



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 & Amber Diebel  
Office Specialist: vacant  
Public Works Director: Jeff Brown  
Code Enforcement: John Kowolick

# WILLAMINA CITY COUNCIL REGULAR MEETING

## Thursday, June 11, 2015 –revised

### 7:00 PM recorded meeting

### Agenda

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I. Roll Call

II. Flag Salute

III. Public Hearings

Proposed Rate Increase – Recology Western Oregon – 7:00 pm

The City Council will conduct a Public Hearing to obtain public comment on a request for an annual rate increase for Recology Western Oregon which is proposed to be effective July 1, 2015.

Approval of Minutes

a. Minutes of Regular Meeting of May 14, 2015

Public Input

- a. Card from Citizen
- b. Mike Nearman – State Representative R-District 23 Speaking on HB 2714

Old Business – none

- a. Willamina Sidewalk and overlay Pioneer – Natalie Jennings from Keller Associates present to answer any questions

New Business

- a. Contract CCRLS #10196600, Amendment #02



- b. **Contract for Land Use Planning Services with MWVCOG**
- c. **Resolution #14.15.011 A Resolution Approving Proposed 2015/16 Rate Schedule for Recology Western Oregon**

**Mayors Report**

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

**Council Liaison Reports**

**Chamber Liaison (Ila Skyberg)**

**Library Board (Heather Stritzke)**

**YCOM Board (Councilor Baller)**

**Council Committee Reports**

**Finance Committee Minutes of Meeting of June 2, 2015**

- a. Recommendation from Finance to purchase code enforcement vehicle

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

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

**Planning Commission Report (*Commissioner Ulrich*)**

**Reports of City Staff**

**City Recorder**

Completed a 4 Day Elements of Effective Supervision presented by the League of Oregon Cities. The 4 day class was in line with the current duties.

Use the Sherriff substation office in City Hall for Code Enforcement.

Open the office on Wednesday.

**Accountant**

Status on Audits (handout)

Status of Budget Preparation (*verbal*)

**Public Works**

Monthly Report – (handout)

**Library**

Monthly Report – (handout)

**Code Enforcement (handout)**



Sheriff's Office – May 2015 (handout)

**XI. Adjourn**

**IV. Next Council Meeting Dates**  
**Special Meeting & Work Session – June 25, 2015 (7:00 pm)**  
**Regular Session – July 9, 2015**

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

*F:\CITY COUNCIL\AGENDAS\2014-2015\2015-06.11.CCAGENDA.REGULAR MEETING*





Mayor Ila Skyberg

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Gary Hill  
Katie Vinson  
Heather Stritzke  
Allan Bramall  
Theresa McKnight  
Allen Bramall

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City Recorder: *Debbie Bernard*  
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Public Works Director: *Jeff Brown*  
Code Enforcement: *John Kowalick*

**BEFORE THE COUNCIL OF THE CITY OF WILLAMINA SITTING FOR THE TRANSACTION  
OF BUSINESS  
RESOLUTION NUMBER 14.15.011  
A RESOLUTION APPROVING PROPOSED 2015/2016 RATE SCHEDULE FOR RECOLOGY  
WESTERN OREGON (FORMERLY WESTERN OREGON WASTE)**

**WHEREAS**, Recology Western Oregon (hereinafter call "Recology") is the franchise holder for the provision of solid waste collection services in the City of Willamina; and

**WHEREAS**, Ordinance #551 sets out the terms and conditions of the franchise; and

**WHEREAS**, Section 9, Rates, of that Ordinance provides a process for rate changes up the request of the provider;

**WHEREAS**, Recology has submitted a proposed rate increase in accordance with the requirements of Section 9 of the Ordinance; and

**WHEREAS**, a public hearing on the proposed rates was held on June 11, 2015 and due consideration has been given all relevant factors;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Willamina:

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

**PASSED and ADOPTED** by the City Council of the City of Willamina this 11<sup>h</sup> day of JUNE 2015.



\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie Bernard, City Recorder*





## **PUBLIC HEARING NOTICE**

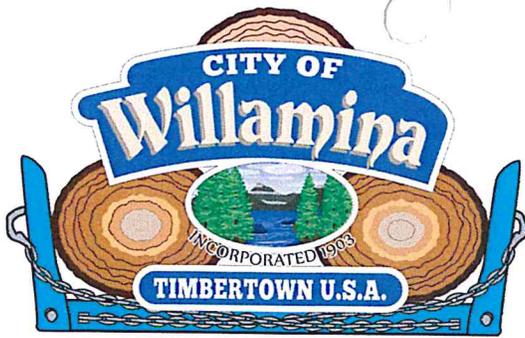
**CITY OF WILLAMINA**

**PROPOSED RATE INCREASE**

**RECOLOGY WESTERN OREGON**

**The Willamina City Council will hold a public hearing on June 11, 2015, at 7:00pm, at the Willamina City Hall, 411 NE C Street Willamina. The purpose of the hearing is to obtain citizen comments on a proposed rate increase requested by the City's Solid Waste Collection Franchisee, Recology Western Oregon (formerly known as WOW). This increase is expected to be less than 1.5% and would become effect July 1, 2015. Interested persons are encouraged to attend the meeting or provide written comments. Copies of the proposed rate schedule will be available at City Hall on or after June 1, 2015 during normal business hours of 8:00am to 5:00pm, weekdays (closed on Wednesday). A copy will also be posted at the Willamina City Library, 383 C Street. Written comments must be received at City Hall no later than 5:00 pm, Thursday, June 11, 2015.**





*Mayor Ila Skyberg*

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**MEMO TO: CITY COUNCIL**

**DATE: June 11, 2015**

**FROM: Debbie Bernard, City Recorder**

**SUBJECT: RECOLOGY WESTERN OREGON PROPOSED ANNUAL RATE INCREASE**

**Background:**

1. Attached for City Council's review is the first part of the annual submission from the City's solid waste franchisee, Recology Western Oregon (formerly Western Oregon Waste). This is the background information required to schedule a public hearing on the proposed increases, which will become effective July 1, 2015. The rate will does not exceed the April 2015 CPI-U which is 2%. Also included is a copy of a publication showing the CPI-U from January through March 2015 for your information. Final CPI details will be provided by Recology and new rate sheets by June 11<sup>st</sup> Public Hearing.
2. Section 9, subsection (c)(2) of the Franchise Agreement requires holding a public hearing on the proposed rates.
3. The timing of these annual increases puts everyone in a crunch to complete the process in time to start new rates as of July 1, 2015; however, unless the franchise holder requests a rate increase above the CPI-U, the Council has little authority to deny any requested increase. We typically receive about \$4500-\$4800 a year from this franchise. Given our present financial needs, I would not recommend we consider this any time soon.

**Recommendation:**

The Recommendation to City Council is to set a public hearing for June 11, 2015, at 7:00 pm, on the Recology Western Oregon Proposed Annual Rate Increase for FY 2015/16.

Attachments F:\CITY COUNCIL\AGENDA MEMOS\RECOLOGY WESTERN OREGON PUBLIC HEARING.06/11/15.

*An Equal Opportunity Employer*

411 N.E. "C" Street – P.O. Box 629, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

F:\CITY COUNCIL\CC Agendas\2014-2015\2015-06-11-15.CC.REGULAR MEETNG.JUNE 11, 2015



## Consumer Price Index

Base period: 1982-84 = 100, not seasonally adjusted

### CPI-U

	U.S. City Average			West – Size Class B/C		
	2015	2014	2013	2015	2014	2013
Jan.	-0.1%	1.6%	1.6%	0.0%	1.5%	1.0%
Feb.	0.0%	1.1%	2.0%	0.6%	0.7%	1.5%
March	-0.1%	1.5%	1.5%	0.8%	0.9%	1.0%
<b>April</b>	<b>-0.2%</b>	2.0%	1.1%	<b>0.9%</b>	0.9%	0.8%
May		2.1%	1.4%		1.7%	0.7%
June		2.1%	1.8%		1.9%	1.0%
July		2.0%	2.0%		1.8%	1.6%
Aug.		1.7%	1.5%		1.5%	1.6%
Sept.		1.7%	1.2%		1.6%	1.2%
Oct.		1.7%	1.0%		1.6%	0.8%
Nov.		1.3%	1.2%		1.2%	1.0%
Dec.		0.8%	1.5%		0.6%	1.4%

### CPI-W

	U.S. City Average			West – Size Class B/C		
	2015	2014	2013	2015	2014	2013
Jan.	-0.8%	1.6%	1.5%	-0.4%	1.5%	0.9%
Feb.	-0.6%	1.0%	1.9%	0.1%	0.8%	1.4%
March	-0.6%	1.4%	1.3%	0.4%	1.0%	0.8%
<b>April</b>	<b>-0.8%</b>	2.0%	0.9%	<b>0.4%</b>	1.0%	0.7%
May		2.1%	1.2%		1.8%	0.5%
June		2.0%	1.8%		2.0%	0.8%
July		1.9%	2.0%		1.9%	1.6%
Aug.		1.6%	1.5%		1.6%	1.6%
Sept.		1.6%	1.0%		1.6%	1.1%
Oct.		1.5%	0.8%		1.5%	0.7%
Nov.		1.1%	1.1%		0.9%	1.0%
Dec.		0.3%	1.5%		0.3%	1.4%

### Portland-Salem, OR-WA

	CPI-U Portland			CPI-W Portland		
	2014	2013	2012	2014	2013	2012
1st half	2.6%	2.2%	2.5%	2.4%	1.9%	2.2%
2nd half	2.3%	2.8%	2.1%	2.1%	2.7%	1.8%
<b>Annual</b>	<b>2.4%</b>	<b>2.5%</b>	<b>2.3%</b>	<b>2.3%</b>	<b>2.3%</b>	<b>2.0%</b>

### CPI information

These figures are reported by the Bureau of Labor Statistics.

You can hear the current figures anytime by calling (202) 691-6994.

All information and archives are online at [www.bls.gov/cpi](http://www.bls.gov/cpi)

**CPI-U** is the newer index, reflecting the buying habits of all urban households.

**CPI-W** is the revision of the “old CPI,” reflecting the buying habits of urban wage earners and clerical workers.

**West – Size Class B/C** is the CPI based on cities with populations of less than 1,500,000 in 13 Western states.

The percentage is the change over a 12-month period, except for Portland, which is:

#### 1<sup>st</sup> Half

January through June  
*Published in August*

#### 2<sup>nd</sup> Half

July through December  
*Published in February*





Ms. Debbie Bernard  
City Recorder  
City of Willamina  
P.O. Box 629  
Willamina, OR 97396

May 28<sup>th</sup>, 2015

Dear Debbie:

Please find attached to this letter the following items:

1. Results of the CPI-U (West B/C) for April.
2. Rate sheets showing the proposed change to collection rates.

As we presented in our rate application submitted April 1<sup>st</sup>, 2015, rates for most services will be adjusted by the contractual CPI adjustment of 0.90% to be effective July 1<sup>st</sup>, 2015.

You will note that some rates have not changed, including the rates for medical waste services. Also, debris box disposal rates were increased to reflect changes in the rates charged to us by Riverbend Landfill (also happens to be 0.90% this year).

Based on our previous conversation, we will plan to attend the June 11<sup>th</sup> Council meeting. Please let me know if you have any questions or service issues you want addressed at that time.

Respectfully,

A handwritten signature in blue ink that reads 'Dave Larmouth'. The signature is written in a cursive, flowing style.

Dave Larmouth  
Rate Analyst

CC: Fred Stemmler, General Manager





Ms. Debbie Bernard  
City Recorder  
City of Willamina  
P.O. Box 629  
Willamina, OR 97396

March 31<sup>st</sup>, 2015

Dear Debbie:

Enclosed are the schedules that make up the Rate Review Report and Annual Financial Report as outlined in our Solid Waste Collection Franchise Agreement. They are as follows:

1. The Rate Review Report, which includes the following:
  - a. All the actual allowable expenses incurred by Franchisee in the preceding calendar year, and all allowable expenses that we reasonably anticipate will be incurred in the current year;
  - b. The allocation factors and percentages used to determine expenses for each area;
  - c. The actual and expected Operating Ratios for the preceding and current calendar year;
2. 2014 Reviewed Financial Statement prepared by an independent CPA firm;
3. Rate sheets (will be provided by June 1<sup>st</sup>, with new rates effective July 1<sup>st</sup>, 2015).

In 2009, City staff directed Recology to use the same rate-making guidelines for the City of Willamina as employed in other jurisdictions, including Operating Ratio Range and CPI-based adjustments. Based on our projections, we believe the Operating Ratio for the current calendar year will be inside the limits of the Operating Ratio Range. As a result, we are proposing to apply an adjustment based on the April CPI-U (West B/C). We are projecting the CPI to be ~ 1.50%. This figure will be released in mid-May, and a confirmation letter and rate sheets will be delivered to the City by June 1st, 2015.

We have completed our system-conversion project, which covers everything from the customer account interface used by our call center staff, to the on-board electronics in our collection trucks. We still have a few bugs that need to be worked out, but for the most part these systems are in place and running smoothly.

As for new programs, we would like to discuss the possibility of adding curbside yard debris collection for all customers, included in the standard package of services. This idea has several moving parts, so we are looking at a longer implementation timeline but we'd like to present the idea and get your feedback.

I would appreciate the opportunity to discuss any questions you may have before we make our presentation to the City Council. Please call my office at 503-474-4856 at your convenience.

Respectfully,

A handwritten signature in black ink, appearing to read 'Fred Stemmler', written in a cursive style.

Fred Stemmler, CPA  
General Manager



**Recology Western Oregon - Valley, Inc.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Financial Statements

December 31, 2014  
(With Independent Accountant's Review Report)





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INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
Recology Western Oregon - Valley, Inc.  
McMinnville, Oregon

We have reviewed the accompanying balance sheet of Recology Western Oregon - Valley, Inc. as of December 31, 2014, and the related statements of earnings and stockholder's investment, and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Company management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. We believe that the results of our procedures provide a reasonable basis for our report.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

Our review was made primarily for the purpose of expressing a conclusion that there are no material modifications that should be made to the financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America. The supplementary information included in the accompanying Schedule is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and we did not become aware of any material modifications that should be made to such information.

*Armanino LLP*  
Armanino<sup>LLP</sup>  
San Ramon, California

March 30, 2015



**RECOLOGY WESTERN OREGON - VALLEY, INC.**

(A Wholly Owned Subsidiary of Recology Inc.)

Balance Sheet

December 31, 2014

**Assets**

Current assets:

Accounts receivable, net of allowance for doubtful accounts of \$41,058	\$ 1,245,193
Prepaid expenses	40,343
Due from Parent	<u>180,574</u>
Total current assets	<u>1,466,110</u>

Fixed assets:

Machinery and equipment	2,475,585
Less accumulated depreciation	<u>(2,363,271)</u>
Property and equipment, net	<u>112,314</u>
Total assets	<u>\$ 1,578,424</u>

**Liabilities and Stockholder's Investment**

Current liabilities:

Accounts payable	\$ 39,235
Accrued liabilities	294,764
Deferred revenues	<u>803,368</u>
Total current liabilities	1,137,367

Stockholder's investment, net

	<u>441,057</u>
Total liabilities and stockholder's investment	<u>\$ 1,578,424</u>

See accompanying notes to financial statements and independent accountant's review report.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**

(A Wholly Owned Subsidiary of Recology Inc.)

Statement of Earnings and Stockholder's Investment

For the year ended December 31, 2014

		<u>Percent</u>
Revenues	\$ 9,657,803	<u>100.0</u>
Cost of operations		
Disposal costs	1,201,382	12.4
Labor costs	1,538,077	15.9
Operational expenses	<u>4,188,390</u>	<u>43.4</u>
	<u>6,927,849</u>	<u>71.7</u>
Gross profit	2,729,954	28.3
General and administrative	<u>1,675,584</u>	<u>17.3</u>
Earnings from operations	<u>1,054,370</u>	<u>10.9</u>
Other income (loss)		
Interest income	10,708	0.1
Loss on asset disposal	<u>(4,013)</u>	<u>0.0</u>
	<u>6,695</u>	<u>0.1</u>
Net earnings	1,061,065	<u>11.0</u>
Stockholder's investment, net, beginning of year	955,149	
Net distributions to Parent and affiliates	<u>(1,575,157)</u>	
Stockholder's investment, net, end of year	<u>\$ 441,057</u>	

See accompanying notes to financial statements and independent accountant's review report.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**

(A Wholly Owned Subsidiary of Recology Inc.)

Statement of Cash Flows

For the year ended December 31, 2014

Cash flows from operating activities:	
Net earnings	\$ 1,061,065
Adjustments to reconcile net earnings to cash provided by operating activities:	
Depreciation	507,821
Loss on sale of equipment	4,013
Provision for bad debts	29,786
Changes in assets and liabilities:	
Accounts receivable	(359,536)
Prepaid expenses	(894)
Due from Parent	99,365
Accounts payable	(94,334)
Accrued liabilities	170,207
Deferred revenues	199,823
Net cash provided by operating activities	<u>1,617,316</u>
Cash flows from financing activities:	
Net distributions to Parent and affiliates	<u>(1,617,316)</u>
Net change in cash	-
Cash, beginning of year	-
Cash, end of year	<u>\$ -</u>
Supplemental disclosure of noncash activities:	
Additions to property and equipment contributed from Parent	\$ 42,159

See accompanying notes to financial statements and independent accountant's review report.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2014

**(1) Accounting Policies**

**(a) Organization**

Recology Oregon Waste - Valley, Inc. (the "Company"), is a wholly owned subsidiary of Recology Oregon Inc., which is a wholly owned subsidiary of Recology Inc. (the "Parent" or "Recology"), which in turn is wholly owned by the Recology Employee Stock Ownership Plan (the "Recology ESOP" or the "ESOP").

**(b) Revenue Recognition and Accounts Receivable**

The Company recognizes revenue on an accrual basis when services are performed. Deferred revenues primarily consist of revenues billed in advance that are recorded as revenue in the period in which the related services are rendered. The majority of the Company's revenue is subject to rate regulation by the municipalities in which it operates.

The Company's receivables are recorded when billed and represent claims against third parties that will be settled in cash. The carrying value of the Company's receivables, net of the allowance for doubtful accounts, represents their estimated net realizable value. The Company estimates its allowance for doubtful accounts based on several factors, including historical collection trends, type of customer, existing economic conditions and other factors.

**(c) Property and Equipment**

Property and equipment, including major renewals and betterments, are stated at cost. It is the Company's policy to periodically review the estimated useful lives of its property and equipment. Depreciation is calculated on a straightline basis over the estimated useful lives of assets as follows:

	<u>Estimated useful lives</u>
Buildings	20-40 years
Leasehold improvements	Shorter of lease or useful life
Machinery and equipment	6-8 years
Furniture and fixtures	8 years
Vehicles	9 years
Containers	10 years

Depreciation expense on the above amounted to \$507,821 for the year ended December 31, 2014. The cost of maintenance and repairs is charged to operations as incurred; significant renewals and betterments are capitalized.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2014

**(1) Accounting Policies (continued)**

*(d) Environmental Remediation Liabilities*

The Company accrues for environmental remediation costs when they become probable and based on its best estimate within a range. If no amount within the range appears to be a better estimate than any other, the low end of such ranges is used. Remediation costs are estimated by environmental remediation professionals based upon site remediation plans they develop and on their experience working with regulatory agencies and the Company's environmental staff and legal counsel. All estimates require assumptions about future events due to a number of uncertainties, including the nature and extent of any contamination, the appropriate remedy or remedies, the final apportionment of responsibility among the potentially responsible parties, if any are identified, the financial viability of other potentially responsible parties, and regulatory agency requirements. Thus, actual costs incurred may differ from the Company's initial estimate. These estimates do not take into account discounts for the present value of total estimated future costs, as the timing of cash payments is not reliably determinable. The Company regularly evaluates the recorded liabilities when additional information becomes available or regulatory changes occur to ascertain whether the accrued amounts are adequate. The Company does not recognize recoverable amounts from other responsible parties or insurance carriers until receipt is deemed probable. No environmental liabilities were accrued at December 31, 2014.

*(e) Impairment of Long-Lived Assets*

The Company's policy is to review estimated undiscounted future cash flows and other measures of asset value for its operations when events or changes in circumstances indicate the carrying value of an asset may not be fully recoverable.

During the year ended December 31, 2014, there were no events or changes in circumstances that indicated the carrying value of an asset was not fully recoverable.

*(f) Income Taxes*

Effective October 1, 1998, the Parent elected to become an S corporation with the Company electing to be treated as a Qualified Subchapter S corporation subsidiary. Under S corporation rules, the Parent's taxable income and losses are passed through to the ESOP, the Parent's sole shareholder, which is exempt from income tax, and the Company is treated as a division of the Parent having no separate income tax obligations. The Parent has not allocated the income tax expense to the Company.

The Company recognized income tax positions only if those positions are more likely than not of being sustained. Recognized income tax positions are measured at the largest amount that has a greater than 50% likelihood of being realized. Changes in recognition or measurement are reflected in the period in which the change in judgment occurs. The Company's accounting policy for evaluating uncertain tax positions is to accrue estimated benefits or obligations relating to those positions.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2014

**(1) Accounting Policies (continued)**

*(f) Income Taxes (continued)*

The Company records interest related to unrecognized tax benefits as interest expense and penalties as an administrative expense. For the year ended December 31, 2014, there was no interest or penalties recorded because the Company has no uncertain tax positions that meet the more likely than not threshold.

*(g) Cash Concentration Account*

The Company's bank account is linked to the Parent's concentration account. Cash balances (or deficits) at the end of each day are automatically transferred to (or from) the concentration account, so that at the end of any particular day, as well as at year-end, the Company's bank account has a zero balance, with related amounts debited or credited to the underlying intercompany account.

*(h) Allocations*

The Company includes allocated charges from the Parent and affiliates in operating expenses. The charges are allocated by applying activity appropriate factors to direct and indirect costs of the Parent and affiliates or based upon established fees.

*(i) Use of Estimates*

Management of the Company has made a number of estimates and assumptions relating to the reporting of assets and liabilities and the disclosure of contingent assets and liabilities to prepare these financial statements in conformity with accounting principles generally accepted in the United States of America. The more significant estimates requiring the judgment of management include the valuation of the allowance for accounts receivable, self-insurance, and liabilities for environmental remediation. Actual results could differ from those estimates.

*(j) Stockholder's Investment*

The Company has 1,000 shares of common stock authorized and 500 shares issued and outstanding with no par value as of December 31, 2014. Stockholder's investment, net is comprised of the legal capital plus cumulative contributions net of distributions.

*(k) Fair Value of Financial Instruments*

The carrying amounts reported in the balance sheets of the assets and liabilities, which are considered to be financial instruments (such as receivables, accounts payable, and accrued liabilities), approximate their fair value based upon current market indicators.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2014

**(2) Operations**

The Company collects refuse and recyclables in the City of McMinnville and surrounding municipalities in Yamhill and Polk Counties. The Company's refuse collection rates are set by these municipalities. The rate setting process may result in the disallowance of certain costs and/or delays in cost recovery, as well as differences in the timing of when revenues and expenses are recognized.

During the year ended December 31, 2014, the Company disposed of the yard debris collected by its operations at a composting facility owned and operated by an affiliate.

**(3) Commitments and Contingencies**

Substantially all of the assets of the Company are pledged to secure obligations of the Parent. The Company, along with the Parent and the Parent's wholly owned subsidiaries, have guaranteed the repayment, on a joint and several basis, of any and all obligations under the Parent's Revolving Credit Agreement. The Company could be required to honor the guarantee upon an uncured default event, as defined in the Parent's Revolving Credit Agreement. The Parent's Revolving Credit Agreement expires on April 12, 2018. At September 30, 2014, there was no outstanding principal balance on the Parent's Revolving Credit Agreement and there were standby letters of credit issued for \$182.4 million. The Parent has represented to the Company that it is in compliance with all covenants of the Revolving Credit Agreement.

The Parent and its subsidiaries, including the Company, are subject to various laws and regulations relating to the protection of the environment. It is not possible to quantify with certainty the potential impact of actions regarding environmental matters, particularly any future remediation, and other compliance efforts. The Parent has environmental impairment liability insurance, which covers the sudden or gradual onset of environmental damage to third parties, on all owned and operated facilities. In the opinion of management, compliance with present environmental protection laws will not have a material adverse effect on the results of operations of the Company provided costs are substantially covered in the Company's rates on a timely basis.

The Company and the Parent are involved in various legal actions arising in the normal course of business. It is the Company's opinion that these matters are adequately provided for or that the resolution of such matters will not have a material adverse impact on the financial position or results of operations of the Company or the Parent.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2014

**(4) Equipment and Property Obligations**

The Company has cancelable agreements with an affiliate whereby it pays for use of certain operating equipment. Future payments for continued use of the equipment and property, by year-end and in aggregate, as of December 31, 2014 are as follows:

Year ending December 31:	
2015	\$ 413,608
2016	407,174
2017	382,252
2018	323,314
2019	259,495
Thereafter	<u>18,205</u>
Total Payments	<u>\$1,804,048</u>

Rental expense for the year ended December 31, 2014 was \$313,584 including amounts under short-term rental agreements with third parties and affiliates.

Under the terms of the equipment lease agreement with an affiliate, and in accordance with existing rate policies, the Company may continue to use certain equipment under operating leases without a related payment once the affiliate's equipment cost and related interest have been funded through operating lease payments.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2014

**(5) Transactions with Related Parties**

During the year ended December 31, 2014, operating and other expenses of the Company included allocated charges from the Parent and affiliates. Such charges are based upon the direct and indirect costs of the Parent and affiliates, or established fees, and allocated based on specific activities. The allocated charges are as follows:

Parent:	
Health insurance	\$ 262,783
Worker's Compensation	753
401(k) employer portion	30,243
General and vehicle insurance	<u>89,859</u>
	<u>383,638</u>
Affiliates:	
Debris box revenue	(461,135)
Freight	-
Rental of equipment	152,288
Property rental	12,240
Disposal costs	444,119
Processing fees	700,443
General and administration allocation	869,204
Truck and garage	690,757
Regional management and accounting fees	<u>435,934</u>
	<u>2,843,850</u>
Total	<u>\$ 3,227,488</u>

During the year ended December 31, 2014, amounts due from or payable to Parent and affiliates were accumulated by the Company and, as of the Parent's fiscal year-end, September 30, 2014, the net amount was settled by way of capital contributions or distributions. Changes in amounts due from or payable to Parent or affiliates are presented as a financing activity in the statement of cash flows, except as related to expenditures attributable to property and equipment. For the three months from October 1, 2014 to December 31, 2014, the net amount was not settled by way of capital contributions or distributions.



**RECOLOGY WESTERN OREGON - VALLEY, INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)

Notes to Financial Statements

December 31, 2014

**(6) Employee Stock Ownership Plan**

In 1986, the Parent established an employee stock ownership plan and trust, which purchased all of the Parent's outstanding stock. The ESOP is a noncontributory plan that covers substantially all of the employees of the Company and other Recology subsidiaries. Employees, except under certain conditions, become fully vested after a requirement of three years of service. No vesting occurs until the full service requirement is satisfied.

The Parent's common stock is not traded on an established market. Presently, all shares are held by the ESOP. All distributions will be made from the ESOP in cash, which is received from Recology, or shares, subject to immediate repurchase by Recology. A participant who is vested is entitled to begin receiving a distribution from his or her ESOP account at a future date following his or her termination of employment. Distributions may be made in a lump-sum, equal annual installments over a period generally not to exceed five years, or a combination of the foregoing, generally as determined by the ESOP Administrative Committee (the Committee). The Committee also generally determines the time and manner of distributions, subject to the following limitations: (i) in the event of a participant's retirement, disability, or death, distribution must begin prior to September 30 of the plan year following the plan year in which employment terminates; and (ii) if a participant's employment terminates for any other reason, distribution must begin prior to September 30 of the sixth plan year following the plan year in which employment terminates, although the Committee may further defer distributions that are not attributable to post-1986 shares until the participant reaches the age that he or she would be required to reach in order to qualify for retirement under the ESOP. Each participant who has attained age 55 and has participated in the ESOP for at least 10 years may elect to receive cash distributions for in-service withdrawals attributable to post-1986 shares allocated to his or her account. An eligible participant is entitled to elect payment attributable to as much as 25% of his or her eligible shares during the first five years of election and up to 50% of eligible shares in the sixth year. The cash distributions are based upon the appraised value of Recology stock and other assets, if any, as of the most recent valuation of the participant's account.

The Parent makes contributions to the ESOP to make benefit payments to eligible participants under the Plan.

**(7) Subsequent Events**

The Company has evaluated its subsequent events through March 30, 2015, which is the date the financial statements were available for issuance. As a result of the evaluation, we are not aware of any material modifications that should be made to these financial statements for them to be in conformity with generally accepted accounting principles.



SUPPLEMENTARY INFORMATION



**RECOLOGY WESTERN OREGON - VALLEY, INC.**  
(A Wholly Owned Subsidiary of Recology Inc.)  
Schedule of Expenses  
For the year ended December 31, 2014

Operational expenses	
Contract labor	\$ 639
Depreciation	507,821
Franchise fees	239,103
Fuel	539,426
Insurance	89,858
Supplies	48,645
Operational lease expense	313,584
Purchase of recyclables	(111)
Recycling processing costs	703,383
Repair and maintenance	1,172,649
Taxes and licenses	120,506
Yard Debris funding	444,118
Other operational expenses	8,769
	<u>\$ 4,188,390</u>
General and administrative expenses	
General administration allocation	\$ 869,204
Regional management and accounting fees	435,934
Advertising and promotion	7,356
Bad debt	29,786
Contributions	30,874
Billing services	85,767
Dues and subscriptions	21,366
Education and training	14,915
Bank service charges	26,731
Meals and entertainment	6,041
Office supplies	16,329
Postage	15,264
Professional services	36,254
Telephone	66,073
Travel	10,439
Other administration	3,251
	<u>\$ 1,675,584</u>

See independent accountant's review report.





*Mayor Ila Skyberg*

**Council Members:**

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

**City Staff:**

*City Recorder: Debbi  
Accountant: Rochelle  
Library: Melissa Ha  
Office Specialist: An  
Public Works Direct*

**City Of Willamina  
Minutes of the Second Thursday of the Month Meeting of the Cit  
May 14, 2015  
7:00 PM**

**Location of Meeting:**

Willamina City Hall  
411 NE  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Hill  
Councilor Vinson  
Hollinger  
Councilor Stritzke

**Absent at Meeting:**

Councilor Bramall

**Staff at Meeting:**

City Recorder, Debbie Bernard  
Accountant Rochelle Road  
Public Works Director Jeff Brown

**Others Present:**

News Register,  
Paul Dalquante  
Mary Jane

Sherri Dawkins

Councilor Baller

The regular meeting of the City Council of City of Willamina was called to order at 7:00pm PM on May 14, 2015 at Willamina City Hall by Mayor Ila Skyberg.

Flay Salute was Led by Mayor Ila Skyberg.

Roll call was taken and City Recorder Debbie Bernard and a quorum were present.

**I. Consideration of Open Issues**

1. Public Hearing On Proposed Water & Sewer Rate Increases - City Of Willamina  
7:00pm

Mayor Ila Skyberg presenter

The Mayor opened the public hearing and read the standard statement as follows:

PUBLIC HEARING SCRIPT

PROPOSED WATER & SEWER R ATE 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:



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

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

The Mayor then asked for TESTIMONY FROM OPPONENTS now is the time for any persons in opposition of the proposed increases to speak.

The Mayor then asked for GENERAL TESTIMONY now is the time for any general comments from any persons in the audience regarding the proposed increases.

The Mayor then closed the Public Hearing.

## II. Review of Previous Minutes

The minutes of the previous meeting were reviewed and unanimously approved.

### 2. Meeting Minutes From April 9, 2015

Mayor Ila Skyberg presenter

The Mayor asked for a motion to approve the minutes from April 9, 2015.

#### **MOTION:**

Councilor Hill moved to approve minutes of April 9, 2015. Councilor McKnight seconded. Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.

## III. Consideration of Public Input

### 1. Public Input

Sherri Dawkins, Willamina Mud Drags Event in July 2015

Sheri Dawkins passed out flyers on the upcoming Mud Drags and noted the events dates were the last Saturday in June and last Saturday in July; June 27th 2015 and July 25th 2015 which was previously approved. She returned to council to ask for permission to eject trouble makers at these events. Asked the Council to approve Jack Scott and Clyde Dawkins for security during the event.

The Mayor asked for a motion:

#### **MOTION:**

Councilor Hill moved to approved Jack Scott and Clyde Dawkins as security to the Mud Drags at both the June and July Mud Drags. Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting Aye.

Sherri also asked if anyone knows of anyone who would sponsor trophies she would appreciate it asking them to contact her.



2. Public Input - Fourth Of July Committee Is Asking Council To Approve Closing Off of 3rd St. And Bst

Mary Jane Hollinger presenter

Mary Jane was present to ask the Council to approve the closing of 1st and both sides of B Street for the 4th of July event for the purpose of safety. She explained the same had been done in previous years. Jeff added we have blocked off both sides of B up to main in previous years.

**MOTION:**

Councilor Hill moved to approve the request to close 1st and both sides of B St during the 4th of July as requested by Mary Jane Hollinger. Councilor Stritzke seconded.

#### **IV. Consideration of Old Business**

1. Old Business

Debbie Bernard, City Recorder and Ray Bartlett presenter

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

City Recorder Bernard presented the upcoming rate change and then handed over continuance to Ray Bartlett who was returning to answer any concerns the Council had. Debbie referred to the Public Hearing as it stated we are going away from an allow of 750 and changing to a commodity usage rate. The base is going down for the majority of the residence. This change will allow us to charge citizens for what they use. Currently citizens are actually overcharged in the set-up of the rates. Debbie went over a handout that showed examples of customer's rates and charges.

Ray then stated the basic revolution is the shift to commodity and base meter size rate. Presently the structure puts the burden on the small user he said. The new rates shift the burden to the big users. Originally Hamptons main line was supposed to be a fire line not a consumption line. In addition, the City is still paying off a USDA loan. Ray stated he is aware of several letters to the City stating their financials are not adequate to meet the ongoing debt. The Large user's bill will go up 700 percent. However, they have been getting a good deal for a very long time. Ray said it is nice to step into this slowing. We do not know how consumers will behave. We are giving control to customers and the amount of water they use. For large users it is an incentive to conserve water. They use 2,000,000 cubic ft. per month that is a lot of water, per Ray. There are means to reduce consumption. It will encourage folks to fix leaking valves.

Ray gave an example of a City that did not have meters then installed meters and their consumption reduced 50 percent.

Ray noted for the majority of the customers they will see an equal dollar charge of their total bill.

Katie asked Ray if he recommended a method of letting citizens know of how their bill will change.

Ray explained that public communications is always difficult and pointed out that none



of the general public attended the public hearing. Ray stated Debbie will find out all about it how the citizens react very soon when they get their bill. Debbie shared the cities bills are on post cards and they have a comment section. She shared an example they put on bills last month regarding picking up after your dog and the penalty amount which brought up lot of discussion. Heather said she was approached by people said was that note about "me"!

Ray added the press is helpful in addition to the cities website to get the message out. Ray added the city could take special efforts with individuals who may not have a computer; He said as long as you work at it and do your best diligent efforts it will be ongoing education.

Ray summarized it really depends on the community and their reaction and ultimately their behavior.

Mayor Skyberg asked the council and audience if there were any more questions. Ray said it is not the rate increase that is the problem but the bigger problem is not doing anything.

Paul from the News register asked what the average household uses. Ray responded 500 cubic feet. Paul also asked about the High School and number of meters in addition to the number of meters Hampton Mill has. Ray noted the meter rate charges and commodity rate for Hampton at .86.

Katie asked Ray how was Hampton about the change. He responded that he had met with them a couple of times and was sure that there were not happy and they had not revealed their plans if they had any to make changes.

Ray they concluded and thanked the council for his visit.

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

The City Recorder shared with the council that Renata from the Council of Governments contacted the city and advised a resolution was a part of the grant closeout and that the city has certified in its grant contract with the state that it will comply with the requirement of Title VIII of the Civil Rights Act of 1968 popularly known as the Fair Housing Act

**MOTION:**

Councilor Hill moved to approved Water Master Plan Update Closeout – A supporting Assisted Housing Programs Resolution #14-15-009 for close out. Councilor Vinson seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting Aye.



## **VI. New Business**

### **1. 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

Councilor Stritzke questions the qualification of police services as we subcontract with the county so does that mean we provide police services? Debbie responded and said that we do subcontract and we are not having a police department that is correct, however, we do provide 4 of the listed and required services. Debbie went on to explain the required certification and resolution came about recently due to Yamhill County reaching a 100,000.

#### **MOTION:**

Councilor Vinson moved to approve Resolution #14-15-010 for certification of eligibility of cities for state shared revenues (cigarette, liquor and highway taxes) under ORS 221.760. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting Aye.

Mayor Skyberg then presented the Resolution Adopting New Water Rates #14-15-008

Councilor Hill noted that when the motion is made he wants to make sure that the sewer is also state. \$56.69 \$59.43

#### **MOTION:**

Councilor Stritzke moved to adopt Resolution to Adopting New Water Rates #14-15-008 to include water and sewer rates.

Councilor Baller seconded. Motion carried unanimously, with Councilors Baller, Hill, Stritzke, McKnight, and Vinson voting Aye.

## **VII. Reports**

### **Mayor's Report**

Clean up Day – Letter to Mayor from Willamina resident

They Mayor complemented Jeff on all his hard work during the clean day.

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

They Mayor invited everyone to the event and promised lots of chocolate.

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

### **Council Liaison Reports**

#### **Chamber Liaison (Ila Skyberg)**



Mayor Skyberg asked Mary Jane to speak on the last meeting as she was absent. Mary Jane said that they are working on cleaning up the weeds at the pond and there is a low water level. Rita asked Jeff if he had given any thought to the fact the chemical and the fact that the mowing of the pond did not work so is there any consideration of the putting a liner.

Jeff responded he talk to PSU and fish and wildlife. Their recommendation was the herbicide he used. He said it has improved and that you can see the water and the pond bottom and so it helped. His recommendation is to have another dosage of the herbicide put in. Jeff said putting the plastic liner in is so labor intensive. Rita then said she hopes there is a better time frame even though it is inconvenience; she hope it is done after the fishing derby.

Katie asked Jeff if he remembers the men that looked like Pirates a few years ago; did that work? Jeff responded and said it was a quick fix unfortunately it is like mowing your lawn it grows back. The Mayor asked if it was earmarked in the budget for an annual herbicide treatment; Jeff responded yes and Rochelle acknowledge that yes it would get in the budget.

#### **Library Board (Heather Stritzke)**

Heather reported that another board meeting held at City Hall. She said they talked about the library façade. In addition, she said they talked about the Friends of the Library which would have to be resurrected from the ground up. Heather said any monies would have to run thru another nonprofit here in town until the Friends were resurrected. The board itself talked about vacancies. She said there are 2 vacancies and several serving longer that they should. She said there is a real need for library board participation. Lastly they talked about the hours. They would close at 6:00pm and on Saturday until we have a new hire. Rita asked is that something we can put on the website. Heather said yes she talked to Debbie regarding adverting. Heather also noted there are training for library boards thru CCRLS and AMLA. She suggested that would be a good idea for the new members and current members.

#### **YCOM Board (Councilor Baller)**

Rita talked about funding. She said they had a work session with the executive board which includes the county commissioners. Two days after that meeting they presented YCOM with a proposal. She said the commissioners are going to step up and run money into YCOM. When that proposal comes thru she will be able to share. As far as the dues, it is a 6 percent increase across the board. She represents the small cities.

#### **Council Committee Reports**

Finance Committee Minutes of Meeting of April 7, 2015

Meeting Minutes from April 7, 2015

Mayor Ila Skyberg presenter

The Mayor asked for a motion to approve the minutes from April 7, 2015.

#### **MOTION:**

Councilor Hill moved to approve minutes of April 7, 2015. Councilor Baller seconded.



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

Rita asked about the trailer on Yamhill and for follow up.

Debbie reported the new Code Enforcement did the follow-up and reported back that August 1, 2015 is the end date for the permission of the trailer on Yamhill.

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

Mayor Ila Skyberg presenter

The Mayor asked for a motion to approve the minutes from March 3, 2015.

Gary said he had one change Mayor Skyberg did not open up the meeting he did. Katie asked about the software and if it is scheduled. Rochelle responded yes it is in the process of being scheduled and a check had been sent for the downpayment.

**MOTION:**

Councilor Hill moved to approve minutes of March 3, 2015. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.

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

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

Planning Commission Report (Commissioner Ulrich) (*Absent*)

Reports of City Officers

**City Recorder** – see report

New Staff Member John Kowolik – Debbie reported the City hired John Kowolik. We interviewed 4 candidates. It was nice to see we had good candidates that were interested in working for the city. We had a total of 8 applications. John is a retired Yamhill county deputy. Debbie said John is really excited to here and happy to be on our team.

Youth Librarian Position – listing in house for 10 days. Debbie said after listing the position in house she will advertise it in the paper.

New Union Steward is Amber Deibel

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

Debbie shared the Willamina High School has a lot of new construction and our development code requires a site review. Debbie also reported a lot of interest in Willamina regarding small business and type of business allowed. Cedar Alley Follow-up; a letter went out to each person that signed the petition. And let the citizens know we acknowledge their concern. In regarding the Enterprise zone, Debbie said she talked to Frank Sheridan and it is still pending. Debbie said we are still one of five. Debbie noted the staff has been working very hard. She shared the work areas have changed. The citizens have taken notice and have been positive.

The Mayor noted that the Council is please with Debbie has the head Administrator.



## **Accountant**

Status on Audits (verbal)

Rochelle reported she had completed posting the last 3 years of LGIP revenue transactions to the General Ledger.

Status of Budget Preparation (*verbal*) Rochelle reported that next week we will be working on the proposed budget and she is working actively to have actuals to work with on the proposed budget. She also mentioned that we received 15,000 from the green from growth grant.

## **Public Works**

Monthly Report – handout

Jeff reported that they worked on a water leak on Ivey and Lincoln. She said she wanted to help Richard and Justen who came in on the Weekend to fix it. He said he had another engagement and was not available. Mayor Skyberg asked about the sidewalk and when would that begin. Jeff stated the Bid process will be May 26<sup>th</sup>, 2015. He said we would not be in the middle of the 4<sup>th</sup> of July and most likely start after the holiday. Councilor McKnight asked Jeff what is the Pioneer project. Jeff said he selected Pioneer due to criteria. One of the criteria is it has to get people on the hwy. So Pioneer is a likely choice to alleviate traffic off state highway.

## **Library**

Senior Librarians Request to change hours

The proposed are to be open are Monday 10-5 Tuesday thru Thursday 10-6 and Friday 10-5. Katie said is the library is closed Saturdays. Heather responded that it had been decided that the library would be closed on Saturday at the board recommendation. Paul from the news register asked if the change of Saturdays is pending the new hire. Heather said she was not sure but there probably would be consideration after the new hire. Heather said there had been a misperception of the attendance on Saturdays. She said once Denise showed her the numbers, she realized it would good to return to open on Saturdays after there is a new hire.

### **MOTION:**

Councilor Baller moved to accept the New Library hours as there is only one Librarian. Councilor Hill seconded. Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.

### **MOTION:**

Councilor Hill moved to adjourn. Councilor McKnight seconded. Motion carried unanimously, with Councilors Baller, Hill, McKnight, Stritzke and Vinson voting aye.



**Sheriff's Office**

- a. Crime Summary – April 2015 Sergeant Whitlow Absent (*handout*)

**Next Council Meeting Dates**

**Regular Session – June 11, 2015**

The meeting was adjourned at 9:00 PM by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard, City Recorder \_

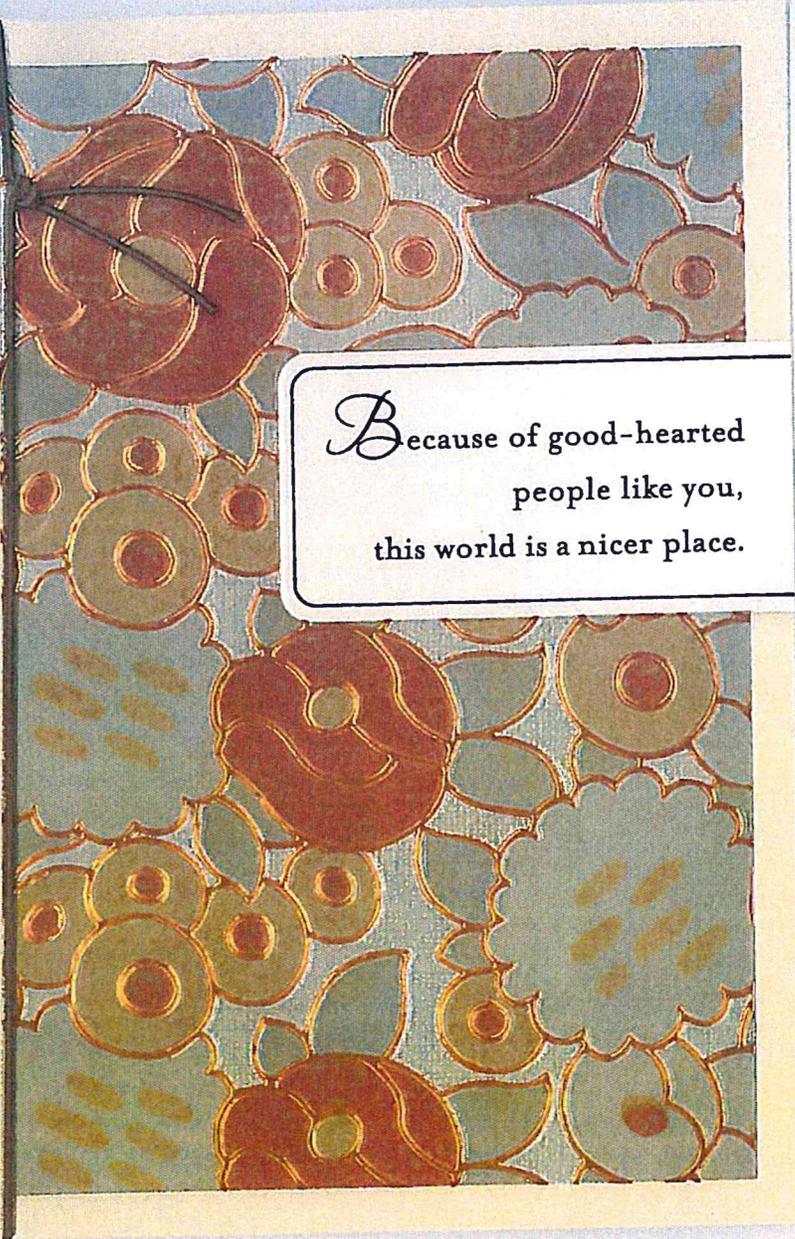
Debbie Bernard . 6-11-2015

Minutes approved by: Mayor Ila  
Skyberg

Ila Skyberg 6-11-2015



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nk



*B*ecause of good-hearted  
people like you,  
this world is a nicer place.

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I hope all the good you do  
comes back to you.



Thank you Willamina  
City Council and City Staff.  
Your dedication  
and willingness to volunteer  
countless hours for the benefit  
of our community does not  
go unappreciated. Thanks  
for all you do.

Barbara H. H. H.  
City resident





*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  
Office Specialist: Amber Deibel  
Public Works Director: Jeff Brown*

**MEMO TO: CITY COUNCIL**

**DATE: JUNE 11, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: City of Willamina OR 18B (NE Main Street) Sidewalk and Curb (Mile Point 2.4 to 2 City of Willamina and Willamina SW Pioneer Avenue SW Cherry St. To SW Fir ST Overlay Project**

1. In late 2013, the City was awarded a \$50,000 Special City Allotment Grant to engineer and pave Pioneer Ave SW from Cherry to Fir Streets.
2. The City was also awarded an ODOT Grant of \$122,000 for new sidewalk and curb on Main Street 2014.
3. The City had a bid opening on May 26, 2015. Keller Associates assisted in the bidding and review process. The bids all came in over the grant amount. Peter Olson our Engineer from Keller and Associates worked with Sheila Lyons, Pedestrian and Bicycle Program Manager with ODOT and they were able to increase the grant to cover the project costs at the higher bid prices. The sidewalk grant budget for Willamina went from \$121, 700.51 to a revised \$208,644.41. Keller and Associates cost also went up because of the extra effort for design and additional adjustments to meet ODOT requirements. The notice of intent to award the winning bids is being introduced at City Council Meeting on June 11, 2015.
4. Attached for your review is Keller Associates Amendment to owner-consultant agreement. Copies of the notice of intent to award the low bid for the Sidewalk and Curb project to North Santiam Paving for \$143,297.13. Also attached is a copy of the notice of intent to award the low bid for the SW Cherry St. to SW Fir ST overlay project to H & H Paving at \$28,919.50.

**Action Requested:**

Approve Keller Associates Amendment to owner-consultant agreement. Also approve the selection of the lowest responsive, responsible bidder for each project: these contractors are North Santiam Paving and H & H Paving.

Attachment

*An Equal Opportunity Employer*

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

[www.willaminaoregon.gov](http://www.willaminaoregon.gov)





# AMENDMENT TO OWNER-CONSULTANT AGREEMENT

## Amendment No. 1

### 1. Background Data:

- a. Effective Date of Owner-Engineer Agreement: October 10, 2014
- b. Effective Date of this Amendment: January 1, 2015
- b. Owner: City of Willamina
- c. Consultant: Keller Associates, Inc.
- d. Project: Willamina: OR 18B (NE Main Street) Sidewalk and Curb (Mile Point 2.4 to 2.7) - KA Project Number 213018-010
- e. Justification: Extra effort for design and additional adjustments to meet ODOT requirements

### 2. Description of Modifications:

- a. The additional services Scope of Services and Deliverables: Keller Associates spent additional hours and effort for meetings, data processing, drafting, design and correspondence due to ODOT requirements.
- c. Cost and payment basis for the Additional Services:

Task Description	Existing Budget Limit	Amendment Increase	New Budget Limit
Task 2: Engineering and Bidding Assistance (Lump Sum)	\$17,300	\$10,700	\$28,000
Task 3: Construction Administration and Observation (T&M)	\$13,000	\$8,500	\$21,500
Total	\$30,300	\$19,200	\$49,500

- e. Schedule adjustments: Adjust with extended grant expiration.

OWNER: City of Willamina

CONSULTANT: Keller Associates, Inc.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

*[Handwritten Signature]*  
 \_\_\_\_\_  
 ILA SKYBERG  
 Mayor  
 6-19-2015

Signature: \_\_\_\_\_

Name: Rod J. Linja

Title: President

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**DATE:** June 5, 2015  
**PROJECT:** OR 18B (NE Main Street) Sidewalk and Curb (Mile Point 2.4 to 2.7)  
**OWNER:** City of Willamina  
**Bids Due:** May 26<sup>th</sup>, 2015 1:00 p.m.  
**Bid Opening:** May 26<sup>th</sup>, 2015 1:00 p.m.

**NOTICE OF INTENT TO AWARD**

After reviewing bid forms, Keller Associates' team has determined the lowest responsive, responsible bidder is:

**North Santiam Paving  
PO Box 516  
Stayton, OR. 97383**

**\$143,297.13**

If your company is named above, you are to take no action on behalf of the City until you receive either a notice to proceed or an agreement issued by the City of Willamina and signed by both parties.

Thank you for your participation.



Willamina Main Street Sidewalk Bid Summary - 5/26/15									
Specification Reference	Description	Estimated Quantity	Unit	North Santiam Paving		Trenchline		Weitman	
				Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
0210	Mobilization	1	LS	\$41,500.00	\$41,500.00	\$22,500.00	\$22,500.00	\$16,280.00	\$16,280.00
225	Temporary Work Zone Traffic Control, Complete	1	LS	\$900.00	\$900.00	\$8,000.00	\$8,000.00	\$7,685.00	\$7,685.00
0280	Erosion Control	1	LS	\$1,400.00	\$1,400.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00
0310c	Removal of Structures and Obstructions (Walks and Driveways)	670	Sq yd	\$7.60	\$5,092.00				
0330	General Excavation	120	Cu yd	\$82.00	\$9,840.00	\$38.00	\$4,560.00	\$130.00	\$15,600.00
0640	Aggregate Base	20	TN	\$89.00	\$1,780.00	\$70.00	\$1,400.00	\$125.00	\$2,500.00
0759.90 a	Concrete Curbs, Standard	460	LF	\$46.00	\$21,160.00	\$36.00	\$16,560.00	\$50.00	\$23,000.00
0759.90 c	Concrete Driveway	3400	Sq ft	\$6.35	\$21,590.00	\$14.00	\$47,600.00	\$7.10	\$24,140.00
0759090 e	Concrete Walks	5200	Sq ft	\$6.35	\$33,020.00	\$8.00	\$41,600.00	\$8.50	\$44,200.00
0759.90 h	Concrete Stairs	1.7	Cu yd	\$2,800.00	\$4,760.00	\$2,300.00	\$3,910.00	\$3,300.00	\$5,610.00
0851	Pavement Marking Removal	119	Sq ft	\$9.77	\$1,162.63	\$12.00	\$1,428.00	\$19.00	\$2,261.00
0867.80 j	Pavement Bar, Type B	95	Sq ft	\$11.50	\$1,092.50	\$12.00	\$1,140.00	\$40.00	\$3,800.00
<b>Total Bid Item Price</b>					<b>\$143,297.13</b>		<b>\$158,238.00</b>		<b>\$164,826.00</b>



**DATE:** June 5, 2015  
**PROJECT:** SW Pioneer Avenue: SW Cherry St. to SW Fir St overlay project  
**OWNER:** City of Willamina  
**Bids Due:** May 26<sup>th</sup>, 2015 1:00 p.m.  
**Bid Opening:** May 26<sup>th</sup>, 2015 1:00 p.m.

### NOTICE OF INTENT TO AWARD

After reviewing bid forms, Keller Associates' team has determined the lowest responsive, responsible bidder is:

**H&H Paving  
130 Madison St. NE  
Salem, OR 97303**

**\$28,919.50**

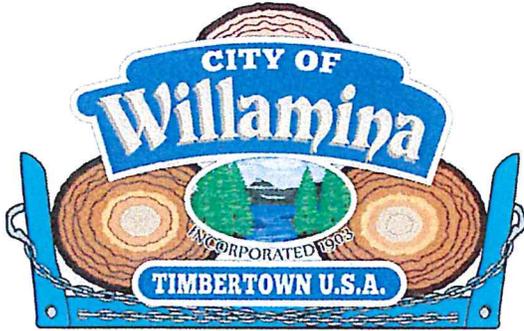
If your company is named above, you are to take no action on behalf of the City until you receive either a notice to proceed or an agreement issued by the City of Willamina and signed by both parties.

Thank you for your participation.



Pioneer Avenue Overlay - ODOT SCA									
Specification Reference	Description	Estimated Quantity	Unit	H&H Paving		Baker Rock		North Santiam Paving	
				Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
0210	Mobilization	1		\$2,200.00	\$2,200.00	\$4,725.00	\$4,725.00	\$5,000.00	\$5,000.00
0280	Erosion control	1	LS	\$400.00	\$400.00	\$1,000.00	\$1,000.00	\$100.00	\$100.00
0490	Minor Adjustments of Manholes	1	EA	\$175.00	\$175.00	\$125.00	\$125.00	\$160.00	\$160.00
0610	Reconditioning Existing Roadway	1	LS	\$2,926.00	\$2,926.00	\$4,425.00	\$4,425.00	\$400.00	\$400.00
0730	Emulsified Asphalt for Tack	30	Gal	\$4.00	\$120.00	\$20.00	\$600.00	\$30.00	\$900.00
0744	Level 2, 1/2 inch Dense MHMAC Mixture	270	TN	\$85.55	\$23,098.50	\$106.50	\$28,755.00	\$107.50	\$29,025.00
<b>Total Bid Item Price</b>					<b>\$28,919.50</b>		<b>\$39,630.00</b>		<b>\$35,585.00</b>





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 & 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.

*An Equal Opportunity Employer*

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

*[willaminaoregon.gov](http://willaminaoregon.gov)*





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

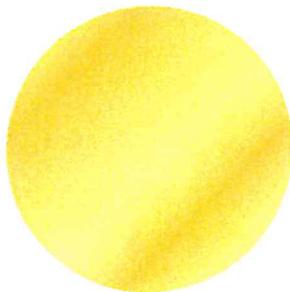
**WHEREAS**, the city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

**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

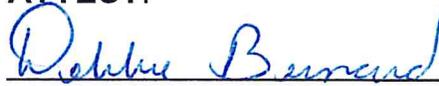
1. **THAT** this resolution shall become effective immediately upon adoption.

**PASSED and ADOPTED** by the City Council of the City of Willamina this 14<sup>th</sup> day of May 2015.

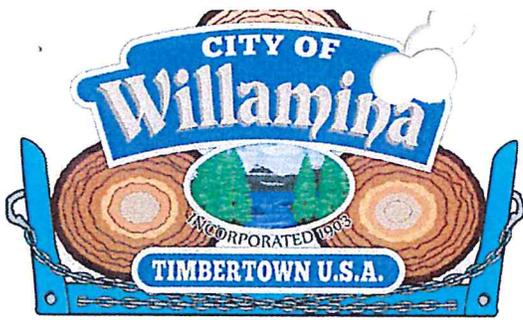


  
\_\_\_\_\_  
Ila Skyberg, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Debbie Bernard, City Recorder





*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 & Amber Deibel  
Office Specialist: vacant  
Public Works Director: Jeff  
Brown  
Code Enforcement: John Cowlick*

**MEMO TO: CITY COUNCIL**

**DATE: JUNE 11, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: CCRLS IGA #10196600, AMENDMENT #02**

**Background:**

1. In June, 2013, the City and the Chemeketa Cooperative Regional Library Service (CCRLS) entered into a new 5-year intergovernmental agreement (IGA). The contract began on July 1, 2013 and will end on June 30, 2018.
2. Each year after the initial contract is approved; an amendment to the contract is made to reiterate the responsibilities of both parties and to set forth the Compensation Schedule for the affected year. Attached for Council approval is Amendment #01 to the IGA. The only change is the cover Amendment #02 and Exhibit 2, Attachment A1 (Compensation Schedule FY 2015-16).
3. Each year CCRLS receives a pot of money based upon property taxes in the district. This pot increases only up to the 3% allowable with any taxing entity. One-half of the taxes received are distributed among member libraries based upon a formula. The formula is developed based on property taxes in the member library boundaries and the circulation activity for non-residents. This latter part of the formula is district-wide, not just in the Willamina Public Library boundaries.

4.  
**Recommendation**

That City Council approves Amendment #02 to IGA #10196600 as written.

Attachment

F:/CITY COUNCIL/AGENDAMEMOS/CCRLSIGA#10196600.AMENDMENT

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[www.willaminaoregon.gov](http://www.willaminaoregon.gov)



**CHEMEKETA COOPERATIVE REGIONAL LIBRARY SERVICE**  
**FY 2015-16 Council Members**

**Natalie Beach**

Chemeketa Community College Representative  
4000 Lancaster Drive NE/PO Box 14007  
Salem, OR 97309-7070  
503.399.5105 (w)  
[natalie.beach@chemeketa.edu](mailto:natalie.beach@chemeketa.edu)

**Patricia Wallace**

Marion County Lay Member  
PO Box 723  
Mt Angel, OR 97362  
503.845.2248 (w)  
[butte75@hotmail.com](mailto:butte75@hotmail.com)  
♦Term expires: 6/30/17

**Steven Rupp – Chair**

Yamhill County Lay Member  
PO Box 622  
McMinnville, OR 97128  
971.241.9251 (cell)  
[melcor@onlinemac.com](mailto:melcor@onlinemac.com)  
♦Term expires: 6/30/16

**John Hunter**

Medium Library Representative  
Woodburn Public Library  
280 Garfield Street  
Woodburn, OR 97071  
503.982.5262 (w)  
[john.hunter@ci.woodburn.or.us](mailto:john.hunter@ci.woodburn.or.us)  
♦Term expires: 6/30/16

**Marlys Swalboski**

Silver Falls Library District  
410 South Water Street  
Silverton, OR 97381  
503-873-5770 (w)  
[marlyss@ccrls.org](mailto:marlyss@ccrls.org)  
♦Term expires: 6/30/16

**Scott McClure**

City Manager Representative  
City of Monmouth  
151 Main Street W  
Monmouth, OR 97361  
503.751.0145 (w)  
[smcclure@ci.monmouth.or.us](mailto:smcclure@ci.monmouth.or.us)

**Joan Scherf - Vice Chair/Chair Elect**

Rural Lay Member  
P.O. Box 493  
Dallas, OR 97338  
503.623.3761 (h)  
[joan97338@yahoo.com](mailto:joan97338@yahoo.com)  
♦Term expires: 6/30/16

**Penny Toepel**

Small Library Representative  
Sheridan Public Library  
142 NW Yamhill Street  
Sheridan, OR 97378  
503.843.3420 (w)  
[pennyt@ccrls.org](mailto:pennyt@ccrls.org)  
♦Term expires: 6/30/16

**Danny Smith**

Large Library Representative  
Salem Public Library  
555 Liberty Street SE  
Salem, OR 97301  
503.588.6064 (w)  
[djsmith@cityofsalem.net](mailto:djsmith@cityofsalem.net)

**Walter Perry**

Polk County Lay Member  
23505 Gooseneck Creek Rd.  
Sheridan, OR 97378  
503.851.9604 (h)  
[walterperry3@gmail.com](mailto:walterperry3@gmail.com)  
♦Term expires: 6/30/18

**Ex Officio Members**

**Jennie Messmer**

Mid-Willamette Council of Governments  
100 High Street SE, Suite 200  
Salem, OR 97301  
503.540.1605 (w)  
[jmessmer@mwvcog.org](mailto:jmessmer@mwvcog.org)

**John Goodyear**

Chemeketa Cooperative Regional Library Service  
4000 Lancaster Drive NE/PO Box 14007  
Salem, OR 97309-7070  
503.315.4584 (w)  
[jgoodyear@ccrls.org](mailto:jgoodyear@ccrls.org)

**Monique Mclean – Recording Secretary**

Chemeketa Cooperative Regional Library Service  
503.399.5165 (w)  
[monique.mclean@ccrls.org](mailto:monique.mclean@ccrls.org)





P.O. Box 14007, Salem, OR 97309-7070 - Phone: 503.315.4584 - Fax: 503.399.7316

**AMENDMENT TO INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY PARTICIPATION IN CHEMEKETA COOPERATIVE REGIONAL  
LIBRARY SERVICE (2015-2016)**

**Contract #10196600, Amendment #02**

This Agreement is by and between Chemeketa Community College hereafter known as COLLEGE, and the City of Willamina, by and through its Willamina Library, hereafter known as CCRLS PARTICIPATING ENTITY.

**Purpose:** The purpose of this amendment is to add funding for the 2015-16 fiscal year, to make changes in the contract consistent with the purchase of a new interlibrary loan system, to include language regarding past practices for group purchases of services and software and to streamline the agreement by standardizing Exhibits. Entities formerly referred to by City or District shall now be referred to as CCRLS PARTICIPATING ENTITY.

- 1) **Attachment A Statement of Work/Consideration** is deleted in its entirety and replaced by the revised **Attachment A Statement of Work/Consideration** which is attached to this amendment as **Exhibit 1** and which is incorporated herein by this reference.
- 2) **Attachment A1 Compensation Schedule 2014-2015** is deleted in its entirety and replaced by the revised **Attachment A1 Compensation Schedule 2015-2016** which is attached to this amendment as **Exhibit 2** and which is incorporated herein by this reference.
- 3) **Attachment B Council Members 2014-2015** is deleted in its entirety and replaced by the revised **Attachment B Council Members 2015-2016** which is attached to this amendment as **Exhibit 3** and which is incorporated herein by this reference.
- 4) This amendment is effective upon signature by both parties. The changes to Attachment A1 are effective for the period July 1, 2015 - June 30, 2016 upon signature by both parties.

**Signatures**  
(see next page)





Parties concur that all other terms and conditions of the original Agreement, and the terms and conditions of any Amendment to the original agreement, shall remain in effect.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below, effective as of the date set forth herein.

**For College:**

**For CCRLS PARTICIPATING ENTITY:**

\_\_\_\_\_  
(Signature) (Date)

**John Goodyear**  
**Executive Director**  
**Chemeketa Cooperative Regional Library Service**

**Signature of Library Director**

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
**Printed Name of Library Director**

\_\_\_\_\_  
**Printed Title of Library Director**

**Signature of Authorized Entity Signer**

*[Handwritten Signature]* 6-11-2015  
(Signature) (Date)

\_\_\_\_\_  
**Printed Name of Authorized Entity Signer**

\_\_\_\_\_  
**Printed Title of Authorized Entity Signer**

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution.  
To request this publication in an alternative format, please call 503.399.5192.



**Exhibit 1 to Amendment for 2015-2016  
CCRLS Participation Agreement**

**Attachment A  
Statement of Work/Consideration**

**1) Statement of Work**

- a) Under this agreement CCRLS PARTICPATING ENTITY shall:
- 1) Provide at least the basic level of service to nonresidents within the COLLEGE District. Basic level of service is defined as one checkout and one hold per person at a time, utilizing individual rather than household cards.
  - 2) Provide free borrowing privileges to card holding residents/patrons of other participating CCRLS cities (including Silver Falls District) and all currently registered College students who present a valid library card.
  - 3) Ensure that in no case shall card-holding residents of the CCRLS district receive less than the basic level of service from CCRLS PARTICPATING ENTITY.
  - 4) CCRLS PARTICPATING ENTITY may, at its sole option, elect to provide services to persons incarcerated in county, state, or federal jail or prison facilities. CCRLS PARTICPATING ENTITY may, at its sole option, elect not to allow its owned materials to be circulated to such facilities.
  - 5) Notify each current non-resident cardholder within its geographic zone at least 30 days prior to instituting a fee for service above the basic level. No advance notification is necessary for fee increases.
  - 6) Provide reference and information services to patrons of the participating libraries of the CCRLS District in cooperation with COLLEGE and other participating libraries.
  - 7) Provide for the regular participation of the library director in meetings of the Polk, Yamhill and Marion Library Association (PYM) and as may be necessary in meetings of the CCRLS Advisory Council. Regular participation shall be defined as attendance by the library director at each meeting, unless excused. CCRLS PARTICPATING ENTITY library director's attendance at the September meeting of the PYM Association is highly encouraged. Library directors will have private secure email for communicating confidential CCRLS information. Directors will provide a chain of command to allow coverage in their absence.
  - 8) Provide for the regular participation of library staff at training events provided by COLLEGE.
  - 9) Assume full responsibility for the accuracy of data at its entry into the automation system database, and for updating that data accurately to reflect the proper links to the material in its library. Such data includes, but is not limited to Barcode number, library location, volume number, call number, copy number, type of material, status, etc.
  - 10) Take reasonable measures to protect equipment in CCRLS PARTICPATING ENTITY's possession from abuse, theft, and misuse, CCRLS PARTICPATING ENTITY shall, while in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS PARTICPATING ENTITY shall have no obligation under this



paragraph with respect to loss resulting from defect in the computer system itself, or from the acts of vandals gaining access to the computer system programs. Or data accessed externally and not by the application of physical force to the tangible components of the system; and, provided further, that the CCRLS PARTICPATING ENTITY shall not be liable under this Agreement for any consequential damages incident to any loss under this section.

- 11) Prepare, provide, and maintain the furniture and physical location for installation of automated system terminals and equipment in its library. This responsibility includes cable installation, electrical power, and environment, all meeting manufacturer and vendor specifications.
- 12) CCRLS PARTICPATING ENTITY may purchase equipment and software to expand and enhance its own operations; provided that such equipment and software is acceptable to CCRLS as compatible with the automated system. CCRLS shall not be responsible for maintenance of CCRLS PARTICPATING ENTITY equipment, but will configure and ensure CCRLS network connectivity. CCRLS PARTICPATING ENTITY shall not connect or install any such equipment or software without the review and written approval of CCRLS after at least 90 days prior to notice by CCRLS PARTICPATING ENTITY. To facilitate this approval it is recommended that CCRLS PARTICPATING ENTITY include CCRLS in the examination and selection process. CCRLS cannot be responsible for making equipment and software work if this process is not followed. Any computer device connected to the CCRLS network must have approved anti-virus security software and a current, secure Operating System. CCRLS PARTICPATING ENTITY will not alter COLLEGE network or workstation equipment within their building without communication or direction from CCRLS.
- 13) Provide library staff possessing minimum level of technical ability and skill, with available phone access, to provide an onsite interface with CCRLS technical staff.
- 14) Notify CCRLS of any desired reductions to the number of CCRLS PARTICPATING ENTITY software licenses held through group software purchases if at all possible at least three months prior to renewal.

b) Under this agreement College shall:

1) Provide for the fiscal and administrative management of the CCRLS

a. Maintain the following:

1. The Chemeketa Cooperative Regional Library Advisory Council hereinafter referred to as the CCRLS Advisory Council, through which recommendations on policies of the Service can be expressed. The present membership of the CCRLS Advisory Council which shall be updated as needed and sent electronically for inclusion to all Library Directors and posted on the CCRLS website.
2. An ongoing liaison with Polk, Yamhill and Marion Library Association (PYM) (or their executive committee) through which recommendations on procedures and their implementation can be expressed.

b. Provide operation and maintenance of the CCRLS Automated System and related databases, including:



1. Maintain bibliographic, circulation, and borrower data in an automated database management system. Design, applications, enhancements of, and major changes of operation to the automated system database management system shall be subject to review by the PYM Technology Committee.
2. Manage the CCRLS automated system under the terms of this agreement and other applicable agreements with vendors and participating library so that CCRLS PARTICPATING ENTITY has access to its bibliographic, circulation, and borrower records during library business hours, and at other times as agreed upon between the CCRLS PARTICPATING ENTITY Library Director and the CCRLS Executive Director. The management responsibility for the automated system includes the obligation of CCRLS to monitor and evaluate entries for new materials and retrospective conversion of cataloging of old materials in order to maintain the highest quality bibliographic MARC database.
3. Acquire and provide for effective maintenance and support of all present and future central and remote automated system equipment at its own expense; and provide for secure installation and housing for automated system except such automated system equipment as is acquired by CCRLS PARTICPATING ENTITY for installation at its library, or as otherwise provided in Attachment A 1) Statement of Work a) 13) of this agreement.
4. Coordinate and assume cost for installation of telecommunications equipment and lines at CCRLS PARTICPATING ENTITY's central and branch libraries for use with automated system. Parties agree that COLLEGE does not control, and therefore cannot warrant, the telecommunication networks used to communicate data from a remote site, nor does this agreement cover maintenance of telecommunication lines.
5. Acquire and furnish to CCRLS PARTICPATING ENTITY, at COLLEGE's direct cost, certain necessary supplies, such as utilities, report forms, reserve notices, bar codes, overdue notices, magnetic tapes, and other supplies except printer paper, cartridges and toner which may be required to provide the services of automated system to CCRLS PARTICPATING ENTITY.
6. Provide through CCRLS, at CCRLS PARTICPATING ENTITY's request, specialized reports not regularly generated by automation system. CCRLS PARTICPATING ENTITY shall reimburse COLLEGE for the cost of providing such special reports at College request.
7. Coordinate all service, support, equipment purchases and maintenance necessary to the proper operation of automated system and enforce rules and standards for use of automated system by participating libraries. CCRLS PARTICIPATING ENTITY shall enter, retrieve, modify, and delete data in and from automated system in accordance with those rules and standards.
8. Maintain agreements for hardware maintenance and software support with current provider of library automation service(s). CCRLS shall provide reasonable approved maintenance and support for automated system hardware and software not provided



by automation vendor. CCRLS shall provide reasonable prior notice to CCRLS PARTICIPATING ENTITY when system operation must be suspended for operational or maintenance requirements. CCRLS shall exercise its best efforts to schedule such periods of suspension during hours when CCRLS PARTICIPATING ENTITY's libraries are closed. Except for suspension of operation for necessary system maintenance or because security of the CCRLS automated system database or software is compromised or damaged, CCRLS shall not "lock out" CCRLS PARTICIPATING ENTITY terminals from automated system.

9. Provide, through CCRLS, one or more dedicated telephone lines to serve the system, and related telecommunication equipment as provided in the agreement with the vendor for the automation system, and pay all related installation, acquisition, maintenance, and use cost.
10. Except for equipment and software purchased by CCRLS PARTICIPATING ENTITY under Attachment A 1) Statement of Work a) 13), all automated system hardware, software, and other capital equipment shall remain the property of COLLEGE, and CCRLS PARTICIPATING ENTITY shall have no claim thereto other than the right to use thereof under this AGREEMENT.
11. Contract for hosting maintenance and backup of of CCRLS automated system data . In the event of system malfunction or loss of data, CCRLS shall promptly arrange for restoration of the most recently backed up data to the system once it is again functioning. No liability is assumed by CCRLS if the automated system experiences down time or loss of data which cannot be recovered.
12. Provide training for at least one CCRLS PARTICIPATING ENTITY staff person at any time the automated system operating systems or procedures are changed, enhanced, or otherwise revised. CCRLS shall provide up-to-date access to on-line user manuals for CCRLS PARTICIPATING ENTITY's staff. All other training of CCRLS PARTICIPATING ENTITY staff shall be the responsibility of CCRLS PARTICIPATING ENTITY. CCRLS PARTICIPATING ENTITY shall designate one staff position responsible for coordinating training and operations matters with the CCRLS staff person responsible for automation system operations.
13. Provide for general maintenance and utilities to support the CCRLS automated system. This obligation includes janitorial service, maintenance painting as necessary, structural repairs, lighting and electrical system maintenance, and HVAC maintenance.
14. While providing computer network access to the CCRLS automated system, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism, or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS PARTICIPATING ENTITY shall have no obligation under this paragraph with the acts of vandals gaining access to the computer



system, programs, or data tangible components of the system; and, provided further, that CCRLS PARTICIPATING ENTITY shall not be liable under this agreement for any consequential damages incident to any loss covered under this section.

15. Provide personnel for the operation of the system. "Operation" includes: use of supplied software to generate reports, notices, lists, and similar documents and files; preparation and sending of overdue notices, hold notices, reports, billings, and other specified documents produced for routine system operation by the vendor(s) of the system and its installation, maintenance, or support of software, or the maintenance, repair or replacement of hardware or firmware.
16. Through its governing board, retain final authority over the policies and decisions relating to budget, operating procedures, system design, participation by other libraries, and other like issues of a general policy nature affecting their operation of CCRLS and automated system. The board, however, shall not take such actions without the recommendation of the CCRLS Advisory Council.
17. In serving card-holding CCRLS district nonresident patrons, abide by each CCRLS PARTICIPATING ENTITY's rules and procedures regarding borrowing privileges. In no case shall card-holding residents of the CCRLS district receive less than the basic level of service from COLLEGE.
18. Provide a monthly accounting and quarterly reporting of expenditures under this program to the CCRLS Advisory Council.
19. Reimburse CCRLS PARTICIPATING ENTITY for library materials borrowed by non-residents under this AGREEMENT and not returned by the borrowers within six months of due date. CCRLS PARTICIPATING ENTITY hereby transfers and assigns all interests in such materials and all rights to unpaid overdue fines and replacement charges with respect thereto.
20. Provide regular courier service between the participating libraries.
21. May coordinate group purchasing of CCRLS related equipment, software or non-essential supplies, as needed, to assist CCRLS PARTICIPATING ENTITY and other participants. Charges for purchased supplies, equipment, services, maintenance contracts, delivery charges, postage, etc. will be billed to CCRLS PARTICIPATING ENTITY at direct cost and payable to COLLEGE.
22. For Cities of Newberg and Salem only, provide collection analysis services from vendor Collection HQ (or subsequent vendor) for which College will charge CCRLS PARTICIPATING ENTITY a proportionate share of the cost.
23. Coordinate group purchasing of printer and computer management software licenses from Envisionware (or subsequent vendor) and will invoice CCRLS PARTICIPATING ENTITY annually for CCRLS PARTICIPATING ENTITY's proportionate share of software licenses.



24. Coordinate group purchasing of such CCRLS-related services such as Debt Collect, ORBIS and Cascade Alliance Courier. College will invoice CCRLS PARTICIPATING ENTITY annually or quarterly for the cost of these services on a usage basis.
25. Provide a needs assessment to replace Plinkit, a service provided through the Oregon State Library which hosts several CCRLS library websites and which is going to be discontinued early in the 2015-2016 fiscal year.

CCRLS will create and co-manage library websites on an acceptable/affordable platform which would replace those lost as Plinkit is dismantled. CCRLS will create a general site template, from which multiple library sites will be derived and customized.

At least one individual at each participating library shall be identified and trained to serve as their library site's principal editor. Subsequently, access to sites will be granted to these individuals, who will then assume primary responsibility for content development and general maintenance.

A CCRLS account will retain "ownership" (a defined role of the platform) of these sites. CCRLS will also provide regular offline backups of each individual site. Training will be delivered by CCRLS staff at the Chemeketa Salem Campus. Attendance will be mandatory for local site editors. Libraries which currently have a registered domain name will need to investigate options for mapping that domain to the new platform. Libraries without a registered domain name will receive an alias under the ccrils.org domain (e.g., silverfalls.ccrils.org; stayton.ccrils.org; etc.).

The goal would be to transition all interested libraries to this platform as soon as possible. Upon adoption of the new service, participating libraries will be charged a proportionate share of the hosting fees.

c. Electronic Payments for Fines, Lost Book Charges, or Other Charges

1. Through CCRLS, collect and process electronic payments for fines, lost book charges, or other charges owed to CCRLS member libraries.
2. Process charges that are paid only through the shared library automation system operated by COLLEGE.
3. COLLEGE shall not be financially responsible to refund corrected charges to a library patron. Any dispute of charges is the responsibility of CCRLS PARTICIPATING ENTITY to resolve with the patron. Deductions from the merchant banking account will be deducted from the next regular payment to the associated CCRLS PARTICIPATING ENTITY library.
4. Compile and calculate charges on a monthly basis. However, payment to CCRLS PARTICIPATING ENTITY will be made on a quarterly basis. In the event the amount due to CCRLS PARTICIPATING ENTITY is less than \$15, the payment may be held for the next quarterly payment.



5. Make payment to CCRLS PARTICIPATING ENTITY in the amount paid on their behalf, minus merchant services for the period. Associated fees will be distributed on a pro-rata basis to each library based on the percentage of total funds collected that month and total fees that month.
6. COLLEGE shall be credited payments for unidentified charges, or for items which COLLEGE has previously reimbursed CCRLS PARTICIPATING ENTITY.
7. COLLEGE shall acknowledge responsibility only for the amount of any correction without penalty.

## 2) Consideration

- a) CCRLS PARTICIPATING ENTITY will be compensated by COLLEGE in the amount shown in Attachment A1 – Compensation Schedule for CCRLS PARTICIPATING ENTITY for providing nonresident library service for the residents of the COLLEGE District. Payments shall be made in four equal installments at the end of each quarter as provided herein.
- b) CCRLS PARTICIPATING ENTITY will be compensated by COLLEGE CCRLS PARTICIPATING ENTITY for each net loan provided, i.e., the difference between the number of CCRLS PARTICIPATING ENTITY items loaned to and checked out in another library and the number of items owned by other libraries borrowed and checked out by the CCRLS PARTICIPATING ENTITY library. Tabulation of net loans shall be provided by the CCRLS automated integrated library system. Each net loan shall be paid in the amount shown in Attachment A1. Payments shall be made quarterly as provided herein.
- c) City of Salem Only: The City of Salem will be paid a Interlibrary Loan Service Fee by COLLEGE on December 15 of each year. The service fee shall be included in the CCRLS budget as an amount sufficient to defray CCRLS PARTICIPATING ENTITY's costs incurred in providing Interlibrary Loan Referrals as described in 2)b) herein. The Interlibrary Loan Referrals fee for each year of this Agreement shall be as found in Attachment A1.
- d) City of Newberg Only: In consideration for participation in the CCRLS system and in lieu of taxes, since the CCRLS PARTICIPATING ENTITY is outside the area taxed to provide this service, the CCRLS PARTICIPATING ENTITY shall pay to the COLLEGE the sum shown in Attachment A1 on or before December 15 of each year.
- e) CCRLS PARTICIPATING ENTITY will be invoiced by College for services and licensing, provided through group purchases quarterly or annually as more specifically described in subsections of Section 1) b) 1) b. (including but not limited to §21, 23, 24, 25) and fees described in 1) b) 1).c.
- f) Payments made or invoices issued under this Agreement, either for full or partial payment, shall reference the College contract number written herein.



**Exhibit 1 to Amendment for 2015-2016-02—  
CCRLS Participation Agreement**

**Attachment A  
Statement of Work/Consideration**

**1) Statement of Work**

a) Under this agreement CHFCCRLS PARTICPATING ENTITY shall:

- 1) Provide at least the basic level of service to nonresidents within the COLLEGE District. Basic level of service is defined as one checkout and one hold per person at a time, utilizing individual rather than household cards.
- 2) Provide free borrowing privileges to card holding residents/patrons of other participating CCRLS cities (including Silver Falls District) and all currently registered College students who present a valid library card.
- 3) Ensure that in no case shall card-holding residents of the CCRLS district receive less than the basic level of service from CHFCCRLS PARTICPATING ENTITY.
- 4) CHFCCRLS PARTICPATING ENTITY may, at its sole option, elect to provide services to persons incarcerated in county, state, or federal jail or prison facilities. CHFCCRLS PARTICPATING ENTITY may, at its sole option, elect not to allow its owned materials to be circulated to such facilities.
- 5) Notify each current non-resident cardholder within its geographic zone at least 30 days prior to instituting a fee for service above the basic level. No advance notification is necessary for fee increases.
- 6) Provide reference and information services to patrons of the participating libraries of the CCRLS District in cooperation with COLLEGE and other participating libraries.
- 7) Provide for the regular participation of the library director in meetings of the Polk, Yamhill and Marion Library Association (PYM) and as may be necessary in meetings of the CCRLS Advisory Council. Regular participation shall be defined as attendance by the library director at each meeting, unless excused. CHFCCRLS PARTICPATING ENTITY library director's attendance at the September meeting of the PYM Association is highly encouraged. Library directors will have private secure email for communicating confidential CCRLS information. Directors will provide a chain of command to allow coverage in their absence.
- 8) Provide for the regular participation of library staff at training events provided by COLLEGE.
- 9) Assume full responsibility for the accuracy of data at its entry into the automation system database, and for updating that data accurately to reflect the proper links to the material in its library. Such data includes, but is not limited to Barcode number, library location, volume number, call number, copy number, type of material, status, etc.
- 10) Take reasonable measures to protect equipment in CHFCCRLS PARTICPATING ENTITY's possession from abuse, theft, and misuse, CHFCCRLS PARTICPATING ENTITY shall, while in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing



property insurance policy; provided that CITYCCRLS PARTICPATING ENTITY shall have no obligation under this paragraph with respect to loss resulting from defect in the computer system itself, or from the acts of vandals gaining access to the computer system programs. Or data accessed externally and not by the application of physical force to the tangible components of the system; and, provided further, that the CITYCCRLS PARTICPATING ENTITY shall not be liable under this Agreement for any consequential damages incident to any loss under this section.

- 11) Prepare, provide, and maintain the furniture and physical location for installation of automated system terminals and equipment in its library. This responsibility includes cable installation, electrical power, and environment, all meeting manufacturer and vendor specifications.
- 12) CITYCCRLS PARTICPATING ENTITY may purchase equipment and software to expand and enhance its own operations; provided that such equipment and software is acceptable to CCRLS as compatible with the automated system. CCRLS shall not be responsible for maintenance of CITYCCRLS PARTICPATING ENTITY equipment, but will configure and ensure CCRLS network connectivity. CITYCCRLS PARTICPATING ENTITY shall not connect or install any such equipment or software without the review and written approval of CCRLS after at least 90 days prior to notice by CITYCCRLS PARTICPATING ENTITY. To facilitate this approval it is recommended that CITYCCRLS PARTICPATING ENTITY include CCRLS in the examination and selection process. CCRLS cannot be responsible for making equipment and software work if this process is not followed. Any computer device connected to the CCRLS network must have approved anti-virus security software and a current, secure Operating System. CITYCCRLS PARTICPATING ENTITY will not alter COLLEGE network or workstation equipment within their building without communication or direction from CCRLS.
- 13) Provide library staff possessing minimum level of technical ability and skill, with available phone access, to provide an onsite interface with CCRLS technical staff.

~~13)14) Notify CCRLS of any desired reductions to the number of CCRLS PARTICPATING ENTITY software licenses held through group software purchases if at all possible at least three months prior to renewal.~~

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b) Under this agreement College shall:

- 1) Provide for the fiscal and administrative management of the CCRLS
  - a. Maintain the following:
    1. The Chemeketa Cooperative Regional Library Advisory Council hereinafter referred to as the CCRLS Advisory Council, through which recommendations on policies of the Service can be expressed. The present membership of the CCRLS Advisory Council which shall be updated as needed and sent electronically for inclusion to all Library Directors and posted on the CCRLS website.
    2. An ongoing liaison with Polk, Yamhill and Marion Library Association (PYM) (or their executive committee) through which recommendations on procedures and their implementation can be expressed.



- b. Provide operation and maintenance of the CCRLS Automated System and related databases, including:
1. Maintain bibliographic, circulation, and borrower data in an automated database management system. Design, applications, enhancements of, and major changes of operation to the automated system database management system shall be subject to review by the PYM Technology Committee.
  2. Manage the CCRLS automated system under the terms of this agreement and other applicable agreements with vendors and participating library so that CITYCCRLS PARTICPATING ENTITY has access to its bibliographic, circulation, and borrower records during library business hours, and at other times as agreed upon between the CITYCCRLS PARTICPATING ENTITY Library Director and the CCRLS Executive Director. The management responsibility for the automated system includes the obligation of CCRLS to monitor and evaluate entries for new materials and retrospective conversion of cataloging of old materials in order to maintain the highest quality bibliographic MARC database.
  3. Acquire and provide for effective maintenance and support of all present and future central and remote automated system equipment at its own expense; and provide for secure installation and housing for automated system except such automated system equipment as is acquired by CITYCCRLS PARTICPATING ENTITY for installation at its library, or as otherwise provided in Attachment A 1) Statement of Work a) 13) of this agreement.
  4. Coordinate and assume cost for installation of telecommunications equipment and lines at CITYCCRLS PARTICPATING ENTITY's central and branch libraries for use with automated system. Parties agree that COLLEGE does not control, and therefore cannot warrant, the telecommunication networks used to communicate data from a remote site, nor does this agreement cover maintenance of telecommunication lines.
  5. Acquire and furnish to CITYCCRLS PARTICPATING ENTITY, at COLLEGE's direct cost, certain necessary supplies, such as utilities, report forms, reserve notices, bar codes, overdue notices, magnetic tapes, and other supplies except printer paper, cartridges and toner which may be required to provide the services of automated system to CITYCCRLS PARTICPATING ENTITY.
  6. Provide through CCRLS, at CITYCCRLS PARTICPATING ENTITY's request, specialized reports not regularly generated by automation system. CITYCCRLS PARTICPATING ENTITY shall reimburse COLLEGE for the cost of providing such special reports at College request.
  7. Coordinate all service, support, equipment purchases and maintenance necessary to the proper operation of automated system and enforce rules and standards for use of automated system by participating libraries. CITYCCRLS PARTICPATING ENTITY shall enter, retrieve, modify, and delete data in and from automated system in accordance with those rules and standards.

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8. Maintain agreements for hardware maintenance and software support with current provider of library automation service(s). CCRLS shall provide reasonable approved maintenance and support for automated system hardware and software not provided by automation vendor. CCRLS shall provide reasonable prior notice to CITYCCRLS PARTICIPATING ENTITY when system operation must be suspended for operational or maintenance requirements. CCRLS shall exercise its best efforts to schedule such periods of suspension during hours when CITYCCRLS PARTICIPATING ENTITY's libraries are closed. Except for suspension of operation for necessary system maintenance or because security of the CCRLS automated system database or software is compromised or damaged, CCRLS shall not "lock out" CITYCCRLS PARTICIPATING ENTITY terminals from automated system.
9. Provide, through CCRLS, one or more dedicated telephone lines to serve the system, and related telecommunication equipment as provided in the agreement with the vendor for the automation system, and pay all related installation, acquisition, maintenance, and use cost.
10. Except for equipment and software purchased by CITYCCRLS PARTICIPATING ENTITY under Attachment A 1) Statement of Work a) 13), all automated system hardware, software, and other capital equipment shall remain the property of COLLEGE, and CITYCCRLS PARTICIPATING ENTITY shall have no claim thereto other than the right to use thereof under this AGREEMENT.
11. ~~Contract for hosting maintenance and backup of~~ Through automation vendor, ~~provide for regular backup of~~ CCRLS automated system data and store the media containing such backup in a secure facility. In the event of system malfunction or loss of data, CCRLS shall promptly arrange for work with automation vendor to restoration of the most recently backed up data to the system once it is again functioning. No liability is assumed by CCRLS if the automated system experiences down time or loss of data which cannot be recovered.
12. Provide training for at least one CITYCCRLS PARTICIPATING ENTITY staff person at any time the automated system operating systems or procedures are changed, enhanced, or otherwise revised. CCRLS shall provide up-to-date access to on-line user manuals for CITYCCRLS PARTICIPATING ENTITY's staff. All other training of CITYCCRLS PARTICIPATING ENTITY staff shall be the responsibility of CITYCCRLS PARTICIPATING ENTITY. CITYCCRLS PARTICIPATING ENTITY shall designate one staff position responsible for coordinating training and operations matters with the CCRLS staff person responsible for automation system operations.
13. ~~Provide and maintain appropriate space for the central computer facility serving CCRLS automated system.~~
- 14.13. Provide for general maintenance and utilities to support the CCRLS automated system. This obligation includes janitorial service, maintenance painting as necessary, structural repairs.



lighting and electrical system maintenance, and HVAC maintenance.

- ~~15.14.~~ While providing computer network access to the CCRLS automated system ~~in possession of the computer system hardware, including peripheral devices,~~ repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism, or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CITYCCRLS PARTICIPATING ENTITY shall have no obligation under this paragraph with the acts of vandals gaining access to the computer system, programs, or data tangible components of the system; and, provided further, that CITYCCRLS PARTICIPATING ENTITY shall not be liable under this agreement for any consequential damages incident to any loss covered under this section.
- ~~16.15.~~ Provide personnel for the operation of the system.  
"Operation" includes: use of supplied software to generate reports, notices, lists, and similar documents and files; preparation and sending of overdue notices, hold notices, reports, billings, and other specified documents produced for routine system operation by the vendor(s) of the system and its installation, maintenance, or support of software, or the maintenance, repair or replacement of hardware or firmware.
- ~~17.16.~~ Through its governing board, retain final authority over the policies and decisions relating to budget, operating procedures, system design, participation by other libraries, and other like issues of a general policy nature affecting their operation of CCRLS and automated system. The board, however, shall not take such actions without the recommendation of the CCRLS Advisory Council.
- ~~18.17.~~ In serving card-holding CCRLS district nonresident patrons, abide by each CITYCCRLS PARTICIPATING ENTITY's rules and procedures regarding borrowing privileges. In no case shall card-holding residents of the CCRLS district receive less than the basic level of service from COLLEGE.
- ~~19.18.~~ Provide a monthly accounting and quarterly reporting of expenditures under this program to the CCRLS Advisory Council.
- ~~20.19.~~ Reimburse CITYCCRLS PARTICIPATING ENTITY for library materials borrowed by non-residents under this AGREEMENT and not returned by the borrowers within six months of due date. CITYCCRLS PARTICIPATING ENTITY hereby transfers and assigns all interests in such materials and all rights to unpaid overdue fines and replacement charges with respect thereto.
- ~~21.20.~~ Provide regular courier service between the participating libraries.
- ~~21.~~ COLLEGE may coordinate group purchasing of CCRLS related equipment, software or non-essential supplies, as needed, to assist CITYCCRLS PARTICIPATING ENTITY and other participants. Charges for purchased supplies, equipment, services, maintenance



contracts, delivery charges, postage, etc. will be billed to CITY/CCRLS PARTICIPATING ENTITY at direct cost and payable to COLLEGE.

22. For Cities of Newberg and Salem only, provide collection analysis services from vendor Collection HQ (or subsequent vendor) for which College will charge CCRLS PARTICIPATING ENTITY a proportionate share of the cost.

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23. Coordinate group purchasing of printer and computer management software licenses from Envisionware (or subsequent vendor) and will invoice CCRLS PARTICIPATING ENTITY annually for CCRLS PARTICIPATING ENTITY's proportionate share of software licenses.

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25. Provide a needs assessment to replace Plinkit, a service provided through the Oregon State Library which hosts several CCRLS library websites and which is going to be discontinued early in the 2015-2016 fiscal year.

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CCRLS will create and co-manage library websites on an acceptable/affordable platform which would replace those lost as Plinkit is dismantled. CCRLS will create a general site template, from which multiple library sites will be derived and customized.

At least one individual at each participating library shall be identified and trained to serve as their library site's principal editor. Subsequently, access to sites will be granted to these individuals, who will then assume primary responsibility for content development and general maintenance.

A CCRLS account will retain "ownership" (a defined role of the platform) of these sites. CCRLS will also provide regular offline backups of each individual site. Training will be delivered by CCRLS staff at the Chemeketa Salem Campus. Attendance will be mandatory for local site editors. Libraries which currently have a registered domain name will need to investigate options for mapping that domain to the new platform. Libraries without a registered domain name will receive an alias under the cecls.org domain (e.g., silverfalls.cecls.org; stayton.cecls.org; etc.).

The goal would be to transition all interested libraries to this platform as soon as possible. Upon adoption of the new service, participating libraries will be charged a proportionate share of the hosting fees.

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c. Electronic Payments for Fines, Lost Book Charges, or Other Charges

1. Through CCRLS, collect and process electronic payments for fines, lost book charges, or other charges owed to CCRLS member libraries.
2. Process charges that are paid only through the shared library automation system operated by COLLEGE.





3. COLLEGE shall not be financially responsible to refund corrected charges to a library patron. Any dispute of charges is the responsibility of CITYCCRLS PARTICIPATING ENTITY to resolve with the patron. Deductions from the merchant banking account will be deducted from the next regular payment to the associated CITYCCRLS PARTICIPATING ENTITY library.
4. Compile and calculate charges on a monthly basis. However, payment to CITYCCRLS PARTICIPATING ENTITY will be made on a quarterly basis. In the event the amount due to CITYCCRLS PARTICIPATING ENTITY is less than \$15, the payment may be held for the next quarterly payment.
5. Make payment to CITYCCRLS PARTICIPATING ENTITY in the amount paid on their behalf, minus merchant services for the period. Associated fees will be distributed on a pro-rata basis to each library based on the percentage of total funds collected that month and total fees that month.
6. COLLEGE shall be credited payments for unidentified charges, or for items which COLLEGE has previously reimbursed CITYCCRLS PARTICIPATING ENTITY.
7. COLLEGE shall acknowledge responsibility only for the amount of any correction without penalty.

2) Consideration

- a) CITYCCRLS PARTICIPATING ENTITY will be compensated by COLLEGE in the amount shown in Attachment A1 – Compensation Schedule for CITYCCRLS PARTICIPATING ENTITY for providing nonresident library service for the residents of the COLLEGE District. Payments shall be made in four equal installments at the end of each quarter as provided herein.
- b) CCRLS PARTICIPATING ENTITY will be compensated by COLLEGE shall pay CITYCCRLS PARTICIPATING ENTITY for each net loan provided, i.e., the difference between the number of CITYCCRLS PARTICIPATING ENTITY items loaned to and checked out in another library and the number of items owned by other libraries borrowed and checked out by the CITYCCRLS PARTICIPATING ENTITY library. Tabulation of net loans shall be provided by the CCRLS automated integrated library system. Each net loan shall be paid in the amount shown in Attachment A1. Payments shall be made quarterly as provided herein.
- c) City of Salem Only: The City of Salem will be paid a Interlibrary Loan Service Fee by COLLEGE on December 15 of each year. The service fee shall be included in the CCRLS budget as an amount sufficient to defray CCRLS PARTICIPATING ENTITY's costs incurred in providing Interlibrary Loan Referrals as described in 2b) herein. The Interlibrary Loan Referrals fee for each year of this Agreement shall be as found in Attachment A1.
- d) City of Newberg Only: In consideration for participation in the CCRLS system and in lieu of taxes, since the CCRLS PARTICIPATING ENTITY is outside the area taxed to provide this service, the CCRLS PARTICIPATING ENTITY shall pay to the COLLEGE the sum shown in Attachment A1 on or before December 15 of each year.
- e) CCRLS PARTICIPATING ENTITY will be invoiced by College for services and licensing provided through group purchases quarterly or annually as more specifically described in sub-

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sections of Section 1) b) 1) b. (including but not limited to §21, 23, 24, 25) and fees described in 1) b) 1).c.

b) —

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e) Payments made or invoices issued under this Agreement, either for full or partial payment, shall reference the College contract number written herein.

Revised 3-31-15 6.3.15 gwp



## EXHIBIT 2 TO 2015-2016 CCRLS PARTICIPATION AMENDMENT

## ATTACHMENT A1 COMPENSATION SCHEDULE FY 2015-16

## Non-Resident Library Service Fee to CCRLS PARTICIPATING ENTITY Library by College

Library	Amount	Quarterly Payment
AMITY	5,348	1,337
CHEMEKETA (Chemeketa Community College)	17,118	4,280
DALLAS	63,615	15,904
DAYTON	6,403	1,601
INDEPENDENCE	63,111	15,778
JEFFERSON	11,559	2,890
LYONS	13,627	3,407
MCMINNVILLE	134,994	33,748
MONMOUTH	70,448	17,612
MT ANGEL	14,004	3,501
NEWBERG	64,859	16,215
SALEM	555,827	138,957
SHERIDAN	13,219	3,305
SILVER FALLS (Silver Falls Library District)	63,806	15,951
STAYTON	78,647	19,662
WAGNER LIBRARY (Falls City School District)	3,783	946
WILLAMINA	14,183	3,546
WOODBURN	74,479	18,620

**Net Loan Payment to CCRLS PARTICIPATING ENTITY by College:** The net loan payment rate for fiscal year 2015-16 shall be \$1.50 per item.

**Interlibrary Loan Referrals Service Fee (City of Salem Only):** The Interlibrary Loan Referrals payment to the City of Salem for fiscal year 2015-16 shall be \$29,000.

**Participation Payment to College (City of Newberg Only):** The participation payment to College by the City of Newberg for fiscal year 2015-16 shall be \$129,409.





*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 & Amber Deibel  
Office Specialist: vacant  
Public Works Director: Jeff  
Brown  
Code Enforcement: John  
Kowolick*

**MEMO TO: CITY COUNCIL**

**DATE: JUNE 11, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: CONTRACT FOR LAND USE PLANNING SERVICES WITH MWVCOG**

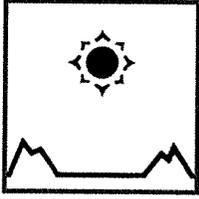
**Background:**

1. The City contracts with the Mid-Willamette Valley Council of Governments for Planning Services in support of City staff and the Planning Commission. Each contract is for one year.
2. Attached is the contract for the period July 1, 2015 through June 30, 2016 along with a cover letter from Renata Wakeley, Community Development Director, who supervises the planning staff. This letter outlines changes in the contract and the various services that will be provided or can be accessed without charge.
3. The rate for the Planner \$77 with no minimum number of hours required; This year, the rate will remain unchanged from fiscal year 2014-15 for land use planning services. The City will continue to pay mileage charges at the IRS rate. This rate is very cost-effective compared to private planning consultants and we have been pleased with the planner's availability and responsiveness to City needs. We have worked hard, and so has the COG, to keep these costs down and will continue to do so.
4. The cover letter also mentions the evaluation form (copy attached). It would be most helpful to have any City Council members who wished to fill out the evaluation and give it to staff to send it back to the COG. We will also be sending this to the Planning Commission members. Although Marjorie Mattson has retired, answering these questions would still be helpful for both Renata Wakeley and the new planner, Aneta Synan.

**Recommendation**

That City Council approve renewal of the contract with the Mid-Willamette Valley Council of Governments for FY 2015/16.





# Mid-Willamette Valley Council of Governments

100 HIGH STREET S.E., Suite 200 • SALEM, OREGON 97301 • [www.mwvcog.org](http://www.mwvcog.org)  
PHONE 503-588-6177 • FAX 503-588-6094 • email: [mwvcog@mwvcog.org](mailto:mwvcog@mwvcog.org)  
*An equal opportunity lender, provider, and employer*

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*Getting things done together!*

May 19, 2015

Debbie Bernard, City Recorder  
City of Willamina  
PO Box 629  
Willamina, Oregon 97396

Dear Debbie,

I am enclosing for Council's consideration two copies of a contract for land use planning services from July 1, 2015 to June 30, 2016.

This agreement covers land use planning services on an as-needed, on-demand basis. This year, the rate will remain unchanged from fiscal year 2014-15 for land use planning services. As in previous years, this rate does not require a minimum number of hours. Mileage costs associated with providing land use planning services are charged directly to the city at the IRS mileage rate. To help reduce travel costs to the city, land use planners are able to participate in meetings by phone and make arrangements for conference calls as needed by the city.

Our costs for on-demand service reflect the fact that it is much more difficult to plan and budget for this work. Most of the cities that we provide this service to are able to pass this cost on to the developers or applicants who require the planning service, either through direct billing or through the collection of fees. We would be glad to assist you with putting such a system in place if you do not already have such a means of recovering these costs.

One planning service that we will continue to provide to client cities at no charge is the preparation of grant applications to pay for land use planning projects. Also, when we assign a planner to a city, they become responsible for reporting back to the rest of the COG staff on other needs that you may have such as public works improvements, transportation needs, etc., so that you can take full advantage of other COG resources that may be available.

If you have questions or wish to discuss this further, please contact me at 503-540-1618 or [renatac@mwvcog.org](mailto:renatac@mwvcog.org).

We appreciate the opportunity to provide land use planning services to you and look forward to working with you in the coming year.

Sincerely,

Renata Wakeley  
Community Development Director



## CONTRACT

### LAND USE PLANNING SERVICES

THIS AGREEMENT is made and entered into this 1st day of July, 2015 by and between the CITY OF WILLAMINA, OREGON, a municipal corporation ("CITY"), and the MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS ("COG"), a voluntary intergovernmental association created by charter and Agreement pursuant to ORS Chapter 190 of which CITY is a member.

### WITNESSETH:

IN CONSIDERATION of the mutual premises and stipulations set out below, the CITY and COG do hereby agree as follows:

#### A. COG Responsibilities

1. COG shall provide an experienced land use planner to assist the CITY in processing land use actions, zone code revisions and other related activities which may be requested by the CITY.
2. COG shall provide to CITY mapping, graphics and document production services related to work requested by CITY under paragraph A.1.
3. COG shall provide monthly billing statements.

#### B. CITY Responsibilities

1. CITY agrees to engage COG as a provider of land use planning consulting services.
2. CITY agrees to pay for land use planning services under paragraph A.1. at a rate of \$77.00 per hour for a land use planner or GIS mapping analyst and \$48.00 per hour for staff support assistance, plus mileage, at the IRS mileage rate, for travel related to providing said services.
3. CITY agrees to pay the actual cost of mapping, graphics and document production provided under paragraph A.2.
4. CITY shall review, process and pay COG's monthly invoices within 30 days of receipt.
5. CITY shall designate a key contact person through which all requests for services will come and with whom the activities of COG's land use planner will be coordinated.



C. COG Services Provided Without Additional Compensation

1. COG shall provide advice and assistance to CITY with grant and loan applications for financing of public improvements at no additional charge except in those instances when such work may be eligible for compensation from the granting agency.
2. COG shall prepare documentation and applications for funding for additional planning projects on behalf of CITY.
3. COG shall refer CITY to other available resources that may be available to address needs of CITY upon request.

D. Termination and Amendment

1. This Agreement shall be terminated on June 30, 2016 unless otherwise agreed to by COG and CITY by amendment to this Agreement.
2. This Agreement may be terminated for convenience by either party upon written notice of 30 calendar days.
3. This Agreement may be amended only by written agreement executed between the parties.

E. Independent Contract

1. The CITY has engaged COG as an independent contractor for the accomplishment of a particular service. Neither party, nor the officers and employees of either party shall be deemed the agents or employees of the other party for any purpose.

F. Limited Warranty

1. CITY agrees to seek and rely exclusively on the advice of its own legal counsel as to the legal sufficiency of the land use planning process and its products. The parties expressly recognize that the review process involves political and legal judgment entirely within the control and authority of the CITY. COG's only obligation is to provide advice from the perspective of land use planning principles, and not legal or political counsel.
2. In no event shall COG be liable for indirect or consequential damages of any nature. In no event, regardless of theory of recovery, shall COG be liable for any damages in excess of the amounts actually paid by CITY to COG under Paragraph B. hereof.



3. CITY agrees to provide a representative to present the CITY's viewpoint at public hearings regarding a dispute between the CITY and the County or another city. COG will provide support and information as appropriate (including research and staff reports) to aid the CITY in making its arguments.

IN WITNESS WHEREOF, COG and the CITY have, by approval of their respective governing bodies, caused this Agreement to be executed as of the day and year aforesaid.

**MID-WILLAMETTE VALLEY  
COUNCIL OF GOVERNMENTS**

**CITY OF WILLAMINA**

By: \_\_\_\_\_  
Nancy J. Boyer, Executive Director

By:  \_\_\_\_\_



CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**CAN & CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)**

**MONTHLY RATES**

CNGWC	32G CAN-CURB	\$ 13.97	0.90%	\$ 0.13	\$ 14.10
CNGEC	32G CAN EOW-CURB	\$ 9.08	0.90%	\$ 0.08	\$ 9.16
CNGMC	32G CAN OAM-CURB	\$ 4.91	0.90%	\$ 0.04	\$ 4.95
OCCC	CAN ON CALL CURB	\$ 4.91	0.90%	\$ 0.04	\$ 4.95

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 13.24	0.90%	\$ 0.12	\$ 13.36
32GEC	32G CART EOW-CURBSIDE	\$ 8.60	0.90%	\$ 0.08	\$ 8.68
32GMC	32G CART MONTHLY-CURB	\$ 4.63	0.90%	\$ 0.04	\$ 4.67
OC3C	32 GAL CART ON CALL CURB	\$ 4.63	0.90%	\$ 0.04	\$ 4.67

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 22.07	0.90%	\$ 0.20	\$ 22.27
90GEC	90G CART EOW-CURB	\$ 14.34	0.90%	\$ 0.13	\$ 14.47
90GMC	90G CART OAM-CURB	\$ 7.72	0.90%	\$ 0.07	\$ 7.79
OC9C	90 GAL CART ON CALL CURB	\$ 7.72	0.90%	\$ 0.07	\$ 7.79

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.70	0.00%	\$ -	\$ 2.70
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**

(C/S = Curbside) **RATE PER EACH**

SP32C	SPEC P/U 32G CART C/S	\$ 4.63	0.90%	\$ 0.04	\$ 4.67
SP90C	SPEC P/U 90G CART C/S	\$ 7.72	0.90%	\$ 0.07	\$ 7.79

**CAN & CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)**

**MONTHLY RATES**

CNGWS	32G CAN-SIDE	\$ 14.72	0.90%	\$ 0.13	\$ 14.85
CNGES	32G CAN EOW-SIDE	\$ 9.57	0.90%	\$ 0.09	\$ 9.66
CNGMS	32G CAN OAM-SIDE	\$ 5.15	0.90%	\$ 0.05	\$ 5.20
OCCS	CAN ON CALL SIDE	\$ 5.15	0.90%	\$ 0.05	\$ 5.20

**32 GALLON CART SERVICE**

**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 20.61	0.90%	\$ 0.19	\$ 20.80
32GES	32G CART EOW-SIDEYARD	\$ 13.39	0.90%	\$ 0.12	\$ 13.51
32GMS	32G CART MONTHLY-SIDE	\$ 7.21	0.90%	\$ 0.06	\$ 7.27
OC3S	32 GAL CART ON CALL SIDE	\$ 7.21	0.90%	\$ 0.06	\$ 7.27

**90 GALLON CART SERVICE**

**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 33.85	0.90%	\$ 0.30	\$ 34.15
90GES	90G CART EOW-SIDE	\$ 22.00	0.90%	\$ 0.20	\$ 22.20
90GMS	90G CART OAM-SIDE	\$ 11.85	0.90%	\$ 0.11	\$ 11.96
OC9S	90 GAL CART ON CALL SIDE	\$ 11.85	0.90%	\$ 0.11	\$ 11.96

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.70	0.00%	\$ -	\$ 2.70
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION) (NON C/S = Non-Curbside)**

**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON C/S	\$ 7.21	0.90%	\$ 0.06	\$ 7.27
SP90S	SPEC P/U 90G CART NON C/S	\$ 11.85	0.90%	\$ 0.11	\$ 11.96



CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**OTHER SERVICES & FEES**

**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**

**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 3.49	0.90%	\$ 0.03	\$ 3.52
XBOX	EXTRA BOX	\$ 3.49	0.90%	\$ 0.03	\$ 3.52
XCAN	EXTRA CAN(S)	\$ 3.49	0.90%	\$ 0.03	\$ 3.52
XMISC	EXTRA MISC	\$ 3.49	0.90%	\$ 0.03	\$ 3.52
X32	EXTRA 32G CART(S)	\$ 3.49	0.90%	\$ 0.03	\$ 3.52
X90	EXTRA 90G CART(S)	\$ 5.53	0.90%	\$ 0.05	\$ 5.58

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

**RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29
APL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
FURN	FURNITURE CHARGE	\$ 17.57	0.00%	\$ -	\$ 17.57
TREE	EXTRA CHRISTMAS TREE	\$ 6.98	0.90%	\$ 0.06	\$ 7.04
IRSC	IN ROUTE SERVICE CHARGE	\$ 18.25	0.90%	\$ 0.16	\$ 18.41
SC	SERVICE CHARGE	\$ 96.11	0.90%	\$ 0.86	\$ 96.97

**RATE PER HOUR**

1T1E	1 TRUCK - 1 EMPLOYEE	\$ 109.21	0.90%	\$ 0.98	\$ 110.19
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 163.83	0.90%	\$ 1.47	\$ 165.30

**RELATED FEES**

**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.00	0.00%	\$ -	\$ 10.00
CROR	CART REDELIVER OUT OF ROUTE	\$ 20.00	0.00%	\$ -	\$ 20.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 96.11	0.90%	\$ 0.86	\$ 96.97

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.00	0.00%	\$ -	\$ 10.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**

**1 YARD CONTAINERS**

**MONTHLY RATES**

1GW	1YD TRASH	\$ 105.79	0.90%	\$ 0.95	\$ 106.74
1GE	1YD TRASH EOW	\$ 64.39	0.90%	\$ 0.58	\$ 64.97
1GM	1YD TRASH MONTHLY	\$ 42.11	0.90%	\$ 0.38	\$ 42.49
1OC	ON CALL-1YD TRASH	\$ 21.03	0.90%	\$ 0.19	\$ 21.22
1XP	EXTRA PICK UP-1YD TRASH	\$ 21.03	0.90%	\$ 0.19	\$ 21.22

**1.5 YARD CONTAINERS**

**MONTHLY RATES**

1HGW	1.5YD TRASH	\$ 132.38	0.90%	\$ 1.19	\$ 133.57
1HGE	1.5YD TRASH EOW	\$ 77.69	0.90%	\$ 0.70	\$ 78.39
1HGM	1.5YD TRASH MONTHLY	\$ 48.26	0.90%	\$ 0.43	\$ 48.69
1HOC	ON CALL-1.5YD TRASH	\$ 27.79	0.90%	\$ 0.25	\$ 28.04
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 27.79	0.90%	\$ 0.25	\$ 28.04



CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**2 YARD CONTAINERS**

**MONTHLY RATES**

2GW	2YD TRASH	\$ 158.98	0.90%	\$ 1.43	\$ 160.41
2GE	2YD TRASH EOW	\$ 91.00	0.90%	\$ 0.82	\$ 91.82
2GM	2YD TRASH MONTHLY	\$ 54.40	0.90%	\$ 0.49	\$ 54.89
2OC	ON CALL-2YD TRASH	\$ 34.54	0.90%	\$ 0.31	\$ 34.85
2XP	EXTRA PICK UP-2YD TRASH	\$ 34.54	0.90%	\$ 0.31	\$ 34.85

**3 YARD CONTAINERS**

**MONTHLY RATES**

3GW	3YD TRASH	\$ 212.19	0.90%	\$ 1.91	\$ 214.10
3GE	3YD TRASH EOW	\$ 117.59	0.90%	\$ 1.06	\$ 118.65
3GM	3YD TRASH MONTHLY	\$ 66.70	0.90%	\$ 0.60	\$ 67.30
3OC	ON CALL-3YD TRASH	\$ 48.07	0.90%	\$ 0.43	\$ 48.50
3XP	EXTRA PICK UP-3YD TRASH	\$ 48.07	0.90%	\$ 0.43	\$ 48.50

**4 YARD CONTAINERS**

**MONTHLY RATES**

4GW	4YD TRASH	\$ 265.40	0.90%	\$ 2.39	\$ 267.79
4GE	4YD TRASH EOW	\$ 144.21	0.90%	\$ 1.30	\$ 145.51
4GM	4YD TRASH MONTHLY	\$ 78.98	0.90%	\$ 0.71	\$ 79.69
4OC	ON CALL-4YD TRASH	\$ 61.58	0.90%	\$ 0.55	\$ 62.13
4XP	EXTRA PICK UP-4YD TRASH	\$ 61.58	0.90%	\$ 0.55	\$ 62.13

**5 YARD CONTAINERS**

**MONTHLY RATES**

5GW	5YD TRASH	\$ 318.61	0.90%	\$ 2.87	\$ 321.48
5GE	5YD TRASH EOW	\$ 170.80	0.90%	\$ 1.54	\$ 172.34
5GM	5YD TRASH MONTHLY	\$ 91.27	0.90%	\$ 0.82	\$ 92.09
5OC	ON CALL-5YD TRASH	\$ 75.10	0.90%	\$ 0.68	\$ 75.78
5XP	EXTRA PICK UP-5YD TRASH	\$ 75.10	0.90%	\$ 0.68	\$ 75.78

**6 YARD CONTAINERS**

**MONTHLY RATES**

6GW	6YD TRASH	\$ 371.83	0.90%	\$ 3.35	\$ 375.18
6GE	6YD TRASH EOW	\$ 197.40	0.90%	\$ 1.78	\$ 199.18
6GM	6YD TRASH MONTHLY	\$ 103.55	0.90%	\$ 0.93	\$ 104.48
6OC	ON CALL-6YD TRASH	\$ 88.61	0.90%	\$ 0.80	\$ 89.41
6XP	EXTRA PICK UP-6YD TRASH	\$ 88.61	0.90%	\$ 0.80	\$ 89.41

**8 YARD CONTAINERS**

**MONTHLY RATES**

8GW	8YD TRASH	\$ 440.13	0.90%	\$ 3.96	\$ 444.09
8GE	8YD TRASH EOW	\$ 231.57	0.90%	\$ 2.08	\$ 233.65
8GM	8YD TRASH MONTHLY	\$ 119.33	0.90%	\$ 1.07	\$ 120.40
8OC	ON CALL-8YD TRASH	\$ 105.97	0.90%	\$ 0.95	\$ 106.92
8XP	EXTRA PICK UP-8YD TRASH	\$ 105.97	0.90%	\$ 0.95	\$ 106.92

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

Compactor Rating	<b>4 : 1</b>	<b>3 : 1</b>	<b>2 : 1</b>
Factor applied to container rate of same size	1.5	1.3	1.12

**DEBRIS BOX SERVICES**

**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**

**RATE PER EACH**

DEL	DELIVERY CHARGE	\$ 96.11	0.90%	\$ 0.86	\$ 96.97
10HG	10 YD TRASH BOX HAUL	\$ 163.83	0.90%	\$ 1.47	\$ 165.30



**RECOLOGY WESTERN OREGON  
WIL CITY OF WILLAMINA**

**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2015**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
20HG	20 YD TRASH BOX HAUL	\$ 163.83	0.90%	\$ 1.47	\$ 165.30
30HG	30 YD TRASH BOX HAUL	\$ 163.83	0.90%	\$ 1.47	\$ 165.30
47HG	47 YD TRASH BOX HAUL	\$ 163.83	0.90%	\$ 1.47	\$ 165.30

**DEBRIS BOX DISPOSAL FEES (\$\$/TON)**

**RATE PER TON**

DFDM	DISPOSAL FEE - DEMOLITION	\$ 37.87	0.90%	\$ 0.34	\$ 38.21
DFG	DISPOSAL FEE - GARBAGE	\$ 37.87	0.90%	\$ 0.34	\$ 38.21
DFYD	DISPOSAL FEE - YARD DEBRIS	\$ 7.00	0.00%	\$ -	\$ 7.00

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**RELATED FEES**

**RATE PER WIL**

RENTD	DAILY RENTAL FEE	\$ 8.07	0.90%	\$ 0.07	\$ 8.14
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

RENTM	MONTHLY RENTAL FEE	\$ 113.93	0.90%	\$ 1.03	\$ 114.96
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Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

TIME	TRUCK TIME FEE	\$ 109.21	0.90%	\$ 0.98	\$ 110.19
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Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**TEMPORARY RENTAL CONTAINERS**

**RATE PER EACH**

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 24.15	0.90%	\$ 0.22	\$ 24.37
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 67.28	0.90%	\$ 0.61	\$ 67.89
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.00	0.00%	\$ -	\$ 2.00

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

TOFFR	TIRE CHARGE NO RIM	\$ 4.69	0.00%	\$ -	\$ 4.69
TONR	TIRE CHARGE ON RIM	\$ 9.37	0.00%	\$ -	\$ 9.37
APPL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29

**MEDICAL WASTE COLLECTION SERVICES**

**RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 27.27	0.00%	\$ -	\$ 27.27
M10SC	10 QT SHARPS CONTAINER	\$ 30.08	0.00%	\$ -	\$ 30.08
M23SC	23 QT SHARPS CONTAINER	\$ 49.52	0.00%	\$ -	\$ 49.52
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 35.50	0.00%	\$ -	\$ 35.50
M21BX	21 GAL MEDICAL WASTE BOX	\$ 40.33	0.00%	\$ -	\$ 40.33
M48BX	48 GAL MEDICAL WASTE BOX	\$ 46.10	0.00%	\$ -	\$ 46.10
M8GBP	RX MED WASTE TUB	\$ 93.22	0.00%	\$ -	\$ 93.22

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every three months, in advance.



# Willamina

TIMBER TOWN USA

**WILLAMINA CITY COUNTY DINNER**

**JUNE 18, 2015**

**West Valley Community Campus**

**266 SW Washington St. Willamina, Oregon 97396**

**Social Time 6:00pm**

**Dinner 6:30 pm**

**Program Begins 7:00pm**

**BAKED COD, KALUA PORK AND CHICKEN MARSALA, RICE  
PILAF**

**SUMMER GREEN SALADS & ROLLS**

**DESSERT BAR**

**\$25.00 PER PERSON**

If you have any dietary restrictions, please let us know when you RSVP  
503-876-2242 [bernarddd@ci.willamina.or.us](mailto:bernarddd@ci.willamina.or.us)

**TO RSVP by June 12, 2015: contact Debbie Bernard @  
503-876-2242 [bernarddd@ci.willamina.or.us](mailto:bernarddd@ci.willamina.or.us) Make check payable to  
City of Willamina mail to 411 NE "C" St, Willamina, OR 97396**





*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  
Office Specialist: Amber Deibel  
Public Works Director: Jeff Brown*

**City Of Willamina  
Minutes of the First Tuesday of Each Month Meeting of the  
Finance Committee Meeting  
June 2, 2015  
4:00pm PM**

**Location of Meeting:**

411 NE "C" St  
Willamina, Oregon 97132

**Present at Meeting:** Councilor Hill

Councilor Baller  
Councilor Vinson  
Accountant Rochelle Roaden  
City Recorder Debbie Bernard

Councilor Gary Hill called the regular meeting of the Finance Committee Meeting of City of Willamina to order at 4:10pm PM on June 2, 2015 at 411 NE "C" St.

Councilor Hill Led in the Flag Salute.

City Recorder Debbie Bernard gave roll and a quorum was present.

**II. Review of Previous Minutes**

No Minutes presented, as there was No finance meeting in May 2015.

**III. Consideration of Open Issues**

1. Audit Extension & HB 2174

City Recorder Debbie Bernard presenter

The City Recorder gave the background of a notice received from the cities

*An Equal Opportunity Employer*

411 N.E. "C" Street – P.O. Box 629, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121

F:\CITY COUNCIL\CC Agendas\2014-2015\2015-06-11-15.CC.REGULAR MEETNG.JUNE 11, 2015\Finance Committee June 2, 2015.minutes-622489\_files



Auditors Bold Carlisle & Smith. Debbie, Rochelle, Ila and Kathy Taylor met with Brad Bingenheimer on May 26th to discuss an email Debbie received from Brad stating the auditors decided to no longer represent the city and canceling the account.

Debbie explained shared the details of the meeting and that Bold Carlisle and Smith were very strong that their firm did not want to work with the City of Willamina. After pleas and an explanation of the plan to go forward that were illuminated by Kathy Taylor, Brad agreed to fill out and submit the forms to file the 3 years of extensions that the City desperately needs approved by the state.

The extensions were received by the City Recorder via email then signed by the Mayor and returned to Bold Carlisle Smith for submission to the state for their approval. Each extension had a cover letter that read:

*The City of Willamina has faced a number of challenges in connection with the audit of its financial statements. The independent auditor for the City has issued disclaimers of opinion on the City's financial statements for the years ended June 30, 2008, 2009, 2010 and 2011. The City recognizes the reason for the disclaimers have been due to incomplete and inaccurate accounting records. The incomplete and inaccurate accounting records have led to errors that continue to carryover in the fund balances of each fund. Until those errors have been corrected, the City would continue to receive modified opinions.*

*The City greatly desires to become current in the audit of its financial statements and to correct the errors in the fund balances of each fund. To that end, the City has:*

*Hired accounting personnel who have the appropriate skills and knowledge to perform their duties.*

*Restructured the accounting functions to provide sufficient resources to accomplish the accounting work in a timely manner. Engaged the services of an outside consultant to assist the City in identifying the errors in the June 30, 2008, 2009, 2010 and 2011 financial records correct those errors and provide documentation to the auditor of those statements that would support a correction of fund balances as of July 1, 2011. The City anticipates that it will take until September 30, 2015 to complete the work needed to determine the correct fund balances as of June 30, 2011. Once that is done, the City will engage an independent auditor to conduct the audit of the financial statements for the year ended June 30, 2012. The City requests an extension until February 28, 2016 to provide sufficient time to engage an independent auditor, allow to for the independent auditor to complete their procedures, have the financial statements drafted and reviewed by City personnel, and issue the final reports. Boldt Carlisle + Smith have previously served as the City's independent auditors. As of the date of this extension request Boldt Carlisle + Smith has not yet been engaged to perform the audit of the City's financial statements for the year ended June 30, 2012.*

Brad agreed to hear and renegotiate any further audit work after certain benchmarks were made. The earliest one is September 30. Kathy Taylor and Rochelle agreed to have ready the recreation of the 2008 audit work for Brad to review. Rochelle shared that details of the benchmarks and that the work would be completed by this first deadline of September 30<sup>th</sup>, 2015. She also added that she cannot be pulled to assist in other areas of the city business and focus on the task and that was a testament to why we need more staff. Debbie explained that she had great concerns. Staff is already under pressure to keep up with the day to day.

Next, the discussion moved to HB 2714, which has been signed by the Governor. It is law; the Governor signed the bill April 28, 2015. The state can keep 10% of Cities tax



monies and only release them after a hearing and completed audits, in addition to addressing all deficiencies.

Rochelle prepared a spreadsheet of all the salaries of all the current positions, which was created at the request of the City Recorder to back up the fact that we still have the same number of people as we did before and may need 1/2 additional or one fulltime person as we walk thru the very stressful time. The Finance committee suggested and recommended that the Accountant prepare some numbers and see if we can appropriate monies on an emergency basis to hire a person to assist thru this crisis specifically to do the accounting and other task necessitated. Originally, Debbie and Rochelle were thinking of filling the office coordinator position Debbie left open after taking the City Recorder job. However, the Finance Committee recommends that we proceed ASAP on a crisis basis or emergency and prepare to take to council or in executive session a person with skills to assist in the accounting. The finance committee went on to ask that on every finance agenda there be a Bank Statement and Trail balance whether or not it is in balance they want to see the bank statement and trail balance as previously promised. The committee extended that it be a standard part of the City Council Agenda. Council Hill said they previously voted on that in the past that at every Finance Committee meeting those reports needed to present to the members of the committee at each meeting.

2. Vehicle for Code Enforcement

City Recorder Debbie Bernard presenter

Debbie presented a bid for a vehicle that would be used by the code enforcement staff. The bid was at \$9998.00. Council Hill stated why would we that when we can go the State Surplus and purchase one thru there. Debbie presented the cost to repair the 1993 Ford Ranger and not all were interested in repairing that vehicle however, looking and different options. The Finance Committee decided to recommend to Council to approve an up to amount that could be spent and Surplus if one was found. The recommendation was \$4000.00.

3. Leak Finder

City Recorder Debbie Bernard presenter

Debbie started by sharing that she really was hoping Jeff would attend and educate us on the cost of the Leak Finder. In addition to what the process and need is. Jeff was not in attendance. Rita suggested we move that topic the Public Works Meeting on June 23, 2014.

4. Summary Discussion

Councilor Baller reviewed the severity of the Audit Extension and HB 2174 and really wants to state that it is at a critical point and recommended to the City Recorder to take proper action as advised by the Finance committee. Councilor Vinson supported all the recommendations and was supportive of needs that have to address the audits in order to get the task completed. The committee discussed possible temporary agency services to assist the accountant and CPA.

Councilor Hill talked about deadlines specifically the Budget Document and he wants numbers as soon as possible as the next deliberations is June 9th. The meeting concluded at 6:30pm.



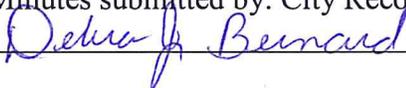
#### IV. Agenda and Time of Next Meeting

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

The agenda for the next meeting is as follows:  
Audits Progress  
Bank Statement  
Trail Balance

Councilor Gary Hill adjourned the meeting at 4:10 PM.

Minutes submitted by: City Recorder Debbie Bernard

  
\_\_\_\_\_.

Minutes approved by:

City Council   
\_\_\_\_\_.

Debbie Bernard  
City Recorder  
City of Willamina  
503.876.2242  
[bernardd@ci.willamina.or.us](mailto:bernardd@ci.willamina.or.us)  
[willaminaoregon.gov](http://willaminaoregon.gov)





*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  
Office Specialist: Amber Deibel  
Public Works Director: Jeff Brown*

MEMO TO: City Council  
DATE: June 11, 2015  
FROM: Debbie Bernard, City Recorder  
SUBJECT: Finance Committee recommendations to purchase a used vehicle for code enforcement not to exceed \$4,000.00

**ACTION REQUESTED:**

- I. Approve the amount of up to \$4,000 for the purchase of a used vehicle to be used in code enforcement. **Note: will be included in the 2015/2016 proposed budget.**

**BACKGROUND:**

- I. In the 2014 2015 FY we had Code Enforcement performed under the police services contract until November 6, 2014 when Kent Stuart retired. At that time the staff used a vehicle supplied by the Sherriff office. We moved code enforcement in-house effective May 2015 and do not have a vehicle for code enforcement to use. The finance committee is recommending the purchase of the used vehicle through the state surplus. The amount to not exceed \$4000.00.



CITY OF WILLAMINA  
CHECK REGISTER  
DATE RANGE: 05/01/15 - 05/31/15

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	SORT	CHECK STATUS
3	6501	\$300.00	05/14/15	DEIBE	0	AMBER DEIBEL		OUTSTANDING
3	6510	\$352.08	05/29/15	ARAMK	0	ARAMARK UNIFORM SERVICES		OUTSTANDING
3	64	\$2526.93	05/07/15	BADGE	0	VOIDED		VOIDED
3	6486	\$2526.93	05/07/15	BADGE	0	BADGER METER		OUTSTANDING
3	6511	\$248.79	05/29/15	BKRTL	0	BAKER AND TALOR BOOKS		OUTSTANDING
3	6512	\$174.79	05/29/15	REFND	100	BARBARA HOFENBREDL		OUTSTANDING
3	6513	\$2585.30	05/29/15	BL&HL	0	BERRY, ELSNER & HAMMOND LLP		OUTSTANDING
3	6514	\$50.82	05/29/15	BRASR	0	BRANDI STAPLETON		OUTSTANDING
3	65	\$110.41	05/07/15	BRTH	0	VOIDED		VOIDED
3	6487	\$110.41	05/07/15	BRTH	0	BRETTHAUER OIL CO.		OUTSTANDING
3	6515	\$179.33	05/29/15	BRTH	0	BRETTHAUER OIL CO.		OUTSTANDING
3	6516	\$25.00	05/29/15	BAUTO	0	BROWN'S AUTOMOTIVE CAR CARE CENTER		OUTSTANDING
3	6517	\$54.98	05/29/15	CRQST	0	CARQUEST		OUTSTANDING
3	66	\$30435.00	05/07/15	CASEL	0	VOIDED		VOIDED
3	6488	\$30435.00	05/07/15	CASEL	0	CASELLE, INC.		OUTSTANDING
3	6518	\$1307.98	05/29/15	CENLK	0	CENTURYLINK		OUTSTANDING
3	67	\$250.00	05/07/15	CITY	0	VOIDED		VOIDED
3	6489	\$250.00	05/07/15	CITY	0	CITY HALL		OUTSTANDING
3	68	\$27.33	05/07/15	CNHCP	0	VOIDED		VOIDED
3	6490	\$27.33	05/07/15	CNHCP	0	CNH CAPITAL		OUTSTANDING
3	6519	\$29.97	05/29/15	MAGZN	22	COUNTRY LIVING		OUTSTANDING
3	6520	\$264.50	05/29/15	DJC	0	DAILY JOURNAL OF COMMERCE		OUTSTANDING
3	69	\$65.99	05/07/15	DAVSN	0	VOIDED		VOIDED
3	6491	\$65.99	05/07/15	DAVSN	0	DAVISON AUTO PARTS, INC.		OUTSTANDING
3	6521	\$53.21	05/29/15	DAVSN	0	DAVISON AUTO PARTS, INC.		OUTSTANDING
3	6502	\$1200.00	05/14/15	BERND	0	DEBRA J BERNARD		OUTSTANDING
3	6522	\$46.78	05/29/15	DEMCO	0	DEMCO		OUTSTANDING
3	6523	\$142.93	05/29/15	DKQI	0	DK QUARRIES INC		OUTSTANDING
3	6524	\$159.00	05/29/15	DXE	0	DXE MEDICAL INC		OUTSTANDING
3	6525	\$944.93	05/29/15	FERGE	0	FERGUSON ENTERPRISES, INC		OUTSTANDING
3	6526	\$529.21	05/29/15	HACH	0	HACH		OUTSTANDING
3	6527	\$212.00	05/29/15	HNYBC	0	HONEY BUCKET		OUTSTANDING
3	6509	\$73.91	05/20/15	ISKBR	0	ILA SKYBERG		OUTSTANDING
3	6528	\$124.34	05/29/15	REFND	209	JANET WOOD		OUTSTANDING
3	6503	\$400.00	05/14/15	BROWN	0	JEFF BROWN		OUTSTANDING
3	6504	\$300.00	05/14/15	KOWOJ	0	JOHN P KOWOLIK		OUTSTANDING
3	6505	\$900.00	05/14/15	JUSRI	0	JUSTIN RIGGS		OUTSTANDING
3	6529	\$1638.00	05/29/15	KTAYL	0	KATHY TAYLOR CONSULTING		OUTSTANDING
3	6530	\$15376.25	05/29/15	KELLE	0	Keller Associates Inc		OUTSTANDING
3	6531	\$497.50	05/29/15	LAKSD	0	LAKESIDE INDUSTRIES, INC.		OUTSTANDING
3	6532	\$131.23	05/29/15	LAPON	0	LARRY POND		OUTSTANDING
3	6533	\$325.00	05/29/15	LOC	0	LEAGUE OF OREGON CITIES		OUTSTANDING
3	70	\$82.79	05/07/15	REFND	86	VOIDED		VOIDED
3	6492	\$82.79	05/07/15	REFND	86	LINDA LEAVITT		OUTSTANDING
3	6534	\$83.96	05/29/15	LISMI	0	LISA SMITH		OUTSTANDING
3	6535	\$185.20	05/29/15	LOCAL	0	LOCAL 320 - LABORERS INTL UNION OF NA		OUTSTANDING
3	6536	\$2533.13	05/29/15	MWOCG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS		OUTSTANDING
3	6537	\$99.02	05/29/15	MILMI	0	MILAN L MILLER		OUTSTANDING
3	6538	\$12.46	05/29/15	MIRPA	0	MIRIAM PARKER		OUTSTANDING
3	6539	\$6.07	05/29/15	NEASC	0	NEAL SCOTT		OUTSTANDING
3	6540	\$362.76	05/29/15	NWSPR	0	NEWS REGISTER		OUTSTANDING
3	71	\$15.52	05/07/15	NIKIW	0	VOIDED		VOIDED
3	6493	\$15.52	05/07/15	NIKIW	0	NIKITA S WALL		OUTSTANDING

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CITY OF WILLAMINA  
CHECK REGISTER  
DATE RANGE: 05/01/15 - 05/31/15

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME SORT	CHECK STATUS
3	6541	\$65.15	05/29/15	NWJGG	0	NORTHWEST LOGGING SUPPLY, INC.	OUTSTANDING
3	72	\$130.00	05/07/15	OHA	0	VOIDED	VOIDED
3	6494	\$130.00	05/07/15	OHA	0	OREGON HEALTH AUTHORITY	OUTSTANDING
3	6542	\$25.00	05/29/15	OMCB	0	OREGON MORTUARY & CEMETERY BOARD	OUTSTANDING
3	6543	\$108.51	05/29/15	PEP	0	PETROLEUM ENERGY PRODUCTS	OUTSTANDING
3	6544	\$8891.52	05/29/15	PGE	2	PGE	OUTSTANDING
3	73	\$142.13	05/07/15	PHILC	0	VOIDED	VOIDED
3	6495	\$142.13	05/07/15	PHCUR	0	PHILIP CURRIE	OUTSTANDING
3	6545	\$909.00	05/29/15	PRIMI	0	PRIMISYS	OUTSTANDING
3	6546	\$412.50	05/29/15	PRINT	0	PRINT NW	OUTSTANDING
3	74	\$60.41	05/07/15	PRISC	0	VOIDED	VOIDED
3	6496	\$60.41	05/07/15	PRISC	0	PRISCILLA R MORTON	OUTSTANDING
3	75	\$507.84	05/07/15	RECWO	0	VOIDED	VOIDED
3	6497	\$507.84	05/07/15	RECWO	0	RECOLOGY WESTERN OREGON	OUTSTANDING
3	6547	\$209.32	05/29/15	RECWO	0	RECOLOGY WESTERN OREGON	OUTSTANDING
3	6506	\$400.00	05/14/15	HAYNE	0	RICHARD HAYNES	OUTSTANDING
3	6507	\$1000.00	05/14/15	MOWER	0	RICHARD MOWER	OUTSTANDING
3	76	\$2.87	05/07/15	ROBNE	0	VOIDED	VOIDED
3	6498	\$2.87	05/07/15	ROBNE	0	ROBERT M NELSON	OUTSTANDING
3	6508	\$1200.00	05/14/15	ROCRO	0	ROCHELLE ROADEN	OUTSTANDING
3	6548	\$46.50	05/29/15	ROCRO	0	ROCHELLE ROADEN	OUTSTANDING
3	6549	\$450.00	05/29/15	RONCU	0	RON CURTEMAN	OUTSTANDING
3	6550	\$2326.54	05/29/15	SWLCT	0	S & W ELECTRIC WORKS INC.	OUTSTANDING
3	6551	\$431.88	05/29/15	SHOIL	0	SHELDON OIL COMPANY	OUTSTANDING
3	6552	\$398.46	05/29/15	SKBRG	0	SKYBERG'S	OUTSTANDING
3	6553	\$157.56	05/29/15	SPRNT	0	SPRINT	OUTSTANDING
3	6554	\$404.43	05/29/15	STPLS	0	STAPLES CREDIT PLAN	OUTSTANDING
3	6555	\$512.25	05/29/15	STUCK	0	STUCK ELECTRIC CO	OUTSTANDING
3	6556	\$25.38	05/29/15	TELE	0	TELECHECK SERVICES, INC.	OUTSTANDING
3	6557	\$2010.00	05/29/15	WTRLB	0	WATERLAB CORP.	OUTSTANDING
3	6558	\$800.61	05/29/15	XEROX	0	XEROX	OUTSTANDING
3	77	\$1607.00	05/07/15	YCOM	0	VOIDED	VOIDED
3	6499	\$1607.00	05/07/15	YCOM	0	YAMHILL COMMUNICATIONS AGENCY	OUTSTANDING
3	6559	\$200.00	05/29/15	YCCC	0	YAMHILL COUNTY COMMUNITY CORRECTIONS	OUTSTANDING
3	78	\$14618.74	05/07/15	YCSHE	0	VOIDED	VOIDED
3	6500	\$14618.74	05/07/15	YCSHE	0	YAMHILL COUNTY SHERIFF'S OFFICE	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 74      TOTAL AMOUNT: 103478.00

TOTAL # OF VOIDED/REISSUED CHECKS: 15      TOTAL AMOUNT: 50582.96

TOTAL # OF ACH CHECKS: 0      TOTAL AMOUNT: 0.00

TOTAL # OF UNISSUED CHECKS: 0





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**Public Works Monthly Report to Council**

**June 5, 2015**

Water

It was necessary to call in a leak detection company to determine if 3 recently discovered leaks (2 residential and 1 fire hydrants) were a potential erosion problem. Their analysis showed that they are not likely to be a problem. The 2 residences have been made aware of the leaks, since they are on the residence sides of the line and the fire hydrant is being replaced.

The shaft for one of the water intake pumps approved several months ago has finally been received and installed.

Other

Our summer youth worker will start Monday, June 8. He will be working 10-5 Monday through Thursday through the summer.

Beginning Monday, June 8, in addition to our regular duties, we will be focusing on preparing the downtown area for the July 4<sup>th</sup> celebration

Jeff Brown

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**WILLAMINA LIBRARY BOARD  
MINUTES**

19 May 15

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

**Absent:**

**Guests:** Ila Skyberg, Heather Stritzke, Debbie Bernard, Amber Deibel, Rochelle Roaden.

Dan called the meeting to order at 8:15 in Council Chambers. The minutes of 21 April 14 were approved.

**Old Business**

Dan said his wife had picked up Board application papers. They were given to Debbie who gave them to the Board. The Board approved the application.

**New Business**

Melissa handed out the Library Report for April.

The Board voted to go ahead with the exterior library plans that Ila presented.

Melissa presented a list of dates when she would be gone to library meetings, workshops and medical appointments. Amber and Heather can fill in for most of them.

The next meeting will be 16 June 15 at 8:15 a.m.



**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT  
2ND QUARTER 2015**

Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Out of District Borrow ILL	Reference Answered	Attendance	Item Add	Patron Add	Total Ck Out	Total Ck In	CRRS
876	153	298	12 J Y	93 J 8 Y	251	180	65	333	460	46	1,209	165	10	2,478	1,811	
			J	J												
			Y	Y												
			J	J												
			Y	Y												
			J	J												
			Y	Y												
876	153	298	75	892	251	180	65	333	460	0	1,209	165	10	2,478	1,811	\$ -

105  
0  
9,302

**WILLAMINA PUBLIC LIBRARY INCOME REPORT**

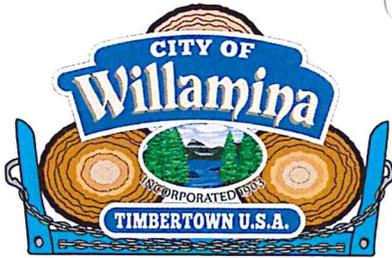
MONTH	Apr-15	May-15	Jun-15
Fines \$	81.60		
Cards	151		
Copies	45		
Lost Books			
Other			
Other			
<b>TOTAL \$</b>	<b>277.60 \$</b>	<b>- \$</b>	<b>- \$</b>

Volunteer Hours

10

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Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

*City Recorder: Debra Bernard  
Accountant: Rochelle Roaden  
Library: Melissa Hansen  
Office Specialist: Amber Deibel  
Public Works Director: Jeff Brown  
Code Enforcement Officer: John Kowolik*

## **REPORT TO THE CITY COUNCIL**

**John Kowolik**

**Code Enforcement Officer and Municipal Court Clerk**

**June 8, 2015**

On Monday, May 11, 2015 I began the first day of work with the City of Willamina as Code Enforcement Officer and Municipal Court Clerk. During that first week, I became familiar with the Willamina Municipal Code and the current office procedures. I also introduced myself to Yamhill County Sheriff's Office personnel engaged in providing contract law enforcement services to the City.

During that first week, several complaints were received, ranging from loose dogs to trash/junk spread in residential yards, along with tall grass and noxious weeds. These were noted, logged in, and in several cases, resolved in an amicable manner. Actually, the first such incident involved Dale Lux at 462 NE C Street. I met him at this residence. Although initially resentful and disagreeable, he agreed to move out the trash, and did.

During this first month, I reviewed and became familiar with several outstanding cases from the sidewalk issue at 372 NE C St, to the Lucy Lou's cat grooming location on NE Main St which involved the possible violation of operating a kennel. Additional assistance was requested from the Oregon Humane Society. They have opened an ongoing case involving cruelty to animals.

Having no reporting form available, I instituted a case file system, which included complainant information, as well as a running activity log update format.

As the City had been operating without a code enforcement officer for several months, the civilian enforcement position I now hold no longer has the law enforcement authority to issue citations which the last individual had. Consequently, I have undertaken activity to get citation/warning forms from Dayton. At the conclusion of the monthly Municipal Court session on Thursday, June 4, 2015, Judge Terrence Mahr administered the oath of office to me granting me the authority to issue municipal code violation citations, as well as officially authorizing me to function as Municipal Court Clerk.

During the month of May, I opened 22 new cases involving code violations, and contacted several

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*An Equal Opportunity Employer*

411 N.E. "C" Street – P.O. Box 629, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121



other residents regarding code violations.

To date in June 2015, I have acquired 6 new cases.

In support of an enhanced community image, I have also complimented several residents for engaging in beautifying their own yards through gardening activity. I will be checking to see if there is, or could be, a garden club in Willamina. It would be beneficial to enhance pride in how the community looks by perhaps choosing a yard of the week or month?

I have also become the responsible person regarding the routine maintenance of the Library AED.

All of my activity is made available on a daily basis through the issuance of a daily log of activity. Copies of this can be made available at any time.

In future, my code enforcement activities will become more useful as new cases received will be compared to resolution of old/existing cases.

I thank the Elected Officials of the City of Willamina for approving my appointment to the positions of Code Enforcement Officer and Municipal Court Clerk.

A handwritten signature in black ink, appearing to read "John Kowolik". The signature is stylized with a large, sweeping initial "J" and a long, trailing flourish at the end.

John Kowolik





**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 5/1/2015 to 5/31/2015**

City	UCR Description	5/1/2014 to 5/31/2014	5/1/2015 to 5/31/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	0	0		1	7
	Burglary-Business	0	1		3	2
	Burglary-Non-Residence	1	0		4	6
	Burglary-Residence	0	2		9	16
	Larceny	3	4	33.33 %	27	59
	Motor Vehicle Theft-Auto	1	0		2	6
	Rape	0	0		2	
	<b>Part 1 Total</b>	<b>5</b>	<b>7</b>	<b>28.57 %</b>	<b>48</b>	<b>96</b>
Part 2						
	All Other	3	0		3	16
	Animal Problems	0	0			1
	Disorderly Conduct	4	1	-75.00 %	3	22
	Drug Laws	1	2	100.00 %	10	21
	DUII	0	1		4	6
	Forgery	0	0		1	2
	Fraud	0	0		1	6
	Kidnapping	0	0			3
	Liquor Laws	0	2		3	5
	Runaway	0	0		1	5
	Sex Offenses	3	0			15
	Simple Assault	10	1	-90.00 %	17	61
	Stolen Property	0	0		1	2
	Trespass/Prowler	3	5	66.67 %	12	19
	Vandalism	4	2	-50.00 %	19	33
	Weapons	1	0		1	6
	<b>Part 2 Total</b>	<b>29</b>	<b>14</b>	<b>-51.72 %</b>	<b>76</b>	<b>223</b>
	<b>Total For WILLAMINA</b>	<b>64</b>	<b>44</b>	<b>-31.25 %</b>	<b>197</b>	<b>539</b>





**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 5/1/2015 to 5/31/2015**

City	UCR Description	5/1/2014 to 5/31/2014	5/1/2015 to 5/31/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 3						
	All Other	12	12		38	94
	Non-Reportable Offenses	18	11	-38.89 %	35	126
	Part 3 Total	30	23	-23.33 %	73	220
	<b>Total For WILLAMINA</b>	64	44	-31.25 %	197	539



# Exhibit 1 to Amendment for 2015-2016 CCRLS Participation Agreement

## Attachment A Statement of Work/Consideration

### 1) Statement of Work

- a) Under this agreement CCRLS PARTICPATING ENTITY shall:
- 1) Provide at least the basic level of service to nonresidents within the COLLEGE District. Basic level of service is defined as one checkout and one hold per person at a time, utilizing individual rather than household cards.
  - 2) Provide free borrowing privileges to card holding residents/patrons of other participating CCRLS cities (including Silver Falls District) and all currently registered College students who present a valid library card.
  - 3) Ensure that in no case shall card-holding residents of the CCRLS district receive less than the basic level of service from CCRLS PARTICPATING ENTITY.
  - 4) CCRLS PARTICPATING ENTITY may, at its sole option, elect to provide services to persons incarcerated in county, state, or federal jail or prison facilities. CCRLS PARTICPATING ENTITY may, at its sole option, elect not to allow its owned materials to be circulated to such facilities.
  - 5) Notify each current non-resident cardholder within its geographic zone at least 30 days prior to instituting a fee for service above the basic level. No advance notification is necessary for fee increases.
  - 6) Provide reference and information services to patrons of the participating libraries of the CCRLS District in cooperation with COLLEGE and other participating libraries.
  - 7) Provide for the regular participation of the library director in meetings of the Polk, Yamhill and Marion Library Association (PYM) and as may be necessary in meetings of the CCRLS Advisory Council. Regular participation shall be defined as attendance by the library director at each meeting, unless excused. CCRLS PARTICPATING ENTITY library director's attendance at the September meeting of the PYM Association is highly encouraged. Library directors will have private secure email for communicating confidential CCRLS information. Directors will provide a chain of command to allow coverage in their absence.
  - 8) Provide for the regular participation of library staff at training events provided by COLLEGE.
  - 9) Assume full responsibility for the accuracy of data at its entry into the automation system database, and for updating that data accurately to reflect the proper links to the material in its library. Such data includes, but is not limited to Barcode number, library location, volume number, call number, copy number, type of material, status, etc.
  - 10) Take reasonable measures to protect equipment in CCRLS PARTICPATING ENTITY's possession from abuse, theft, and misuse, CCRLS PARTICPATING ENTITY shall, while in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS PARTICPATING ENTITY shall have no obligation under this

paragraph with respect to loss resulting from defect in the computer system itself, or from the acts of vandals gaining access to the computer system programs. Or data accessed externally and not by the application of physical force to the tangible components of the system; and, provided further, that the CCRLS PARTICPATING ENTITY shall not be liable under this Agreement for any consequential damages incident to any loss under this section.

- 11) Prepare, provide, and maintain the furniture and physical location for installation of automated system terminals and equipment in its library. This responsibility includes cable installation, electrical power, and environment, all meeting manufacturer and vendor specifications.
- 12) CCRLS PARTICPATING ENTITY may purchase equipment and software to expand and enhance its own operations; provided that such equipment and software is acceptable to CCRLS as compatible with the automated system. CCRLS shall not be responsible for maintenance of CCRLS PARTICPATING ENTITY equipment, but will configure and ensure CCRLS network connectivity. CCRLS PARTICPATING ENTITY shall not connect or install any such equipment or software without the review and written approval of CCRLS after at least 90 days prior to notice by CCRLS PARTICPATING ENTITY. To facilitate this approval it is recommended that CCRLS PARTICPATING ENTITY include CCRLS in the examination and selection process. CCRLS cannot be responsible for making equipment and software work if this process is not followed. Any computer device connected to the CCRLS network must have approved anti-virus security software and a current, secure Operating System. CCRLS PARTICPATING ENTITY will not alter COLLEGE network or workstation equipment within their building without communication or direction from CCRLS.
- 13) Provide library staff possessing minimum level of technical ability and skill, with available phone access, to provide an onsite interface with CCRLS technical staff.
- 14) Notify CCRLS of any desired reductions to the number of CCRLS PARTICPATING ENTITY software licenses held through group software purchases if at all possible at least three months prior to renewal.

b) Under this agreement College shall:

- 1) Provide for the fiscal and administrative management of the CCRLS
  - a. Maintain the following:
    1. The Chemeketa Cooperative Regional Library Advisory Council hereinafter referred to as the CCRLS Advisory Council, through which recommendations on policies of the Service can be expressed. The present membership of the CCRLS Advisory Council which shall be updated as needed and sent electronically for inclusion to all Library Directors and posted on the CCRLS website.
    2. An ongoing liaison with Polk, Yamhill and Marion Library Association (PYM) (or their executive committee) through which recommendations on procedures and their implementation can be expressed.
  - b. Provide operation and maintenance of the CCRLS Automated System and related databases, including:

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1. Maintain bibliographic, circulation, and borrower data in an automated database management system. Design, applications, enhancements of, and major changes of operation to the automated system database management system shall be subject to review by the PYM Technology Committee.
2. Manage the CCRLS automated system under the terms of this agreement and other applicable agreements with vendors and participating library so that CCRLS PARTICPATING ENTITY has access to its bibliographic, circulation, and borrower records during library business hours, and at other times as agreed upon between the CCRLS PARTICPATING ENTITY Library Director and the CCRLS Executive Director. The management responsibility for the automated system includes the obligation of CCRLS to monitor and evaluate entries for new materials and retrospective conversion of cataloging of old materials in order to maintain the highest quality bibliographic MARC database.
3. Acquire and provide for effective maintenance and support of all present and future central and remote automated system equipment at its own expense; and provide for secure installation and housing for automated system except such automated system equipment as is acquired by CCRLS PARTICPATING ENTITY for installation at its library, or as otherwise provided in Attachment A 1) Statement of Work a) 13) of this agreement.
4. Coordinate and assume cost for installation of telecommunications equipment and lines at CCRLS PARTICPATING ENTITY's central and branch libraries for use with automated system. Parties agree that COLLEGE does not control, and therefore cannot warrant, the telecommunication networks used to communicate data from a remote site, nor does this agreement cover maintenance of telecommunication lines.
5. Acquire and furnish to CCRLS PARTICPATING ENTITY, at COLLEGE's direct cost, certain necessary supplies, such as utilities, report forms, reserve notices, bar codes, overdue notices, magnetic tapes, and other supplies except printer paper, cartridges and toner which may be required to provide the services of automated system to CCRLS PARTICPATING ENTITY.
6. Provide through CCRLS, at CCRLS PARTICPATING ENTITY's request, specialized reports not regularly generated by automation system. CCRLS PARTICPATING ENTITY shall reimburse COLLEGE for the cost of providing such special reports at College request.
7. Coordinate all service, support, equipment purchases and maintenance necessary to the proper operation of automated system and enforce rules and standards for use of automated system by participating libraries. CCRLS PARTICIPATING ENTITY shall enter, retrieve, modify, and delete data in and from automated system in accordance with those rules and standards.
8. Maintain agreements for hardware maintenance and software support with current provider of library automation service(s). CCRLS shall provide reasonable approved maintenance and support for automated system hardware and software not provided

by automation vendor. CCRLS shall provide reasonable prior notice to CCRLS PARTICIPATING ENTITY when system operation must be suspended for operational or maintenance requirements. CCRLS shall exercise its best efforts to schedule such periods of suspension during hours when CCRLS PARTICIPATING ENTITY's libraries are closed. Except for suspension of operation for necessary system maintenance or because security of the CCRLS automated system database or software is compromised or damaged, CCRLS shall not "lock out" CCRLS PARTICIPATING ENTITY terminals from automated system.

9. Provide, through CCRLS, one or more dedicated telephone lines to serve the system, and related telecommunication equipment as provided in the agreement with the vendor for the automation system, and pay all related installation, acquisition, maintenance, and use cost.
10. Except for equipment and software purchased by CCRLS PARTICIPATING ENTITY under Attachment A 1) Statement of Work a) 13), all automated system hardware, software, and other capital equipment shall remain the property of COLLEGE, and CCRLS PARTICIPATING ENTITY shall have no claim thereto other than the right to use thereof under this AGREEMENT.
11. Contract for hosting maintenance and backup of of CCRLS automated system data . In the event of system malfunction or loss of data, CCRLS shall promptly arrange for restoration of the most recently backed up data to the system once it is again functioning. No liability is assumed by CCRLS if the automated system experiences down time or loss of data which cannot be recovered.
12. Provide training for at least one CCRLS PARTICIPATING ENTITY staff person at any time the automated system operating systems or procedures are changed, enhanced, or otherwise revised. CCRLS shall provide up-to-date access to on-line user manuals for CCRLS PARTICIPATING ENTITY's staff. All other training of CCRLS PARTICIPATING ENTITY staff shall be the responsibility of CCRLS PARTICIPATING ENTITY. CCRLS PARTICIPATING ENTITY shall designate one staff position responsible for coordinating training and operations matters with the CCRLS staff person responsible for automation system operations.
13. Provide for general maintenance and utilities to support the CCRLS automated system. This obligation includes janitorial service, maintenance painting as necessary, structural repairs, lighting and electrical system maintenance, and HVAC maintenance.
14. While providing computer network access to the CCRLS automated system, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism, or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS PARTICIPATING ENTITY shall have no obligation under this paragraph with the acts of vandals gaining access to the computer

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system, programs, or data tangible components of the system; and, provided further, that CCRLS PARTICIPATING ENTITY shall not be liable under this agreement for any consequential damages incident to any loss covered under this section.

15. Provide personnel for the operation of the system. "Operation" includes: use of supplied software to generate reports, notices, lists, and similar documents and files; preparation and sending of overdue notices, hold notices, reports, billings, and other specified documents produced for routine system operation by the vendor(s) of the system and its installation, maintenance, or support of software, or the maintenance, repair or replacement of hardware or firmware.
16. Through its governing board, retain final authority over the policies and decisions relating to budget, operating procedures, system design, participation by other libraries, and other like issues of a general policy nature affecting their operation of CCRLS and automated system. The board, however, shall not take such actions without the recommendation of the CCRLS Advisory Council.
17. In serving card-holding CCRLS district nonresident patrons, abide by each CCRLS PARTICIPATING ENTITY's rules and procedures regarding borrowing privileges. In no case shall card-holding residents of the CCRLS district receive less than the basic level of service from COLLEGE.
18. Provide a monthly accounting and quarterly reporting of expenditures under this program to the CCRLS Advisory Council.
19. Reimburse CCRLS PARTICIPATING ENTITY for library materials borrowed by non-residents under this AGREEMENT and not returned by the borrowers within six months of due date. CCRLS PARTICIPATING ENTITY hereby transfers and assigns all interests in such materials and all rights to unpaid overdue fines and replacement charges with respect thereto.
20. Provide regular courier service between the participating libraries.
21. May coordinate group purchasing of CCRLS related equipment, software or non-essential supplies, as needed, to assist CCRLS PARTICIPATING ENTITY and other participants. Charges for purchased supplies, equipment, services, maintenance contracts, delivery charges, postage, etc. will be billed to CCRLS PARTICIPATING ENTITY at direct cost and payable to COLLEGE.
22. For Cities of Newberg and Salem only, provide collection analysis services from vendor Collection HQ (or subsequent vendor) for which College will charge CCRLS PARTICIPATING ENTITY a proportionate share of the cost.
23. Coordinate group purchasing of printer and computer management software licenses from Envisionware (or subsequent vendor) and will invoice CCRLS PARTICIPATING ENTITY annually for CCRLS PARTICIPATING ENTITY's proportionate share of software licenses.

24. Coordinate group purchasing of such CCRLS-related services such as Debt Collect, ORBIS and Cascade Alliance Courier. College will invoice CCRLS PARTICIPATING ENTITY annually or quarterly for the cost of these services on a usage basis.
25. Provide a needs assessment to replace Plinkit, a service provided through the Oregon State Library which hosts several CCRLS library websites and which is going to be discontinued early in the 2015-2016 fiscal year.

CCRLS will create and co-manage library websites on an acceptable/affordable platform which would replace those lost as Plinkit is dismantled. CCRLS will create a general site template, from which multiple library sites will be derived and customized.

At least one individual at each participating library shall be identified and trained to serve as their library site's principal editor. Subsequently, access to sites will be granted to these individuals, who will then assume primary responsibility for content development and general maintenance.

A CCRLS account will retain "ownership" (a defined role of the platform) of these sites. CCRLS will also provide regular offline backups of each individual site. Training will be delivered by CCRLS staff at the Chemeketa Salem Campus. Attendance will be mandatory for local site editors. Libraries which currently have a registered domain name will need to investigate options for mapping that domain to the new platform. Libraries without a registered domain name will receive an alias under the ccrls.org domain (e.g., silverfalls.ccrls.org; stayton.ccrls.org; etc.).

The goal would be to transition all interested libraries to this platform as soon as possible. Upon adoption of the new service, participating libraries will be charged a proportionate share of the hosting fees.

c. Electronic Payments for Fines, Lost Book Charges, or Other Charges

1. Through CCRLS, collect and process electronic payments for fines, lost book charges, or other charges owed to CCRLS member libraries.
2. Process charges that are paid only through the shared library automation system operated by COLLEGE.
3. COLLEGE shall not be financially responsible to refund corrected charges to a library patron. Any dispute of charges is the responsibility of CCRLS PARTICIPATING ENTITY to resolve with the patron. Deductions from the merchant banking account will be deducted from the next regular payment to the associated CCRLS PARTICIPATING ENTITY library.
4. Compile and calculate charges on a monthly basis. However, payment to CCRLS PARTICIPATING ENTITY will be made on a quarterly basis. In the event the amount due to CCRLS PARTICIPATING ENTITY is less than \$15, the payment may be held for the next quarterly payment.

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5. Make payment to CCRLS PARTICIPATING ENTITY in the amount paid on their behalf, minus merchant services for the period. Associated fees will be distributed on a pro-rata basis to each library based on the percentage of total funds collected that month and total fees that month.
6. COLLEGE shall be credited payments for unidentified charges, or for items which COLLEGE has previously reimbursed CCRLS PARTICIPATING ENTITY.
7. COLLEGE shall acknowledge responsibility only for the amount of any correction without penalty.

## 2) Consideration

- a) CCRLS PARTICIPATING ENTITY will be compensated by COLLEGE in the amount shown in Attachment A1 – Compensation Schedule for CCRLS PARTICIPATING ENTITY for providing nonresident library service for the residents of the COLLEGE District. Payments shall be made in four equal installments at the end of each quarter as provided herein.
- b) CCRLS PARTICIPATING ENTITY will be compensated by COLLEGE CCRLS PARTICIPATING ENTITY for each net loan provided, i.e., the difference between the number of CCRLS PARTICIPATING ENTITY items loaned to and checked out in another library and the number of items owned by other libraries borrowed and checked out by the CCRLS PARTICIPATING ENTITY library. Tabulation of net loans shall be provided by the CCRLS automated integrated library system. Each net loan shall be paid in the amount shown in Attachment A1. Payments shall be made quarterly as provided herein.
- c) City of Salem Only: The City of Salem will be paid a Interlibrary Loan Service Fee by COLLEGE on December 15 of each year. The service fee shall be included in the CCRLS budget as an amount sufficient to defray CCRLS PARTICIPATING ENTITY's costs incurred in providing Interlibrary Loan Referrals as described in 2)b) herein. The Interlibrary Loan Referrals fee for each year of this Agreement shall be as found in Attachment A1.
- d) City of Newberg Only: In consideration for participation in the CCRLS system and in lieu of taxes, since the CCRLS PARTICIPATING ENTITY is outside the area taxed to provide this service, the CCRLS PARTICIPATING ENTITY shall pay to the COLLEGE the sum shown in Attachment A1 on or before December 15 of each year.
- e) CCRLS PARTICIPATING ENTITY will be invoiced by College for services and licensing, provided through group purchases quarterly or annually as more specifically described in subsections of Section 1) b) 1) b. (including but not limited to §21, 23, 24, 25) and fees described in 1) b) 1).c.
- f) Payments made or invoices issued under this Agreement, either for full or partial payment, shall reference the College contract number written herein.

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b) →

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**Exhibit 1 to Amendment for 2015-2016-02—  
CCRLS Participation Agreement**

**Attachment A  
Statement of Work/Consideration**

**1) Statement of Work**

- a) Under this agreement CITYCCRLS PARTICPATING ENTITY shall:
- 1) Provide at least the basic level of service to nonresidents within the COLLEGE District. Basic level of service is defined as one checkout and one hold per person at a time, utilizing individual rather than household cards.
  - 2) Provide free borrowing privileges to card holding residents/patrons of other participating CCRLS cities (including Silver Falls District) and all currently registered College students who present a valid library card.
  - 3) Ensure that in no case shall card-holding residents of the CCRLS district receive less than the basic level of service from CITYCCRLS PARTICPATING ENTITY.
  - 4) CITYCCRLS PARTICPATING ENTITY may, at its sole option, elect to provide services to persons incarcerated in county, state, or federal jail or prison facilities. CITYCCRLS PARTICPATING ENTITY may, at its sole option, elect not to allow its owned materials to be circulated to such facilities.
  - 5) Notify each current non-resident cardholder within its geographic zone at least 30 days prior to instituting a fee for service above the basic level. No advance notification is necessary for fee increases.
  - 6) Provide reference and information services to patrons of the participating libraries of the CCRLS District in cooperation with COLLEGE and other participating libraries.
  - 7) Provide for the regular participation of the library director in meetings of the Polk, Yamhill and Marion Library Association (PYM) and as may be necessary in meetings of the CCRLS Advisory Council. Regular participation shall be defined as attendance by the library director at each meeting, unless excused. CITYCCRLS PARTICPATING ENTITY library director's attendance at the September meeting of the PYM Association is highly encouraged. Library directors will have private secure email for communicating confidential CCRLS information. Directors will provide a chain of command to allow coverage in their absence.
  - 8) Provide for the regular participation of library staff at training events provided by COLLEGE.
  - 9) Assume full responsibility for the accuracy of data at its entry into the automation system database, and for updating that data accurately to reflect the proper links to the material in its library. Such data includes, but is not limited to Barcode number, library location, volume number, call number, copy number, type of material, status, etc.
  - 10) Take reasonable measures to protect equipment in CITYCCRLS PARTICPATING ENTITY's possession from abuse, theft, and misuse. CITYCCRLS PARTICPATING ENTITY shall, while in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing

property insurance policy; provided that CITYCCRLS PARTICPATING ENTITY shall have no obligation under this paragraph with respect to loss resulting from defect in the computer system itself, or from the acts of vandals gaining access to the computer system programs. Or data accessed externally and not by the application of physical force to the tangible components of the system; and, provided further, that the CITYCCRLS PARTICPATING ENTITY shall not be liable under this Agreement for any consequential damages incident to any loss under this section.

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2. Manage the CCRLS automated system under the terms of this agreement and other applicable agreements with vendors and participating library so that CITYCCRLS PARTICIPATING ENTITY has access to its bibliographic, circulation, and borrower records during library business hours, and at other times as agreed upon between the CITYCCRLS PARTICIPATING ENTITY Library Director and the CCRLS Executive Director. The management responsibility for the automated system includes the obligation of CCRLS to monitor and evaluate entries for new materials and retrospective conversion of cataloging of old materials in order to maintain the highest quality bibliographic MARC database.
3. Acquire and provide for effective maintenance and support of all present and future central and remote automated system equipment at its own expense; and provide for secure installation and housing for automated system except such automated system equipment as is acquired by CITYCCRLS PARTICIPATING ENTITY for installation at its library, or as otherwise provided in Attachment A 1) Statement of Work a) 13) of this agreement.
4. Coordinate and assume cost for installation of telecommunications equipment and lines at CITYCCRLS PARTICIPATING ENTITY's central and branch libraries for use with automated system. Parties agree that COLLEGE does not control, and therefore cannot warrant, the telecommunication networks used to communicate data from a remote site, nor does this agreement cover maintenance of telecommunication lines.
5. Acquire and furnish to CITYCCRLS PARTICIPATING ENTITY, at COLLEGE's direct cost, certain necessary supplies, such as utilities, report forms, reserve notices, bar codes, overdue notices, magnetic tapes, and other supplies except printer paper, cartridges and toner which may be required to provide the services of automated system to CITYCCRLS PARTICIPATING ENTITY.
6. Provide through CCRLS, at CITYCCRLS PARTICIPATING ENTITY's request, specialized reports not regularly generated by automation system. CITYCCRLS PARTICIPATING ENTITY shall reimburse COLLEGE for the cost of providing such special reports at College request.
7. Coordinate all service, support, equipment purchases and maintenance necessary to the proper operation of automated system and enforce rules and standards for use of automated system by participating libraries. CITYCCRLS PARTICIPATING ENTITY shall enter, retrieve, modify, and delete data in and from automated system in accordance with those rules and standards.

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8. Maintain agreements for hardware maintenance and software support with current provider of library automation service(s). CCRLS shall provide reasonable approved maintenance and support for automated system hardware and software not provided by automation vendor. CCRLS shall provide reasonable prior notice to CITYCCRLS PARTICIPATING ENTITY when system operation must be suspended for operational or maintenance requirements. CCRLS shall exercise its best efforts to schedule such periods of suspension during hours when CITYCCRLS PARTICIPATING ENTITY's libraries are closed. Except for suspension of operation for necessary system maintenance or because security of the CCRLS automated system database or software is compromised or damaged, CCRLS shall not "lock out" CITYCCRLS PARTICIPATING ENTITY terminals from automated system.
9. Provide, through CCRLS, one or more dedicated telephone lines to serve the system, and related telecommunication equipment as provided in the agreement with the vendor for the automation system, and pay all related installation, acquisition, maintenance, and use cost.
10. Except for equipment and software purchased by CITYCCRLS PARTICIPATING ENTITY under Attachment A 1) Statement of Work a) 13), all automated system hardware, software, and other capital equipment shall remain the property of COLLEGE, and CITYCCRLS PARTICIPATING ENTITY shall have no claim thereto other than the right to use thereof under this AGREEMENT.
11. ~~Contract for hosting maintenance and backup of Through-automation vendor, provide for regular backup of CCRLS automated system data and store the media containing such backup in a secure facility.~~ In the event of system malfunction or loss of data, CCRLS shall promptly arrange for work with automation vendor to restoration of the most recently backed up data to the system once it is again functioning. No liability is assumed by CCRLS if the automated system experiences down time or loss of data which cannot be recovered.
12. Provide training for at least one CITYCCRLS PARTICIPATING ENTITY staff person at any time the automated system operating systems or procedures are changed, enhanced, or otherwise revised. CCRLS shall provide up-to-date access to on-line user manuals for CITYCCRLS PARTICIPATING ENTITY's staff. All other training of CITYCCRLS PARTICIPATING ENTITY staff shall be the responsibility of CITYCCRLS PARTICIPATING ENTITY. CITYCCRLS PARTICIPATING ENTITY shall designate one staff position responsible for coordinating training and operations matters with the CCRLS staff person responsible for automation system operations.
13. ~~Provide and maintain appropriate space for the central computer facility serving CCRLS automated system.~~
- 14.13. Provide for general maintenance and utilities to support the CCRLS automated system. This obligation includes janitorial service, maintenance painting as necessary, structural repairs,

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14. ~~13.~~ Provide for general maintenance and utilities to support the CCRLS automated system. This obligation includes janitorial service, maintenance painting as necessary, structural repairs,



lighting and electrical system maintenance, and HVAC maintenance.

~~15.14.~~ While providing computer network access to the CCRLS automated system in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism, or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CITYCCRLS PARTICIPATING ENTITY shall have no obligation under this paragraph with the acts of vandals gaining access to the computer system, programs, or data tangible components of the system; and, provided further, that CITYCCRLS PARTICIPATING ENTITY shall not be liable under this agreement for any consequential damages incident to any loss covered under this section.

~~16.15.~~ Provide personnel for the operation of the system.  
"Operation" includes: use of supplied software to generate reports, notices, lists, and similar documents and files; preparation and sending of overdue notices, hold notices, reports, billings, and other specified documents produced for routine system operation by the vendor(s) of the system and its installation, maintenance, or support of software, or the maintenance, repair or replacement of hardware or firmware.

~~17.16.~~ Through its governing board, retain final authority over the policies and decisions relating to budget, operating procedures, system design, participation by other libraries, and other like issues of a general policy nature affecting their operation of CCRLS and automated system. The board, however, shall not take such actions without the recommendation of the CCRLS Advisory Council.

~~18.17.~~ In serving card-holding CCRLS district nonresident patrons, abide by each CITYCCRLS PARTICIPATING ENTITY's rules and procedures regarding borrowing privileges. In no case shall card-holding residents of the CCRLS district receive less than the basic level of service from COLLEGE.

~~19.18.~~ Provide a monthly accounting and quarterly reporting of expenditures under this program to the CCRLS Advisory Council.

~~20.19.~~ Reimburse CITYCCRLS PARTICIPATING ENTITY for library materials borrowed by non-residents under this AGREEMENT and not returned by the borrowers within six months of due date. CITYCCRLS PARTICIPATING ENTITY hereby transfers and assigns all interests in such materials and all rights to unpaid overdue fines and replacement charges with respect thereto.

~~21.20.~~ Provide regular courier service between the participating libraries.

~~21.~~ COLLEGE ~~May~~ coordinate group purchasing of CCRLS related equipment, software or non-essential supplies, as needed, to assist CITYCCRLS PARTICIPATING ENTITY and other participants. Charges for purchased supplies, equipment, services, maintenance

contracts, delivery charges, postage, etc. will be billed to ~~CITY~~CCRLS PARTICIPATING ENTITY at direct cost and payable to COLLEGE.

22. For Cities of Newberg and Salem only, provide collection analysis services from vendor Collection HQ (or subsequent vendor) for which College will charge CCRLS PARTICIPATING ENTITY a proportionate share of the cost.

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23. Coordinate group purchasing of printer and computer management software licenses from Envisionware (or subsequent vendor) and will invoice CCRLS PARTICIPATING ENTITY annually for CCRLS PARTICIPATING ENTITY's proportionate share of software licenses.

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24. Coordinate group purchasing of such CCRLS-related services such as Debt Collect, ORBIS and Cascade Alliance Courier. College will invoice CCRLS PARTICIPATING ENTITY annually or quarterly for the cost of these services on a usage basis.

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25. Provide a needs assessment to replace Plinkit, a service provided through the Oregon State Library which hosts several CCRLS library websites and which is going to be discontinued early in the 2015-2016 fiscal year.

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CCRLS will create and co-manage library websites on an acceptable/affordable platform which would replace those lost as Plinkit is dismantled. CCRLS will create a general site template, from which multiple library sites will be derived and customized.

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At least one individual at each participating library shall be identified and trained to serve as their library site's principal editor. Subsequently, access to sites will be granted to these individuals, who will then assume primary responsibility for content development and general maintenance.

A CCRLS account will retain "ownership" (a defined role of the platform) of these sites. CCRLS will also provide regular offline backups of each individual site. Training will be delivered by CCRLS staff at the Chemeketa Salem Campus. Attendance will be mandatory for local site editors. Libraries which currently have a registered domain name will need to investigate options for mapping that domain to the new platform. Libraries without a registered domain name will receive an alias under the ccrls.org domain (e.g., silverfalls.ccrls.org; stayton.ccrls.org; etc.).

The goal would be to transition all interested libraries to this platform as soon as possible. Upon adoption of the new service, participating libraries will be charged a proportionate share of the hosting fees.

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c. Electronic Payments for Fines, Lost Book Charges, or Other Charges

1. Through CCRLS, collect and process electronic payments for fines, lost book charges, or other charges owed to CCRLS member libraries.
2. Process charges that are paid only through the shared library automation system operated by COLLEGE.

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3. COLLEGE shall not be financially responsible to refund corrected charges to a library patron. Any dispute of charges is the responsibility of CITYCCRLS PARTICIPATING ENTITY to resolve with the patron. Deductions from the merchant banking account will be deducted from the next regular payment to the associated CITYCCRLS PARTICIPATING ENTITY library.
4. Compile and calculate charges on a monthly basis. However, payment to CITYCCRLS PARTICIPATING ENTITY will be made on a quarterly basis. In the event the amount due to CITYCCRLS PARTICIPATING ENTITY is less than \$15, the payment may be held for the next quarterly payment.
5. Make payment to CITYCCRLS PARTICIPATING ENTITY in the amount paid on their behalf, minus merchant services for the period. Associated fees will be distributed on a pro-rata basis to each library based on the percentage of total funds collected that month and total fees that month.
6. COLLEGE shall be credited payments for unidentified charges, or for items which COLLEGE has previously reimbursed CITYCCRLS PARTICIPATING ENTITY.
7. COLLEGE shall acknowledge responsibility only for the amount of any correction without penalty.

2) Consideration

- a) CITYCCRLS PARTICIPATING ENTITY will be compensated by COLLEGE in the amount shown in Attachment A1 – Compensation Schedule for CITYCCRLS PARTICIPATING ENTITY for providing nonresident library service for the residents of the COLLEGE District. Payments shall be made in four equal installments at the end of each quarter as provided herein.
- b) CCRLS PARTICIPATING ENTITY will be compensated by COLLEGE shall pay-CITYCCRLS PARTICIPATING ENTITY for each net loan provided, i.e., the difference between the number of CITYCCRLS PARTICIPATING ENTITY items loaned to and checked out in another library and the number of items owned by other libraries borrowed and checked out by the CITYCCRLS PARTICIPATING ENTITY library. Tabulation of net loans shall be provided by the CCRLS automated integrated library system. Each net loan shall be paid in the amount shown in Attachment A1. Payments shall be made quarterly as provided herein.
- c) City of Salem Only: The City of Salem will be paid a Interlibrary Loan Service Fee by COLLEGE on December 15 of each year. The service fee shall be included in the CCRLS budget as an amount sufficient to defray CCRLS PARTICIPATING ENTITY's costs incurred in providing Interlibrary Loan Referrals as described in 2)b) herein. The Interlibrary Loan Referrals fee for each year of this Agreement shall be as found in Attachment A1.
- d) City of Newberg Only: In consideration for participation in the CCRLS system and in lieu of taxes, since the CCRLS PARTICIPATING ENTITY is outside the area taxed to provide this service, the CCRLS PARTICIPATING ENTITY shall pay to the COLLEGE the sum shown in Attachment A1 on or before December 15 of each year.
- e) CCRLS PARTICIPATING ENTITY will be invoiced by College for services and licensing provided through group purchases quarterly or annually as more specifically described in sub-

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sections of Section 1) b) 1) b. (including but not limited to §21, 23, 24, 25) and fees described in 1) b) 1) c.

b) →

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e) f) Payments made or invoices issued under this Agreement, either for full or partial payment, shall reference the College contract number written herein.

Revised ~~3.31.15~~ 3.15 gwp

Chemeketa Cooperative  
Regional Library Service



Community. Literacy. Technology.

P.O. Box 14007, Salem, OR 97309-7070 - Phone: 503.315.4584 - Fax: 503.399.7316

**AMENDMENT TO INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY PARTICIPATION IN CHEMEKETA COOPERATIVE REGIONAL  
LIBRARY SERVICE (2015-2016)**

**Contract #10196600, Amendment #02**

This Agreement is by and between Chemeketa Community College hereafter known as COLLEGE, and the City of Willamina, by and through its Willamina Library, hereafter known as CCRLS PARTICIPATING ENTITY.

**Purpose:** The purpose of this amendment is to add funding for the 2015-16 fiscal year, to make changes in the contract consistent with the purchase of a new interlibrary loan system, to include language regarding past practices for group purchases of services and software and to streamline the agreement by standardizing Exhibits. Entities formerly referred to by City or District shall now be referred to as CCRLS PARTICIPATING ENTITY.

- 1) **Attachment A Statement of Work/Consideration** is deleted in its entirety and replaced by the revised **Attachment A Statement of Work/Consideration** which is attached to this amendment as **Exhibit 1** and which is incorporated herein by this reference.
- 2) **Attachment A1 Compensation Schedule 2014-2015** is deleted in its entirety and replaced by the revised **Attachment A1 Compensation Schedule 2015-2016** which is attached to this amendment as **Exhibit 2** and which is incorporated herein by this reference.
- 3) **Attachment B Council Members 2014-2015** is deleted in its entirety and replaced by the revised **Attachment B Council Members 2015-2016** which is attached to this amendment as **Exhibit 3** and which is incorporated herein by this reference.
- 4) This amendment is effective upon signature by both parties. The changes to Attachment A1 are effective for the period July 1, 2015 - June 30, 2016 upon signature by both parties.

**Signatures**  
(see next page)

Parties concur that all other terms and conditions of the original Agreement, and the terms and conditions of any Amendment to the original agreement, shall remain in effect.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below, effective as of the date set forth herein.

**For College:**

**For CCRLS PARTICIPATING ENTITY:**

\_\_\_\_\_  
(Signature) (Date)  
**John Goodyear**  
**Executive Director**  
**Chemeketa Cooperative Regional Library Service**

**Signature of Library Director**  
\_\_\_\_\_  
(Signature) (Date)  
**Printed Name of Library Director**  
\_\_\_\_\_  
**Printed Title of Library Director**

**Signature of Authorized Entity Signer**  
\_\_\_\_\_  
(Signature) (Date)  
\_\_\_\_\_  
**Printed Name of Authorized Entity Signer**  
\_\_\_\_\_  
**Printed Title of Authorized Entity Signer**

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution.  
To request this publication in an alternative format, please call 503.399.5192.

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*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 & Amber Deibel  
Office Specialist: Vacant  
Public Works Director: Jeff Bronn  
Code Enforcement: John Kowolick*

**MEMO TO: CITY COUNCIL**  
**DATE: JUNE 11, 2015**  
**FROM: DEBBIE BERNARD, CITY RECORDER**  
**SUBJECT: LIBRARY BOARD VACANCY**

**Background**

1. At their library board meeting in May 2015, the board accepted the application of Vickie Theresa Goff.
  - a. The Library Board is a 5-member advisory board whose members serve 4 year terms with a limit of 2 consecutive terms without a break.
  - b. The library board currently has 2 vacancies which were left by Luana Aldama in 2014 when she moved and stopped attending meetings. Also, Linda Scott resigned in 2014 creating the second open position. The City is currently advertising for the new board members on the cities website, the high school reader board and post office.
  - c. Vickie Theresa Goff (application attached) is the only person who has expressed interest in the vacant positions.
2. The library board is recommending Vicki Theresa Goff for appointment to board.

**Action Requested**

That Council accepts the appointment of Vicki Theresa Goff to the Library Board.

Attachment

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[willaminaoregon.gov](http://willaminaoregon.gov)





# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Vickie Theresa Goff  
Physical Address 750 5<sup>th</sup> St. N.E. Willamina  
Mailing Address PO Box 385 Willamina  
Home Phone Number 503-876-8662  
Cell Phone Number 503-949-3563  
Email vickgo5@embarqmail.com  
Occupation Compliance Specialist(former) Retired

Years of Residency 36 Registered Voter  Yes  No

Position(s)  Budget Committee  Library Board  Planning Commission  City Council   
Select all you wish to apply for

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

I enjoy reading. Since I am retired, I now have time to be more involved in the local community.

Please share any governmental or volunteer experience you have had

I worked for the State of OR for 35 years in various positions including, but not limited to Social Worker and compliance specialist.

What do you think makes you the best candidate for this position?

I am willing to learn, and work for the betterment of the library, thus improving the city of Willamina.

**DEADLINE FOR APPLICATIONS: 5:00 PM LOCAL TIME, NOVEMBER 30, 2014**

Signature Vickie Goff Date 3/23/2015

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[www.willaminaoregon.gov](http://www.willaminaoregon.gov)



## Debbie Bernard

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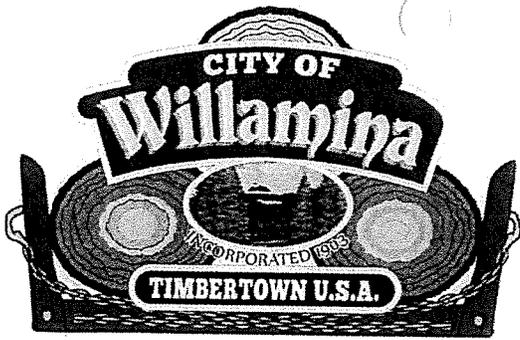
**From:** Gary Hill  
**Sent:** Thursday, June 11, 2015 10:58 AM  
**To:** Debbie Bernard  
**Subject:** RE: Mike Nearman

Representative Mike Nearman  
Republican - District 23 - Dallas

Mike lives with his wife Debby, two dogs, a handful of sheep, a bunch of chickens on a single acre between West Salem and Independence. He has two wonderful grown daughters and is suspiciously fond of describing them as "employed". Currently on the:

Joint Committee On Ways and Means SubCommittee On Transportation and Economic Development  
Joint Committee On Ways and Means SubCommittee On Information Technology  
House Committee On Consumer Protection and Government Effectiveness  
House Committee On Higher Education, Innovation, and Workforce Development





*Mayor Ila Skyberg*

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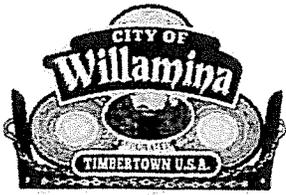
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# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Vickie Theresa Goff

Physical Address Willamina

Mailing Address PO Box 385 Willamina

Home Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Occupation Compliance Specialist(former) Retired

Years of Residency 36

Registered Voter  Yes  No

Position(s)  Budget Committee  Library Board  Planning Commission  City Council  
*Select all you wish to apply for*  
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I worked for the State of OR for 35 years in various positions including, but not limited to Social Worker and compliance specialist.

What do you think makes you the best candidate for this position?

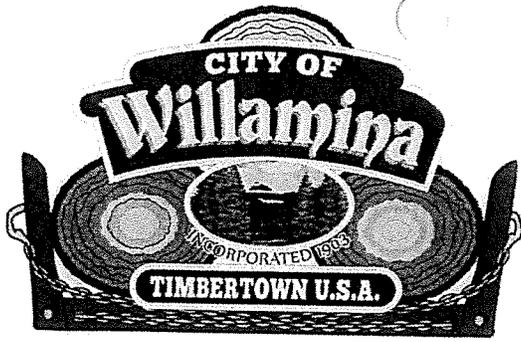
I am willing to learn, and work for the betterment of the library, thus improving the city of Willamina.

**DEADLINE FOR APPLICATIONS: 5:00 PM LOCAL TIME, NOVEMBER 30, 2014**

Signature Vickie Goff

Date 3/23/2015





*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 & Amber Deibel  
Office Specialist: Vacant  
Public Works Director: Jeff Brunn  
Code Enforcement: John Kowalick*

**MEMO TO: CITY COUNCIL**  
**DATE: JUNE 11, 2015**  
**FROM: DEBBIE BERNARD, CITY RECORDER**  
**SUBJECT: LIBRARY BOARD VACANCY**

**Background**

1. At their library board meeting in May 2015, the board accepted the application of Vickie Theresa Goff.
  - a. The Library Board is a 5-member advisory board whose members serve 4 year terms with a limit of 2 consecutive terms without a break.
  - b. The library board currently has 2 vacancies which were left by Luana Aldama in 2014 when she moved and stopped attending meetings. Also, Linda Scott resigned in 2014 creating the second open position. The City is currently advertising for the new board members on the cities website, the high school reader board and post office.
  - c. Vickie Theresa Goff (application attached) is the only person who has expressed interest in the vacant positions.
2. The library board is recommending Vicki Theresa Goff for appointment to board.

**Action Requested**

That Council accepts the appointment of Vicki Theresa Goff to the Library Board.

Attachment

F:\CITY COUNCIL\CC Agendas\2014-2015\2015-06-11-15.CC.REGULAR MEETNG.JUNE 11, 2015

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[willaminaoregon.gov](http://willaminaoregon.gov)





# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Vickie Theresa Goff

Physical Address \_\_\_\_\_ Willamina

Mailing Address PO Box 385 Willamina

Home Phone Number \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Occupation Compliance Specialist(former) Retired

Years of Residency 36

Registered Voter  Yes  No

Position(s)  Budget Committee  Library Board  Planning Commission  City Council

(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?

I enjoy reading. Since I am retired, I now have time to be more involved in the local community.

Please share any governmental or volunteer experience you have had

I worked for the State of OR for 35 years in various positions including, but not limited to Social Worker and compliance specialist.

What do you think makes you the best candidate for this position?

I am willing to learn, and work for the betterment of the library, thus improving the city of Willamina.

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