



Mayor Ila Skyberg ✓

Council Members:

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

City Staff:

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

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, May 14, 2015

7:00 PM recorded meeting – Revised (public hearing notice and memo) Agenda

- I. Roll Call
- II. Flag Salute
- III. Public Hearings

Public Hearing Proposed Water & Sewer Rate Increases – City of Willamina – 7:00 pm

*City Council hereby approves a change of rate structure to charge base by meter size and commodity rate increase from \$1.10 to \$2.87 on usage per 100 cubic ft. without an allowable and increase in sewer rates at 5% (2% of the 5% sewer increase will be dedicated to building a **Sewer** debt reserve) which are proposed to begin with the June 16-July 15, 2015 billing. Attached, as Exhibit "A," said rates to be effective with June 16-July 15, 2015, billing; and*

IV. Approval of Minutes

Minutes of Regular Meeting of April 9, 2015

V. Public Input

Sherri Dawkins, Willamina Mud Drags Event in July 2015

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VI. Old Business

1. Water Rate Increase

Ray Bartlett from Economic & Financial Analysis will return to address the new rate structure

2. Water Master Plan Update Closeout - A Supporting Assisted Housing Programs Resolution #14-15-009

VII. New Business

Resolution for certification of eligibility of cities for state shared revenues (cigarette, liquor and highway taxes) under ORS 221.760. #14-15-010

Resolution Adopting New Water Rates #14-15-008

VIII. Mayor's Report

Clean up Day – Letter to Mayor from Willamina resident

For the Love of History & Chocolate Saturday May 23 at the Willamina Museum of Local History

City County Dinner Thursday June 18, 2015 at West Valley Community Center

IX. Council Liaison Reports

Chamber Liaison (Ila Skyberg)

Library Board (Heather Stritzke)

YCOM Board (Councilor Baller)

X. Council Committee Reports

Finance Committee Minutes of Meeting of April 7, 2015

Finance Committee Minutes of Meeting of March 3, 2015 (previously tabled)

Check Registers – April 1-31, 2015 (*information only*)

Public Works Committee (*canceled no meeting for the month of April*)

Planning Commission Report (Commissioner Ulrich)

XI. Reports of City Officers

City Recorder – see report

New Staff Member John Kowolik

Code Enforcement Court Clerk Report - Report

Youth Librarian Position – listing in house for 10 days

New Union Steward is Amber Deibel

Planning - Site Review at for the Willamina High School – May 19, 2015

Enterprise zone

Cedar Alley Follow-up

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Accountant

Status on Audits (verbal)

Status of Budget Preparation (*verbal*)

Public Works

Monthly Report - handout

Library

Senior Librarians Request to change hours

Sheriff's Office

a. Crime Summary – April 2015 (*handout*)

XI. Adjourn

XII. Next Council Meeting Dates

Special Meeting (*tentative*) & Work Session – June 25, 2015 (7:00 pm)

Regular Session – June 11, 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.

F:\CITY COUNCIL\AGENDAS\2014-2015\2015-05-14.CCAGENDA.REGULAR MEETING

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PUBLIC HEARING SCRIPT

PROPOSED WATER & SEWER RATE INCREASES

Good Evening –

This is the time and place scheduled for a public hearing for the purpose of obtaining public comment on proposed water rate change structure and commodity rate increase from \$1.10 to \$2.87 on usage per cubic ft. an increase of \$1.77 in the commodity rate and an increase in sewer rates at 5% which are proposed to begin with the June 16-July 15, 2015 billing cycle.

TESTIMONY FROM PROPONENTS – Now is the time for any persons in support of the proposed increases to speak.

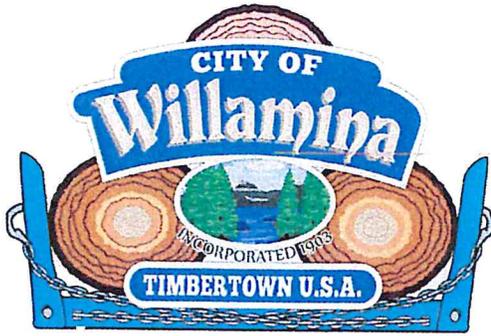
TESTIMONY FROM OPPONENTS – Now is the time for any persons in opposition of the proposed increases to speak.

GENERAL TESTIMONY – Now is the time for any general comments from any persons in the audience regarding the proposed increases.

CLOSE THE PUBLIC HEARING.

A RESOLUTION PROPOSING ADOPTION OF THE INCREASES IS INCLUDED as First Draft.

AT THAT TIME, COUNCIL CAN MAKE A DECISION TO APPROVE THE PROPOSED INCREASES, MAKE CHANGES TO THE PROPOSED INCREASES (IF FOR A HIGHER RATE YOU MUST SET ANOTHER PUBLIC HEARING DATE. IF LOWER, NO ADDITIONAL HEARING IS REQUIRED), OR DO NOTHING AND THE RATES WILL REMAIN THE SAME.



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MEMO TO: CITY COUNCIL

DATE: MAY 14, 2015

FROM: City Recorder Debbie Bernard

SUBJECT: *WATER & SEWER RATE INCREASES FOR 2015/16 – FIRST DRAFT*

1. Background

2. The City currently has two enterprise funds– Fund 30 (Water) and Fund 40 (Sewer). An enterprise fund, as defined in the Local Budgeting Manual is a fund that is established to finance and account for acquiring, operating, and maintaining facilities and services which are primarily self-supporting from user charges and fees.
3. In addition to the on-going expenses for providing these services, both funds carry substantial debt. The current debt for the Water Fund consists of two loans from USDA Rural Development with a balance of \$916,000, and annual payments of \$66,600. These are 25 year loans. The current debt for the Sewer Fund consists of two loans from the Oregon Infrastructure Financing Authority with a balance of \$1,509,501, and annual payments of \$179,000. These are 40 year loans.
4. In 2012, the City staff, engineers and representatives from the Mid-Willamette Valley Council of Governments attended a “One-Stop Meeting” with representatives from various state and federal funding agencies to discuss potential funding for the Water Intake Project. At that time, we were advised that our rates were not high enough to qualify for additional loans. Our rates also were not high

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- enough to qualify for grants. At that time, our water rates needed to be around \$52 a month to qualify for loans or grants.
5. The proposal recommends the base meter rate be reduced and the commodity (usage) rate be increased. The goal is to collect adequate funds to repay our debt and finance future needs. It is estimated that water revenue will increase by \$33,000 for 2015/2016 year and \$22,000 for sewer. The Economic & Financial Analysis, prepared by Ray Bartlet, projects that the change in rate structure will generate adequate funds to qualify for USDA refinancing.
 6. The City recently approved at the March 2015 City Council Meeting the Final Draft of the Water Master Plan and water rate study. The study showed the benefits of the proposed new rates structure that would enhance equity and improve efficiency because customers will have more control over their monthly water bill by controlling water usage. Individual customer's bills may increase if they use more than the average amount or may decrease if they use less than average. In total only 67 customers will pay more primarily commercial customers and schools. In the past, these users with high consumption paid substantial lower rates than residential customers. The rate increases will be effective July 1, 2015.
 7. As some of you know, the Water Fund is currently not self-supporting for on-going operations and loan payments. The Sewer Fund has loaned money to this fund each year to prevent defaulting on the loan payments. The Water Fund is also facing some critical infrastructure repairs and improvements, primarily to the intake and the storage tanks that will likely cost in excess of \$1,000,000. The Sewer Fund is breakeven for on-going operations, but unable to put aside any reserves for needed repairs, preventive maintenance, equipment replacement or the required one-year reserve for the loan payments. Additionally, every year operational costs continue to rise.
 8. Last year, the City Council approved a 5% increase in water rates and a 3% increase in sewer rates. The attached rate sheet lists the current and the proposed rates.

Recommendation

9. Staff has recommended that water rates be changed to the new rate structure of charging customers by the meter size and commodity rate as shown in the attached rate structure and approve a proposed 5% increase in sewer rates of which 2% of the 5% sewer increase will be dedicated to building a debt reserve for the sewer fund. Rates will be effective with the June 16-July 15, 2015 billing cycle.

Attachments

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

RESOLUTION NUMBER 14-15-008

Increasing Rates for the Use and Sales of Water & Sewer Services

WHEREAS, Ordinance 529-A states that rates and fees for the use and sale of water and sewer services in the City of Willamina shall be set by resolution; and

WHEREAS, the last rate increase was adopted by Resolution #13.14-16 on June 12, 2014; and

WHEREAS, costs related to loans for water and sewer system improvements, and increased costs for maintenance for both the City's water and sewer systems make it necessary to increase water and sewer rates;

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

Section 1. Starting with the June/July, 2015 billings, the City's water rate will employ a base rate measured by meter size along with a commodity usage rate of \$2.87/ per 100 cubic ft. as the same is more fully set out in Exhibit "A" attached hereto

Section 2. Starting with the June/July, 2015 billings, the City's sanitary sewer rates will increase by 5% with ~~2%~~ **2% thereof (i.e. 40% of the total increase) being dedicated to funding the sewer debt reserve**

Section 2. THAT to Resolution 13-14-16 is hereby repealed ; and

Section 3. THAT this resolution shall become effective immediately upon adoption **PASSED and ADOPTED** by the City Council of the City of Willamina this **14th** day of **May, 2015**.



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, City Recorder

Water Rates 2015/2016 Exhibit A

Bill Code	Base Rate old	EDUs in Base old	CF in Base old	\$/ccf	2015/2016 New base/commodity rate Customer Class NEW BASE CHARGES BY METER SIZE AND NEW COMMODITY RATE	Meter size	BY METER SIZE	Charge by size
103	\$20.10	0.51	384	\$0.00	\$23.93/\$2.87/100cf	¾ or 5/8 meter	5/8	\$23.93
105	\$39.30	1	750	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	3/4	\$23.93
106	\$78.60	2	1,500	\$2.20	\$23.93/\$2.87/100cf	¾ or 5/8 meter	1	\$38.29
107	\$117.90	3	2,250	\$3.30	\$23.93/\$2.87/100cf	¾ or 5/8 meter	1 1/2	\$47.86
108	\$157.20	4	3,000	\$4.40	\$23.93/\$2.87/100cf	¾ or 5/8 meter	2	\$95.72
109	\$39.30	1	750	\$1.10	\$47.86/\$2.87/100cf	1 ½ inch meter	6	\$478.60
109	\$39.39	1	750	\$1.10	\$95.72/\$2.87/100cf	2 inch meter	8	\$1,435.80
110	\$54.95	1.4	1,049	\$1.60	\$23.93/\$2.87/100cf	¾ or 5/8 meter	10	\$1,914.40
111	\$78.65	2	1,501	\$2.20	\$47.86/\$2.87/100cf	1 ½ inch meter	12	\$2,680.16
112	\$39.30	1	750	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	F-3/4	\$23.93
113	\$186.90	4.76	3,567	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	I-2	\$542.00
116	\$111.40	2.83	2,126	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	I-3/4	\$43.36
117	\$32.90	0.84	628	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter	I-8	\$2,167.98
118	\$93.90	2.39	1,792	\$2.70	\$23.93/\$2.87/100cf	¾ or 5/8 meter	\$/ccf	\$2.87
119	\$118.00	3	2,252	\$3.40	\$23.93/\$2.87/100cf	¾ or 5/8 meter	Scf-I	\$0.86
120	\$125.85	3.2	2,402	\$3.60	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
121	\$59.80	1.52	1,141	\$1.70	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
122	\$72.05	1.83	1,375	\$1.70	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
123	\$39.30	1	750	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
123	\$39.30	1	750	\$1.10	\$23.93/\$2.87/100cf	¾ or 5/8 meter		
221	\$457.70	11.7	8735	\$0.00	\$2167.98/.86 per 100 cf	8 inch meter		
221	\$457.70				\$542.00/.86 per 100 cf	6 inch meter		
222	\$510.95	13	9,751	\$	\$478.60/2.87/100cf	6 inch meter		
5-Plex	\$196.50	5	3,750	\$0.00	\$23.93/2.87/100cf	¾ or 5/8 meter		
M2	\$62.90	1.6	1,200	\$5.50	\$23.93/\$2.87/100cf	¾" or 5/8 meter		
					flat			

Sewer Rates 2015/2016 Exhibit A

sewer	Old Sewer Rate	Amount of increase	New Sewer Rate	Percentage of increase
209	\$ 17.75	0.8875	\$ 18.64	5.00%
201	\$ 56.60	2.83	\$ 59.43	5.00%
200	\$ 113.10	5.655	\$ 118.76	5.00%
200	\$ 169.80	8.49	\$ 178.29	5.00%
200	\$ 226.40	11.32	\$ 237.72	5.00%
202	\$ 56.60	2.83	\$ 59.43	5.00%
205	\$ 137.20	6.86	\$ 144.06	5.00%
204	\$ 113.10	5.655	\$ 118.76	5.00%
208	\$ 56.60	2.83	\$ 59.43	5.00%
210	\$ 282.65	14.1325	\$ 296.78	5.00%
213	\$ 163.00	8.15	\$ 171.15	5.00%
214	\$ 50.00	2.5	\$ 52.50	5.00%
215	\$ 135.70	6.785	\$ 142.49	5.00%
216	\$ 169.65	8.4825	\$ 178.13	5.00%
217	\$ 180.90	9.045	\$ 189.95	5.00%
218	\$ 85.95	4.2975	\$ 90.25	5.00%
218	\$ 135.70	6.785	\$ 142.49	5.00%
200	\$ 56.60	2.83	\$ 59.43	5.00%
212	\$ 684.00	34.2	\$ 718.20	5.00%
212	\$ 735.10	36.755	\$ 771.86	5.00%
5-plex	\$ 283.00	14.15	\$ 297.15	5.00%
M-2	\$ 62.90	3.145	\$ 66.05	5.00%
Average Number of Billed accc		720		



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Public Works Director: *Jeff Brown*

MEMO TO: City Council
DATE: May 14, 2015
FROM: Debbie Bernard, City Recorder
SUBJECT: Willamina Water Master Plan Update - Fair Housing Resolution #14-15-009

Background:

The City of Willamina received a Community Development Block Grant (CDBG) from Infrastructure Finance Authority (IFA) in the amount of \$99,000 to complete an update to their Water Master Plan. The Plan was approved by the Oregon Health Authority and the City Council held a public hearing on the plan on March 12, 2015 and adopted the plan via Resolution #14.15.005.

Prior to financial administrative closeout of the CDBG grant award, grant rules require that the City conduct an "additional fair housing activity". Staff reviewed the acceptable "additional fair housing activity options" and recommends the City Council adopt Resolution #14-15-009: Resolution Supporting Assisted Housing Programs. Upon evidence of the additional fair housing activity, remaining grant funds can be drawn down and the project can be closed out.

If the Council would like to pursue other options for fair housing activities, COG staff can offer assistance.

Requested Action:

Make a Motion to adopt the attached Resolution Supporting Assisted Housing Programs (Resolution #14-15-009).

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**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE
TRANSACTION OF BUSINESS
RESOLUTION NUMBER 14-15-009
A Resolution Supporting Assisted Housing Programs**

WHEREAS, the City of Willamina has received an Oregon Community Development Block Grant;

WHEREAS, the City of Willamina has certified in its grant contract with the state that it will comply with the requirements of Title VIII of the Civil Rights Act of 1968, as amended, popularly known as the Fair Housing Act, and will take action to affirmatively further fair housing,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willamina to encourage government assisted housing as a source of affordable, safe and sanitary housing opportunities for persons of lower, middle and fixed incomes.

1. **THAT** this resolution shall become effective immediately upon adoption.

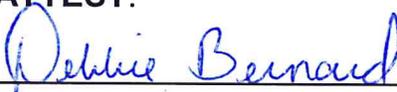
PASSED and ADOPTED by the City Council of the City of Willamina this 14th day of May 2015.





Ila Skyberg, Mayor

ATTEST:



Debbie Bernard, City Recorder

F/RESOLUTIONS/2014-2015/14.15-009

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MEMO TO: City Council
DATE: May 14, 2015
FROM: Debbie Bernard, City Recorder
SUBJECT: Shared Financial Services certification of eligibility
Resolution #14-15-010

Background:

The Shared Financial Services unit is responsible for certification of eligibility of cities for state-shared revenues (cigarette, liquor and highway taxes) under ORS 221.760.

Yamhill County in the census reached 100,000. The law provides that cities located within a county having more than 100,000 inhabitants, according to the most recent decennial census (2010), must provide four or more of the following municipal services to be eligible to receive the revenues.

- Police protection,
- Fire protection
- Street construction, maintenance, and lighting,
- Sanitary sewers,
- Storm sewers,
- Planning, zoning, and subdivision control,
- One or more utility services

Requested Action:

Make a Motion to adopt the attached Resolution to gain certification of eligibility of cities for state-shared revenues (cigarette, liquor and highway taxes) under ORS 221.760.

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**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE
TRANSACTION OF BUSINESS
RESOLUTION NUMBER 14-15-010**

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services;

1. Police protection
2. Fire protection,
3. Street construction, maintenance and lighting,
4. Sanitary sewers,
5. Storm sewers,
6. Planning, zoning, and subdivision control,
7. One or more utility services

and

WHEREAS, the city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

Be it resolved, that the City of Willamina hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- ✓ Police protection
- ✓ Fire protection,
- ✓ Street construction, maintenance and lighting,
- ✓ Sanitary sewers,
- ✓ Storm sewers,
- ✓ Planning, zoning, and subdivision control,
- ✓ One or more utility services

1. **THAT** this resolution shall become effective immediately upon adoption.

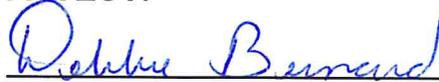
PASSED and ADOPTED by the City Council of the City of Willamina this **14^h** day of **May 2015**.





Ila Skyberg, Mayor

ATTEST:



Debbie Bernard, City Recorder

April 23, 2015

To Mayor Ila Skyberg and the City of Willamina

As a resident of Willamina, I wish to take this opportunity to express my deepest appreciation to you for the recent "Clean Up Willamina Day" so graciously provided.

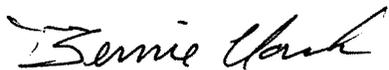
Not only was this gesture well organized and coordinated but the attendants at the event were most helpful, courteous, and friendly.

I trust the city looked as favorable upon this day as we residents did and applaud your efforts in providing this for us.

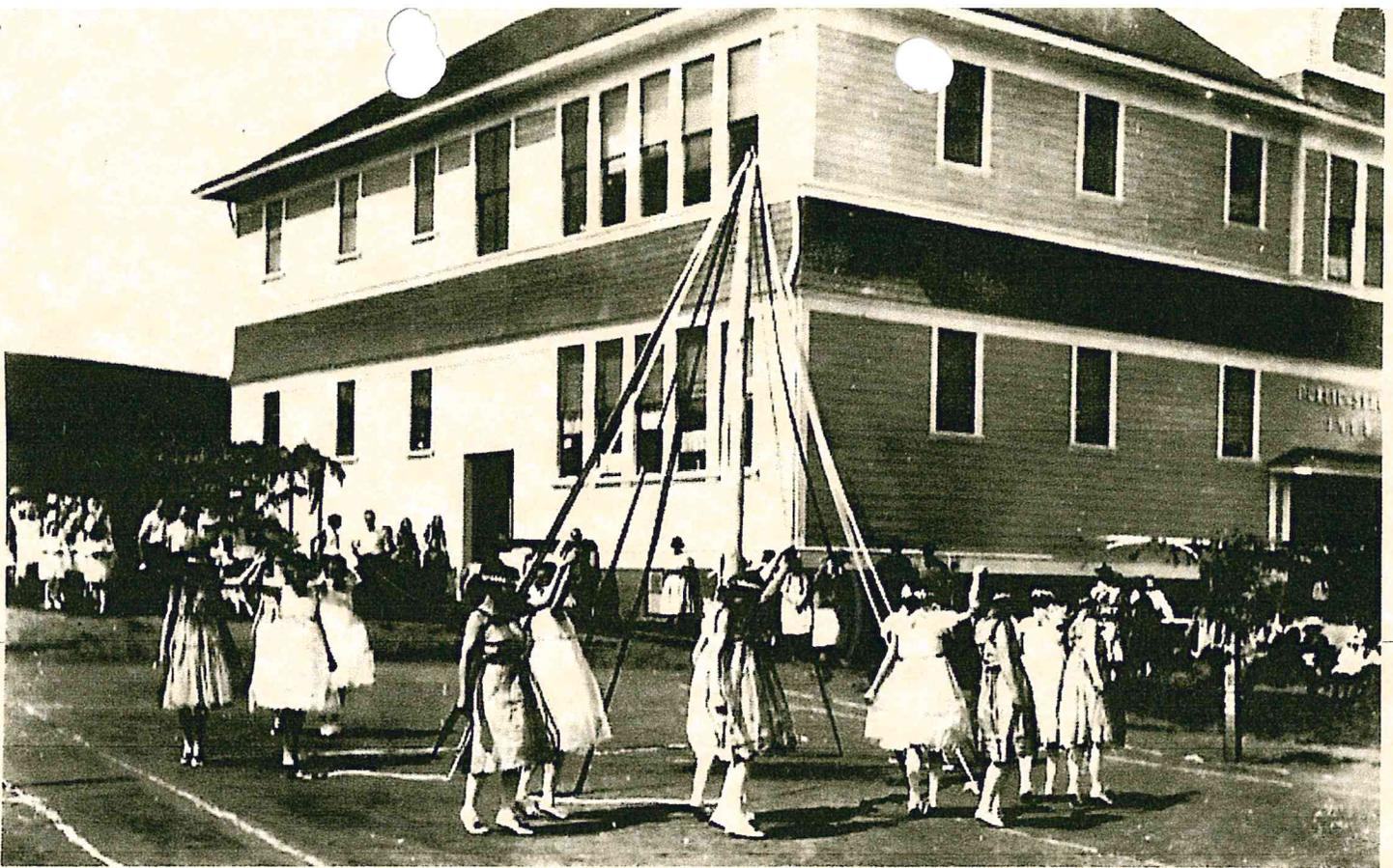
And most of all, I hope this will kindle a desire for all of us to continue every effort in keeping Willamina as clean and attractive as possible.

Again, thanks for your strong and thoughtful efforts in this regard.

Sincerely,

A handwritten signature in cursive script that reads "Bernie Clark".

Bernie Clark, Willamina resident



In the merry, merry month of May, Willamina Public School circa 1920

For the Love of History & Chocolate

*You are cordially invited to an evening of
history, music and chocolate tasting*

Saturday, May 23, 2015

6:00 to 9:00 p.m.

Willamina Museum

188 "D" Street

Willamina, Oregon

*Come and enjoy the unique and wonderful exhibits, the music of the
Andrew Jepson Trio and a buffet of sweet and savoring treats.*

*This fund raiser is sponsored by Willamina's Historical Group and Skyberg's Lumber & Hardware
We hope you will join us!*



OFFICE OF THE DIRECTOR OF THE BUREAU OF LAND MANAGEMENT

FOR THE PURPOSE OF

RECORDING

THE FOLLOWING IS A TRUE AND CORRECT COPY

OF THE ORIGINAL AS FILED IN THE

OFFICE OF THE COUNTY CLERK

OF THE COUNTY OF

THE STATE OF

THIS 23rd DAY OF

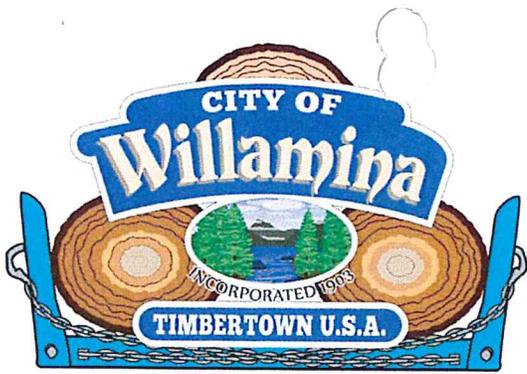
19

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said office

at the City of Salt Lake City, Utah, this 23rd day of

19

BY _____



Mayor Ila Skyberg

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Brown*

City Of Willamina

Minutes of the April 7, 2015 Meeting of the Finance Committee Meeting

April 7, 2015

4:00 PM

Location of Meeting:

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

Present at Meeting:

Accountant Rochelle Roaden
City Recorder Debbie Bernard
Councilor Gary Hill
Councilor Rita Baller
Councilor Vinson
Mayor Ila Skyberg

I. Call to Order

The regular meeting of the Finance Committee Meeting of City of Willamina was called to order at 4:15pm PM on April 7, 2015 at City Hall by Councilor Gary Hill

II. Roll Call

- a. City Recorder Debbie Bernard took roll call and stated a quorum was present.

III. Flag Salute

- a. The Flag Salute was led by Councilor Hill.

IV. Old Business -Consideration of Open Issues

1. Table March 3, 2015 Finance Committee Meeting Minutes

Councilor Hill

Debbie responded and stated the minutes were not ready.

2. Old Business

Councilor Hill started the conversation on Code Enforcement Court Clerk Admin Position.

The City Recorder noted that the Code Enforcement Court Clerk Admin position was discussed at the February 12, 2015 finance committee meeting; she said she is bringing it back because it had not gone to council. In the interim the Sheriff office proposed their renewal contract with a few different options. The options were outlined in the packet. (Exhibit A, B, C, and D) Exhibit A shows no code enforcement only 1.5 deputies at \$188,000 (a \$12,889.60 increase). Exhibit B shows 2 deputies \$238,000 (additional \$10,000). Exhibit C would be status as is or 1.5 plus code enforcement should they send us a retired deputy totaling \$227,991.48. Exhibit D would be our recommendation 1.5 \$188,000 and bring Code enforcement in-house at a total of \$203,914.48 she said.

Debbie stated she is looking for a recommendation from the Finance committee. Katie added, so the Sheriff office does not have a uniform deputy retiring to send us at this time but will we still be able to use a uniform on call deputy, right. Katie asked would the new staff be the person that knows the code violation or would that be the deputy job.

Debbie responded the code concerns come into the office over the counter and phone and in person just to name a few; she said public works will be asked to communicate messages on the handheld to the office regarding code violations. So to answer the question Debbie responded that yes staff and deputies will know the code. Katie summarized so that will build information for us. Debbie said she anticipates public works to follow up with her after visiting properties each month to see if the nuisance is cleaned up. She anticipates the whole team working together. The new code enforcer will have to keep good records and do follow up. Katie said she would not mind if that person would go to the property to confirm the violation. Debbie said the person would have to have the personality to not break when receiving information that needs to be processed that comes across negative. Rochelle noted that there is code enforcement training right? Debbie responded there are great training classes available.

The City Recorder also shared the example of neighbors arguing over a fence. In the end it comes down to a code violation for building a fence without a permit. Rita said it would not hurt to give it a try. Rita then asked do we have money in the budget. Rochelle responded that yes we do; the code enforcement position was budgeted for \$48,000 a year so we definitely have money for code enforcement. Rochelle noted the Deputy that is on will give us services any. Debbie also offered that we are not going thru abatement when we have an option to send tickets to the revenue department and become a court of record.

Debbie said since the Sheriff office came back with the 2 deputy's offer, she felt it needed to come back to finance before it goes to Council and discussed. Katie noted that the past code enforcer had the right idea but not really the right or worst offenders. Katie asked about follow thru after a property has been cleaned up. Debbie responded she plans to put in place a follow up procedure, also sees the employee developing the job in that direction.

Rita noted why we don't try it for 6 months. She said the new staff could come to council every 2 months and the Council can see how things are going. There was a discussion of the type of report the new staff member would present to Council which would be one that not shows addresses only not names. Rita noted she supports that type of report coming to City Council instead of just committees. She said the reason for that is that we can tweak it where it may work better for everyone. Gary asked for a motion.

Gary said to sum up so we agree to approve the position with a 6 month probation.[MOTION] Gary made a motion to approve the position of the code enforcement court clerk position with a 6 month probation and coming to council every 2 months for a period of 6 months as a recommendation from the Finance Committee. (No second on the motion; motion died) Ila stated this is a recommendation.

3. Member Concern/Reports Councilor Hill

Rita questioned isn't it getting close to time regarding the Trailer on Yamhill Street. Rita said the council did a 9 month exception. Gary said he did not remember the exact time frame. Rita said it needs to be follow-up. She said since we were taking about police services and Cedar Alley was on the agenda for the next city council and everything she hears about cedar alley is about speed, she asked Debbie to tell Sergeant Whitlow to give it everything they have to slow people down. Katie asked if the gravel had been laid on Cedar Alley. Debbie responded yes. She added Ginger Watkins who lives on the corner had concerns regarding the gravel being too large and would dart out and hit somebody if a car was driving too fast.

Councilor Vinson asked if it would be a good idea to do a follow up to everyone who signed the petition that we are working on it. Rita stated after it has gone to Council it would be a good idea to do a follow-up. Gary noted that sharing the minutes from January 2015 City Council meeting where it stated that if we gate Cedar Alley, it becomes private property per Sergeant Vanderwettering. Rita noted we could get creative with drive slow signs.

Gary moved that we adjourn.

V. Consideration of New Business

1. Police Services Contract Discussed above. Rita said so we are staying with the one Deputy. Everyone responded yes. She said the deputies we do have are on the top of their game.

VI. Time of Next Meeting

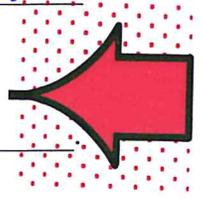
The next meeting will be held at 4:00 PM on May 5, 2015 at:
411 NE "C" St
Willamina, Oregon 97396

The meeting was adjourned at 5:00 AM by Councilor Gary Hill.

Minutes submitted by: Debbie Bernard, City Recorder

Debbie Bernard

Minutes approved by: Council Gary Hill _____



HERE

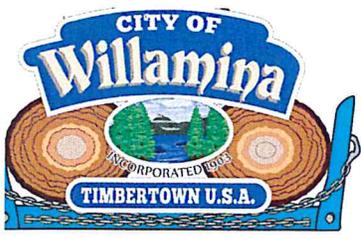


Next Meeting Date

Tuesday, May 7, 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.

F:\FINANCE COMMITTEE\2014-2015\02.24.15.FINANCE COMMITTEE.AGENDA



Council Members:

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

City Staff:

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

FINANCE COMMITTEE MEETING

Finance Committee

March 3, 2015

4:00pm PM

Location of Meeting:

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

Present at Meeting:

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

Absent: none

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

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

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

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

III. Old Business

a. Springbrook Software

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

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

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

IV. New Business

a. Electrical work.

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

V. Committee Member Concerns/Reports.

a. None

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

VI.

Adjourn

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

Councilor Hill moved to adjourn.

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

Respectfully submitted,

Debbie Bernard
City Recorder

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

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

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CITY OF WILLAMINA
CHECK REGISTER
04/01/15-4/30/15

BANK	CHECK #	CHECK AMT	CHECK DAT	E VENDOR #	ADDRS	#	VENDOR NAME
3	6361	\$100.00	4/9/2015	3DAUT		0	3D AUTO BODY & PAINT
3	6362	\$179.55	4/9/2015	A&ESF		0	A&E SECURITY & ELECTRONIC SOLUTIONS
3	6363	\$84.00	4/9/2015	AMEXT		0	AMERICAN EXTERMINATION PLUS, INC.
3	6364	\$1,121.98	4/9/2015	CENLK		0	CENTURYLINK
3	6365	\$250.00	4/9/2015	CITY		0	CITY OF YAMHILL
3	6366	\$253.19	4/9/2015	CNHCP		2	CNH CAPITAL PRODUCTIVITY PLUS ACCOUNT
3	6367	\$236.04	4/9/2015	BERND		0	DEBRA J BERNARD
3	6368	\$98.00	4/9/2015	WLLMS		0	DENISE WILLMS
3	6369	\$207.84	4/9/2015	DKQI		0	DK QUARRIES INC
3	6370	\$120.17	4/9/2015	FAYTH		0	FAY,THOMAS
3	6371	\$90.00	4/9/2015	GHILL		0	GARY L HILL JR
3	6372	\$642.11	4/9/2015	HACH		0	HACH
3	6373	\$75.00	4/9/2015	STRIT		0	HEATHER STRITZKE
3	6374	\$212.00	4/9/2015	HNYBC		0	HONEY BUCKET
3	6375	\$147.82	4/9/2015	ISKBR		0	ILA SKYBERG
3	6376	\$3,057.00	4/9/2015	KTAYL		0	KATHY TAYLOR CONSULTING
3	6377	\$90.00	4/9/2015	VINSN		0	KATIE VINSON
3	6378	\$450.48	4/9/2015	LOCAL		0	LOCAL 320 - LABORERS INTL UNION
3	6379	\$89.05	4/9/2015	HANSN		0	MELISSA HANSEN
3	6380	\$231.00	4/9/2015	MWCOG		0	MID-WILLAMETTE VALLEY COUNCIL OF GOVNMNT
3	6381	\$197.88	4/9/2015	NWSPR		0	NEWS REGISTER
3	6382	\$234.83	4/9/2015	NWNTR		0	NW NATURAL
3	6383	\$103.55	4/9/2015	PEP		0	PETROLEUM ENERGY PRODUCTS
3	6384	\$7,379.63	4/9/2015	PGE		0	PORTLAND GENERAL ELECTRIC
3	6385	\$67.00	4/9/2015	POSEY		0	POSEYLAND FLORIST
3	6386	\$595.00	4/9/2015	PRIMI		0	PRIMISYS
3	6387	\$141.50	4/9/2015	PRINT		0	PRINT NW
3	6388	\$228.89	4/9/2015	RECWO		0	RECOLOGY WESTERN OREGON
3	6389	\$39.35	4/9/2015	RICHW		0	RICHWINE, KENNETH B
3	6390	\$90.00	4/9/2015	BALLR		0	RITA BALLER
3	6391	\$137.70	4/9/2015	REFND		131	RMF INVESTMENT GROUP LLC
3	6392	\$700.00	4/9/2015	SHAWE		0	SHARON WEST TRUCKING
3	6393	\$523.09	4/9/2015	SHOIL		0	SHELDON OIL COMPANY
3	6394	\$156.97	4/9/2015	SPRNT		0	SPRINT
3	6395	\$102.73	4/9/2015	STUCK		0	STUCK ELECTRIC CO
3	6396	\$53.22	4/9/2015	TEILA		0	TEI LANDMARK AUDIO
3	6397	\$210.00	4/9/2015	NCKRS		0	TOM NICKERSON
3	6398	\$803.16	4/9/2015	XEROX		0	XEROX CORPORATION
3	6399	\$14,618.74	4/9/2015	YCSHE		0	YAMHILL COUNTY SHERIFF'S OFFICE
3	6400	\$300.00	4/15/2015	DEIBE		0	AMBER DEIBEL
3	6401	\$1,200.00	4/15/2015	BERND		0	DEBRA J BERNARD
3	6402	\$400.00	4/15/2015	BROWN		0	JEFF BROWN
3	6403	\$900.00	4/15/2015	JUSRI		0	JUSTIN RIGGS
3	6404	\$400.00	4/15/2015	HAYNE		0	RICHARD HAYNES
3	6405	\$1,000.00	4/15/2015	MOWER		0	RICHARD MOWER
3	6406	\$1,200.00	4/15/2015	ROCRO		0	ROCHELLE ROADEN
3	6407	\$150.00	4/16/2015	CITYL		0	CITY OF LAFAYETTE
3	6408	\$202.87	4/24/2015	A&ESF		0	A&E SECURITY & ELECTRONIC SOLUTIONS
3	6409	\$445.42	4/24/2015	ARAMK		0	ARAMARK UNIFORM SERVICES
3	6410	\$175.76	4/24/2015	BKRTL		0	BAKER & TAYLOR
3	6411	\$1,518.00	4/24/2015	BL&HL		0	BEERY, ELSNER & HAMMOND LLP
3	6412	\$317.95	4/24/2015	BRTHH		0	BRETTTHAUER OIL CO.
3	6413	\$220.00	4/24/2015	BAUTO		0	BROWN'S AUTOMOTIVE CAR CARE CENTER
3	6414	\$9.76	4/24/2015	CRQST		0	CARQUEST
3	6415	\$2,455.60	4/24/2015	CSCDC		0	CASCADE COLUMBIA
3	6416	\$525.00	4/24/2015	CBPAC		0	CB Pacific, Inc
3	6417	\$1,396.74	4/24/2015	CENLK		0	CENTURYLINK
3	6418	\$31.38	4/24/2015	DAVSN		0	DAVISON AUTO PARTS, INC.

CITY OF WILLAMINA
CHECK REGISTER
04/01/15-4/30/15

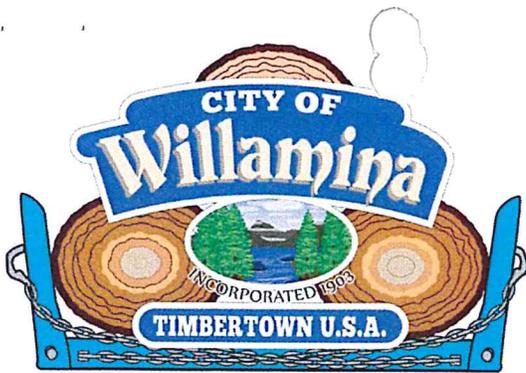
BANK	CHECK #	CHECK AMT	CHECK DAT	E	VENDOR #	ADDRS	#	VENDOR NAME
3	6419	\$1,636.00	4/24/2015		ORDEQ			0 DEPARTMENT OF ENVIRONMENTAL QUALITY
3	6420	\$14,582.00	4/24/2015		FERGE			0 FEI PORTLAND WATERWORKS #3011
3	6421	\$29.84	4/24/2015		GDMNT			0 GOODMAN'S TRUE VALUE
3	6422	\$212.00	4/24/2015		HNYBC			0 HONEY BUCKET
3	6423	\$68.99	4/24/2015		ISKBR			0 ILA SKYBERG
3	6424	\$3,648.00	4/24/2015		KELLE			0 KELLER ASSOCIATES INC
3	6425	\$1,074.00	4/24/2015		MWCOG			0 MID-WILLAMETTE VALLEY COUNCIL OF GOVNMT
3	6426	\$184.37	4/24/2015		NWLGG			0 NORTHWEST LOGGING SUPPLY, INC
3	6427	\$215.00	4/24/2015		NWAWW			0 Northwest Oregon Subsection AWWA
3	6428	\$283.50	4/24/2015		PETER			0 PETERSON
3	6429	\$25.96	4/24/2015		PEP			0 PETROLEUM ENERGY PRODUCTS
3	6430	\$1,629.19	4/24/2015		PGE			0 PORTLAND GENERAL ELECTRIC
3	6431	\$238.00	4/24/2015		ROCRO			0 ROCHELLE ROADEN
3	6432	\$372.78	4/24/2015		SKBRG			0 SKYBERG'S
3	6433	\$156.96	4/24/2015		SPRNT			0 SPRINT
3	6434	\$649.03	4/24/2015		STPLS			0 STAPLES CREDIT PLAN
3	6435	\$555.00	4/24/2015		WTRLB			0 WATERLAB CORP.
3	6436	\$3,150.00	4/24/2015		KIWAN			0 WEST VALLEY KIWANIS
3	6437	\$9.95	4/24/2015		SWSHP			0 WILLAMINA SAW SHOP
3	6438	\$26.98	4/24/2015		SELEC			0 WILLAMINA SELECT MARKET
3	6460	\$452.04	4/30/2015		AMAZN			0 AMAZON
3	6461	\$88.02	4/30/2015		ARAMK			0 ARAMARK UNIFORM SERVICES
3	6462	\$42.68	4/30/2015		CRQST			0 CARQUEST
3	6463	\$224.14	4/30/2015		DKQI			0 DK QUARRIES INC
3	6464	\$453.86	4/30/2015		FERGE			0 FEI PORTLAND WATERWORKS #3011
3	6465	\$222.24	4/30/2015		LOCAL			0 LOCAL 320 - LABORERS INTL UNION
3	6466	\$193.60	4/30/2015		NWNTR			0 NW NATURAL
3	6467	\$2.17	4/30/2015		OEMD			0 OREGON EMPLOYMENT DEPARTMENT
3	6468	\$307.27	4/30/2015		SUPPL			0 SUPPLYWORKS
3	6469	\$25.00	4/30/2015		TELE			0 TELECHECK SERVICES, INC.
3	6470	\$1,103.89	4/30/2015		WLLMS			0 DENISE WILLMS

TOTAL # OF ISSUED CHECKS: 89 TOTAL AMOUNT: 788 \$78,829.41

TOTAL # OF VOIDED CHECKS 21 CHECK #6439-6459 DUE TO PRINTING ISSUE

TOTAL # OF ACH CHECKS: 0 TOTAL AMOUNT: 0

TOTAL # OF UNISSUED CHECKS: 0



Mayor Ila Skyberg

Council Members:

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

City Staff:

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

**Willamina City Council Regular Meeting
Minutes of the Second Tuesday Meeting of the City Council
April 9, 2015
7:00 AM**

Location of Meeting:

City of Willamina City Hall
411 NE "C" St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Council President, Baller
Councilor Hill
Councilor Vinson Arrived At 7:20pm
Councilor Stritzke
Councilor McKnight

Others Present:

Allan Bramall
Janet Rood
Mr. Toney Watkins
Paul Daquilante, Newsregister
Mr. Willms
Sgt. Todd Whitlow
Deputy Jacob Rex
Dan Goff

Staff Present:

City Recorder Debbie Bernard
Accountant Rochelle Roaden
Youth Services Librarian Denise Willms
Public Works Director Jeff Brown
Senior Librarian Melissa Hansen

Absent: Planning Commissioner Dennis Ulrich

Roll call:

The regular meeting of the City Council was called to order at 7:05 PM on April 9, 2015 at City of Willamina City Hall by Mayor Ila Skyberg. Debbie Bernard City Recorder conducted roll call. A quorum was present.

Flag Salute:

Mayor Skyberg led in the Flag Salute.

I. Approval of Agenda

[MOTION] Councilor Baller made a motion to accept the agenda. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

Mayor Skyberg noted the Saturday Market would be added tonight for discussion, Budget Officer and Budget Committee

II. Review of Previous Minutes

[MOTION] Councilor Hill made a motion to accept the Minutes of March 12, 2015 with the amendments of the following: Heather was present at the March 6 meeting page 5 of 9.

Gary Hill noted a correction for page 5 - did not second the approval of regular minutes.

Gary noted a correction on page 6 - he did not second the motion

Mayor Skyberg noted on Page 9 Councilor seconded no name – correction should be Councilor Baller seconded. .

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

[MOTION] Rita made motion to accept the minutes of March 23, 2015 with amending page 13 to state Rita made a motion to reappoint Allen Bramall. Councilor Hill seconded.

Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

III. Consideration of Open Issues

1. Public Input Cedar Alley Petition

Presenter: Citizen Janet Wood

Mayor Skyberg introduced the petition by stating 14 citizens signed the form and Janet Rood was present to address the petition.

Janet started her presentation by stating she took a petition around to all the neighbors and they all had something to say about the traffic concerns on Cedar Alley. She said that she understands Cedar Alley has to stay because it is an emergency exit for people on Pioneer. Janet said she would like to see Cedar Alley gated on both ends. The reason it should be gated is it is an attractive nuisance. Cedar Alley is an unimproved pathway that runs between Southwest Barber and Pioneer avenues, to non-emergency vehicle traffic.

Janet Rood lives on Pioneer. She said people who live there have small children who play

on Cedar Alley and there are folks speeding and using it as a race track. She also stated the people speeding are not all teenagers.

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. Janet said there are no signs at either end of Cedar Alley.

Councilor Heather Stritzke stated "I notice it happening almost every day".

If gating the alley is not possible, Janet suggested the city at least place stop signs at the alleys intersections with Barber and Pioneer. Signs have been placed in the past, but have disappeared.

The Mayor asked the City Council for questions.

Councilor Stritzke stated she can confirm there is a racing up and down the hill. Heather said it is clearly happening and witness teenagers speeding.

Councilor Hill asked Jeff if closing off the street would make it Private vs. a Public Street if closed and reference it being discussed at a prior council meeting. Jeff responded the council may know more than he on that.

Councilor Vinson said if we may need to strategically find the teenagers that are speeding.

Sgt. Whitlow said the deputies can do a speed survey. The Sgt. also stated Willamina citizens can issue a ticket themselves. Also, there is an option of troll cams. Todd said as far as closing or gating the street could cause an issue if there were a fire.

Tony Watkins who lives on the corner of Barber was present and spoke that his wife has seen people flying down the alley way fast. Toney said people are not using the alley for walking either. Toney said the slag that has been placed would slow people down. He said a person could break there ankle with the size of slag; he said there were the size of boulders.

Councilor Baller asked if Jeff has put signage up. He said he was not aware of any decisions made on signage. Mayor Skyberg asked Sgt. Whitlow about signs for speed. He said ODOT has complete authority to change speed. Janet Wood asked what about stop signs?

Rita then asked if the deputies could get creative with tickets. Sgt. Whitlow responded he would site according to the law. Rita then asked if a type of citation could be reckless driving. She said it may turn someone around if they received that type of ticket. Sgt. Whitlow again responded that he would only cite according to the law.

[MOTION] Councilor Hill made a motion to table the topic to the next month. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

2. Public Input Yamhill County Mediators

Presenter: Marlena I. Bertram, Executive Director

Marlena introduce the Community Mediators of Yamhill County and thanked the City for their past support. She stated the mediators are a private nonprofit organization serving

residents of Willamina and Yamhill County since 1991. She shared that they are working a lot with truancy. She said they work with parents that include mediation. She said it was an area of growth. The mediators assist in conflict resolution among family and neighbors. She went on to share that unresolved issues divide communities and they are there to assist building healthy communications.

She summarized and said there are again requesting a financial contribution which enables these important services to continue in the amount of \$437.00. The Mayor questioned why the letter states \$2622.00. Marlana responded it is an error and it should state \$437.00 for FY15/16. Rita asked if they received funds from the school for the help the mediators give them. Marlana responded the school district will soon support as they have a track record of support. She said it is just around the corner.

[MOTION] Councilor Hill made a motion to send this to the Budget Committee. Council Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

3. Public Input Homeward Bound Pets

Presenter: Dawn Vvette Witt Executive Director

Dawn presented to the Council the need to Spay/Neuter pets. Dawn had handouts for everyone. She said no one is paid and the program is run by volunteers. She stated even if someone cannot pay the fee of \$30.00 to bring the pet in for service. She said she does not want the animals suffer from disease from too many births. She said they have a strong commitment to the population of cats. She stated the citizens of Willamina have brought 51 cats through the clinic in the past 4 years at an estimated cost of \$2,040. She said they are asking for \$250.00 for FY 15/16. Dawn said that she has not received support from Willamina in the past but would like to see it this year. She said all the funding is strictly used for community stray, abandoned, homeless cats. Marlana from the Mediators asked for a show of hands of the number of cat owners in the room. Dawn added for those who did not have one she has a cat she can provide.

[MOTION] Councilor Hill made a motion to send the request for a donation of \$250.00 for Homeward Bound Pets to the budget committee. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

4. Old Business - Tabled Discussion From March 23, 2015 Special Meeting - Council Seat Vote

Presenter: Mayor Skyberg

Mayor Skyberg gave a background that there were 4 Councilors present and there were 2 vote's aye and 2 absentee votes for Allen Bramall at our last City Council meeting. She

said that she was unsure at that time how to handle the vote. However now understands it was a tie. The Mayor then stated "at this time she is asking for a motion to appoint Allan Bramall to City Council. She asked for a motion.

[MOTION] Councilor Baller made a motion to accept the application for Allan Bramall to for a Council seat. Councilor McKnight seconded the motion. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye. City Recorder Bernard gave the oath of office. Councilor Bramall took his seat.

5. Old Business - Museum Copier Contract

Presenter: Gary Hill Responder: April Wooden Volunteer at the Museum

Ila asked Gary to take from here. He said he wants the contract canceled. April Wood stood and read a letter from Charlene Brown. The letter explained the needs for the copier. Charlene invited the Council and Councilor Hill to the museum. Wooden stated 1. No one is paid. 2. There are 10 volunteers. Wooden displayed new paper projects displaying the need for large copier. She said anything small is in practical. 1. She gave examples of maps that have to be copied. 2. Newspapers of large size. 3. Displayed an handful of books made to be sold. April noted the Museum does belong to the city. Gary paraphrased "so what your saying is you need a printer that prints 11 x18. Wooden stated \$169 a month is not too much for the City to spend on a copier. She said she does not feel it is fair to attack us. Gary said it was not an attack. She said she does not think it is fair to attack them. Wooden said she would have appreciated being approach before rather than being done behind their back. Katie responded it was never intended to come across like that, it was definitely done out of kindness. Wooden responded "well it feels like an attack" "it would have been appreciated if they were consulted prior". The city was trying to save money as a whole per Katie. She also said the printer was purchased as a gift and given from a good place.

Mayor Skyberg stated that the council is not asking to cancel the contract at this time. Rita supported that Gary's gift was not indented to come off badly.

[MOTION] Councilor Baller made a motion that we leave it as is for the group. Councilor Vinson seconded. Motion carried unanimously, with Councilors Baller, Hill was silent, Stritzke, McKnight, and Vinson voting aye.

6. Old Business - Approval Of Saturday Market From Main To 1st On "C" Street

Presenter: City Recorder Debbie Bernard

Debbie gave the council a background at the March 12, 2015 the City Council received a request form Sage and Amanda Baller under public input to allow the Saturday Market on B Street. The 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 1st 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. Debbie stated she has received an insurance certificate naming the City of Willamina as an additional insured in the amount of 2 million and a hold harmless

agreement has been signed. Rita asked Jeff if possible could the Market use the Cities barriers. The City Recorder stated that she included in the hold harmless agreement that the City would allow the Market to use the barriers on a first come first bases. Rita stated that it was suggested that the barriers could be stored and the old city property and therefore Jeff would not be disturbed to help out each Saturday.

[MOTION] Councilor Hill made a motion to approve the Saturday Market. Councilor Stritzke seconded. Councilor Baller abstained. Motion carried, with Councilors Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

7. Old Business Budget Officer And Budget Committee FY 15/16

Presenter: Mayor Skyberg

The Mayor gave the Council background on the appointment of Gary Hill as budget officer. She said back in January 2015 she appointed Gary because the City did not have an accountant. In February the City hired Rochelle Roaden as the accountant and it is now time to appoint the accountant as the budget officer. She said at this time she would ask Gary to be the Budget Chair. He responded that he accepts. She also stated she appoints Rochelle Roaden as budget officer and asked for a motion.

[MOTION] Councilor Stritzke made a motion to appoint Rochelle Roaden as the 2015/2016 budget officer for the creation of the 2015/2016 Budget. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

8. Old Business - Accepting the Resignation of Denise Willms

Presenter: Mayor Skyberg

Mayor Skyberg read the memo from Denise Dated March 18th, 2015 and it read:

To: Mayor Skyberg and Members of Council.

I tender my resignation as of May 9th 2015. It has been my pleasure and privilege to be a 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. Denise stood and said she accepted a Job with the Port Orford Public Library and will start May 9, 2015. The Mayor then said the Council wishes Denise "Good Luck" and then presented her with a plaque to honor her tenure. The meeting then went into recess while we had cake and coffee.

The Mayor called the meeting came back to order at 8:30pm. The Mayor asked for a motion to accept Denise Willms resignation.

[MOTION] Councilor Hill made a motion to accept Denise Willms resignation. Councilor Bramall seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

Next the Mayor introduced that she has been recruiting new people to the Budget committee as that is her role to do that. She stated she recruited Jackie Haworth, Lori Toney, April Wooden, and Robert Hollinger. Ila said along with Craig Johnson, Greg Kruchok and Vern Holstand who were already members that would round out the 14 member committee; 7 of them being the governing body. Ila asked for a motion to approve the appointments.

[MOTION] Gary Hill made a motion to approve the appointments. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

IV. Consideration of New Business

1. New Business Police Services Contract Renewal & Code Enforcement Position. - Recommendation From The Finance Committee

Presenter: Debbie Bernard

The Mayor asked Debbie to speak. Debbie gave a background of the proposals presented to the Finance committee from Sheriff. One of the proposals included code enforcement, one without code enforcement and one proposal with 2 deputies which would include the code enforcement dollars w/and additional 10,000 adder would afford 2 deputies at 2 10 hour shift. So at the Finance committee decided to bring code enforcement in-house and keep the deputy coverage status quo or Exhibit D. There would be a savings over all with this change.

Heather began the discussion by asking do we have one fulltime deputy now. Debbie responded yes. Sgt. Whitlow explained the City has 1.5 deputies. Sgt. Whitlow responded that status quo is 1.5. In the past the city had 1.5 with an additional part-time person for code enforcement.

Mayor Skyberg stated that the reason the City wants to cancel the code enforcement per police contract is to bring it in house. The level of paperwork needed can be addressed in house more consistently. Sgt. Whitlow said he understands that every city does things differently for example Dayton does code enforcement in-house. Todd summarized (1 40 hours a week 5am to 3pm and 1 deputy two ½ days in the City and 2 days rural per Sgt. Whitlow) Heather asked would the Code Enforcement position will they go and talk to people in person. Debbie responded yes there will be a time that happens, however, are regular deputies will also do the face to face. The Mayor recommended that we approve staying at 1.5 Deputy per the contract at \$188,314.48 and authorize the Mayor to execute part time code enforcement for \$12,000 for 25 hours a week.

(1 40 hours week 5 to 3 and 1 deputy two ½ days in the City and 2 days rural per Sgt. Whitlow) Heather asked would the Code Enforcement position will they go and talk to

people in person. Debbie responded yes there will be a time that happens, however, are regular deputies will also do the face to face.

[MOTION] Councilor Hill made a motion to approve the Police Service Exhibit D. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

Sgt. Whitlow noted that Exhibit D needs to be a correction to read 1.5. Mayor noted the correction to the motion.

Next The Mayor welcomed Deputy Jacob Rex. Jacob shared that he is married and has 2 children.

2. New Business - Approval of Public Works Purchase Request.

Presenter Councilor Baller

Councilor Baller started the discussion by stated she approved the meter and the public works meeting which was a special situation and realizes she does not have authority as a single councilor to make that decision. However, she felt it was a pre-empt purchase for many reasons and we could not wait. Heather said she agreed with Rita. Jeff said there was a timeline deadline. So he ordered the metered.

Rita asked Jeff when you go by the old Mill the water line is starting to pop off. Jeff said when it leaves the meter it is Hampton Mill Property. Jeff gave an example of the city responsibility stops at the meter.

Ila summarized the request for purchases: 1. Water Meter increase budget cost of \$7,284.62. 2. Summer Worker 3. Flow Meter 4. Water treatment Sodium Hypochlorite.

[MOTION] Councilor Baller made a motion to approve public works purchase request. Councilor Hill Seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

3. New Business - Approval Of The Purchase For Caselle Software And Request For Approval of Server Upgrade

Presenter: City Recorder Debbie Bernard

At the March 3, 2013 Finance Committee meeting the purchase of Springbrook Software was approved and ready with a recommendation to Council. Debbie told the Council that she did not bring it forward pending the review of an onsite demo for the new Accountant on the Caselle Software product. She recommended council approve the Caselle Software.

[MOTION] Councilor Stritzke made a motion to request the approval of the purchase of Caselle Software at \$60,800 in addition to the down payment in FY 14/15. Also approve the server upgrade for FY 15/16 at \$13,000. Councilor Hill Seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

V. **Mayor's Report**

- a) **Grants** – Mayor Skyberg went over the names who were awarded Grand monies from the Green4Growth (waste management) economic development application award. She noted the City of Willamina will receive \$15,000. Five thousand will go to library for their new facade; \$5000 will go to West Valley Community Campus and \$5000 for the roof repairs on the old department store. Also Mayor noted we received another award of \$1700 from the small city grant.
- b) **City County Dinner** – Ila asked for a final call for the City County Dinner. Councilors who responded were:
 - a. Teresa McKnight 1
 - b. Allen Bramall 2
 - c. Rita Baller 1
 - d. Ila Skyberg 1
- c) Mayor Skyberg also asked if everyone had turned in the State Economic Interest Request Form due date April 15, 2015. Heather responded she did not get one. Katie stated she did not see a copy. Debbie said she would follow up those who did not get a copy.

VI. **Council Liaison Reports**

Chamber Liaison (Mayor Skyberg) Ila shared that the City is sharing in sponsoring a Clean Up Day April 18, 2015 with the Chamber of Commerce.

Library Board Liaison (Councilor Stritzke)

Heather reviewed the discussion of the Library Board meeting held at City Hall on March 18, 2015. She said it was “lovely”. She noted that Katie brought up doing a new face or façade for the Library. They talked about Friends reenacting the Friends of Library. Also they asked about reimbursements for CCRLS (lost or damage materials). Melissa stated she would like to know where that money goes. Debbie responded that the accountant can reconcile the fund and respond at a later date.

YCOM Board (Councilor Baller)

Rita reported that YCOM Board meeting is next Thursday.

VII. **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**
- b. **[MOTION] Councilor Stritzke moved to approved the minutes of March 24, 2015 Finance Committee. Councilor Baller seconded. Motion carried**

unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

Planning Commission Report (Commissioner Ulrich) absent

VIII. 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**

Accountant

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

Public Works

- a. **Monthly Report** – (*handout*)

Jeff talked about the dump truck.

Jeff said he has not heard back from the Chamber on the Bark Dust Sale.

Council approved the use of the City Dump Truck.

Jeff asked if we should cancel this month's Public Works Committee as he will be absent and does not have anything for the agenda. Rita and Heather responded that we should not cancel yet and see if there is something that needs to be discussed and maybe change the date or time but still possibly meet.

Library

- a. **Library Monthly Report** (*handout*)

Mayor Skyberg moved to the Library and acknowledged Melissa.

Melissa reported the library opening on Saturday was done as an experiment long ago.

She said Saturdays are really a slow day and would like to see the library close on

Saturday. Ila asked if it has gone to the Library Board. Melissa responded no however,

Mr. Goff who is on the library board was sitting next to her in the meeting and was

aware. Ila asked to put it on the next agenda. The next Library Board meets April 19th

2015 and it could be discussed further.

- a. **[MOTION]** Councilor Baller made a motion to approve new hours of operation after the Library Board approved. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

- b. **Changing Library Hours (Councilor Hill) PASSED** already discussed above.

- b. **Youth Services** (*verbal*) left meeting earlier.

Sheriff's Office

a. Crime Summary – (handout)

b. Pioneer Traffic Study (handout)

IX. Adjourn

X. Agenda and Time of Next Meeting

The next meeting will be held at:

City of Willamina City Hall

411 NE "C" St

City Of Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Library Hours

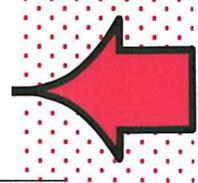
The meeting was adjourned at 9:40 PM by Mayor Ila Skyberg.

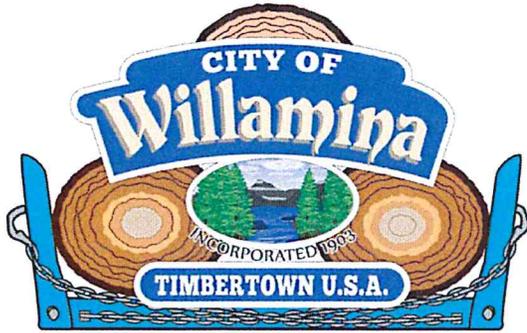
Minutes submitted by: City Recorder Debbie Bernard

Debbie Bernard

Minutes approved by: Mayor Ila Skyberg

Ila Skyberg





Mayor Ila Skyberg

Council Members:

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

City Staff:

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

MEMO TO: City Council
DATE: May 14, 2015
FROM: Debbie Bernard, City Recorder
SUBJECT: City Recorder Report

City Recorder Report:

New Staff Member John Kowolick

On May 5, 2015 the City interviewed 4 candidates for the position of Code Enforcement Court Clerk. A total of 8 interested candidates were received. The interviews were conducted by the City Recorder, Mayor, Council President and Public Works Director. Our main candidate and new hire is John Kowolick who comes to the City with specialized skills and knowledge in patrol deputy, detective, public information officer and prior Sheridan contract deputy. He has lived and worked in the area for 40 years. He is married to Tilla his wife and lives in McMinnville.

Youth Librarian Position – listing in house for 10 days

Our youth librarian position becomes vacant May 9, 2015. I am listing the position in house for 10 days after that period the job will go out to the public as an open position. A going away luncheon was provided for Denise on May 8, 2015 so staff could say goodbye, it was well attended. Denise was the union steward and before leaving sent out a memo notifying everyone that Amber Deibel is the new union Steward.

Planning - Site Review at for the Willamina High School – May 19, 2015

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The Willamina High School has applied for a site review required for any new construction which is scheduled for May 19, 2015. They high school is building a 10,000 square foot Welding Shop and Dugouts and storage buildings.

Cedar Alley Follow-up

Individual letters were sent to each of the Cedar Alley petition signers. The letter gave a detail follow up to the April 9, 2015 City Council meeting. The letters stated the action the city took by placing slag on the alley to slow vehicles down. In addition to asking for more Deputy Patrol as well as a copy of the news register article that was published on the meeting letting the citizens know the city cares.

Enterprise zone

West Valley Enterprise Zone.

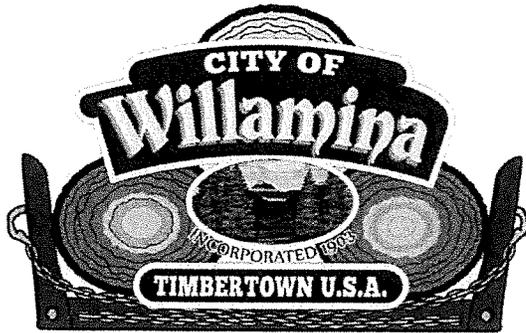
The Council of Government (COG) submitted the joint application on Friday, April 10th. There are four zone designations available and we are one of five applicants that can move on in the application process. I am still waiting to hear back from Sedcor.

City Recorder, Debbie Bernard

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Mayor Ila Skyberg

Council Members:

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Heather Stritzke
Allan Bramall
Theresa McKnight
Allen Bramall*

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: May 14, 2015
FROM: Debbie Bernard, City Recorder
SUBJECT: Willamina Water Master Plan Update - Fair Housing Resolution #14-15-009

Background:

The City of Willamina received a Community Development Block Grant (CDBG) from Infrastructure Finance Authority (IFA) in the amount of \$99,000 to complete an update to their Water Master Plan. The Plan was approved by the Oregon Health Authority and the City Council held a public hearing on the plan on March 12, 2015 and adopted the plan via Resolution #14.15.005.

Prior to financial administrative closeout of the CDBG grant award, grant rules require that the City conduct an "additional fair housing activity". Staff reviewed the acceptable "additional fair housing activity options" and recommends the City Council adopt Resolution #14-15-009: Resolution Supporting Assisted Housing Programs. Upon evidence of the additional fair housing activity, remaining grant funds can be drawn down and the project can be closed out.

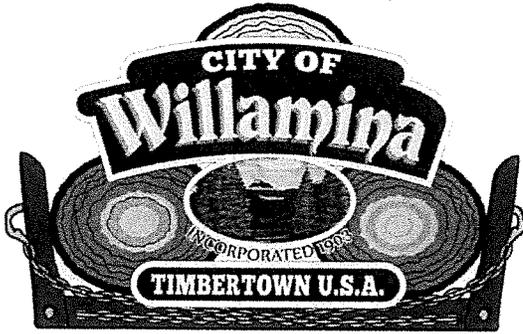
If the Council would like to pursue other options for fair housing activities, COG staff can offer assistance.

Requested Action:

Make a Motion to adopt the attached Resolution Supporting Assisted Housing Programs (**Resolution #14-15-009**).

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Mayor Ila Skyberg

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Allen Bramall*

City Staff:

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

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE
TRANSACTION OF BUSINESS
RESOLUTION NUMBER 14-15-009
A Resolution Supporting Assisted Housing Programs**

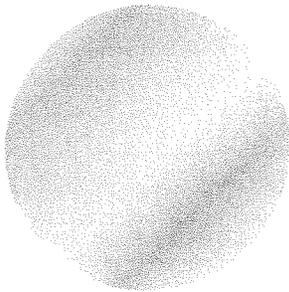
WHEREAS, the City of Willamina has received an Oregon Community Development Block Grant;

WHEREAS, the City of Willamina has certified in its grant contract with the state that it will comply with the requirements of Title VIII of the Civil Rights Act of 1968, as amended, popularly known as the Fair Housing Act, and will take action to affirmatively further fair housing,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Willamina to encourage government assisted housing as a source of affordable, safe and sanitary housing opportunities for persons of lower, middle and fixed incomes.

1. **THAT** this resolution shall become effective immediately upon adoption.

PASSED and ADOPTED by the City Council of the City of Willamina this 14th day of May 2015.



Ila Skyberg, Mayor

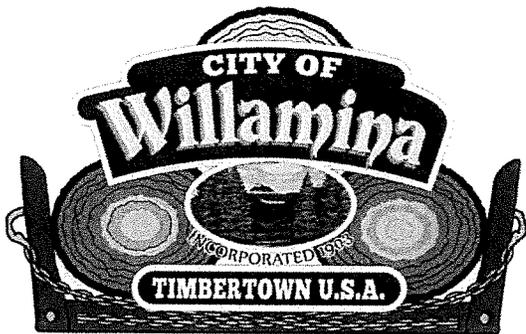
ATTEST:

Debbie Bernard, City Recorder

F/RESOLUTIONS/2014-2015/14.15-009

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Mayor Ila Skyberg

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Allen Bramall*

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: May 14, 2015

FROM: Debbie Bernard, City Recorder

**SUBJECT: Shared Financial Services certification of eligibility
Resolution #14-15-010**

Background:

The Shared Financial Services unit is responsible for certification of eligibility of cities for state-shared revenues (cigarette, liquor and highway taxes) under ORS 221.760.

Yamhill County in the census reached 100,000. The law provides that cities located within a county having more than 100,000 inhabitants, according to the most recent decennial census (2010), must provide four or more of the following municipal services to be eligible to receive the revenues.

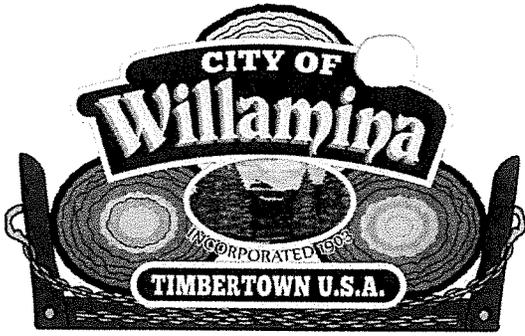
- Police protection,
- Fire protection
- Street construction, maintenance, and lighting,
- Sanitary sewers,
- Storm sewers,
- Planning, zoning, and subdivision control,
- One or more utility services

Requested Action:

Make a Motion to adopt the attached Resolution to gain certification of eligibility of cities for state-shared revenues (cigarette, liquor and highway taxes) under ORS 221.760.

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Mayor Ila Skyberg

Council Members:

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

City Staff:

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

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE
TRANSACTION OF BUSINESS
RESOLUTION NUMBER 14-15-010**

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services;

1. Police protection
2. Fire protection,
3. Street construction, maintenance and lighting,
4. Sanitary sewers,
5. Storm sewers,
6. Planning, zoning, and subdivision control,
7. One or more utility services

and

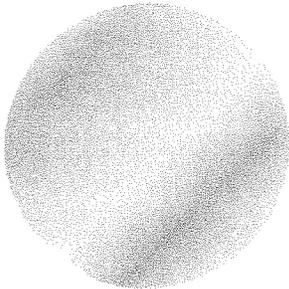
WHEREAS, the city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

Be it resolved, that the City of Willamina hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- ✓ Police protection
- ✓ Fire protection,
- ✓ Street construction, maintenance and lighting,
- ✓ Sanitary sewers,
- ✓ Storm sewers,
- ✓ Planning, zoning, and subdivision control,
- ✓ One or more utility services

1. THAT this resolution shall become effective immediately upon adoption.

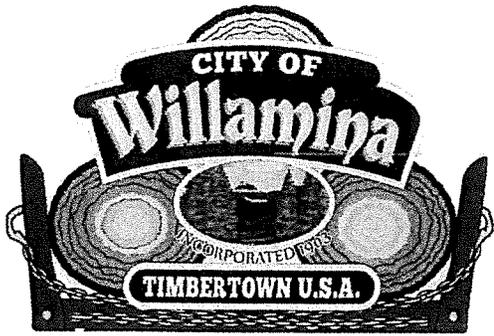
PASSED and ADOPTED by the City Council of the City of Willamina this 14^h day of May 2015.



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, City Recorder



Mayor Ila Skyberg

Council Members:

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Katie Vinson
Heather Stritzke
Allan Bramall
Theresa McKnight
Allen Bramall*

City Staff:

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Library: Melissa Hansen
Public Works Director: Jeff Brown*

MEMO TO: CITY COUNCIL
DATE: MAY 14, 2015
FROM: City Recorder Debbie Bernard
SUBJECT: *WATER & SEWER RATE INCREASES FOR 2015/16 – FIRST DRAFT*

1. Background

2. The City currently has two enterprise funds– Fund 30 (Water) and Fund 40 (Sewer). An enterprise fund, as defined in the Local Budgeting Manual is a fund that is established to finance and account for acquiring, operating, and maintaining facilities and services which are primarily self-supporting from user charges and fees.
3. In addition to the on-going expenses for providing these services, both funds carry substantial debt. The current debt for the Water Fund consists of two loans from USDA Rural Development with a balance of \$916,000, and annual payments of \$66,600. These are 25 year loans. The current debt for the Sewer Fund consists of two loans from the Oregon Infrastructure Financing Authority with a balance of \$1,509,501, and annual payments of \$179,000. These are 40 year loans.
4. In 2012, the City staff, engineers and representatives from the Mid-Willamette Valley Council of Governments attended a “One-Stop Meeting” with representatives from various state and federal funding agencies to discuss potential funding for the Water Intake Project. At that time, we were advised that our rates were not high enough to qualify for additional loans. Our rates also were not high

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enough to qualify for grants. At that time, our water rates needed to be around \$52 a month to qualify for loans or grants.

5. The proposal recommends the base meter rate be reduced and the commodity (usage) rate be increased. The goal is to collect adequate funds to repay our debt and finance future needs. It is estimated that water revenue will increase by \$33,000 for 2015/2016 year and \$22,000 for sewer. The Economic & Financial Analysis, prepared by Ray Bartlet, projects that the change in rate structure will generate adequate funds to qualify for USDA refinancing.
6. The City recently approved at the March 2015 City Council Meeting the Final Draft of the Water Master Plan and water rate study. The study showed the benefits of the proposed new rates structure that would enhance equity and improve efficiency because customers will have more control over their monthly water bill by controlling water usage. Individual customer's bills may increase if they use more than the average amount or may decrease if they use less than average. In total only 67 customers will pay more primarily commercial customers and schools. In the past, these users with high consumption paid substantial lower rates than residential customers. The rate increases will be effective July 1, 2015.
7. As some of you know, the Water Fund is currently not self-supporting for on-going operations and loan payments. The Sewer Fund has loaned money to this fund each year to prevent defaulting on the loan payments. The Water Fund is also facing some critical infrastructure repairs and improvements, primarily to the intake and the storage tanks that will likely cost in excess of \$1,000,000. The Sewer Fund is breakeven for on-going operations, but unable to put aside any reserves for needed repairs, preventive maintenance, equipment replacement or the required one-year reserve for the loan payments. Additionally, every year operational costs continue to rise.
8. Last year, the City Council approved a 5% increase in water rates and a 3% increase in sewer rates. The attached rate sheet lists the current and the proposed rates.

Recommendation

9. Staff has recommended that water rates be changed to the new rate structure of charging customers by the meter size and commodity rate as shown in the attached rate structure and approve a proposed 5% increase in sewer rates of which 2% of the 5% sewer increase will be dedicated to building a debt reserve for the sewer fund. Rates will be effective with the June 16-July 15, 2015 billing cycle.

Attachments

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Mayor Ila Skyberg

Council Members:

- Rita Baller, Council President
- Gary Hill
- Katie Vinson
- Heather Stritzke
- Allan Bramall
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- Allen Bramall

City Staff:

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- Office Specialist: Amber Deibel
- Library: Melissa Hansen & Denise Wilms
- Public Works Director: Jeff Brown

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA
SITTING FOR THE TRANSACTION OF BUSINESS
RESOLUTION NUMBER 14-15-008**

Increasing Rates for the Use and Sales of Water & Sewer Services

WHEREAS, Ordinance 529-A states that rates and fees for the use and sale of water and sewer services in the City of Willamina shall be prescribed by resolution; and

WHEREAS, the last rate increase was adopted by Resolution #13.14-16 on June 12, 2014; and

WHEREAS, costs related to loans for water and sewer system improvements, and increased costs for maintenance of the City's water and sewer systems make it necessary to increase both water and sewer rates;

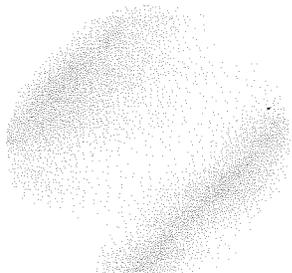
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA :

Section 1. THAT the City Council hereby approves a *change of rate structure to charge base by meter size and commodity rate increase from \$1.10 to \$2.87 on usage per cubic ft. without an allowable and increase in sewer rates at 5% (2% of the 5% sewer increase will be dedicated to building a debt reserve for the sewer fund) which are proposed to begin with the June 16-July15, 2015 billing. Attached, as Exhibit "A," said rates to be effective with June 16-July 15, 2015, billing; and*

Section 2. THAT Exhibit A to Resolution 13-14.016 is hereby repealed in its entirety; and

Section 3. THAT this resolution shall become effective immediately upon adoption

PASSED and ADOPTED by the City Council of the City of Willamina this **14th day of May, 2015.**



Ila Skyberg, Mayor

ATTEST:

Debbie Bernard, City Recorder

Attachment -- Exhibit A

F RESOLUTIONS 2015-2016

Water Rates 2015/2016 Exhibit A

Bill Code	Base Rate old	EDUs in Base old	CF in Base old	\$/ccf	2015/2016 New base/commodity rate Customer Class NEW BASE CHARGES BY METER SIZE AND NEW COMMODITY RATE	Meter size	BY METER SIZE	Charge by size
103	\$20.10	0.51	384	\$0.00	\$23.93/\$2.87cf	¼ or 5/8 meter	5/8	\$23.93
105	\$39.30	1	750	\$1.10	\$\$23.93/\$2.87cf	¼ or 5/8 meter	3/4	\$23.93
106	\$78.60	2	1,500	\$2.20	\$23.93/\$2.87cf	¼ or 5/8 meter	1	\$38.29
107	\$117.90	3	2,250	\$3.30	\$23.93/\$2.87cf	¼ or 5/8 meter	1 1/2	\$47.86
108	\$157.20	4	3,000	\$4.40	\$23.93/\$2.87cf	¼ or 5/8 meter	2	\$95.72
109	\$39.30	1	750	\$1.10	\$47.86/\$2.87cf	1 ½ inch meter	6	\$478.60
109	\$39.39	1	750	\$1.10	\$95.72/2.87cf	2 inch meter	8	\$1,435.80
110	\$54.95	1.4	1,049	\$1.60	\$23.93/\$2.87cf	¼ or 5/8 meter	10	\$1,914.40
111	\$78.65	2	1,501	\$2.20	\$47.86/\$2.87cf	1 ½ inch meter	12	\$2,680.16
112	\$39.30	1	750	\$1.10	\$23.93/\$2.87cf	¼ or 5/8 meter	F-3/4	\$23.93
113	\$186.90	4.76	3,567	\$1.10	\$23.93/\$2.87cf	¼ or 5/8 meter	I-2	\$542.00
116	\$111.40	2.83	2,126	\$1.10	\$23.93/\$2.87cf	¼ or 5/8 meter	I-3/4	\$43.36
117	\$32.90	0.84	628	\$1.10	\$23.93/\$2.87cf	¼ or 5/8 meter	I-8	\$2,167.98
118	\$93.90	2.39	1,792	\$2.70	\$23.93/\$2.87cf	¼ or 5/8 meter	S/ccf	\$2.87
119	\$118.00	3	2,252	\$3.40	\$23.93/\$2.87cf	¼ or 5/8 meter	Sccf-I	\$0.86
120	\$125.85	3.2	2,402	\$3.60	\$23.93/\$2.87cf	¼ or 5/8 meter		
121	\$59.80	1.52	1,141	\$1.70	\$23.93/\$2.87cf	¼ or 5/8 meter		
122	\$72.05	1.83	1,375	\$1.70	\$23.93/\$2.87cf	¼ or 5/8 meter		
123	\$39.30	1	750	\$1.10	\$23.93/\$2.87cf	¼ or 5/8 meter		
123	\$39.30	1	750	\$1.10	\$23.93/\$2.87cf	¼ or 5/8 meter		
221	\$457.70	11.7	8735	\$0.00	\$2167.98/.86	8 inch meter		
221	\$457.70				\$542.00/.86	6 inch meter		
222	\$510.95	13	9,751	\$	\$478.60/2.87cf	6 inch meter		
5-Plex	\$196.50	5	3,750	\$0.00	\$23.93/2.87cf	¼ or 5/8 meter		
M2	\$62.90	1.6	1,200	\$5.50	\$23.93/\$2.87cf	¼" or 5/8 meter		
					flat			

Sewer Rates 2015/2016 Exhibit A

sewer	Old Sewer Rate	Amount of increase	New Sewer Rate	Percentage of increase
209	\$ 17.75	0.8875	\$ 18.64	5.00%
201	\$ 56.60	2.83	\$ 59.43	5.00%
200	\$ 113.10	5.655	\$ 118.76	5.00%
200	\$ 169.80	8.49	\$ 178.29	5.00%
200	\$ 226.40	11.32	\$ 237.72	5.00%
202	\$ 56.60	2.83	\$ 59.43	5.00%
205	\$ 137.20	6.86	\$ 144.06	5.00%
204	\$ 113.10	5.655	\$ 118.76	5.00%
208	\$ 56.60	2.83	\$ 59.43	5.00%
210	\$ 282.65	14.1325	\$ 296.78	5.00%
213	\$ 163.00	8.15	\$ 171.15	5.00%
214	\$ 50.00	2.5	\$ 52.50	5.00%
215	\$ 135.70	6.785	\$ 142.49	5.00%
216	\$ 169.65	8.4825	\$ 178.13	5.00%
217	\$ 180.90	9.045	\$ 189.95	5.00%
218	\$ 85.95	4.2975	\$ 90.25	5.00%
218	\$ 135.70	6.785	\$ 142.49	5.00%
200	\$ 56.60	2.83	\$ 59.43	5.00%
212	\$ 684.00	34.2	\$ 718.20	5.00%
212	\$ 735.10	36.755	\$ 771.86	5.00%
5-plex	\$ 283.00	14.15	\$ 297.15	5.00%
M-2	\$ 62.90	3.145	\$ 66.05	5.00%
Average Number of Billed accc		720		

Resolution 14-15

April 23, 2015

To Mayor Ila Skyberg and the City of Willamina

As a resident of Willamina, I wish to take this opportunity to express my deepest appreciation to you for the recent "Clean Up Willamina Day" so graciously provided.

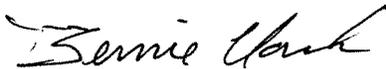
Not only was this gesture well organized and coordinated but the attendants at the event were most helpful, courteous, and friendly.

I trust the city looked as favorable upon this day as we residents did and applaud your efforts in providing this for us.

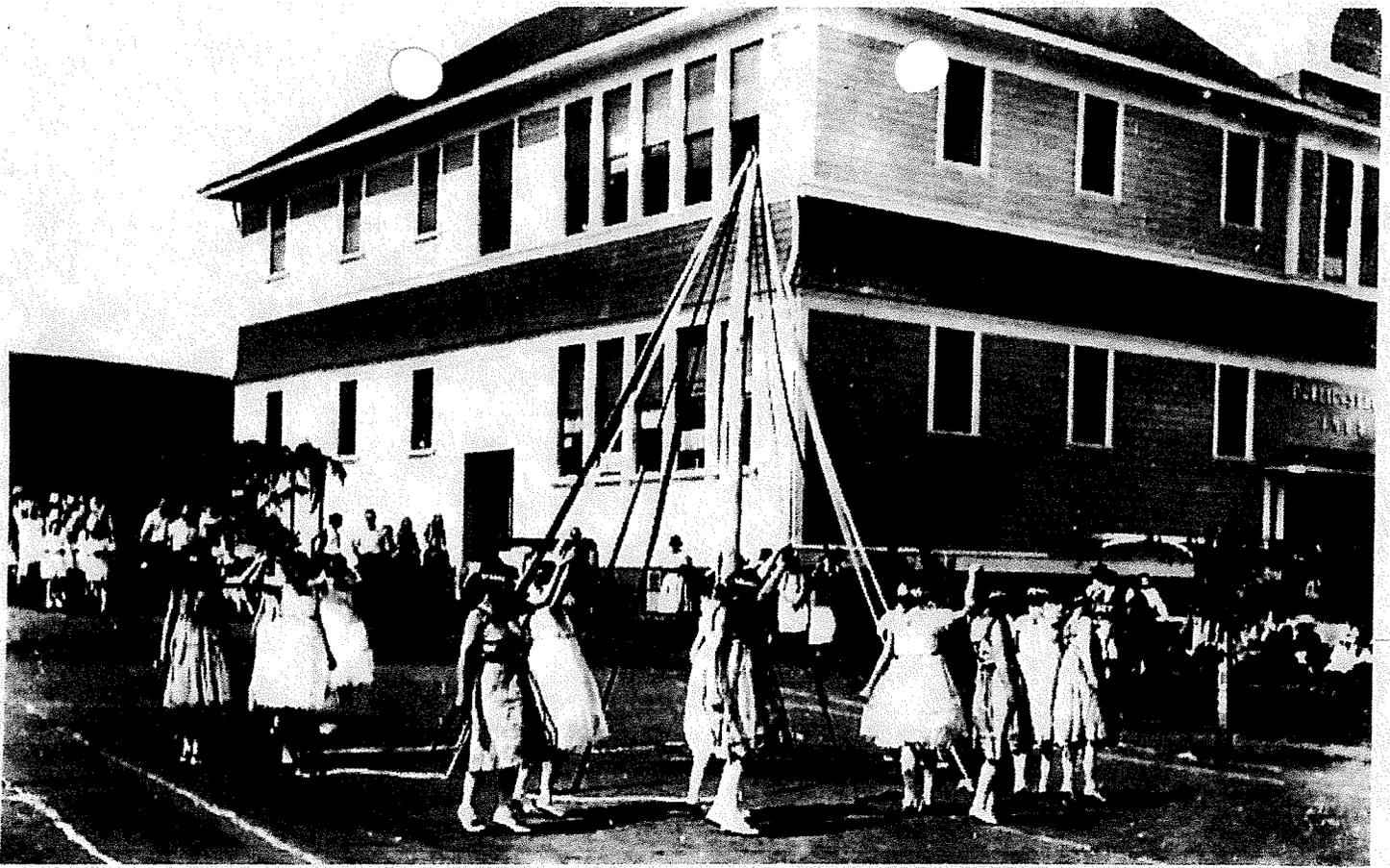
And most of all, I hope this will kindle a desire for all of us to continue every effort in keeping Willamina as clean and attractive as possible.

Again, thanks for your strong and thoughtful efforts in this regard.

Sincerely,

A handwritten signature in cursive script that reads "Bernie Clark".

Bernie Clark, Willamina resident



In the merry, merry month of May, Willamina Public School circa 1920

For the Love of History & Chocolate

*You are cordially invited to an evening of
history, music and chocolate tasting*

Saturday, May 23, 2015

6:00 to 9:00 p.m.

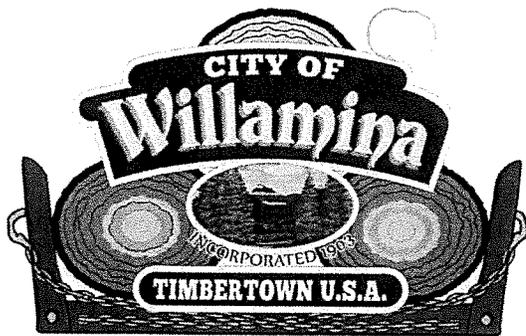
Willamina Museum

188 "D" Street

Willamina, Oregon

*Come and enjoy the unique and wonderful exhibits, the music of the
Andrew Jepson Trio and a buffet of sweet and savoring treats.*

*This fund raiser is sponsored by Willamina's Historical Group and Skyberg's Lumber & Hardware
We hope you will join us!*



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*

**City Of Willamina
Minutes of the April 7, 2015 Meeting of the Finance Committee Meeting
April 7, 2015
4:00 PM**

Location of Meeting:

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

Present at Meeting:

Accountant Rochelle Roaden
City Recorder Debbie Bernard
Councilor Gary Hill
Councilor Rita Baller
Councilor Vinson
Mayor Ila Skyberg

I. Call to Order

The regular meeting of the Finance Committee Meeting of City of Willamina was called to order at 4:15pm PM on April 7, 2015 at City Hall by Councilor Gary Hill

II. Roll Call

- a. City Recorder Debbie Bernard took roll call and stated a quorum was present.

III. Flag Salute

- a. The Flag Salute was led by Councilor Hill.

IV. Old Business -Consideration of Open Issues

1. Table March 3, 2015 Finance Committee Meeting Minutes

Councilor Hill

Debbie responded and stated the minutes were not ready.

2. Old Business

Councilor Hill started the conversation on Code Enforcement Court Clerk Admin Position.

The City Recorder noted that the Code Enforcement Court Clerk Admin position was discussed at the February 12, 2015 finance committee meeting; she said she is bringing it back because it had not gone to council. In the interim the Sheriff office proposed their renewal contract with a few different options. The options were outlined in the packet. (Exhibit A, B, C, and D) Exhibit A shows no code enforcement only 1.5 deputies at \$188,000 (a \$12,889.60 increase). Exhibit B shows 2 deputies \$238,000 (additional \$10,000). Exhibit C would be status as is or 1.5 plus code enforcement should they send us a retired deputy totaling \$227,991.48. Exhibit D would be our recommendation 1.5 \$188,000 and bring Code enforcement in-house at a total of \$203,914.48 she said.

Debbie stated she is looking for a recommendation from the Finance committee. Katie added, so the Sheriff office does not have a uniform deputy retiring to send us at this time but will we still be able to use a uniform on call deputy, right. Katie asked would the new staff be the person that knows the code violation or would that be the deputy job.

Debbie responded the code concerns come into the office over the counter and phone and in person just to name a few; she said public works will be asked to communicate messages on the handheld to the office regarding code violations. So to answer the question Debbie responded that yes staff and deputies will know the code. Katie summarized so that will build information for us. Debbie said she anticipates public works to follow up with her after visiting properties each month to see if the nuisance is cleaned up. She anticipates the whole team working together. The new code enforcer will have to keep good records and do follow up. Katie said she would not mind if that person would go to the property to confirm the violation. Debbie said the person would have to have the personality to not break when receiving information that needs to be processed that comes across negative. Rochelle noted that there is code enforcement training right? Debbie responded there are great training classes available.

The City Recorder also shared the example of neighbors arguing over a fence. In the end it comes down to a code violation for building a fence without a permit. Rita said it would not hurt to give it a try. Rita then asked do we have money in the budget. Rochelle responded that yes we do; the code enforcement position was budgeted for \$48,000 a year so we definitely have money for code enforcement. Rochelle noted the Deputy that is on will give us services any. Debbie also offered that we are not going thru abatement when we have an option to send tickets to the revenue department and become a court of record.

Debbie said since the Sheriff office came back with the 2 deputy's offer, she felt it needed to come back to finance before it goes to Council and discussed. Katie noted that the past code enforcer had the right idea but not really the right or worst offenders. Katie asked about follow thru after a property has been cleaned up. Debbie responded she plans to put in place a follow up procedure, also sees the employee developing the job in that direction.

Rita noted why we don't try it for 6 months. She said the new staff could come to council every 2 months and the Council can see how things are going. There was a discussion of the type of report the new staff member would present to Council which would be one that not shows addresses only not names. Rita noted she supports that type of report coming to City Council instead of just committees. She said the reason for that is that we can tweak it where it may work better for everyone. Gary asked for a motion.

Gary said to sum up so we agree to approve the position with a 6 month probation.[MOTION] Gary made a motion to approve the position of the code enforcement court clerk position with a 6 month probation and coming to council every 2 months for a period of 6 months as a recommendation from the Finance Committee. (No second on the motion; motion died) Ila stated this is a recommendation.

3. Member Concern/Reports Councilor Hill

Rita questioned isn't it getting close to time regarding the Trailer on Yamhill Street. Rita said the council did a 9 month exception. Gary said he did not remember the exact time frame. Rita said it needs to be follow-up. She said since we were taking about police services and Cedar Alley was on the agenda for the next city council and everything she hears about cedar alley is about speed, she asked Debbie to tell Sergeant Whitlow to give it everything they have to slow people down. Katie asked if the gravel had been laid on Cedar Alley. Debbie responded yes. She added Ginger Watkins who lives on the corner had concerns regarding the gravel being too large and would dart out and hit somebody if a car was driving too fast.

Councilor Vinson asked if it would be a good idea to do a follow up to everyone who signed the petition that we are working on it. Rita stated after it has gone to Council it would be a good idea to do a follow-up. Gary noted that sharing the minutes from January 2015 City Council meeting where it stated that if we gate Cedar Alley, it becomes private property per Sergeant Vanderwettering. Rita noted we could get creative with drive slow signs.

Gary moved that we adjourn.

V. Consideration of New Business

1. Police Services Contract Discussed above. Rita said so we are staying with the one Deputy. Everyone responded yes. She said the deputies we do have are on the top of their game.

VI. Time of Next Meeting

The next meeting will be held at 4:00 PM on May 5, 2015 at:
411 NE "C" St
Willamina, Oregon 97396

The meeting was adjourned at 5:00 AM by Councilor Gary Hill.

Minutes submitted by: Debbie Bernard, City Recorder _____.

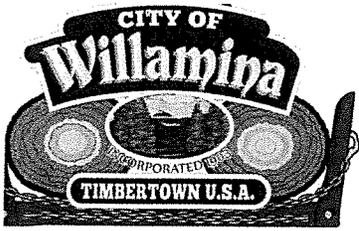
Minutes approved by: Council Gary Hill _____.



Next Meeting Date
Tuesday, May 7, 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.

F:\FINANCE COMMITTEE\2014-2015\02.24.15.FINANCE COMMITTEE.AGENDA



Council Members:

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

City Staff:

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

FINANCE COMMITTEE MEETING

Finance Committee

March 3, 2015
4:00pm PM

Location of Meeting:

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

Present at Meeting:

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

Absent: none

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

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

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

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

III. Old Business

a. Springbrook Software

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

An Equal Opportunity Employer

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

www.willaminaoregon.gov

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

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

IV. New Business

a. Electrical work.

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

V. Committee Member Concerns/Reports.

a. None

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

VI.

Adjourn

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

Councilor Hill moved to adjourn.

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

Respectfully submitted,

Debbie Bernard
City Recorder

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

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

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CITY OF WILLAMINA
CHECK REGISTER
04/01/15-4/30/15

BANK	CHECK #	CHECK AMT	CHECK DAT	E VENDOR #	ADDRS	#	VENDOR NAME
3	6361	\$100.00	4/9/2015	3DAUT		0	3D AUTO BODY & PAINT
3	6362	\$179.55	4/9/2015	A&ESF		0	A&E SECURITY & ELECTRONIC SOLUTIONS
3	6363	\$84.00	4/9/2015	AMEXT		0	AMERICAN EXTERMINATION PLUS, INC.
3	6364	\$1,121.98	4/9/2015	CENLK		0	CENTURYLINK
3	6365	\$250.00	4/9/2015	CITY		0	CITY OF YAMHILL
3	6366	\$253.19	4/9/2015	CNHCP		2	CNH CAPITAL PRODUCTIVITY PLUS ACCOUNT
3	6367	\$236.04	4/9/2015	BERND		0	DEBRA J BERNARD
3	6368	\$98.00	4/9/2015	WLLMS		0	DENISE WILLMS
3	6369	\$207.84	4/9/2015	DKQI		0	DK QUARRIES INC
3	6370	\$120.17	4/9/2015	FAYTH		0	FAY,THOMAS
3	6371	\$90.00	4/9/2015	GHILL		0	GARY L HILL JR
3	6372	\$642.11	4/9/2015	HACH		0	HACH
3	6373	\$75.00	4/9/2015	STRIT		0	HEATHER STRITZKE
3	6374	\$212.00	4/9/2015	HNYBC		0	HONEY BUCKET
3	6375	\$147.82	4/9/2015	ISKBR		0	ILA SKYBERG
3	6376	\$3,057.00	4/9/2015	KTAYL		0	KATHY TAYLOR CONSULTING
3	6377	\$90.00	4/9/2015	VINSN		0	KATIE VINSON
3	6378	\$450.48	4/9/2015	LOCAL		0	LOCAL 320 - LABORERS INTL UNION
3	6379	\$89.05	4/9/2015	HANSN		0	MELISSA HANSEN
3	6380	\$231.00	4/9/2015	MWCOG		0	MID-WILLAMETTE VALLEY COUNCIL OF GOVNMNT
3	6381	\$197.88	4/9/2015	NWSPR		0	NEWS REGISTER
3	6382	\$234.83	4/9/2015	NWNTR		0	NW NATURAL
3	6383	\$103.55	4/9/2015	PEP		0	PETROLEUM ENERGY PRODUCTS
3	6384	\$7,379.63	4/9/2015	PGE		0	PORTLAND GENERAL ELECTRIC
3	6385	\$67.00	4/9/2015	POSEY		0	POSEYLAND FLORIST
3	6386	\$595.00	4/9/2015	PRIMI		0	PRIMISYS
3	6387	\$141.50	4/9/2015	PRINT		0	PRINT NW
3	6388	\$228.89	4/9/2015	RECWO		0	RECOLOGY WESTERN OREGON
3	6389	\$39.35	4/9/2015	RICHW		0	RICHWINE, KENNETH B
3	6390	\$90.00	4/9/2015	BALLR		0	RITA BALLER
3	6391	\$137.70	4/9/2015	REFND		131	RMF INVESTMENT GROUP LLC
3	6392	\$700.00	4/9/2015	SHAWE		0	SHARON WEST TRUCKING
3	6393	\$523.09	4/9/2015	SHOIL		0	SHELDON OIL COMPANY
3	6394	\$156.97	4/9/2015	SPRNT		0	SPRINT
3	6395	\$102.73	4/9/2015	STUCK		0	STUCK ELECTRIC CO
3	6396	\$53.22	4/9/2015	TEILA		0	TEI LANDMARK AUDIO
3	6397	\$210.00	4/9/2015	NCKRS		0	TOM NICKERSON
3	6398	\$803.16	4/9/2015	XEROX		0	XEROX CORPORATION
3	6399	\$14,618.74	4/9/2015	YCSHE		0	YAMHILL COUNTY SHERIFF'S OFFICE
3	6400	\$300.00	4/15/2015	DEIBE		0	AMBER DEIBEL
3	6401	\$1,200.00	4/15/2015	BERND		0	DEBRA J BERNARD
3	6402	\$400.00	4/15/2015	BROWN		0	JEFF BROWN
3	6403	\$900.00	4/15/2015	JUSRI		0	JUSTIN RIGGS
3	6404	\$400.00	4/15/2015	HAYNE		0	RICHARD HAYNES
3	6405	\$1,000.00	4/15/2015	MOWER		0	RICHARD MOWER
3	6406	\$1,200.00	4/15/2015	ROCRO		0	ROCHELLE ROADEN
3	6407	\$150.00	4/16/2015	CITYL		0	CITY OF LAFAYETTE
3	6408	\$202.87	4/24/2015	A&ESF		0	A&E SECURITY & ELECTRONIC SOLUTIONS
3	6409	\$445.42	4/24/2015	ARAMK		0	ARAMARK UNIFORM SERVICES
3	6410	\$175.76	4/24/2015	BKRTL		0	BAKER & TAYLOR
3	6411	\$1,518.00	4/24/2015	BL&HL		0	BEERY, ELSNER & HAMMOND LLP
3	6412	\$317.95	4/24/2015	BRTTH		0	BRETTTHAUER OIL CO.
3	6413	\$220.00	4/24/2015	BAUTO		0	BROWN'S AUTOMOTIVE CAR CARE CENTER
3	6414	\$9.76	4/24/2015	CRQST		0	CARQUEST
3	6415	\$2,455.60	4/24/2015	CSCDC		0	CASCADE COLUMBIA
3	6416	\$525.00	4/24/2015	CBPAC		0	CB Pacific, Inc
3	6417	\$1,396.74	4/24/2015	CENLK		0	CENTURYLINK
3	6418	\$31.38	4/24/2015	DAVSN		0	DAVISON AUTO PARTS, INC.

CITY OF WILLAMINA
CHECK REGISTER
04/01/15-4/30/15

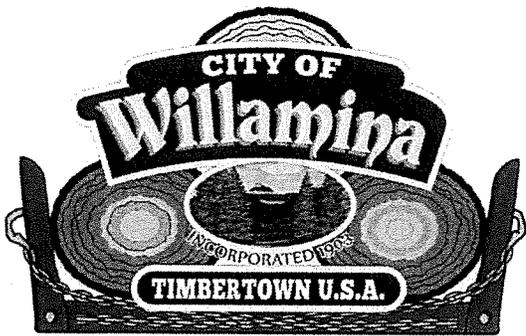
BANK	CHECK #	CHECK AMT	CHECK DAT	E	VENDOR #	ADDRS	#	VENDOR NAME
3	6419	\$1,636.00	4/24/2015	ORDEQ			0	DEPARTMENT OF ENVIRONMENTAL QUALITY
3	6420	\$14,582.00	4/24/2015	FERGE			0	FEI PORTLAND WATERWORKS #3011
3	6421	\$29.84	4/24/2015	GDMNT			0	GOODMAN'S TRUE VALUE
3	6422	\$212.00	4/24/2015	HNYBC			0	HONEY BUCKET
3	6423	\$68.99	4/24/2015	ISKBR			0	ILA SKYBERG
3	6424	\$3,648.00	4/24/2015	KELLE			0	KELLER ASSOCIATES INC
3	6425	\$1,074.00	4/24/2015	MWCOG			0	MID-WILLAMETTE VALLEY COUNCIL OF GOVNMNT
3	6426	\$184.37	4/24/2015	NWLGG			0	NORTHWEST LOGGING SUPPLY, INC
3	6427	\$215.00	4/24/2015	NWAWW			0	Northwest Oregon Subsection AWWA
3	6428	\$283.50	4/24/2015	PETER			0	PETERSON
3	6429	\$25.96	4/24/2015	PEP			0	PETROLEUM ENERGY PRODUCTS
3	6430	\$1,629.19	4/24/2015	PGE			0	PORTLAND GENERAL ELECTRIC
3	6431	\$238.00	4/24/2015	ROCRO			0	ROCHELLE ROADEN
3	6432	\$372.78	4/24/2015	SKBRG			0	SKYBERG'S
3	6433	\$156.96	4/24/2015	SPRNT			0	SPRINT
3	6434	\$649.03	4/24/2015	STPLS			0	STAPLES CREDIT PLAN
3	6435	\$555.00	4/24/2015	WTRLB			0	WATERLAB CORP.
3	6436	\$3,150.00	4/24/2015	KIWAN			0	WEST VALLEY KIWANIS
3	6437	\$9.95	4/24/2015	SWSHP			0	WILLAMINA SAW SHOP
3	6438	\$26.98	4/24/2015	SELEC			0	WILLAMINA SELECT MARKET
3	6460	\$452.04	4/30/2015	AMAZN			0	AMAZON
3	6461	\$88.02	4/30/2015	ARAMK			0	ARAMARK UNIFORM SERVICES
3	6462	\$42.68	4/30/2015	CRQST			0	CARQUEST
3	6463	\$224.14	4/30/2015	DKQI			0	DK QUARRIES INC
3	6464	\$453.86	4/30/2015	FERGE			0	FEI PORTLAND WATERWORKS #3011
3	6465	\$222.24	4/30/2015	LOCAL			0	LOCAL 320 - LABORERS INTL UNION
3	6466	\$193.60	4/30/2015	NWNTR			0	NW NATURAL
3	6467	\$2.17	4/30/2015	OEMD			0	OREGON EMPLOYMENT DEPARTMENT
3	6468	\$307.27	4/30/2015	SUPPL			0	SUPPLYWORKS
3	6469	\$25.00	4/30/2015	TELE			0	TELECHECK SERVICES, INC.
3	6470	\$1,103.89	4/30/2015	WLLMS			0	DENISE WILLMS

TOTAL # OF ISSUED CHECKS: 89 TOTAL AMOUNT: 788 \$78,829.41

TOTAL # OF VOIDED CHECKS 21 CHECK #6439-6459 DUE TO PRINTING ISSUE

TOTAL # OF ACH CHECKS: 0 TOTAL AMOUNT: 0

TOTAL # OF UNISSUED CHECKS: 0



Mayor Ila Skyberg

Council Members:

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

City Staff:

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

MEMO TO: City Council
DATE: May 14, 2015
FROM: Debbie Bernard, City Recorder
SUBJECT: City Recorder Report

City Recorder Report:

New Staff Member John Kowolick

On May 5, 2015 the City interviewed 4 candidates for the position of Code Enforcement Court Clerk. A total of 8 interested candidates were received. The interviews were conducted by the City Recorder, Mayor, Council President and Public Works Director. Our main candidate and new hire is John Kowolick who comes to the City with specialized skills and knowledge in patrol deputy, detective, public information officer and prior Sheridan contract deputy. He has lived and worked in the area for 40 years. He is married to Tilla his wife and lives in McMinnville.

Youth Librarian Position – listing in house for 10 days

Our youth librarian position becomes vacant May 9, 2015. I am listing the position in house for 10 days after that period the job will go out to the public as an open position. A going away luncheon was provided for Denise on May 8, 2015 so staff could say goodbye, it was well attended. Denise was the union steward and before leaving sent out a memo notifying everyone that Amber Deibel is the new union Steward.

Planning - Site Review at for the Willamina High School – May 19, 2015

An Equal Opportunity Employer

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willaminaoregon.gov*

The Willamina High School has applied for a site review required for any new construction which is scheduled for May 19, 2015. They high school is building a 10,000 square foot Welding Shop and Dugouts and storage buildings.

Cedar Alley Follow-up

Individual letters were sent to each of the Cedar Alley petition signers. The letter gave a detail follow up to the April 9, 2015 City Council meeting. The letters stated the action the city took by placing slag on the alley to slow vehicles down. In addition to asking for more Deputy Patrol as well as a copy of the news register article that was published on the meeting letting the citizens know the city cares.

Enterprise zone

West Valley Enterprise Zone.

The Council of Government (COG) submitted the joint application on Friday, April 10th. There are four zone designations available and we are one of five applicants that can move on in the application process. I am still waiting to hear back from Sedcor.

City Recorder, Debbie Bernard

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willaminaoregon.gov

Public Works Monthly Report to Council

May 8, 2015

Water

Valve exercising process is nearly complete. There are a few valves that will need replacing.

Two water leaks were repaired during the last month.

Two hydrants on Main Street were moved/replaced. Hydrant testing is moving along, slowly. It is being worked in as time allows.

The 8” water meter replacement for Hampton Lumber is tentatively scheduled for May 15.

Wastewater

Effluent discharge has been completed until next fall.

Streets/Parks

Because of the dry winter, the water level at Huddleston Pond is lower than normal this year. The irrigation pump will have to be placed nearly 2 months early.

Other

Bid opening for the Pioneer overlay project and the NE Main sidewalk project will be May 26.

Jeff Brown

(PROPOSED) OPEN

MON	10:00-5:00
TUES-THU	10:00-6:00
FRI	10:00-5:00

CLOSED SAT & SUN

PLEASE TURN OFF YOUR CELL PHONE

**Small Libraries Hours Open
As of April 2015**

Willamina	38 (41 proposed)
Sheridan	32
Dayton	40 located in City Hall
Amity	27
Lyons	26
Jefferson	30
Falls City	20

All have at least 2 paid staff (Sheridan has 4) and volunteers to do shelving, book processing, disc cleaning.

Debbie Bernard

From: Todd Whitlow <whitlot@co.yamhill.or.us>
Sent: Monday, May 04, 2015 7:21 AM
To: Debbie Bernard
Subject: April Crime stats
Attachments: Crime Stats by City.pdf

Debbie,

Please see attached above April Willamina crime stats.

Regards,

Todd

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

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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.



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 4/1/2015 to 4/30/2015**

City	UCR Description	4/1/2014 to 4/30/2014	4/1/2015 to 4/30/2015	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0			7
	Burglary-Business	0	0		1	2
	Burglary-Non-Residence	0	2		4	6
	Burglary-Residence	0	2		7	17
	Larceny	5	5		21	58
	Motor Vehicle Theft-Auto	0	0		2	6
	Rape	0	0		2	
	Part 1 Total	5	9	44.44 %	37	96
Part 2						
	All Other	1	1		3	16
	Animal Problems	1	0			1
	Disorderly Conduct	0	2		2	22
	Drug Laws	2	1	-50.00 %	8	21
	DUII	0	0		3	6
	Forgery	1	0		1	2
	Fraud	1	0		1	6
	Kidnapping	0	0			3
	Liquor Laws	0	1		1	5
	Runaway	1	0		1	5
	Sex Offenses	1	0			15
	Simple Assault	2	4	100.00 %	16	61
	Stolen Property	0	0		1	2
	Tresspass/Prowler	0	2		7	19
	Vandalism	7	5	-28.57 %	16	33
	Weapons	0	0		1	6
	Part 2 Total	17	16	-5.88 %	61	223
	Total For WILLAMINA	47	30	-36.17 %	146	539

Report run date: 5/4/2015



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 4/1/2015 to 4/30/2015**

City	UCR Description	4/1/2014 to 4/30/2014	4/1/2015 to 4/30/2015	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 3						
	All Other	9	3	-66.67 %	25	94
	Non-Reportable Offenses	16	2	-87.50 %	23	126
	Part 3 Total	25	5	-80.00 %	48	220
	Total For WILLAMINA	47	30	-36.17 %	146	539

Report run date: 5/4/2015

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	Larceny	5	5		21	58
	Motor Vehicle Theft-Auto	0	0		2	6
	Rape	0	0		2	
	Part 1 Total	5	9	44.44 %	37	96
Part 2						
	All Other	1	1		3	16
	Animal Problems	1	0			1
	Disorderly Conduct	0	2		2	22
	Drug Laws	2	1	-50.00 %	8	21
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	Forgery	1	0		1	2
	Fraud	1	0		1	6
	Kidnapping	0	0			3
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	Runaway	1	0		1	5
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	Part 3 Total	25	5	-80.00 %	48	220
	Total For WILLAMINA	47	30	-36.17 %	146	539

To the Willamina City Council

On April 21, The Library Board voted to recommend closing the library at 6:00 on Tuesday, Wednesday and Thursday. Then the library would be open 38 hours a week. This is more than any other small library. The hours could be increased once a Youth Librarian is hired.

Thank you for your consideration

Melissa Hansen
Senior Librarian
14 May 2015

M/F open until 5

T/H open till 6 -

Closing Saturdays

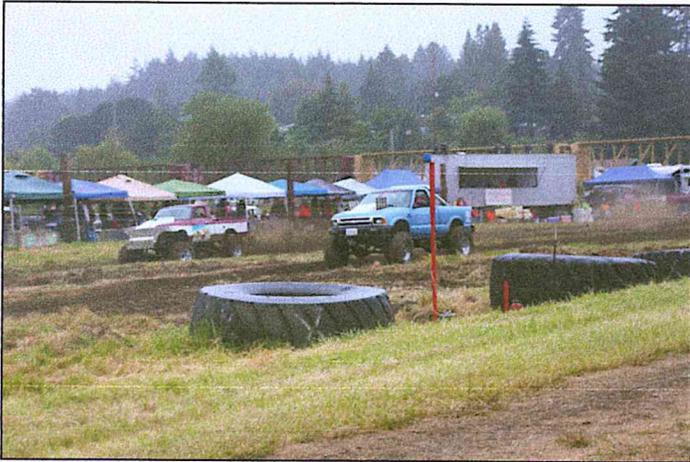
Willamina

June 27, 2015

&

July 25, 2015

MUD DRAGS



Pictures by Debbie Lockwood

Vehicle Tech and Check-In: 7-9 AM

RACING: 10:00 AM

14 Classes Including 6 Powder Puff

DOUBLE ELIMINATION

Prizes Include – Trophies & Cash

Kids & Adult Dash 4 Cash, Tied Shoes Required

Follow the signs & Don't forget your lawn chairs

NO ALCOHOL, DOGS, OPEN FLAMES, OR BIKES ALLOWED!

PRE-REGISTRATION

Sherry Dawkins 503-879-5676 / 503-435-8908

or Donna Samson 971-241-7031

Monday to Sunday 9 am ~ 9 pm

email: sdawkins@centurylink.net

www.TotalDestructionRacing.com

General Admission: \$5.00

Under 8 Free

Entry Fee: \$35.00 per Truck/Driver/Event

\$25.00 Powder puff

Pit Passes: \$15.00 per Person/Event

ENTRY LIMIT: 110 VEHICLES

Fund Raiser for Willamina 4th of July Fireworks

EXAMPLES OF HOW ACCOUNTS ARE EFFECTED BY THE NEW RATE CHANGE

000197-00

Cons/usage

Water

Sewer

Total Bill

ALLOWABLE OF 750 CUBIC FT

Billing from May 2015

NO ALLOWABLE

Example of new Rate Structure

PERCENTAGE OF CHANGE

new commodity rate \$2.87 per 100 cubic feet

Water	1328	1328	\$45.66	\$62.04	36%
Sewer			\$56.60	\$59.43	5%
Total Bill			\$102.26	\$121.47	19%

0200-00

Cons/usage

Water

Sewer

Total Bill

did not go over

Billing from May 2015

Example of new Rate Str

Water	531	531	\$39.30	\$39.17	0%
Sewer			\$56.60	\$59.43	5%
Total Bill			\$95.90	\$98.60	3%

Industrial

00060-00

Cons/usage

Water

Sewer

Total Bill

base rate of \$457.70

Billing from May 2015

Example of new Rate Str

Water	130,500	130,500	\$457.70	\$3,290.28	619%
Sewer			\$684.00	\$718.20	5%
Total Bill			\$1,141.70	\$4,008.48	251%

New Commodity \$2.87 per 100cubic ft.

Comparison of monthly (residential & comm

Usage cf/month	Current	
	Bill	\$/cft
-	\$39.30	\$39.30
100	\$39.30	\$39.30
200	\$39.30	\$19.65
300	\$39.30	\$13.10
400	\$39.30	\$9.83
500	\$39.30	\$7.86
600	\$39.30	\$6.55
700	\$39.30	\$5.61
800	\$39.85	\$4.98
850	\$40.40	\$4.75
900	\$40.95	\$4.55
1,000	\$42.05	\$4.21
1,100	\$43.15	\$3.92
1,200	\$44.25	\$3.69
1,300	\$45.35	\$3.49
1,400	\$46.45	\$3.32
1,500	\$47.55	\$3.17
Hampton, 8"		
186,000	\$457.70	\$0.25
School, 6"		
20,580	\$510.95	\$2.48

or current and proposed water rates
 | customers on 3/4-inch meters)

Proposed	Difference		Percentile of Customers
	\$/ccf	\$ %	
3.93		-\$15.37 -39%	
5.80	\$26.80	-\$12.50 -32%	
9.67	\$14.84	-\$9.63 -25%	
2.54	\$10.85	-\$6.76 -17%	
5.41	\$8.85	-\$3.89 -10%	
8.28	\$7.66	-\$1.02 -3%	50%
1.15	\$6.86	\$1.85 5%	
14.02	\$6.29	\$4.72 12%	
16.89	\$5.86	\$7.04 18%	
18.33	\$5.69	\$7.93 20%	75%
19.76	\$5.53	\$8.81 22%	
52.63	\$5.26	\$10.58 25%	
55.50	\$5.05	\$12.35 29%	
58.37	\$4.86	\$14.12 32%	
61.24	\$4.71	\$15.89 35%	
64.11	\$4.58	\$17.66 38%	
66.98	\$4.47	\$19.43 41%	
167.58	\$2.03	\$3,309.88 723%	
169.25	\$5.20	\$558.30 109%	

EXAMPLES OF HOW ACCOUNTS ARE EFFECTED BY THE NEW RATE CHANGE

000197-00	ALLOWABLE OF 750 CUBIC FT	NO ALLOWABLE	PERCENTAGE OF CHANGE
Cons/usage	Billing from May 2015	Example of new Rate Structure	new commodity rate \$2.87 per 100 cubic feet
Water	1328	1328	
Sewer	\$45.66	\$62.04	36%
	\$56.60	\$59.43	5%
Total Bill	\$102.26	\$121.47	19%

0200-00	did not go over		
Cons/usage	Billing from May 2015	Example of new Rate Str	
Water	531	531	
Sewer	\$39.30	\$39.17	0%
Total Bill	\$56.60	\$59.43	5%
	\$95.90	\$98.60	3%

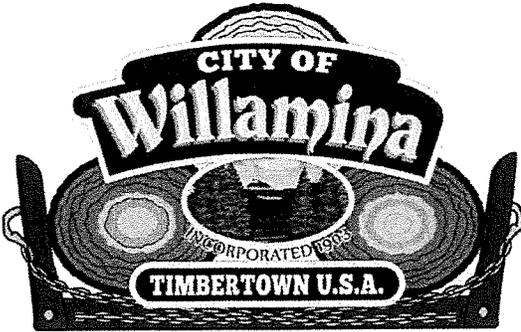
industrial	base rate of \$457.70		
00060-00	Billing from May 2015	Example of new Rate Str	
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Sewer	\$457.70	\$3,290.28	619%
Total Bill	\$684.00	\$718.20	5%
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New Commodity \$2.87 per 100cubic ft.

**Comparison of monthly bills for current and proposed water rates
(residential & commercial customers on 3/4-inch meters)**

cubic feet

Usage cf/month	Current		Proposed		Difference		Percentile of Customers
	Bill	\$/ccf	Bill	\$/ccf	\$	%	
-	\$39.30		\$23.93		-\$15.37	-39%	
100	\$39.30	\$39.30	\$26.80	\$26.80	-\$12.50	-32%	
200	\$39.30	\$19.65	\$29.67	\$14.84	-\$9.63	-25%	
300	\$39.30	\$13.10	\$32.54	\$10.85	-\$6.76	-17%	
400	\$39.30	\$9.83	\$35.41	\$8.85	-\$3.89	-10%	
500	\$39.30	\$7.86	\$38.28	\$7.66	-\$1.02	-3%	50%
600	\$39.30	\$6.55	\$41.15	\$6.86	\$1.85	5%	
700	\$39.30	\$5.61	\$44.02	\$6.29	\$4.72	12%	
800	\$39.85	\$4.98	\$46.89	\$5.86	\$7.04	18%	
850	\$40.40	\$4.75	\$48.33	\$5.69	\$7.93	20%	75%
900	\$40.95	\$4.55	\$49.76	\$5.53	\$8.81	22%	
1,000	\$42.05	\$4.21	\$52.63	\$5.26	\$10.58	25%	
1,100	\$43.15	\$3.92	\$55.50	\$5.05	\$12.35	29%	
1,200	\$44.25	\$3.69	\$58.37	\$4.86	\$14.12	32%	
1,300	\$45.35	\$3.49	\$61.24	\$4.71	\$15.89	35%	
1,400	\$46.45	\$3.32	\$64.11	\$4.58	\$17.66	38%	
1,500	\$47.55	\$3.17	\$66.98	\$4.47	\$19.43	41%	
Hampton, 8"							
186,000	\$457.70	\$0.25	\$3,767.58	\$2.03	\$3,309.88	723%	
School, 6"							
20,580	\$510.95	\$2.48	\$1,069.25	\$5.20	\$558.30	109%	



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Library: Melissa Hansen
Public Works Director: Jeff Brown*

WILLAMINA CITY COUNCIL REGULAR MEETING

Thursday, May 14, 2015

7:00 PM recorded meeting – Revised (public hearing notice and memo) Agenda

- I. **Roll Call**
- II. **Flag Salute**
- III. **Public Hearings**

Public Hearing Proposed Water & Sewer Rate Increases – City of Willamina – 7:00 pm

City Council hereby approves a change of rate structure to charge base by meter size and commodity rate increase from \$1.10 to \$2.87 on usage per cubic ft. without an allowable and increase in sewer rates at 5% (2% of the 5% sewer increase will be dedicated to building a Sewer debt reserve) which are proposed to begin with the June 16-July 15, 2015 billing. Attached, as Exhibit "A," said rates to be effective with June 16-July 15, 2015, billing; and

IV. **Approval of Minutes**

Minutes of Regular Meeting of April 9, 2015

V. **Public Input**

Sherri Dawkins, Willamina Mud Drags Event in July 2015

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willaminaoregon.gov

VI. Old Business

1. Water Rate Increase

Ray Bartlett from Economic & Financial Analysis will return to address the new rate structure

2. Water Master Plan Update Closeout - A Supporting Assisted Housing Programs Resolution #14-15-009

VII. New Business

Resolution for certification of eligibility of cities for state shared revenues (cigarette, liquor and highway taxes) under ORS 221.760. #14-15-010
Resolution Adopting New Water Rates #14-15-008 – FIRST DRAFT

VIII. Mayor's Report

Clean up Day – Letter to Mayor from Willamina resident
For the Love of History & Chocolate Saturday May 23 at the Willamina Museum of Local History
City County Dinner Thursday June 18, 2015 at West Valley Community Center

IX. Council Liaison Reports

Chamber Liaison (Ila Skyberg)
Library Board (Heather Stritzke)
YCOM Board (Councilor Baller)

X. Council Committee Reports

Finance Committee Minutes of Meeting of April 7, 2015
Finance Committee Minutes of Meeting of March 3, 2015 (previously tabled)
Check Registers – April 1-31, 2015 (*information only*)
Public Works Committee (*canceled no meeting for the month of April*)
Planning Commission Report (Commissioner Ulrich)

XI. Reports of City Officers

City Recorder – see report
New Staff Member John Kowolick
Code Enforcement Court Clerk Report - Report
Youth Librarian Position – listing in house for 10 days
New Union Steward is Amber Deibel
Planning - Site Review at for the Willamina High School – May 19, 2015
Enterprise zone

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willaminaoregon.gov

Cedar Alley Follow-up
Accountant
Status on Audits (verbal)
Status of Budget Preparation (*verbal*)

Public Works
Monthly Report - handout

Library

Senior Librarians Request to change hours

Sheriff's Office

a. Crime Summary – April 2015 (*handout*)

XI. Adjourn

XII. Next Council Meeting Dates

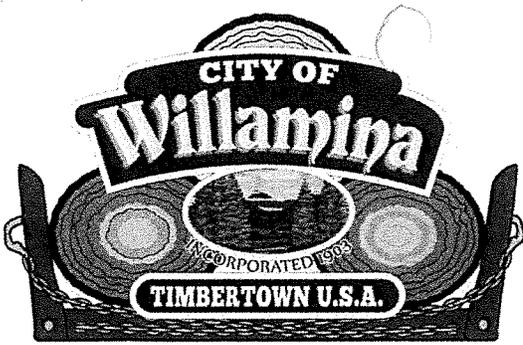
Special Meeting (*tentative*) & Work Session – June 25, 2015 (7:00 pm)
Regular Session – June 11, 2015

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.

F:/CITY COUNCIL/AGENDAS/2014-2015/2015-05-14.CCAGENDA.REGULAR MEETING

An Equal Opportunity Employer

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

**Willamina City Council Regular Meeting
Minutes of the Second Tuesday Meeting of the City Council
April 9, 2015
7:00 AM**

Location of Meeting:

City of Willamina City Hall
411 NE "C" St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg
Council President, Baller
Councilor Hill
Councilor Vinson Arrived At 7:20pm
Councilor Stritzke
Councilor McKnight

Others Present:

Allan Bramall
Janet Rood
Mr. Toney Watkins
Paul Daquilante, Newsregister
Mr. Willms
Sgt. Todd Whitlow
Deputy Jacob Rex
Dan Goff

Staff Present:

City Recorder Debbie Bernard
Accountant Rochelle Roaden
Youth Services Librarian Denise Willms
Public Works Director Jeff Brown
Senior Librarian Melissa Hansen

Absent: Planning Commissioner Dennis Ulrich

Roll call:

The regular meeting of the City Council was called to order at 7:05 PM on April 9, 2015 at City of Willamina City Hall by Mayor Ila Skyberg. Debbie Bernard City Recorder conducted roll call. A quorum was present.

Flag Salute:

Mayor Skyberg led in the Flag Salute.

I. Approval of Agenda

[MOTION] Councilor Baller made a motion to accept the agenda. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

Mayor Skyberg noted the Saturday Market would be added tonight for discussion, Budget Officer and Budget Committee

II. Review of Previous Minutes

[MOTION] Councilor Hill made a motion to accept the Minutes of March 12, 2015 with the amendments of the following: Heather was present at the March 6 meeting page 5 of 9.

Gary Hill noted a correction for page 5 - did not second the approval of regular minutes.

Gary noted a correction on page 6 - he did not second the motion

Mayor Skyberg noted on Page 9 Councilor seconded no name – correction should be Councilor Baller seconded. .

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

[MOTION] Rita made motion to accept the minutes of March 23, 2015 with amending page 13 to state Rita made a motion to reappoint Allen Bramall. Councilor Hill seconded.

Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

III. Consideration of Open Issues

1. Public Input Cedar Alley Petition

Presenter: Citizen Janet Wood

Mayor Skyberg introduced the petition by stating 14 citizens signed the form and Janet Rood was present to address the petition.

Janet started her presentation by stating she took a petition around to all the neighbors and they all had something to say about the traffic concerns on Cedar Alley. She said that she understands Cedar Alley has to stay because it is an emergency exit for people on Pioneer. Janet said she would like to see Cedar Alley gated on both ends. The reason it should be gated is it is an attractive nuisance. Cedar Alley is an unimproved pathway that runs between Southwest Barber and Pioneer avenues, to non-emergency vehicle traffic.

Janet Rood lives on Pioneer. She said people who live there have small children who play

on Cedar Alley and there are folks speeding and using it as a race track. She also stated the people speeding are not all teenagers.

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. Janet said there are no signs at either end of Cedar Alley.

Councilor Heather Stritzke stated "I notice it happening almost every day".

If gating the alley is not possible, Janet suggested the city at least place stop signs at the alleys intersections with Barber and Pioneer. Signs have been placed in the past, but have disappeared.

The Mayor asked the City Council for questions.

Councilor Stritzke stated she can confirm there is a racing up and down the hill. Heather said it is clearly happening and witness teenagers speeding.

Councilor Hill asked Jeff if closing off the street would make it Private vs. a Public Street if closed and reference it being discussed at a prior council meeting. Jeff responded the council may know more than he on that.

Councilor Vinson said if we may need to strategically find the teenagers that are speeding.

Sgt. Whitlow said the deputies can do a speed survey. The Sgt. also stated Willamina citizens can issue a ticket themselves. Also, there is an option of troll cams. Todd said as far as closing or gating the street could cause an issue if there were a fire.

Tony Watkins who lives on the corner of Barber was present and spoke that his wife has seen people flying down the alley way fast. Toney said people are not using the alley for walking either. Toney said the slag that has been placed would slow people down. He said a person could break there ankle with the size of slag; he said there were the size of boulders.

Councilor Baller asked if Jeff has put signage up. He said he was not aware of any decisions made on signage. Mayor Skyberg asked Sgt. Whitlow about signs for speed. He said ODOT has complete authority to change speed. Janet Wood asked what about stop signs?

Rita then asked if the deputies could get creative with tickets. Sgt. Whitlow responded he would site according to the law. Rita then asked if a type of citation could be reckless driving. She said it may turn someone around if they received that type of ticket. Sgt. Whitlow again responded that he would only cite according to the law.

[MOTION] Councilor Hill made a motion to table the topic to the next month. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

2. Public Input Yamhill County Mediators

Presenter: Marlana I. Bertram, Executive Director

Marlana introduce the Community Mediators of Yamhill County and thanked the City for their past support. She stated the mediators are a private nonprofit organization serving

residents of Willamina and Yamhill County since 1991. She shared that they are working a lot with truancy. She said they work with parents that include mediation. She said it was an area of growth. The mediators assist in conflict resolution among family and neighbors. She went on to share that unresolved issues divide communities and they are there to assist building healthy communications.

She summarized and said there are again requesting a financial contribution which enables these important services to continue in the amount of \$437.00. The Mayor questioned why the letter states \$2622.00. Marlena responded it is an error and it should state \$437.00 for FY15/16. Rita asked if they received funds from the school for the help the mediators give them. Marlena responded the school district will soon support as they have a track record of support. She said it is just around the corner.

[MOTION] Councilor Hill made a motion to send this to the Budget Committee. Council Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

3. Public Input Homeward Bound Pets

Presenter: Dawn Vvette Witt Executive Director

Dawn presented to the Council the need to Spay/Neuter pets. Dawn had handouts for everyone. She said no one is paid and the program is run by volunteers. She stated even if someone cannot pay the fee of \$30.00 to bring the pet in for service. She said she does not want the animals suffer from disease from too many births. She said they have a strong commitment to the population of cats. She stated the citizens of Willamina have brought 51 cats through the clinic in the past 4 years at an estimated cost of \$2,040. She said they are asking for \$250.00 for FY 15/16. Dawn said that she has not received support from Willamina in the past but would like to see it this year. She said all the funding is strictly used for community stray, abandoned, homeless cats. Marlena from the Mediators asked for a show of hands of the number of cat owners in the room. Dawn added for those who did not have one she has a cat she can provide.

[MOTION] Councilor Hill made a motion to send the request for a donation of \$250.00 for Homeward Bound Pets to the budget committee. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye.

4. Old Business - Tabled Discussion From March 23, 2015 Special Meeting - Council Seat Vote

Presenter: Mayor Skyberg

Mayor Skyberg gave a background that there were 4 Councilors present and there were 2 vote's aye and 2 absentee votes for Allen Bramall at our last City Council meeting. She

said that she was unsure at that time how to handle the vote. However now understands it was a tie. The Mayor then stated "at this time she is asking for a motion to appoint Allan Bramall to City Council. She asked for a motion.

[MOTION] Councilor Baller made a motion to accept the application for Allan Bramall to for a Council seat. Councilor McKnight seconded the motion. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting aye. City Recorder Bernard gave the oath of office. Councilor Bramall took his seat.

5. Old Business - Museum Copier Contract

Presenter: Gary Hill Responder: April Wooden Volunteer at the Museum

Ila asked Gary to take from here. He said he wants the contract canceled. April Wood stood and read a letter from Charlene Brown. The letter explained the needs for the copier. Charlene invited the Council and Councilor Hill to the museum. Wooden stated 1. No one is paid. 2. There are 10 volunteers. Wooden displayed new paper projects displaying the need for large copier. She said anything small is in practical. 1. She gave examples of maps that have to be copied. 2. Newspapers of large size. 3. Displayed an handful of books made to be sold. April noted the Museum does belong to the city. Gary paraphrased "so what your saying is you need a printer that prints 11 x18. Wooden stated \$169 a month is not too much for the City to spend on a copier. She said she does not feel it is fair to attack us. Gary said it was not an attack. She said she does not think it is fair to attack them. Wooden said she would have appreciated being approach before rather than being done behind their back. Katie responded it was never intended to come across like that, it was definitely done out of kindness. Wooden responded "well it feels like an attack" "it would have been appreciated if they were consulted prior". The city was trying to save money as a whole per Katie. She also said the printer was purchased as a gift and given from a good place.

Mayor Skyberg stated that the council is not asking to cancel the contract at this time. Rita supported that Gary's gift was not indented to come off badly.

[MOTION] Councilor Baller made a motion that we leave it as is for the group. Councilor Vinson seconded. Motion carried unanimously, with Councilors Baller, Hill was silent, Stritzke, McKnight, and Vinson voting aye.

6. Old Business - Approval Of Saturday Market From Main To 1st On "C" Street

Presenter: City Recorder Debbie Bernard

Debbie gave the council a background at the March 12, 2015 the City Council received a request form Sage and Amanda Baller under public input to allow the Saturday Market on B Street. The 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 1st 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. Debbie stated she has received an insurance certificate naming the City of Willamina as an additional insured in the amount of 2 million and a hold harmless

agreement has been signed. Rita asked Jeff if possible could the Market use the Cities barriers. The City Recorder stated that she included in the hold harmless agreement that the City would allow the Market to use the barriers on a first come first bases. Rita stated that it was suggested that the barriers could be stored and the old city property and therefore Jeff would not be disturbed to help out each Saturday.

[MOTION] Councilor Hill made a motion to approve the Saturday Market. Councilor Stritzke seconded. Councilor Baller abstained. Motion carried, with Councilors Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

7. Old Business Budget Officer And Budget Committee FY 15/16

Presenter: Mayor Skyberg

The Mayor gave the Council background on the appointment of Gary Hill as budget officer. She said back in January 2015 she appointed Gary because the City did not have an accountant. In February the City hired Rochelle Roaden as the accountant and it is now time to appoint the accountant as the budget officer. She said at this time she would ask Gary to be the Budget Chair. He responded that he accepts. She also stated she appoints Rochelle Roaden as budget officer and asked for a motion.

[MOTION] Councilor Stritzke made a motion to appoint Rochelle Roaden as the 2015/2016 budget officer for the creation of the 2015/2016 Budget. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

8. Old Business - Accepting the Resignation of Denise Willms

Presenter: Mayor Skyberg

Mayor Skyberg read the memo from Denise Dated March 18th, 2015 and it read:

To: Mayor Skyberg and Members of Council.

I tender my resignation as of May 9th 2015. It has been my pleasure and privilege to be a 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. Denise stood and said she accepted a Job with the Port Orford Public Library and will start May 9, 2015. The Mayor then said the Council wishes Denise "Good Luck" and then presented her with a plaque to honor her tenure. The meeting then went into recess while we had cake and coffee.

The Mayor called the meeting came back to order at 8:30pm. The Mayor asked for a motion to accept Denise Willms resignation.

[MOTION] Councilor Hill made a motion to accept Denise Willms resignation. Councilor Bramall seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

Next the Mayor introduced that she has been recruiting new people to the Budget committee as that is her role to do that. She stated she recruited Jackie Haworth, Lori Toney, April Wooden, and Robert Hollinger. Ila said along with Craig Johnson, Greg Kruchok and Vern Holstand who were already members that would round out the 14 member committee; 7 of them being the governing body. Ila asked for a motion to approve the appointments.

[MOTION] Gary Hill made a motion to approve the appointments. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

IV. Consideration of New Business

1. New Business Police Services Contract Renewal & Code Enforcement Position. - Recommendation From The Finance Committee

Presenter: Debbie Bernard

The Mayor asked Debbie to speak. Debbie gave a background of the proposals presented to the Finance committee from Sheriff. One of the proposals included code enforcement, one without code enforcement and one proposal with 2 deputies which would include the code enforcement dollars w/and additional 10,000 adder would afford 2 deputies at 2 10 hour shift. So at the Finance committee decided to bring code enforcement in-house and keep the deputy coverage status quo or Exhibit D. There would be a savings over all with this change.

Heather began the discussion by asking do we have one fulltime deputy now. Debbie responded yes. Sgt. Whitlow explained the City has 1.5 deputies. Sgt. Whitlow responded that status quo is 1.5. In the past the city had 1.5 with an additional part-time person for code enforcement.

Mayor Skyberg stated that the reason the City wants to cancel the code enforcement per police contract is to bring it in house. The level of paperwork needed can be addressed in house more consistently. Sgt. Whitlow said he understands that every city does things differently for example Dayton does code enforcement in-house. Todd summarized (1 40 hours a week 5am to 3pm and 1 deputy two ½ days in the City and 2 days rural per Sgt. Whitlow) Heather asked would the Code Enforcement position will they go and talk to people in person. Debbie responded yes there will be a time that happens, however, are regular deputies will also do the face to face. The Mayor recommended that we approve staying at 1.5 Deputy per the contract at \$188,314.48 and authorize the Mayor to execute part time code enforcement for \$12,000 for 25 hours a week.

(1 40 hours week 5 to 3 and 1 deputy two ½ days in the City and 2 days rural per Sgt. Whitlow) Heather asked would the Code Enforcement position will they go and talk to

people in person. Debbie responded yes there will be a time that happens, however, are regular deputies will also do the face to face.

[MOTION] Councilor Hill made a motion to approve the Police Service Exhibit D. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

Sgt. Whitlow noted that Exhibit D needs to be a correction to read 1.5. Mayor noted the correction to the motion.

Next The Mayor welcomed Deputy Jacob Rex. Jacob shared that he is married and has 2 children.

2. New Business - Approval of Public Works Purchase Request.

Presenter Councilor Baller

Councilor Baller started the discussion by stated she approved the meter and the public works meeting which was a special situation and realizes she does not have authority as a single councilor to make that decision. However, she felt it was a pre-empt purchase for many reasons and we could not wait. Heather said she agreed with Rita. Jeff said there was a timeline deadline. So he ordered the metered.

Rita asked Jeff when you go by the old Mill the water line is starting to pop off. Jeff said when it leaves the meter it is Hampton Mill Property. Jeff gave an example of the city responsibility stops at the meter.

Ila summarized the request for purchases: 1. Water Meter increase budget cost of \$7,284.62. 2. Summer Worker 3. Flow Meter 4. Water treatment Sodium Hypochlorite.

[MOTION] Councilor Baller made a motion to approve public works purchase request. Councilor Hill Seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

3. New Business - Approval Of The Purchase For Caselle Software And Request For Approval of Server Upgrade

Presenter: City Recorder Debbie Bernard

At the March 3, 2013 Finance Committee meeting the purchase of Springbrook Software was approved and ready with a recommendation to Council. Debbie told the Council that she did not bring it forward pending the review of an onsite demo for the new Accountant on the Caselle Software product. She recommended council approve the Caselle Software.

[MOTION] Councilor Stritzke made a motion to request the approval of the purchase of Caselle Software at \$60,800 in addition to the down payment in FY 14/15. Also approve the server upgrade for FY 15/16 at \$13,000. Councilor Hill Seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

V. **Mayor's Report**

- a) **Grants** – Mayor Skyberg went over the names who were awarded Grand monies from the Green4Growth (waste management) economic development application award. She noted the City of Willamina will receive \$15,000. Five thousand will go to library for their new facade; \$5000 will go to West Valley Community Campus and \$5000 for the roof repairs on the old department store. Also Mayor noted we received another award of \$1700 from the small city grant.
- b) **City County Dinner** – Ila asked for a final call for the City County Dinner. Councilors who responded were:
 - a. Teresa McKnight 1
 - b. Allen Bramall 2
 - c. Rita Baller 1
 - d. Ila Skyberg 1
- c) Mayor Skyberg also asked if everyone had turned in the State Economic Interest Request Form due date April 15, 2015. Heather responded she did not get one. Katie stated she did not see a copy. Debbie said she would follow up those who did not get a copy.

VI. **Council Liaison Reports**

Chamber Liaison (Mayor Skyberg) Ila shared that the City is sharing in sponsoring a Clean Up Day April 18, 2015 with the Chamber of Commerce.

Library Board Liaison (Councilor Stritzke)

Heather reviewed the discussion of the Library Board meeting held at City Hall on March 18, 2015. She said it was “lovely”. She noted that Katie brought up doing a new face or façade for the Library. They talked about Friends reenacting the Friends of Library. Also they asked about reimbursements for CCRLS (lost or damage materials). Melissa stated she would like to know where that money goes. Debbie responded that the accountant can reconcile the fund and respond at a later date.

YCOM Board (Councilor Baller)

Rita reported that YCOM Board meeting is next Thursday.

VII. **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**
- b. [MOTION] Councilor Stritzke moved to approved the minutes of March 24, 2015 Finance Committee. Councilor Baller seconded. Motion carried

unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

Planning Commission Report (Commissioner Ulrich) absent

VIII. 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**

Accountant

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

Public Works

- a. Monthly Report – (handout)**

Jeff talked about the dump truck.

Jeff said he has not heard back from the Chamber on the Bark Dust Sale.

Council approved the use of the City Dump Truck.

Jeff asked if we should cancel this month's Public Works Committee as he will be absent and does not have anything for the agenda. Rita and Heather responded that we should not cancel yet and see if there is something that needs to be discussed and maybe change the date or time but still possibly meet.

Library

- a. Library Monthly Report (handout)**

Mayor Skyberg moved to the Library and acknowledged Melissa.

Melissa reported the library opening on Saturday was done as an experiment long ago. She said Saturdays are really a slow day and would like to see the library close on Saturday. Ila asked if it has gone to the Library Board. Melissa responded no however, Mr. Goff who is on the library board was sitting next to her in the meeting and was aware. Ila asked to put it on the next agenda. The next Library Board meets April 19th 2015 and it could be discussed further.

- a. [MOTION] Councilor Baller made a motion to approve new hours of operation after the Library Board approved. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, Bramall and Vinson voting aye.

- b. Changing Library Hours (Councilor Hill) PASSED already discussed above.**

- b. Youth Services (verbal) left meeting earlier.**

Sheriff's Office

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

IX. Adjourn

X. Agenda and Time of Next Meeting

The next meeting will be held at:

City of Willamina City Hall

411 NE "C" St

City Of Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Library Hours

The meeting was adjourned at 9:40 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard _____

Minutes approved by: Mayor Ila Skyberg _____

