff

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

ALLEN SPRINGER, Chair, Board of Commissioners

Date: \_\_\_\_\_

ATTEST:

DEBRA BERNARD, Willamina City Recorder

Date: \_\_\_\_\_

APPROVED AS TO FORM:

CHRISTIAN BOENISCH

County Counsel

Date: \_\_\_\_\_





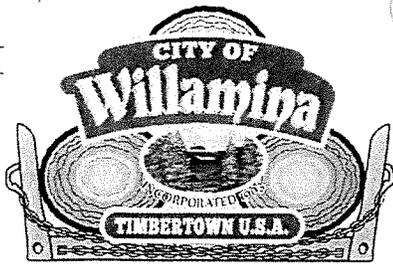












Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Allan Bramall  
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*

**MEMO TO: CITY COUNCIL**  
**DATE: April 9, 2015**  
**FROM: Debbie Bernard, City Recorder**  
**SUBJECT: APPROVAL OF BUDGETED PUBLIC WORKS EQUIPMENT PURCHASES**

**Action Requested**

That City Council approves these purchases:

	2014/2015	2015/2016
1	\$7,284.62	
2	\$2,000.00	\$ 2,000.00
3	\$2,414.00	
4	\$1,565.80	
	<u>\$13,264.42</u>	<u>\$ 2,000.00</u>

At the March 24, 2015 public works committee meeting, the public works director requested the following equipment to be purchased and committee is recommending the Council approve:

1. The request of the Council is to approve the difference in cost of the already Council approval of the Sensus OMNI F2 Water Meter increased budget of **\$7284.62**. Originally approved by the Council at \$12,300.
  - a. (New Total Cost - \$19,584.62)
2. Request of Council is to approve the summer worker for two budgeted year; 2014/2015 and 2015/2016.
  - a. The public works committee recommends and the accountant confirms there were funds for the summer youth program in 2014/2015 budget. The current budget year would cover June 2015 (\$2000 2014/2015 budget) and the new budget year would cover July and August 2015.
3. PO for 2<sup>nd</sup> flow meter
  - a. Flow Meter (Badger Meter) **\$2,414.00**

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411 NE "C" Street, Willamina, Oregon 97396-2783 - Telephone: (503) 876-2242 / Fax: (503) 876-1121  
[www.willaminaoregon.gov](http://www.willaminaoregon.gov)



Memo  
Public Works Purchases  
April 9, 2015

Jeff shared with the Committee that the city budgeted for 2 flow meters. He said he had to use one for the water. This particular meter is to measure water flow and the 6<sup>th</sup> street pump house.

4. Purchase Order request for Cascade Columbia
  - a. Sodium Hypochlorite and PASS C from Cascade Columbia **\$1565.80**

The committee recommends the public works purchase of sodium hypochlorite on a monthly basis be approved. In addition, the committee is requesting a approval for a blanket purchase order so they do not have to go thru the monthly PO request. The City Recorder is working on a resolution for a Blanket Purchase order and recommends to council to approve the PO for \$1565.80 and wait for the blanket purchase order to follow for approval.

## Attachments

F/CITY COUNCIL/AGENDA MEMOS/PUBLICWORKSEQUIPMENT.04.09.15



**CITY OF WILLAMINA**  
Timbertown USA



**PURCHASE ORDER**

411 NE C Street (PO Box 629)  
Willamina OR 97396  
Phone (503)876-2242 Fax (503)876-1121

The following number must appear on all related correspondence, shipping papers, and invoices:

**P.O. NUMBER: W-03242015**

**TO: FERGUSON WATERWORKS**  
34403 Hwy 99E  
Tangent, OR 97389

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
03/24/15	Jeff Brown			

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1		OMNI F2 8" WATER METER	14,584.62	14,584.62

THIS WAS OK BY PUBLIC WORKS COMIDE ON 03/24/15

SUBTOTAL	14,584.62
SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	

- Please send two copies of your invoice.
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:  
City of Willamina  
PO Box 629  
Willamina OR 97396  
**Phone (503)876-2242 Fax (503)876-1121**

*[Signature]*  
Authorized by

*[Signature]*  
Date



Replacement of Water Meter for Hampton Lumber  
as of 03/23/15

<u>Equipment and Installation</u>	<u>Ferguson Water Works</u>	<u>HD Supply</u>	<u>Consolidated Supply</u>
Sensus OMNI F2 Water Meter	\$ 14,584.62		Bid Not Received
Neptune 8" HP Protectus III		\$ 12,150.00	
Installation Costs			
Sumco Verbal Estimate	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Miscellaneous Parts	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Contingency	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
<b>Total Estimated Cost</b>	<b>\$ 19,584.62</b>	<b>\$ 17,150.00</b>	

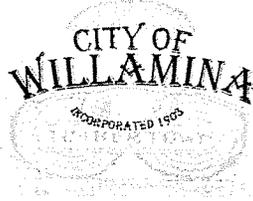
\*\* The Neptune 8" may or may not work with our reading system.  
The Supplier did not know for certain.



**CITY OF WILLAMINA**

Timbertown USA

411 NE C Street (PO Box 629)  
Willamina OR 97396  
Phone (503)876-2242 Fax (503)876-1121



**PURCHASE ORDER**

The following number must appear on all related correspondence, shipping papers, and invoices:

**P.O. NUMBER: WTP-03232015**

**TO: BADGER METER**

8635 Washington Avenue  
Racine, WI 53406

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
03/23/15	Justin Riggs			

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	DTFXB-ZN-AKNN-FA	DTFX Ultra Transit Time Ultrasonic Flow Transmitter, AC Power w/ keypad, Remote Mount,	1,729.00	1,729.00
1	DTTN-050-N000-N	DTT Large Pipe Transit Time Ultrasonic Transducer Sets, Standard Pipe, 20' Cable	685.00	685.00

SUBTOTAL	2,414.00
SALES TAX	
SHIPPING & HANDLING	
OTHER	
<b>TOTAL</b>	

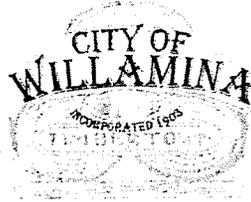
- 1 Please send two copies of your invoice.
- 2 Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- 3 Please notify us immediately if you are unable to ship as specified.
- 4 Send all correspondence to:  
City of Willamina  
PO Box 629  
Willamina OR 97396  
**Phone (503)876-2242 Fax (503)876-1121**

*Handwritten signature and date: Justin Riggs 3/23/15*



**CITY OF WILLAMINA**  
Timbertown USA

411 NE C Street (PO Box 629)  
Willamina OR 97396  
Phone (503)876-2242 Fax (503)876-1121



**PURCHASE ORDER**

The following number must appear on all related correspondence, shipping papers, and invoices:

**P.O. NUMBER:** *WTP-0303 2015 - A*

TO: *Cascade Columbia*  
*1503 625 5293*

**SHIP TO:**  
WILLAMINA CITY HALL  
411 NE C ST (PO BOX 629)  
WILLAMINA OR 97396  
(503)876-2242

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
<i>3/23/15</i>	<i>Justin</i>			

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
<i>4</i>		<i>PASS C</i>	<i>327.70</i>	<i>1310.80</i>
<i>2</i>		<i>Sodium Hypochlorite</i>	<i>127.50</i>	<i>255.00</i>

*OK'd by Rital  
Baker 3/24/15  
Emergency  
Situation*

SUBTOTAL	<i>1565.80</i>
SALES TAX	
SHIPPING & HANDLING	
OTHER	
TOTAL	<i>1565.80</i>

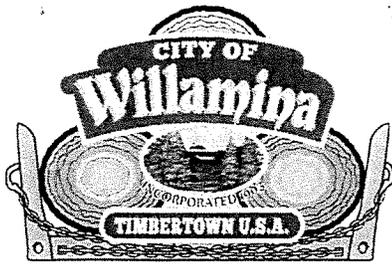
- Please send two copies of your invoice.
- Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Please notify us immediately if you are unable to ship as specified.
- Send all correspondence to:  
City of Willamina  
PO Box 629  
Willamina OR 97396  
Phone (503)876-2242 Fax (503)876-1121

*Rita Baker*  
*3/24/15*

Authorized by

Date





Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

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

**MEMO TO: City Council**

**DATE: April 9, 2015**

**FROM: Debbie Bernard, City Recorder**

**SUBJECT: Software for Finance**

**Background:**

At the March 3, 2013 Finance Committee meeting the purchase of Springbrook Software was approved and ready with a recommendation to Council. I did not bring it to Council pending the review of onsite demo for the new Accountant on the Caselle Software product. Our accountant along with the consulting CPA support Caselle fitting their accounting needs. I believe all three companies would support the City needs for new software and would provide good support. At this time, I am providing an attachment to show the costs are similar; the difference is the cloud vs. the server (Caselle will run on in-house server). The purchase of the software is coming out of the general fund with appropriate spread across funds. The only cost in this budget year would be the down payment which is 50% of the total proposal \$30,435.00.

**Action:**

I request that Council approve the purchase of Caselle Software at \$60,870.00. Approve the down payment in this budget year. In addition, approve server upgrade which will be a part of (FY15-16 Budget as Capital outlay) and approve the future cost for a server upgrade in the (FY15-16 Budget) \$13,614.45.

The Accountant and CPA support the recommendation.

---

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City of Willamina  
Accounting Software Comparison

	Springbrook (Cloud)		Caselle (Server)	
Total Contract Cost:	\$	<b>59,947.40</b>	\$	<b>60,870.00</b>
<b>Modules:</b>				
General Ledger	x	\$ 8,160.00	x	\$ 7,840.00
Budgeting	x		x	Included
Bank Reconciliation	x		x	\$ 500.00
GL Excel Add In			x	\$ 1,000.00
Accounts Payable	x	\$ 831.60	x	\$ 6,575.00
Utility Management	x	\$ 6,400.00	x	\$ 10,850.00
Service Orders	x	\$ 1,996.80	x	\$ 3,575.00
Electronic Reading Interface	x		x	\$ 2,950.00
Backflow Mgmt			x	\$ 6,800.00
Community Development (Planning & Permits)	x	\$ 3,400.00		
Includes one: License Permits, Building Permits, or Code and Contact Management	x	\$ 1,455.30		
Cash Receipting	x		x	\$ 5,375.00
Online/Electronic Payments (Xpress Bill Pay)			x	\$ 5,000.00
Business License			x	\$ 4,475.00
Court Management			x	\$ 10,250.00
3 User Licenses	x	\$ 10,393.70	x	
2 Casual User License (Max 2 hrs a week)	x	\$ 360.00		
Additional License			x	\$ 2,000.00
Discount				\$ (4,820.00)
Springbrook Univerity Online		\$ 750.00		
Business Process Study: Finance & Utility Billing		\$ 2,000.00		
Conversion Services		\$ 24,200.00		
<b>Total Cost</b>		<b><u>\$ 59,947.40</u></b>		<b><u>\$ 62,370.00</u></b>
 Training Costs are included in above cost for both Vendors				
Springbrook does not itemize training costs				\$ (1,500.00)
Caselle itemizes it at \$8500				
Offering \$1500 credit for training in Utah to offsent our travel costs.		<b><u>\$ 59,947.40</u></b>		<b><u>\$ 60,870.00</u></b>

**Other Costs (FY15-16 Budget )**

**Server Upgrade (Current Network has 4 servers. 3 are 8-10+ years old and is 2 years old.**

Primisys Quote 1 (Gen 8 Server)	\$ 8,294.00	\$ 8,294.00
Primisys Quote 2 (Gen 9 Server - Much Faster)	\$ 13,614.45	\$ 13,614.45





March 30, 2015

Mayor Ila Skyberg  
Members of the Willamina City Council  
411 NE C Street  
Willamina, OR 97396  
[ilaskyberg@gmail.com](mailto:ilaskyberg@gmail.com)

Dear Mayor Skyberg and Members of the Willamina City Council:

In the spirit of community partnership, Waste Management has approved the Green4Growth<sup>SM</sup> economic development grant application submitted by the City of Willamina. Congratulations!

The City's application meets the grant criteria and will be funded in full. The City of Willamina will receive \$15,000 to use toward a new facade for the Willamina City Library, planning for the addition of a community kitchen for entrepreneurial purposes at West Valley Community Campus and roof repairs for the future site of a cooperative business venture. *Old Dept. Store*

The purpose of the Waste Management Green4Growth<sup>SM</sup> grant program is to strengthen or stimulate economic development through business, industry, education, recreation, culture, the arts, stewardship or innovation. A total of \$150,000 will be awarded across Yamhill County. This special program is funded by Waste Management and inspired by Yamhill County's commitment to economic development (GROW Yamhill County).

*at the City/Co. Dinner - Here June 18*  
Grants will be awarded in May, June or July at the City Council meeting or community event of your choice. To arrange for your check presentation, please contact Karen Christiansen at [kchrist1@wm.com](mailto:kchrist1@wm.com) or 971.261.4011 by May 1. **We also ask that you share with us a few photos and a brief status report by October 1.**

From all of us at Waste Management, congratulations on your grant award. Thank you for your leadership for a vibrant and healthy Yamhill County. We look forward to celebrating with you soon.

Paul Burns  
Director of Operations  
Waste Management

Jackie Lang  
Senior Communications Manager  
Waste Management

cc: Jayne Mercer, GROW Yamhill County

INVEST.GROW.THRIVE



April 1st, 2015

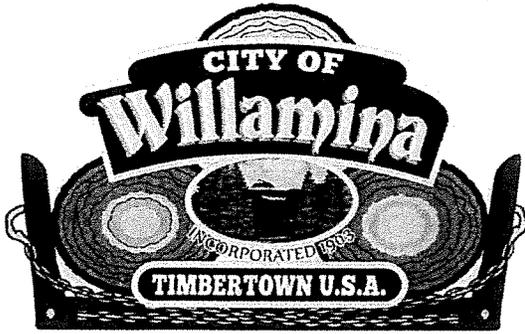
<b>Economic Development Small Grant Program Preliminary Grant Awards 2015</b>
---

<b>Applicant Name</b>	<b>Award Amount</b>
All Terrain Events	-
Angel Food Candy	\$7,650
Carlton Business Association	-
Chehalem Youth & Family Services Thrift Store	\$1,700
City of Amity	\$2,125
City of Dundee	\$6,375
City of Lafayette	\$4,250
City of Sheridan	\$2,125
City of Willamina	\$1,700
City of Yamhill	\$4,250
Climax Portable Machine Tool Internship*	\$6,375
Coastal Hills Chamber	-
Dayton Community Development	\$2,125
Dayton Mercantile	\$2,550
Granary District	\$3,400
Greater Sheridan Chamber of Commerce	\$1,700
KLYC	\$6,800
LINCS	\$3,400
McMinnville Downtown Association	\$3,400
McMinnville Economic Development Partnership	\$7,650
Meadieval Meads Mobile Labeling Service	-
Merit	-
Monks Gate	-
Newberg Downtown Coalition	\$6,375
Oregon Crusaders	-
Provoking Hope	\$3,400
Sea Reach Internship**	\$2,550
Sheridan High School	\$5,950
Sheridan Museum of History	\$1,700
West Valley Community Campus	\$3,400
West Valley Kiwanis - Deer Fence	-
West Valley Kiwanis - Tool Shed	-
Willamina Coastal Chamber	\$2,550
Yamhill County Cultural Coalition	-
Yamhill-Carlton High School Manufacturing	\$8,500
<b>Total Funding Awarded</b>	<b>\$102,000</b>

\*1,275 per Internship up to 5 interns

\*\*1,275 per intern for up to two interns





Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Theresa McKnight*

**City Staff:**

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

Public Works Meeting  
March 24, 2015 at 3:00pm  
Location:  
City Hall  
411 NE "C" Street  
Willamina, OR 97396

Public Works Director Jeff Brown Called meeting to order at 3:00pm

City Recorder Debbie Bernard called roll call.

**Members Present:**

Public Works Director Jeff Brown  
City Council President Rita Baller  
Councilor Heather Stritzke  
Committee Member Craig Johnson

**Staff present:**

City Recorder Debbie Bernard  
Accountant Rochelle Roaden

**Committee Members absent:**

Gary Hill

**Old Business**

**Approved at 3/24/15 Public Works Meeting**

Sensus OMNI F2 Water Meter increased budget of \$7284.62. Originally approved by the Council at \$12,300. (New Total Cost - \$19,584.62)

(This item is custom made. Vendor (Ferguson Water Works) has one available for purchase. Committee approved procurement of the available water meter. (Waiting until Council approval on 4/9/15 may be too late and cause us to lose the available water meter pushing the installation out 6-8 weeks further.)

Jeff asked the committee several times to decide to give him approval to order the Sensus OMNI F2 water meter (8" inch at Hampton Mill). The reason he asked for the direction from the committee is "time limitation". He said if we wait until the next council meeting the meter may



be unavailable. Even ordering the meter now would take up to 6 weeks delivery. Debbie added that we do need the meter prior to implementing the new water rates for July. Rita stated that she feels confident in supporting Jeff to make the order because of the knowledge she gained from the past several finance and City Council meetings. The Council did approve the purchase. Debbie pointed out we would only go back to the Council for approval of the difference in cost of the 8" inch meter from \$12,300 to the actual \$19,584.62. Heather stated she is not comfortable advising Jeff to order the meter, however, if it is reasonable and common practice to make the type of decision prior to council approval she could understand. Rita gave her approval. Rochelle stated to the committee after checking the budget line item; this was a capital purchase and Public works was good to order meter.

### New Business

a. Repair or replace 1993 Ford Ranger PU

Jeff brought to the table the need to repair or replace the <sup>1993 ✓</sup> Ford Ranger. He stated that the truck has a leaky gasket. Debbie clarified "is it the Truck Justin drives" he said yes? Jeff estimated it would cost \$3000.00 to repair. He said a gentlemen who did a pressure test gave that bid. Jeff also said he went on Kelly Blue Book and noted a value of \$1455.00. The sales value is \$2000.00. Jeff posed the questions to the committee; do we want to junk it or put money into it. Do we replace the vehicle?

Heather asked if we could wait until the new Budget. Jeff said yes and he would need to fix the one ton truck which has a broken shock; the cost is \$350.00. He said Public works is not without enough vehicles.

Rita asked Jeff to bring back options for replacement of the vehicle.

Heather wanted to know how many miles are put on the vehicle per year. Jeff said he did know at the time.

b. Summer Worker

Jeff asked if we are going to continue the summer youth program. He gave us background that the summer worker is paid out two budget years. The current budget year would cover June 2015 and the new budget year would cover July and August 2015. He asked because he was not sure if the budget line item was still there to cover the expense. Rochelle shared with the committee there is \$2000.00 in the 2014/2015 line item for the Summer Worker therefore there is money for that expense.

Craig Johnson asked what the summer months are. Jeff responded June, July and August.

Rita added that she needed to interrupt and let the committee know she may have to leave early however; she had a list of items she wanted to share. She asked how the gravel project is going for Cedar Alley. Jeff responded the gravel is being delivered on Thursday. She also asked about a pot hole at B street. Jeff responded that was fixed.

c. PO for 2<sup>nd</sup> flow meter

**Approved at 3/24/15 Public's Work Meeting for presentation to Council:**

Heather  
asked Jeff  
to bring



Flow Meter (Badger Meter) **\$2,414.00**

Control Microsystems Expansion for 6<sup>th</sup> Street Pump Station **\$525.00**

Jeff shared with the Committee that the city budgeted for 2 flow meters. He said he had to use one for the water. This particular meter is to measure water flow and the 6<sup>th</sup> street pump house.

**d. P O for Cascade Columbia**

**Approved at 3/24/15 Public's Work Meeting as Emergency purchase:**

Sodium Hypochlorite and PASS C from Cascade Columbia **\$1565.80**

Jeff presented a PO for \$1565.80. Rochelle noted the PO needed Council approval. Jeff said he was sure the Justen had already completed the purchase. Jeff noted the purchase of chemicals is something Justin has do very often and asked if there was a method they could use and not do the PO each month.

Rochelle responded yes. The City could do Blanket purchase orders which is request for purchase for a specific vendor as explained below:

(Blanket purchase order request for Cascade Columbia for water chemicals. Blanket Purchase Order is applicable for recurring individual expenditures that are over \$1000. The Blanket PO total would be calculated based on the yearly expenditures. Accountant will maintain expenditures schedule and report to the Council the expenditures and remaining balance of the Blanket PO on a monthly basis. )

Meeting Adjourned at 4:10pm

Jeff did continue with a few miscellaneous items of information that he wanted to share.

1. The back stop at oaken hills park blew down. He said he hauled it away.
2. In April on every Tuesday PW will be doing ~~meter~~ testing
3. In April May Jeff will be Hydrant testing. *Valve*
4. Jeff said \$3,000 dollars already approved by the council for rock will go towards RE-Rock. Dan Kaufman is going to bring is grader and re-grade on Washington, Ivey and Ash. Jeff also stated he will have to purchase a little rock.
5. Jeff did talk about the slag and is going on Cedar alley and the complaint he received from pg. 3Ginger Watkins. He said the placement of Gingers house should not be in harm's way of the slag or gravel being laid. She had a concern that rocks could fly and hit a child as she does daycare.
6. Rita stated the we asked for a slow speed sign for Cedar Alley and that should help.



BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6250	\$33.30	03/02/15	0	0	BRETTAUER OIL CO.	OUTSTANDING
3	6251	\$213.06	03/02/15	0	0	STAPLES CREDIT PLAN	OUTSTANDING
3	6252	\$588.00	03/02/15	0	0	UNITED STATES POSTAL SERVICE	OUTSTANDING
3	6253	\$50.00	03/03/15	0	0	COPY CATS	OUTSTANDING
3	6254	\$19.98	03/03/15	9	0	COUNTRY WOMAN	OUTSTANDING
3	6255	\$600.05	03/03/15	0	0	FURROW PUMP	OUTSTANDING
3	6256	\$485.25	03/03/15	0	0	HARRIS COMPUTER SYSTEMS	OUTSTANDING
3	6257	\$320.00	03/03/15	0	0	HONEY BUCKER	OUTSTANDING
3	6258	\$115.00	03/03/15	0	0	OREGON ASSOCIATION OF WATER UTILITIES	OUTSTANDING
3	6259	\$600.00	03/03/15	0	0	OREVAC WEST INC	OUTSTANDING
3	6260	\$23.96	03/03/15	33	0	REAL SIMPLE	OUTSTANDING
3	6261	\$175.51	03/03/15	0	0	SPRINT	OUTSTANDING
3	6262	\$101.00	03/03/15	0	0	SUMMIT SUPPLY CORPORATION OF COLORADO	OUTSTANDING
3	6263	\$36.00	03/03/15	16	0	VICTORIA	OUTSTANDING
3	6264	\$1020.00	03/03/15	0	0	WATERLAB CORP.	OUTSTANDING
3	6265	\$754.78	03/03/15	0	0	XEROX CORPORATION	OUTSTANDING
3	6266	\$59.85	03/11/15	0	0	A&E SECURITY & ELECTRONIC SOLUTIONS	OUTSTANDING
3	6267	\$48.84	03/11/15	0	0	AMAZON	OUTSTANDING
3	6268	\$300.00	03/11/15	0	0	AMBER DEIBEL	OUTSTANDING
3	6269	\$63.61	03/11/15	115	0	AMERICAN WEST REAL ESTATE INC	OUTSTANDING
3	6270	\$92.38	03/11/15	0	0	ANGELA TAYLOR	OUTSTANDING
3	6271	\$326.30	03/11/15	0	0	ARAMARK UNIFORM SERVICES	OUTSTANDING
3	6272	\$155.74	03/11/15	0	0	BRETTAUER OIL CO.	OUTSTANDING
3	6273	\$50.00	03/11/15	0	0	BROWN'S AUTOMOTIVE CAR CARE CENTER	OUTSTANDING
3	6274	\$25.49	03/11/15	0	0	CASCADE COLUMBIA CITY	OUTSTANDING
3	6275	\$1834.80	03/11/15	0	0	CITY OF YAMHILL	OUTSTANDING
3	6276	\$300.00	03/11/15	0	0	DEBRA J BERNARD	OUTSTANDING
3	6277	\$1200.00	03/11/15	0	0	FBI PORTLAND WATERWORKS #3011	OUTSTANDING
3	6278	\$1537.28	03/11/15	0	0	JEFF BROWN	OUTSTANDING
3	6279	\$400.00	03/11/15	0	0	JIM MCNEELEY REAL ESTATE & PROPERTY	OUTSTANDING
3	6280	\$57.21	03/11/15	0	0	JUSTIN RIGGS	OUTSTANDING
3	6281	\$950.00	03/11/15	0	0	KASSANDRA TACKETT	OUTSTANDING
3	6282	\$18.85	03/11/15	0	0	KATHY TAYLOR CONSULTING	OUTSTANDING
3	6283	\$1969.00	03/11/15	0	0	KEVIN MEADE	OUTSTANDING
3	6284	\$73.20	03/11/15	0	0	LONNIE AND JOANN HORNE	OUTSTANDING
3	6285	\$61.72	03/11/15	4	0	MOTHER EARTH NEWS	OUTSTANDING
3	6286	\$17.00	03/11/15	0	0	NW NATURAL	OUTSTANDING
3	6287	\$322.30	03/11/15	0	0	OREGON WATER RESOURCES DEPARTMENT	OUTSTANDING
3	6288	\$85.00	03/11/15	0	0	PETROLEUM ENERGY PRODUCTS	OUTSTANDING
3	6289	\$7.50	03/11/15	0	0	POSEYLAND FLORIST	OUTSTANDING
3	6290	\$55.00	03/11/15	0	0	RECOLOGY WESTERN OREGON	OUTSTANDING
3	6291	\$245.00	03/11/15	0	0	RICHARD HAYNES	OUTSTANDING
3	6292	\$221.17	03/11/15	0	0	RICHARD MOWER	OUTSTANDING
3	6293	\$400.00	03/11/15	0	0	ROBIN WARD	OUTSTANDING
3	6294	\$1000.00	03/11/15	0	0	ROCHELLE ROADEN	OUTSTANDING
3	6295	\$153.11	03/11/15	0	0	SHELDON OIL COMPANY	OUTSTANDING
3	6296	\$1200.00	03/11/15	0	0	STUCK ELECTRIC CO	OUTSTANDING
3	6297	\$334.56	03/11/15	0	0		
3	6298	\$118.20	03/11/15	0	0		



CITY OF WILLAMINA  
CHECK REGISTER  
DATE RANGE: 03/01/15 - 03/31/15

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6299	\$1895.00	03/11/15		0	WATERLAB CORP.	OUTSTANDING
3	6300	\$98.77	03/11/15		240	WEST ONE HOMES	OUTSTANDING
3	6301	\$400.00	03/13/15		0	RICK HUDDLE	OUTSTANDING
3	6302	\$220.00	03/13/15		0	UNITED STATES POSTAL SERVICE	OUTSTANDING
3	6327	\$144.68	03/20/15		0	AMAZON	OUTSTANDING
3	6328	\$87.14	03/20/15		0	ARAMARK UNIFORM SERVICES	OUTSTANDING
3	6329	\$487.54	03/20/15		0	BAKER & TAYLOR	OUTSTANDING
3	6330	\$536.50	03/20/15		0	BEERY, ELSNER & HAMMOND LLP	OUTSTANDING
3	6331	\$54.25	03/20/15		0	BRETTAUER OIL CO.	OUTSTANDING
3	6332	\$150.00	03/20/15		0	BROWN'S AUTOMOTIVE CAR CARE CENTER	OUTSTANDING
3	6333	\$106.80	03/20/15		0	CARQUEST	OUTSTANDING
3	6334	\$425.68	03/20/15		0	CENTURYLINK	OUTSTANDING
3	6335	\$135.38	03/20/15		0	CHEMERETA COMMUNITY COLLEGE	OUTSTANDING
3	6336	\$1289.76	03/20/15		0	CIS TRUST	OUTSTANDING
3	6337	\$117.69	03/20/15		0	DAVISON AUTO PARTS, INC.	OUTSTANDING
3	6338	\$40.00	03/20/15		0	DENISE WILLMS	OUTSTANDING
3	6339	\$346.29	03/20/15		0	DK QUARRIES INC	OUTSTANDING
3	6340	\$2882.35	03/20/15		0	Economic and Financial Analysis	OUTSTANDING
3	6341	\$586.05	03/20/15		0	FBI PORTLAND WATERWORKS #3011	OUTSTANDING
3	6342	\$20.82	03/20/15		0	GOODMAN'S TRUE VALUE	OUTSTANDING
3	6343	\$165.59	03/20/15		1	MELISSA HANSEN	OUTSTANDING
3	6344	\$14.00	03/20/15		0	OREGON ASSOC OF MUNICIPAL RECORDERS	OUTSTANDING
3	6345	\$62.00	03/20/15		0	OREGON EMPLOYMENT DEPARTMENT	OUTSTANDING
3	6346	\$22.37	03/20/15		0	PETROLEUM ENERGY PRODUCTS	OUTSTANDING
3	6347	\$856.44	03/20/15		0	PORTLAND GENERAL ELECTRIC	OUTSTANDING
3	6348	\$10704.69	03/20/15		0	SHERIDAN DAYS COMMITTEE	OUTSTANDING
3	6349	\$250.00	03/20/15		0	SKYBERG'S	OUTSTANDING
3	6350	\$336.29	03/20/15		0	STAPLES CREDIT PLAN	OUTSTANDING
3	6351	\$264.90	03/20/15		0	TELECHECK SERVICES, INC.	OUTSTANDING
3	6352	\$96.35	03/20/15		0	TOM NICKERSON	OUTSTANDING
3	6353	\$185.00	03/20/15		0	TRETFIC ARBOR CARE INC	OUTSTANDING
3	6354	\$1200.00	03/20/15		17	VANITY FAIR	OUTSTANDING
3	6355	\$29.95	03/20/15		0	WHITNEY EQUIPMENT COMPANY INC	OUTSTANDING
3	6356	\$102.68	03/20/15		0	West Valley Community Campus	OUTSTANDING
3	6357	\$200.00	03/20/15		0	XEROX CORPORATION	OUTSTANDING
3	6358	\$787.48	03/20/15		0	YAMHILL COMMUNICATIONS AGENCY	OUTSTANDING
3	6359	\$1607.00	03/20/15		0	YAMHILL COUNTY SHERIFF'S OFFICE	OUTSTANDING
3	6360	\$14618.74	03/20/15		0	YAMHILL COUNTY SHERIFF'S OFFICE	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 87  
 TOTAL AMOUNT: 60347.18  
 TOTAL # OF VOIDED/REISSUED CHECKS: 0  
 TOTAL AMOUNT: 0.00  
 TOTAL # OF ACH CHECKS: 0  
 TOTAL AMOUNT: 0.00  
 TOTAL # OF UNISSUED CHECKS: 0



Water

All went well last month at the water plant. We have a lot planned for this month. Be size the normal monthly task. It is time to start hydrant testing, and valve turning.

Wastewater

We are in the last month to relish the wastewater effluent water to the river. We will start the prosiest of suiting it down.

Streets/Parks

With April shower comes mowing, mowing, mowing and more mow

Other

All this will add up to a lot for the month for us in public works.

Jeff Brown



Memo to the City Council  
9 April 2015

I suggest the Library close Saturdays and open Monday through Friday. Patron use is slowest on Saturdays; many people seem to have other things planned for their weekend. Several people have stopped by on Mondays and expressed a wish to have the Library open that day.

Melissa Hansen  
Willamina Public Library





**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 3/1/2015 to 3/31/2015**

City	UCR Description	3/1/2014 to 3/31/2014	3/1/2015 to 3/31/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	2	0			7
	Burglary-Business	0	0		1	2
	Burglary-Non-Residence	0	1		2	6
	Burglary-Residence	1	1		5	17
	Larceny	0	3		16	58
	Motor Vehicle Theft-Auto	1	1		2	6
	Rape	0	2		2	
	<b>Part 1 Total</b>	<b>4</b>	<b>8</b>	<b>50.00 %</b>	<b>28</b>	<b>96</b>
Part 2						
	All Other	2	1	-50.00 %	2	16
	Animal Problems	0	0			1
	Disorderly Conduct	3	0			22
	Drug Laws	6	4	-33.33 %	7	21
	DUII	2	0		3	6
	Forgery	0	0		1	2
	Fraud	1	0		1	6
	Kidnapping	0	0			3
	Liquor Laws	0	0			5
	Runaway	0	0		1	5
	Sex Offenses	0	0			15
	Simple Assault	6	6		12	61
	Stolen Property	0	0		1	2
	Trespass/Prowler	2	3	50.00 %	5	18
	Vandalism	2	3	50.00 %	11	32
	Weapons	1	1		1	6
	<b>Part 2 Total</b>	<b>25</b>	<b>18</b>	<b>-28.00 %</b>	<b>45</b>	<b>221</b>
	<b>Total For WILLAMINA</b>	<b>48</b>	<b>37</b>	<b>-22.92 %</b>	<b>114</b>	<b>536</b>

Report run date: 4/5/2015





**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 3/1/2015 to 3/31/2015**

City	UCR Description	3/1/2014 to 3/31/2014	3/1/2015 to 3/31/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 3						
	All Other	5	6	20.00 %	22	94
	Non-Reportable Offenses	14	5	-64.29 %	19	125
	<b>Part 3 Total</b>	<b>19</b>	<b>11</b>	<b>-42.11 %</b>	<b>41</b>	<b>219</b>
	<b>Total For WILLAMINA</b>	<b>48</b>	<b>37</b>	<b>-22.92 %</b>	<b>114</b>	<b>536</b>

Report run date: 4/5/2015



**Debbie Bernard**

---

**From:** Todd Whitlow <whitlot@co.yamhill.or.us>  
**Sent:** Monday, March 16, 2015 4:29 PM  
**To:** Debbie Bernard  
**Subject:** RE: Pioneer Ave traffic study

You're very welcome Debbie.

Sergeant Todd Whitlow  
Yamhill County Sheriffs Office  
535 E 5th Street, McMinnville, OR. 97128  
Ph: 503-434-7506 ext. 4915  
Fx: 503-472-5330

-----CONFIDENTIALITY NOTICE-----

This e-mail may contain information that is privileged, confidential, or otherwise exempt from disclosure under applicable law. If you are not the addressee or it appears from the context or otherwise that you have received this e-mail in error, please advise me immediately by reply e-mail, keep the contents confidential, and immediately delete the message and any attachments from your system.

**From:** Debbie Bernard [<mailto:bernardd@ci.willamina.or.us>]  
**Sent:** Monday, March 16, 2015 4:21 PM  
**To:** Todd Whitlow  
**Subject:** RE: Pioneer Ave traffic study

I will bring that to the April 7, 2015 City Council Meeting.

Thank you for the presentation below.

Debbie

**From:** Todd Whitlow [<mailto:whitlot@co.yamhill.or.us>]  
**Sent:** Monday, March 16, 2015 6:43 AM  
**To:** Debbie Bernard  
**Subject:** Pioneer Ave traffic study

Subject: Pioneer Ave traffic study

Debbie,

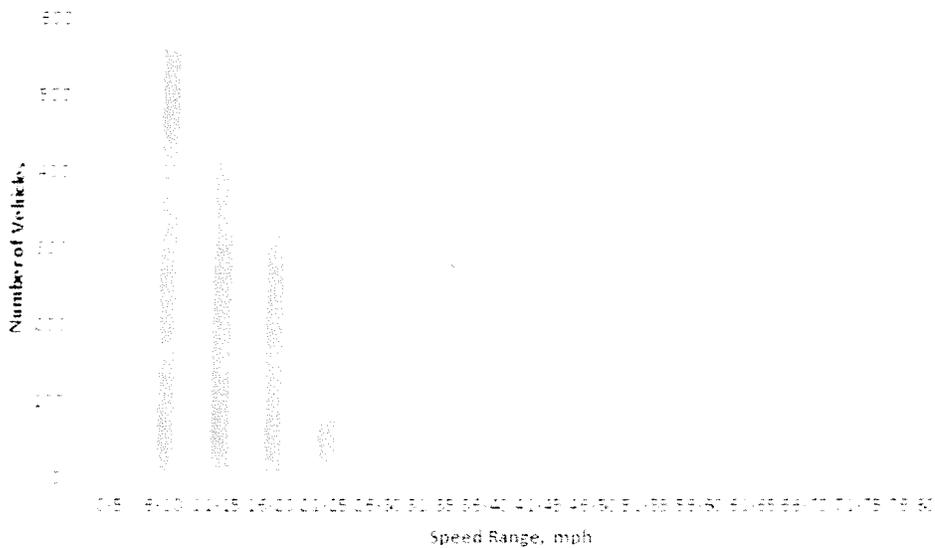
The below study is a 2<sup>nd</sup> study of Pioneer Avenue for a paving project the City of Willamina has set up for this summer. On March 9<sup>th</sup> someone traveled 60 mph and March 10<sup>th</sup> someone traveled 77 mph, and both days were between 1100 – 1200 hours. Other than those two days, the speeding is non-existent on that street.

Study Name	Pioneer Ave -
------------	---------------



	Willamina
Study Location	Pioneer Dr
Start Date/Time	3/8/15 8:15
End Date/Time	3/14/15 7:40
Total Study Time	05 D 23 H 25 M
Total Vehicles	1406
Speed Limit	25 mph
Total Speeders	6
Percent Speeding	0.4%
85th Percentile	17 mph
Median Speed	12 mph
Maximum Speed	77 mph

Traffic Volume for Study, By Speed  
 Study Name is Pioneer Ave - Willamina  
 Study Location was Pioneer Dr  
 Speed Limit was 25 mph Study Start Time was 08:15 on 03/08/2015  
 Study End Time was 07:40 on 03/14/2015



Period End Time	Total Vehicles	Median Speed	Maximum Speed	85th Percentile	No. of Speeders
3/8/15 15:00	102	13	24	17.6	0
3/8/15 21:00	88	13	24	17.0	0



3/9/15 3:00	18	11	20	13.4	0
3/9/15 9:00	59	11	25	16.2	0
3/9/15 15:00	127	12	60	17.7	1
3/9/15 21:00	83	11	25	17.2	0
3/10/15 3:00	4	16	22	18.5	0
3/10/15 9:00	69	12	25	17.3	0
3/10/15 15:00	122	13	77	17.8	1
3/10/15 21:00	54	12	24	17.2	0
3/11/15 3:00	13	14	26	16.7	1
3/11/15 9:00	40	11	25	15.8	0
3/11/15 15:00	82	14	25	18.9	0
3/11/15 21:00	66	11	22	15.1	0
3/12/15 3:00	11	17	25	18.3	0
3/12/15 9:00	55	14	22	18.2	0
3/12/15 15:00	108	10	26	14.2	1
3/12/15 21:00	74	12	29	18.0	1
3/13/15 3:00	7	13	22	17.0	0
3/13/15 9:00	38	12	23	17.2	0
3/13/15 15:00	93	11	22	16.3	0
3/13/15 21:00	57	12	24	15.4	0
3/14/15 3:00	12	13	16	14.7	0





## OATH OF OFFICE

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

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

X   
Signature

Signed and sworn or affirmed before me this 12<sup>th</sup> day of March ~~March~~ April 9 2015

  
Debbie Bernard, City Recorder  
City of Willamina



# Willamina Public Library

## Hours of Operation

Monday – Closed

Tuesday: 10 am to 7 pm

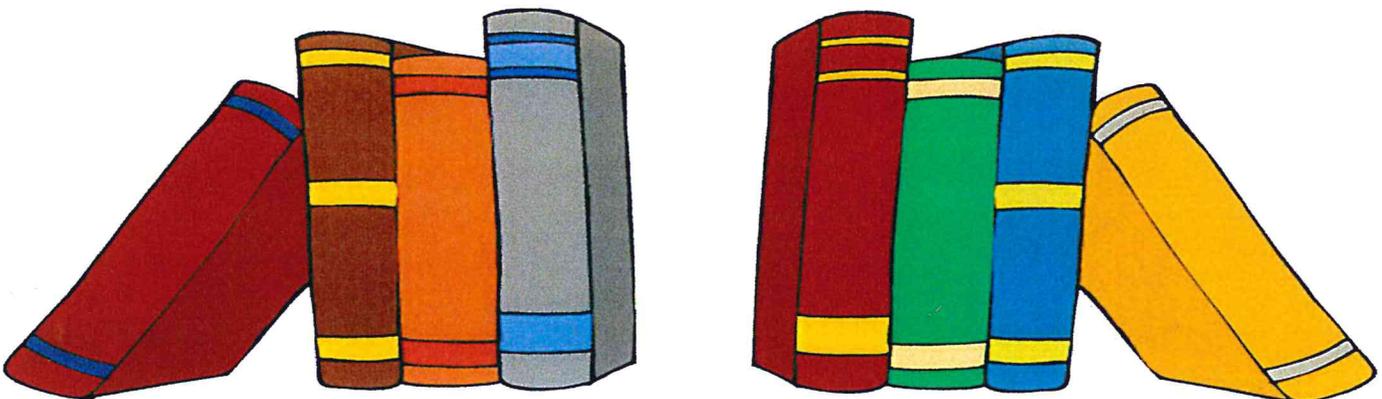
Wednesday: 10 am to 7 pm

Thursday: 10 am to 7 pm

Friday: 10 am to 5 pm

Saturday: 10 am to 3 pm

Sunday: Closed







Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight*

**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: April 9, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: APPROVAL OF SATURDAY MARKET from Main to 1<sup>st</sup> on "C" Street**

**Background:**

1. At their meeting of March 12, 2015, the City Council received a request from Sage and Amanda Baller under public input to allow the Saturday Market on B Street. Council decided to move the discussion to their Special meeting of March 19, 2015 where it was recommended by motion to approve the Saturday Market from Main to 1<sup>st</sup> on "C" Street and include the parking area formally known as the old library site. In addition the Council requested proof of insurance and a hold harmless agreement.
2. The City has received an insurance certificate naming the City of Willamina as an additional insured in the amount of 2 million (copy attached). A hold harmless agreement has been created and signed by Sage Baller (copy attached)
3. The Saturday Market will run from June 27 thru October 3, 2015 on Saturdays only. A road block will be utilized between the hours of 8:00am to 2:00pm.

**Action: Approve Request.**

Attachment

F/CITY COUNCIL/AGENDA MEMOS/SATURDAY MARKET.04-09-15





Mayor Ila Skyberg

**Council Members:**

Rita Baller, Council President  
Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
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**City Staff:**

City Recorder: Debbie Bernard  
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Library: Melissa Hansen & Denise Willms  
Public Works Director: Jeff Brown

## Event Permit – hold harmless

April 9, 2015

Date of Application Submitted: April 9, 2015

Event Permit: Saturday Market

From Main to 1st on N<sup>th</sup> "C" St. and include  
the parking area formerly known as the old  
Library site.

Applicant: Willamina Farmers Market – Sage and Amanda Baller Managers

Applicant Address/ City / Zip Code:

38505 Tindle Creek Rd SW, Willamina, Oregon

---

Contact phone number: 503-999-9483 Sage 971-208-0515 Amanda

E-mail address: barefarmes.com

Name of Organization responsible: Sage and Amanda Baller, Willamina Farmers Market

Type of Event: Farmers Market

Event Dates: June 27 thru October 3, 2015 Saturdays Only

Event Times: 8:00am to 2:00pm

### Insurance Requirements

Except for neighborhood block parties, the City requires the Permittee carry Commercial General Liability Insurance in a minimum amount of \$2 million naming the City of Willamina as an additional insured. Claims made in excess of the policy will still be the responsibility of the Permittee. Permittee shall provide a certificate of insurance as proof the required insurance coverage has been obtained.

**Insurance Company:** Sentinel Insurance Company, LTD (attached copy)  
**Policy Number:** 72 SBM AP6667 DX 04/09/201 to 04/09/2016  
**Coverage Limits:** Each occurrence \$2,000,000 damage to rented premises \$1,000,000 med exp \$10,000 personal & adv injury \$2,000,000 general aggregate \$4,000,000 products com/op agg \$4,000,000

This permit is subject to the following conditions for street closures:

1. No alcoholic beverages are permitted on city streets unless an OLCC license has been issued for a community event.
2. No through-street closure applications will be considered for other than a community-wide event.
3. Residences & business located adjacent to the proposed closure must be notified a minimum of 10 days prior to the event.
4. Barricades and cones are available at no cost from the City of Willamina. Availability is on a first come first served basis. Participants are responsible for pickup and return of barricades. Return is required on first business day following the event. Applicant shall be responsible for clean-up and removal of debris created as a result of this event.
5. Signage is the responsibility of the applicant. No Parking signs must be in place a minimum of 24 hrs. in advance of the event. These signs must be read letters on a white background, a minimum of 11x17 size; 4 per block. This is in addition to the barricades for the event.

**Indemnity agreement**

Permittee shall defend, indemnify and hold harmless the City of Willamina its officers, agents, employees and insurers against any claim, demand, suit or action of whatsoever nature resulting from or arising out of this event.

Signature Steel Sage Baller Date 4/9/15

I hereby certify that:

- I am the authorized representative of the named group
- That the above statements are true to the best of my knowledge; and
- That I will abide by all restrictions, administrative rules and applicable City Ordinances.

I have read and understand the above statements.

Signature Steel Sage Baller Date 4/9/15

City Recorder, Debbie Bernard  
Debbie Bernard Date 4/9/15

**Insurance Company:** Sentinel Insurance Company, LTD (attached copy)  
**Policy Number:** 72 SBM AP6667 DX 04/09/201 to 04/09/2016  
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- That the above statements are true to the best of my knowledge; and
- That I will abide by all restrictions, administrative rules and applicable City Ordinances.

I have read and understand the above statements.

Signature Steel Sage Baller Date 4/9/15

City Recorder, Debbie Bernard  
Debbie Bernard Date 4/9/15





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/08/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

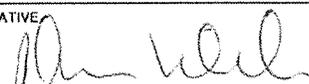
PRODUCER G&M INSURANCE PO BOX 68  WILLAMINA OR 97396		CONTACT NAME: DENNIS ULRICH PHONE (A/C, No, Ext): 503-876-4222 FAX (A/C, No): 503-876-4334 E-MAIL ADDRESS: DENULR@AIM.COM	
INSURED		INSURER(S) AFFORDING COVERAGE	
WILLAMINA COASTAL HILLS CHAMBER OF COMMERCE PO BOX 411 WILLAMINA OR 97396		INSURER A: SENTINEL INSURANCE COMPANY, LTD INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

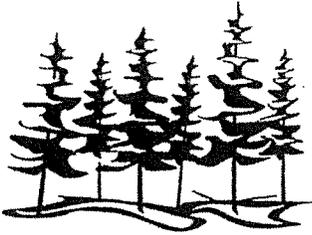
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		72 SBM AP6667 DX	04/09/2015	04/09/2016	EACH OCCURRENCE	\$ 2,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 1,000,000	
	MED EXP (Any one person)						\$ 10,000	
	PERSONAL & ADV INJURY						\$ 2,000,000	
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COM/OP AGG	\$ 4,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTIONS						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	OTHER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 EVENTS SPONSORED BY THE WILLAMINA COASTAL HILLS CHAMBER OF COMMERCE.  
 WILLAMINA FARMER'S MARKET IS A CHAMBER SPONSORED EVENT.

CERTIFICATE HOLDER  CITY OF WILLAMINA OREGON PO BOX 491  WILLAMINA OR 97396	CANCELLATION  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
--	---





**Willamina** Coastal Hills  
P.O. Box 411  
Willamina, Oregon 97396  
**Chamber**  
OF COMMERCE

March 25, 2015

Present: Dennis Ulrich, Marianne Thomson, Kevin Clark, Pres Hill, Ila Skyberg, Bob Burr, Dave Adams, Charlyn Pranger, Don Shelton, Sandy Coots, Rolly Heuser, Drew Millegan, JW Millegan and Connie Crawford Lain

The meeting was called to order by Dennis Ulrich at 8:00

**Minutes**

The minutes of the last meeting were read and accepted and Don opposed just on general principle.

**Treasurer's Report**

<b>Opening Balance</b>	<b>\$3,010.90</b>	
Century Link	40.19	Phone
Hartford Insurance	425.00	
Printer	832.97	Placemats
<b>Closing Balance</b>	<b>\$1,712.80</b>	

**Old Business**

**EID Liability**

No progress made

**Steam Engine**

There is quite a bit of interest that Dave' radio show guests have expressed over the possibility of a small steam engine in the area. There are people who are potentially concerned about the placement of the engine impacting wildlife and the beauty of the pond. Dick Paay has expressed interest in locating the engine at the Campus.

**Minimum Wage Letter**

Connie read the letter which was approved and will try to get it out this week to our elected officials.

**Bark Dust Sale**

It is the 24<sup>th</sup> and 25<sup>th</sup> of April. We would like to try to get it on the school sign.



#### **4<sup>th</sup> of July**

They are still trying to get insurance for the car show and the fireworks show.

#### **Farmers Market**

They are looking for overall insurance though each vendor has insurance. The motion was made and carried to add our own Chamber insurance to help protect the event.

*why not county or OSU extension  
collective insurance*

#### **Forestry Tours**

Dave Adams will talk to Hampton after the meeting today about the possibility of the being involved in Forestry Tours in the area which would educate people on the importance of good, sustainable forestry management.

#### **Campus Rummage sale**

Everything is moving ahead and it looks to be a great event

#### **Spring Clean Up**

Saturday April 18<sup>th</sup> from 8-2.

#### **New Business**

##### **Wallace Bridge**

JW is closing his office here at Wallace bridge by October to move to McMinnville.

##### **Budget**

Re-evaluate budget after the bark dust sale

The meeting adjourned at 9:00 am.

*Lain*

Connie Crawford Lain; Board Secretary  
Willamina Coastal Hills Chamber of Commerce

##### **Open Business**

- Highway Signs
- Quality Photos



**Debbie Bernard**

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**From:** denulr@aim.com  
**Sent:** Wednesday, April 08, 2015 11:06 AM  
**To:** Debbie Bernard  
**Cc:** barefarmers@gmail.com  
**Subject:** [Suspected Spam] Certificate of Insurance for Farmer's Market  
**Attachments:** FARMERS.pdf

Debbie

Attached is the Certificate of Liability for the Farmer's Market. If you have any questions, please let me know.

"The best way to find yourself is to lose yourself in the service of others." Gandhi  
Dennis Ulrich  
503-876-4222







169 Mo.

April Woodson -

She said the Museum is a gift -  
April said the museum is the  
least expensive part of the City;  
April said

152 W/S

Open Museum

The end of the Museum is a gift.  
Open end the museum in the  
best experience part of the City.  
Open end