



Mayor Ila Skyberg *absent*

**Council Members:**

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

**City Staff:**

City Recorder: Debbie Bernard  
 Accountant: Marilyn Coates temp  
 Office Coordinator: Rania Conover  
 Office Specialist: Karen Justen  
 Library: Melissa Hansen & Amber Deibel  
 Public Works Director: Jeff Brown  
 Code Enforcement: John Kowolik

## WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, October 8, 2015  
 7:00 PM recorded meeting

- I. Roll Call
- II. Flag Salute
- III. Approval of Agenda & Approval of the Minutes
  - Minutes of Regular Meeting of September 10, 2015-separate attachment
  - Minutes of Work Session Meeting September 17, 2015 separate attachment
- IV. Public Input
- V. Old Business
  - Approval of Proclamation on designating October 1, as a day of remembrance for first responders. (proposed by Councilor Gary Hill)
  - Attorney David Doughman to speak to Council on new Marijuana Laws
  - Approve 2015 2016 Budget (see memo and Budget Document separate attachment)
- VI. New Business
  - Approve Office Specialist Regular Full-time
  - Approve City Manager Job Description and Announcement for Recruitment.
- VII. Mayor's Report
  - Mayor will be absent. Council President Rita Baller to report.

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

**VIII. Council Liaison Reports**

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

**IX. Council Committee Reports**

Check Registers – September 1-30, 2015 (*information only*)  
 Public Works Committee Meeting Minutes for September 30, 2015  
 Planning Commission Report (Commissioner Ulrich)

**X. Reports of City Officers****City Recorder – see attached**

- Conversion to Caselle verbal
- Criminal hiring rules go into effect January 1, 2015 “Ban the Box” handout

**Code Enforcement Court Clerk**

Monthly Report (*handout*) separate attachment

**Public Works**

Monthly Report – (*Verbal*)

**Library**

Senior Librarians Monthly Report (*hand out*)

**Sheriff's Office**

- Crime Summary – August 2015 (*handout*)

**XI. Next Council Meeting Dates**

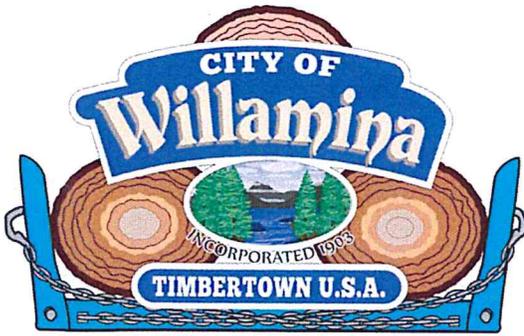
**Special Meeting (*tentative*) & Work Session – October 22, 2015 (7:00 pm) to discuss possible new Recreational Trailer Ordinance**

**Regular Session – November 12, 2015**

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

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Mayor Ila Skyberg

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Gary Hill  
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**City Of Willamina City Council  
Minutes of the Second Thursday of the Month Meeting of the City Council  
September 10, 2015  
7:00pm PM**

**Location of Meeting:**

City of Willamina City Hall  
411 NE  
Willamina, Oregon 97132

**Present at Meeting:** Mayor Ila Skyberg

Councilor Rita Baller  
Councilor Gary Hill  
Councilor Vinson  
Councilor Stritzke  
Councilor Bramall  
Councilor McKnight

**Staff Present:**

City Recorder Debbie Bernard  
Public Works Director Jeff Brown

**Others present:**

Doug Colton, Citizen  
Carole Crites, Citizen  
Janice Allen, Citizen  
Dennis Ulrich Planning Commissioner  
Paul Daquilante [paul@newsregister.com](mailto:paul@newsregister.com)  
Kathy Taylor Consulting

The regular meeting of the City Council of City of City Council was called to order at 7:00pm on September 10, 2015 at City of Willamina City Hall by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

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

### III. Consideration of Open Issues

1. Public Input

Doug Colton Citizen

Handout delivered by Doug Colton to City Council

Doug Colton read the handout word by word:

RESTORE SENIOR WATER SEWER RATE DISCOUNT

WHY WOULD THE CITY COUNCIL OF WILLAMINA TAKE AWAY THE SENIOR DISCOUNT FOR SEWER AND WATER RATES, WHILE GIVING A 66 PER CENT DISCOUNT TO A COMPANY THAT IS NOT IN THE CITY LIMITS MOST CITY'S CHARGE DOUBLE THE RATE.

DOES THE CITY CHARTER ALLOW FOR OUT OF CITY LIMITS CUSTOMERS, OR DOES THE CUSTOMER IN QUESTION THAT PETITIONED TO BE OUT OF THE CITY IN THE 1980'S GET TO REDUCE THEIR TAXES, AND GET PREFERENTIAL TREATMENT FOR A SPECIAL REASON? DO ANY OTHER CUSTOMERS GET THIS SPECIAL TREATMENT? FOR INSTANCE, DOES THE SAW FILLING SHOP FOR SAID CUSTOMER HAVE A SEPARATE ACCOUNT? ARE SEWER RATES FOR BUSINESS' BASED ON USAGE FOR FULL OCCUPANCY?

ACCORDING TO YOUR OWN CONSULTANT, RAY BARTLETT OF VANCOUVER BASED, ECONOMIC AND FINANCIAL ANALYSIS, IT WAS A SWEET DEAL. CITY RECORDER, DEBBIE BERNARD, CALLED IT A "FRIENDS AND FAMILY PLAN".

NOW IT IS SUPPOSED TO BE FAIR TO ALL CUSTOMERS, NOT AS BARTLETT CONCLUDED, THAT THE CITY'S SCHOOL DISTRICT AND IT'S ONE INDUSTRY, WILLAMINA LUMBER, ARE BEING SUBSIDIZE BY THE REST OF THE CITY'S CUSTOMERS.

AT.86 CENTS PER 100 CUBIC FEET COMPARED TO \$2.87 PER 100 CUBIC FEET FOR SENIOR'S AND OTHERS, IT STILL SOUNDS LIKE A FRIENDS AND FAMILY PLAN IS IN PLACE AND IT'S STILL BEING SUBSIDIZED.

WE THE SENIORS FEEL THAT IT MIGHT BE A BETTER IDEA TO EITHER START OVER TO MAKE "FAIR FOR ALL" AS WAS STATED IN THE NEWS REGISTER ON 5-29-15. OR RESTORE THE SENIOR DISCOUNT NOW AND REVISIT THE RATES AND RATES HIKES BEFORE THE NEXT INCREASE. THE INCREASE MIGHT NOT NEED TO BE AS HIGH OR NONE AT ALL. WE ALL DRINK FROM THE SAME WELL AND OUR SEWAGE WASTE GOES TO THE SAME LAGOON.

AFTER ALL IS SAID AND DONE, THE PEOPLE, AND BUSINESS THAT PAY TAXES INTO THE CITY SHOULD BE SERVED BEFORE AND AT LESS EXPENSE THAN THOSE THAT ARE OUT OF THE CITY LIMITS.

Doug stated what it amounts to is the seniors would like the rates structure redone. He said there is no one in the state that gives an industry outside the city a special rate.

(As written in the handout)

Mayor Skyberg responded to Doug Colton's statement and said that the City did do a rate

study and hired Ray Bartlett. The Mayor deferred to Debbie and said so the rates would stay in effect which will continue until the time for change and the city are looking into the rates structure.

Debbie then shared that she did talk to Ray Bartlett in research and preparation of the meeting in response to citizens' concerns. Ray responded via phone that consideration of returning the senior rate discount would affect the whole community and raise the commodity rate to \$3.00.

Councilor Stritzke explained that Hampton had their rates increased substantially. Heather said she could not speak to all of it but Ray Bartlett explained to the Council the rate structure. Heather further explained that Ray Bartlett advised the council that the rates developed for any one customer needed to not exceed more than 9% of the City revenue and the reason for that is if the City loses that customer the percentage of loss that would have to be absorbed by the citizens would not be greater than 9% burden.

Debbie supported Heathers comments and added that the rate study took into consideration the high usage volume of Hampton Lumber and that was the basis for the .86 commodity rate.

Doug said if they pay .86 cents then the citizens should get that rate.

Doug responded that no one in town is saying that Hampton should pay more than their share. He stated that Hampton is paying .86 cents and that is not fair; they should not get a special rate. He said bring them back into the city; they got out of the city to not pay taxes and now they get rewarded by a special rate. So they get the benefit of not paying any school taxes and then reward them with a special rate; he said it does not compute. Councilor Vinson then added those are all very good points and the Council will be talking about the rates as the rates were just implemented.

Doug had more questions, are vacant buildings being charged for their meters? The Dentist office just went out of business. Are they being charged for meters?

Doug said the easy way out is to say let's raise the rates on everybody. He said he did not know who was on the Council when Hampton took them out of the city. The Council responded none of them.

Next Carole Crites spoke.

Carole spoke and noted that a friend of hers who gets \$700 a month income now pays a bill of \$120.00. It was bad enough when the rates went up to \$82.00 now \$120.00. Rita acknowledged, and suggested that she recommend to her friend to have her meter checked for a leak.

Doug added no one here wants to beat up on Willamina Lumber it is about the seniors getting their discount back. Doug asked did the City pass a resolution to take the senior discount away. Debbie responded we had a water master plan approved by resolution but

not a specific resolution for the senior discount. Carole asked does Ray Bartlett from Vancouver understand this is a poor town unlike Vancouver. Katie responded that the Council was advised it was Consumption based, and 1/2 the homes might see their bill go down. Doug asked if we have information on bills going down. Debbie responded no not yet and there is not enough time for review to establish a comparison.

Doug asked the question is there any other customers outside the city getting water. The response was no.

Janice Allen then spoke. She said she agrees that seniors should have their discount back. She said what she sees in small communities rates are always higher. She said what she sees here is rates went up so fast instead of gradually. She asked if there was a shortage of water or is there a lot of repair needed. Mayor Skyberg explained that yes there are lots of infrastructure repair needed shown by the water master plan and rate study.

Ila said that the City has ongoing communications with Ray Bartlett. Rita added that the citizens' concerns did not fall on deaf ears even though there is nothing being done tonight.

Citizen Crites asked if the money that paid for research on all the past audits came out of the water fund. She asked if any monies came out of water fund to pay for research on audits. Kathy Taylor responded to that question and said it came out of the General Fund.

2. Old Business - Kathy Taylor CPA - An Oral Progress Update On Visit To Secretary Of State Last Month, Process And Progress On Creating 6/30/15 Balance Sheet Values. Kathy Taylor CFO to Go

The Mayor introduced Kathy and explained that the City has been behind on the audits and Kathy Taylor has been invaluable in getting the city back on track. Kathy Taylor spoke and stated she needed to make a correction. She is Kathy Taylor who retired her CPA certificate.

Kathy stated that we are visiting the Secretary of State this month with updated information on the audits. Kathy began and said she wanted add the update on the migration to Caselle. She said while we are getting a new accounting system she wanted council to think how form follows function. She said the city is not set up for checks and balances. She advised the Council to consider going to a more traditional personnel structure where council then sets policy.

Kathy then addresses chain of command. She said this would allow us to address significant findings from 2007, and that cannot begin until the City hires an executive. That individual would have a legal, HR, and business background. She said the city also needs an accountant. The first year the accountant would have a full roll maybe later becoming less (payroll processes financial reporting, budgeting).

So in a nutshell every employee should report to an executive manager. The manager would report to the council. The manager would be responsible for proposing policy. Council would adopt policy and measure the success of the manager. Council would not directly supervise staff. Kathy explained to council if confetti accounting; she said if I

want you to understand you would get a summary; if I don't want you to understand I give you lots of details.

Kathy then stated she talked to Ila and Debbie and everyone is in agreement for the need of an executive.

Kathy said she spent the last two months recreating the last year's ending balances. The good news it is pretty straightforward. It is just a draft, however, but the bottom line is the water fund is short \$150,000.00 since 2007. So they had to draw down cash in reserves. Ila commented or asked Kathy to note there is no missing money? Kathy said she has not found any money missing. Kathy added there is \$670,000.00 in the bank and that was surprising to her.

Kathy moved to the methodology that she went thru to determine the cities fund balances for 6.30.15. First thing was that she would analyze and make sure the most restricted money is set aside. She looked at every transaction in water, sewer, and SDC fund. The SDC's had the highest priority if it was not spent (she only found one expenditure). She made sure that fund received the appropriate share of the spread of funds. Then she looked at the street fund, sewer fund and water fund, and anything that was earned in those funds. Kathy said she has analyzed every water, sewer, and street transaction since 2007. She said we had several small funds that were for cemetery and museum street light fee she swept all that into the general fund. She verified all the cash assigned to the library that had been expended. The library expenditures had exceeded all the cash from grants, donations and other cash. Those funds had no restricted money so she moved them into the library department in the general fund. Streets receive restricted money from ODOT. They did have cash in the beginning and now have about \$50,000 in the end.

Kathy said that the sewer and water looked consistent year to year with expenditures and payroll. At the end of the day, the transfers for sewer and sewer debt service looked fine. When it was all said and done, she took all the cash and liabilities and what was left went into the general fund.

The general fund unfortunately ended up negative \$150,000.00. The general fund has over extended. It is now on the books as a inter fund loan which ORS requires inter fund loans to be paid back in the current year or subsequent year. Technically the neg. \$150,000.00 in the general fund has to be paid. If it were capital it could be extended for 5 years. Kathy said what the city should decide to do is set up a transfer of \$150,000.00 over the next 3 years. There needs to be a written formal plan that needs to be considered. With respect to the water, it is more difficult to remedy.

There is now money set aside in the debt fund or (utility capital fund) which she said is about \$ 500,000.00 and most of that money is set aside for reserves. Unfortunately, cash has been reduced in reserves that are not funded. If anything happens, and you need that money the city will have to get a loan.

Last but not least, Kathy stated when she got here last year it was the worst situation she had ever seen in 45 years. She said there are positive things that happened during this time for example the amount of work Debbie, and her staff have gone thru, has lead us in the project to get a new accounting system. Kathy said Debbie has built a group of people to do cash receipting, utility billing, and added an accountant so things have improved greatly. Kathy asked for questions. Kathy said it is not insurmountable situation.

Mr. Colton asked about the shortage of \$150,000.00 wouldn't that have been improved if rates had increased over that time. Kathy responded she had done this for a long time and if cities made smaller jumps over time it would be easier on the community. The Mayor thanked Kathy, who said she is taking the show on the road to the Secretary of State.

3. Old Business - Further Discussion To Repeal Resolution 11.12.012

Mayor Skyberg

Rita asked for a discussion on this topic to be put on a work session. Gary said it was already approved. Heather stated we did not approve repealing it, but we did approve discussing it. Ila said she would like to see a work session as it was enacted in 2012 for a reason and there may be sections we need to talk about. Heather noted she is fine with doing a work session, but she is not available for a work session this month.

**MOTION:** Council Baller made a motion to take resolution #11.12.012 to a work session. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Baller, Stritzke, Bramall, Vinson, McKnight voting aye. Councilor Hill abstained

4. Old Business

Mayor Skyberg

Further discussion to Repeal Ordinance No. 643

15.16-005 A Resolution to Ordain, Repeal, and Replace Ordinance No. 643

Debbie noted that the resolution was written and sent to the attorney should the council decide to go further. Heather stated we are going to a work session so we would not be voting on it.

Debbie added the paper work was set up to match what Gary asked for; she also said she shared with the attorney what Gary stated was the basis for the requested repeal noting there was no public hearing. The attorney response was that it was not done unlawfully. He said the resolution was done in a public meeting and gave the example that this meeting is a public forum. Rita asked if there were any changes. Heather said it would revert back to the previous language as it had not happened.

Mayor asked for a Motion to move to a work session.

**MOTION:** Councilor Stritzke made a motion to table resolution #15.16.005 an ordinance to repeal Ordinance 643 until Council has conducted a work session. Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, Vinson, McKnight voting aye. Councilor Hill abstained

5. New Business - City Of Willamina EOP

Mayor Skyberg

City of Willamina EOP - Emergency Management full Plan dated March 2013 passed out at the August 27, 2015 special meeting presented by Councilor Hill. Gary noted that his intent was that the Council starts working on emergency management plan for the city. Ila said it is in the works and she is working on setting up a meeting; it is on the burner.

The Mayor asked the Council if they bring new items to the meeting to put their name on it.

6. New Business - Discussion On Designating October 1, As A Day Of Remembrance For First Responders.

Councilor Gary Hill

New Business - Discussion on designating October 1, as a day of remembrance for first responders.

Gary said he put it in two phases a proclamation and a resolution. He said his motivation to come forward as a City to show appreciation to first responders. Rita said she sees it as a very good idea.

Ila asked for a motion. Katie said is there something we should do on that day? Gary suggested lower the flags. Rita liked the idea. Jeff asked the Mayor if we should pick another date. Debbie offered she would like to clean it up and then have it read in the public forum.

The Mayor made a request regarding structure; from this point on she would like to try not to confuse things by individual request that need to be brought forward for the sake of time and make things better for Debbie. Ila thanked the Councilors and said she did not want to come across negative just wanted to help Debbie.

7. Mayors Report

Mayor Skyberg

The Mayor went to the City County Dinner.

The Mayor stated there is continued discussion on old department store and there is a committee that will be doing a walk through and bringing information to council.

Ila said she attended the Oregon Mayor Association in Dallas, which was hosted by Brian Dalton and met the Mayor of Salem. Ila added that the Mayor from Independence was told about a grant from the Ford Family Foundation which in turn then applied for a \$30,000.00 grant, and then received \$ 90,000.00 (WOW!) Also, the Mayor of McMinnville harvested off their land and received \$5,000,000.00. The Mayor reported that Oregon has more automobiles on the road than any other state.

The Mayor also attended the Oregon Coastal Caucus held at Spirit Mountain. The meeting was wonderfully done by the Confederate tribes and the Casino she said; they talked about restructuring and history of community and love helping the community. Another Discussion was held on Draught. The Governor was also in attendance.

The Cemetery committee is a member of 5; they will discuss a plan for maintenance and will meet once every 6 months.

8. Council Liaison Reports

Mayor Skyberg

The Mayor asked Dennis to report. Dennis said there is a lot of tickets available for the raffle all the money goes directly to Connie. The harvest festival, which is coming up on the 26<sup>th</sup>, there will be 21 vendors there. The Chamber brought up ODOT Signs. The Mayor has volunteered to look into that. The signs would divert people into Willamina. Bob Burr has been elected President. Ila added there will be services for Ted May field.

LIBRARY BOARD: Heather reported that there was no meeting last month. Their first meeting will be the 3rd Tuesday of the month.

The YCOM Board met last month; It was business as usual. The committee discussed who their new auditors would be.

9. Council Committee Reports

Mayor Skyberg

Planning Commission Report:

Dennis reported they finished the spreadsheet for all the zoning requirements. What is allowed not allowed. The second one is a spreadsheet for all the measurements of setbacks; all the details for putting in a new house. They had an interesting discussion on C-2. He said they should be completed or done very soon.

10. Reports Of City Officers

City Recorder

City Recorder Debbie reported that she was still thinking about Kathy Taylor's reports, which lends itself to the conversion. It is very intense. Debbie stated we installed the new server and the new air conditioner. Debbie stated the back hardware is in there and we can back up today. Debbie also shared there is a new battery backup.

Debbie talked in length regarding the conversion and time it was going to take. She explained that many software programs will go away and more efficiency is coming.

Ila asked about Heidi's Helping Hands. Debbie responded Heidi is blending in fine and doing an efficient job.

Debbie noted the last thing was the Workers Comp audit was held in August and there will be a follow up report.

Debbie reported that the City has a new planner named Jim Jacks who was now assigned to Willamina by the COG. Dennis added he is fantastic.

Public Works

Jeff reported the leak detection survey was completed. There were over 29 leaks 15 leaks on Homeowners side. Jeff said that they reported repairing the main lines breaking and that was a common thread for many cites. He reported they purchased a 2007 ford ranger PU. he asked council to motion to salvage the old vehicle at a value of \$1000.00. Ila asked for the year and make. Jeff reported it is a 93. The only issue is he does not have a title. He said he can file for a replacement title.

**MOTION:** Councilor Stritzke made a motion to declare the 1993 Ford PU for salvage. Councilor Bramall seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, Hill, Vinson, McKnight voting aye.

Jeff reported that Justin would be out of the office for the next two weeks and he has asked Amity for back up if needed.

Regarding the sidewalk project, the tentative date is the 17th hoping to be done by end of October. The Roof at City hall has been completed; the contractor found damage on the dormer. Jeff noted that he would like to get that fixed and hold off on the painting. Chris is working up a bid on that repair. Jeff noted that he wants to meet the Committee at Oaken Hills Park.

Mayor Skyberg asked for a motion to adjourn

**MOTION:** Heather made a motion to adjourn. Councilor Bramall seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, Hill, Vinson, McKnight voting aye.

**Agenda and Time of Next Meeting**

The next meeting will be held at 7:00 PM on October 8, 2015 at:  
City Of Willamina  
411 NE C St  
Willamina, Oregon 97

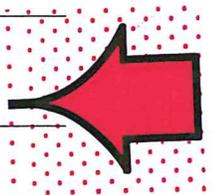
The agenda for the next meeting is as follows:  
trailers

The meeting was adjourned at 8:45pm by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard, City Recorder

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Minutes approved by: Ila Skyberg, Mayor









**To: Rita, Council President**  
**From: City Recorder**

**Special notes for the meeting.**

- 1. Replacement Pages for the Budget Packet. I will explain.**
- 2. The Minutes from Regular meeting on September 10, 2015 are present to be voted on.**
- 3. The Minutes for Sept 17, 2015 work session; need to be tabled as they are incomplete.**
- 4. Councilor Stritzke will be absent she is out sick. Jeff is out on Vacation.**
- 5. Sherry Dawkins will be here for public input.**
- 6. Possibility of an angry customer coming to council regarding their water bill.(Judy Klym)**

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Mayor Ila Skyberg

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## **REPORT TO THE CITY COUNCIL**

**John Kowolik**

**Code Enforcement Officer and Municipal Court Clerk**

**October 8, 2015**

Since my last report to the City Council I have received an additional 15 code violation complaints, 9 of them generated by reporting parties, and 6 observed by me while checking on others. Of the 15 new ones, 6 have been successfully resolved. Additionally, 6 older violations have been resolved by resident compliance upon notification.

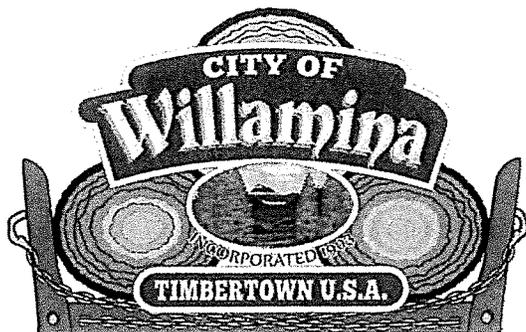
Abandoned vehicles on the public streets and left in driveways of abandoned/vacant properties are becoming more noticeable. Because of LEDS and DMV access restrictions, I am obliged to request assistance from the Sheriff's Office to determine if the vehicles are stolen, or actually just left in what would be considered long-term "storage". As it is, since my last report three vehicles were tagged as abandoned, and one towed by the Sheriff's Office.

During the month of October, the emphasis will continue on the documentation of motor homes, campers, 5th-wheels, trailers parked on streets, on private property, and in driveways. Research on ordinances regarding these vehicles which other similar size cities have in effect, will continue. At present, the Willamina Municipal Code of Ordinances addresses only bicycles in Title VII: Traffic Code, Chapter 73 - Recreational Vehicles. With the highly visible increase in the aforementioned actual recreational vehicles parked almost anywhere on and adjacent to property, this issue will be presented to the City Council for consideration.

My continuing efforts on behalf of the City are recorded in a daily activity log. The log is available at any time for review by the City Council. Also available for inspection is a running listing of code violation cases and their current status.

John Kowolik





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**MEMO TO: CITY COUNCIL**

**DATE: OCTOBER 8, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: 2015/2016 WILLAMINA CITY BUDGET**

**Background:**

On June 29, 2015 the City Budget Committee and the Governing body met for:

- Public Hearing on State Revenue Sharing and Budget Hearing
- City Council held Special Meeting on notice of budget hearing and notice of public hearing on state revenue sharing; adopted the 2015 2016 Budget, Make Appropriations & Impose & Categorize Taxes.

**Resolutions passed:**

- Resolution Declaring the City's Election to Receive State Revenue #14.15.-013
- Resolution Adopting the 2015/2016 Budget #14.15-012

July 15, 2015 I submitted to the tax assessor:

- Resolution 14.15.012: A Resolution adopting the FY015/2016 Budget, as amended, making appropriations and imposing & categorizing taxes
- Economic Improvements Assessment Spreadsheet.
- The 2015 2016 Polk County LB50 form
- The 2015 2016 Yamhill County LB50 form

*Equal Opportunity Employer TTY Dial 7-1-1 or 1-800-735-2900*

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

*1121*

*willaminaoregon.gov*

## Debbie Bernard

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**From:** Debbie Bernard  
**Sent:** Wednesday, July 15, 2015 4:26 PM  
**To:** ila skyberg; Gary Hill; Wildwood MusicFest; stritzkeh@ci.willamina.or.us; mcknightt@ci.willamina.or.us; Allan Bramall; NEL5HILL@HOTMAIL.COM  
**Subject:** Yamhill County Notification and Polk County Notification

Members of Council:

I have emailed and confirmed by phone that both Yamhill County and Polk County are in receipt of our LB50 and accompanying documents.

- Ilene at Yamhill County Assessor confirmed receipt by phone.
- 'Janssen, DD' [janssen.dd@co.polk.or.us](mailto:janssen.dd@co.polk.or.us) confirmed receipt and stamped in paperwork and put in on the Polk County Assessors desk.

Below are documents submitted:

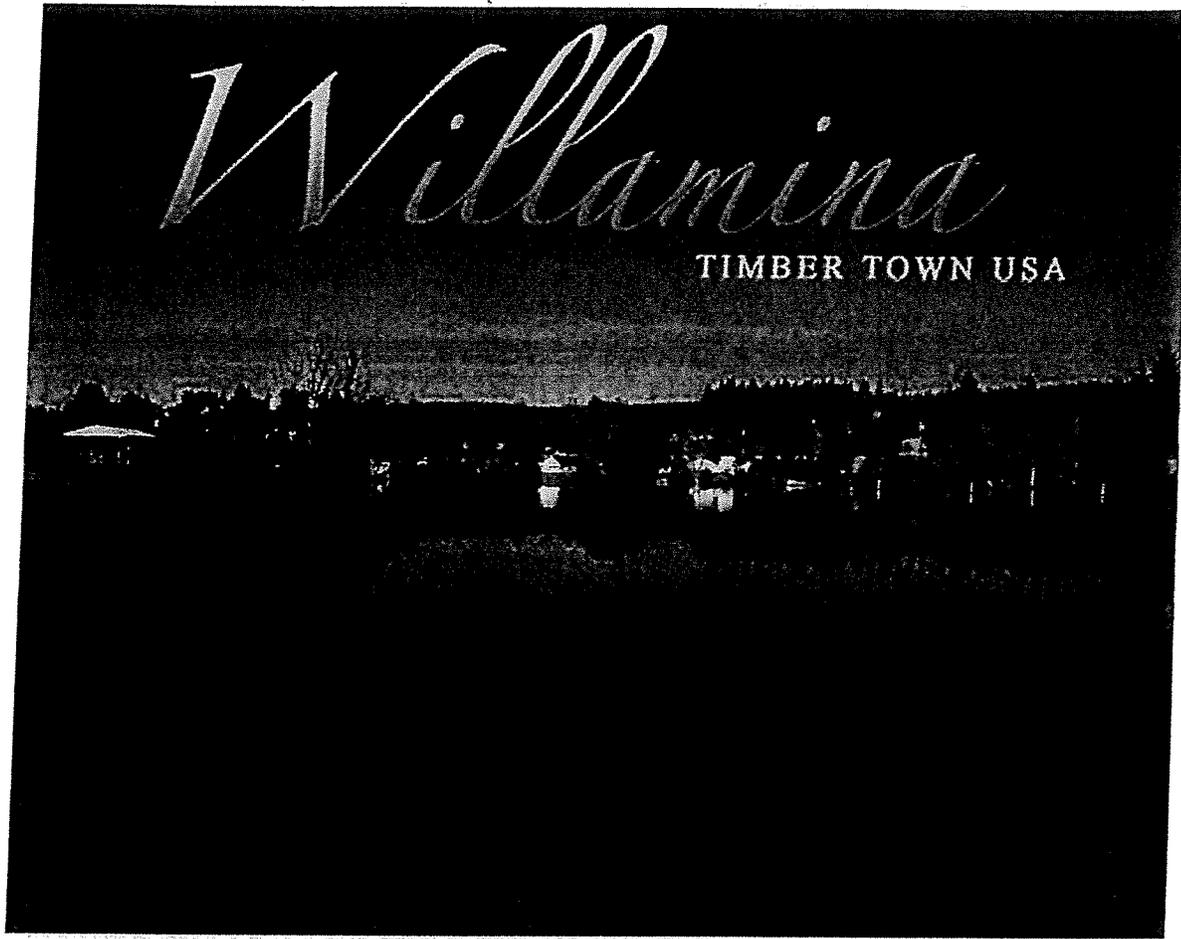
- Resolution 14.15.012: A Resolution adopting he FY015/2016 Budget, as amended, making appropriations and imposing & categorizing taxes
- Economic Improvements Assessment Spreadsheet.
- The 2015 2016 Polk County LB50 form
- The 2015 2016 Yamhill County LB50 form

Note:

Regarding the Adopted **Budget Document**. I did **not send** the County Clerk a copy of the Budget Document as I do not have a copy of the document that shows the column Adopted in our computer system in the shared drive; I spoke with Kathy this morning; she is in Washington and promised to email me the correct copy when she returns home today. I will then take a physical copy to the clerk office.

If you have any questions, please give me a call.

*CITY RECORDER DEBBIE BERNARD*  
CITY OF WILLAMINA  
411 NE "C" St  
Willamina, Oregon 97396  
P: (503)876-2242  
F:(503)876-1121  
[willaminaoregon.gov](http://willaminaoregon.gov)



2015/2016

Budget

City of Willamina  
Updated Budget Calendar  
FY2015-2016

**April 2015**

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes:
			1	2	3	4	<b>Apr 23:</b> Budget Committee Meet & Greet 6:00 PM
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	★ 23	24	25	
26	27	28	29	30			
							Report Card Dates Apr 29 - June 5, 2015

**May 2015**

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes:
					1	2	<b>May 21:</b> Budget Committee Meeting 7:00 PM (Budget Message, Public Comment, Budget Deliberation)
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	★ 21	22	23	
24	25	26	27	28	29	30	
31							

**June 2015**

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Notes:
	1	2	3	4	5	6	<b>June 9:</b> Budget Meeting (Required) 7:00 PM
7	8	★ 9	10	11	12	13	
14	15	16	17	18	19	20	<b>June 25:</b> Special Council Meeting to Adopt Budget, Make Appropriations, Impose Categorize Taxes 7:00 PM
21	22	23	24	★ 25	26	27	
28	29	★ 30					<b>June 30:</b> Budget Submission Deadline

0.  
0.

00 "EXHIBIT A"

**NOTICE**

**OF BUDGET HEARING**

NOTICE OF BUDGET HEARING

MONDAY, JUNE 29, 2015

7:00 PM

A public meeting of the Willamina City Council will be held on Monday, June 29th, 2015 at 7:00 pm at Willamina City Hall, 411 NE C Street, Willamina, Oregon. The purpose of this meeting is to obtain public comment on and discuss the budget for the fiscal year beginning July 1, 2015 as approved by the City of Willamina Budget Committee. A copy of the budget may be inspected or obtained at Willamina City Hall, 411 NE C Street, between the hours of 8:00 a.m. and 5:00 p.m. weekdays or online at [www.willaminaoregon.gov](http://www.willaminaoregon.gov). This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

NR Published June 23, 2015

# News-Register

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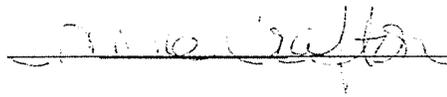
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PO Box 727

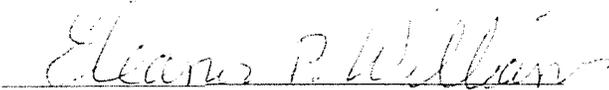
## AFFIDAVIT OF PUBLICATION

STATE OF OREGON } ss.

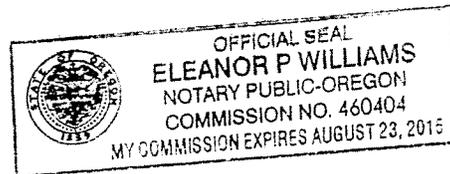
County of Yamhill

I, Connie Crafton, being first duly sworn, depose and say that I am the Legal Clerk, of the NEWS-REGISTER, a newspaper of general circulation as defined by O.R.S. 193.010 and O.R.S. 193.020 published two times each week at McMinnville, County of Yamhill, State of Oregon, and that **City of Willamina - Public Hearing June 29, 2015 Budget Hearing - - June 23, 2015** Subscribed and sworn before me this **6/30/2015**.

  
\_\_\_\_\_

  
\_\_\_\_\_

Notary Public for Oregon  
My Commission Expires 08/23/2015



0.  
0.

00 "EXHIBIT A"

# News-Register

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PO Box 727

### STATE REVENUE FUNDS HEARING

NOTICE OF PUBLIC HEARING  
STATE REVENUE SHARING FUNDS  
MONDAY, JUNE 29, 2015  
7:15 PM

Notice is hereby given that a public hearing to discuss proposed uses of State Revenue Sharing Funds in the City of Willamina FY 2015/2016 Budget will be held before the Willamina City Council at 7:15 pm, Monday, June 29, 2015, in conjunction with the Budget Hearing. These funds are proposed to be used to offset the cost of street lighting in the City. All interested persons are encouraged to participate.  
NR Published June 23, 2015

### AFFIDAVIT OF PUBLICATION

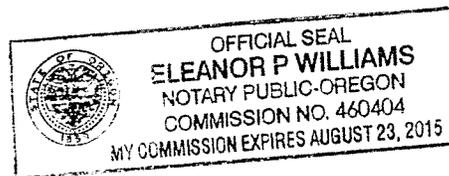
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Subscribed and sworn before me this 6/30/2015 .

Connie Crafton

Eleanor P. Williams

Notary Public for Oregon  
My Commission Expires 08/23/2015



7:15 PM

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Budget will be held before the Willamina City Council at

7:15 pm, Monday, June 29, 2015, in conjunction with the Budget Hearing. These funds are proposed to be used to offset the cost of street lighting in the City. All interested persons are encouraged to participate.

NR Published June 23, 2015

## VI. Council Special Meeting

June 29, 2015 at 7:00pm

### 1. NOTICE OF BUDGET HEARING

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7:00 PM

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NR Published June 23, 2015.

### 2. NOTICE OF PUBLIC HEARING

STATE REVENUE SHARING FUNDS

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### 3. Resolutions

- a. Resolution Declaring the City's Election to Receive State Revenue
- b. Resolution Adopting the 2015/2016 Budget

2

*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.*

P:\BUDGET COMMITTEE\2014-2015 BUDGET COMMITTEE AGENDA



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: Vacant*  
*Library: Melissa Hansen & Amber Deibel*  
*Public Works Director: Jeff Brown*  
*Code Enforcement: John Kowalik*

**MEMO TO: City Council and Budget Committee**

**DATE: May 21, 2015**

**FROM: Debbie Bernard, City Recorder**

**SUBJECT: Budget Message – FY 2015/2106**

Budget Message – FY 2015/2016

May 21, 2015

**FY 2014/2015 Recap**

The last fiscal year has seen a lot of change in the administrative structure of the City. The City Recorder, Sue Hollis separated from the City effective November 30, 2014. Debbie Bernard took the position of City Recorder at the end of January 2015. The City hired Rochelle Roaden as the accountant February 16, 2015. The majority of the duties had fallen to Debbie during the time that Sue Hollis prepared for a medical leave. Andrea Wyckoff was hired by Sue as pro tem during her medical leave period of 8 weeks. Before Sue departure for surgery she recommended the City Council contract Kathy Taylor as a CFO to go to work with Sue in getting the Audits completed upon her return. Andrea did the accounts payable and City Council meetings. During Andrea time in Sue's position she discovered discrepancies in the accounting and reported that to the authorities. The City Council and Sue Hollis agreed upon a separation effective November 30, 2014. Early in the month of November Kent Stuart retired as Code Enforcement. The code enforcement job under the police services contract was not filled. In addition, City Hall was transformed by taking boxes for files into storage for retention. There were 3 rooms in the house full of City archive records dated back to the 1950's. The project afforded the office staff 2 office spaces: one for the accountant and one for the City Recorder.

The City Council also seen change when the newly elected Mayor Ila Skyberg took over as Mayor prior the end of the incumbent Corey Adams term who vacated his seat 2 months early. During this same election Yamhill County voted in a newly elected Sherriff Tim Swenson

A forensic audit begun in December 2014 and was put on hold by the management because the CFO to go Kathy Taylor was working with the City. No theft was discovered but a mismanagement of record keeping was an issue. The cost of hiring the CFO to Go is at \$100.00 an hour which was an unbudgeted expense averaging \$4,000 a month.

Summary of changes:

Month	Name	Change
9/10/14	Andrea Wycoff Pro tem	Hired
9/15/14	Sue Hollis	Sue Leaves on medical leave
11/6/14	Kent Stuart	Retired Position Vacated
11/13/14	Ila Skyberg elected Mayor	Mayor Skyberg takes office
11/30/14	Sue Hollis	Seperated from the City
12/1/14	Kathy Taylor CFO TO GO	Kathy Taylor CFO/begins her observations
1/23/14	Debbie Bernard City Recorder	Starts the responsibility of City Administrator
2/16/15	Rochelle Roaden Accountant	Begins work w/the advisor Kathy Taylor
5/9/15	Denise Willms Youth Services Librarian	Position listed in house.
5/11/15	John Kowolik	Position of Code enforcement was brought in house.

Audit extensions had been filed prior to Sue Hollis's departure. Kathy Taylor communicated with the Auditors to give them her observations and plan to bring the Cities audits current.

Funds to support City operations are being accounted for in a new form of allocations which will be explained in this meeting by Kathy Taylor. One specific change to note is the budget document is working with actuals researched by Rochelle our accountant. The largest two items affecting all departments is the estimated \$68,000 expense to bring our audits current through 2014/15. The purchase of the new Caselle Software is at \$62,000 and the support of a CFO To Go is at a cost of \$28, 000 in 2014/15 and estimated \$50,000 in 2015/2016.

The cost of police is increasing by 6.84 from \$175,000 to \$188,000 not to include code enforcement. Code Enforcement has been brought in house at the cost savings from \$40,500 for 20 hours a week to \$38,590 in 2015/2016 starting as part-time after 6 months going full-time; a gain of 20 hours.

The City has a Collective Bargaining Agreement that is in effect until June 30, 2017. The budget includes a 2% cost of living and 1% increase with performance review at anniversary. The Budget includes a 3% merit increase for eligible employees which are exempt. The proposed budget includes funds for staff training and attendance at conferences and seminars, and continued education to maintain required certifications.

Under the terms of the Collective Bargaining Agreement, employees pay 10% of the cost of their medical, vision and dental insurance. The City pays for life insurance and accidental death and disability. Those costs have increased about 9% this year overall. The City also pays the employee share of PERS. The budget includes a PERS rate of 12% of eligible salary.

The proposed budget includes the new rate structure of charging customers by the meter size and commodity rate and the approved 5% increase in sewer rates of which 2% of the 5% sewer

increase will be dedicated to building a debt reserve for the sewer fund. Rates will be effective with the June 16-July 15, 2015 billing cycle. The approved rate changes will change the base meter rate be reduced and the commodity (usage) rate be increased. The goal is to collect adequate funds to repay our debt and finance future needs. It is estimated that water revenue will increase by \$33,000 for 2015/2016 year and \$22,000 for sewer. The Economic & Financial Analysis, prepared by Ray Bartlet, projects that the change in rate structure will generate adequate funds to qualify for USDA refinancing. The City was awarded a \$99,000 Community Development Block Grant (CDBG) for updating the Water Master Plan and conducting a rate study. Both have completed during this fiscal year. The Master Plan must be updated before the City can apply for grants for capital improvements to the water system. The water rate study is being implemented this year.

The budget also includes a \$15,000 Oregon Green for Growth Grant (which will be distributed between the Willamina Library, the Museum, and the Old Department Store building on Main); The Small Cities Allotment Grant for \$125,000 (increased to \$208,000 by ODOT in June 2015) for sidewalk and curb repair on Main St. and a small cities allotment grant \$50,000 for the SW Pioneer Avenue: SW Cherry St to SW Fir St Overlay Project. In addition to a small cities grant of \$1700 which will go to the cities roof.

Capital expenses in the budget are the second payment for Caselle Software and the purchase of a new server. The cities finance department will pay off the Caselle Software balance of \$32,00 and purchase the new server at \$15,00 to run the robust financial software which will serve the city as it is integrated software that will run utility billing, court, online payments and general ledger; in addition to software backup at a cost of \$500.00 per month. The staff will implement the software and travel to Utah for training.

We continue to work hard to meet the many challenges faced by communities of our size throughout the country. We are proud of what the City Council, various Boards and Commissions and City staff have accomplished during the past year and expect that next year will be even more productive by completing most of our past audits! Our intention is to be good stewards of public funds and serve the citizens.

<b>Budget By Fund</b>	<b>Adopted 2013-2014</b>	<b>Adopted 2014-2015</b>	<b>Proposed 2015-2016</b>	<b>Approved 2015-2016</b>	<b>Adopted 2015-2016</b>
<b>10 General</b>	<b>(50,700)</b>	<b>(52,150)</b>	<b>339,337</b>	<b>339,337</b>	<b>339,337</b>
<b>1 Resource</b>	<b>9,900</b>	<b>6,200</b>	<b>336,027</b>	<b>336,027</b>	<b>336,027</b>
10 Fund Balance	-	-	15,000	15,000	15,000
11 Fees, License, Assements, Fines	100	100	88,037	88,037	88,037
12 Intergovernmental, Grants, Gift	9,700	6,000	20,700	20,700	20,700
15 All Other Revenue	100	100	-	-	-
51 Transfer in	-	-	212,290	212,290	212,290
<b>2 Requirements</b>	<b>(60,600)</b>	<b>(58,350)</b>	<b>3,310</b>	<b>3,310</b>	<b>3,310</b>
20 Personal Services	(10,350)	(9,700)	251,903	251,903	251,903
21 Material & Services	(40,950)	(43,450)	(51,673)	(51,673)	(51,673)
30 Capital	(9,300)	(2,500)	(101,200)	(101,200)	(101,200)
40 Debt Service	-	(2,700)	(3,150)	(3,150)	(3,150)
50 Transfer out	-	-	(46,363)	(46,363)	(46,363)
80 Contingency	-	-	(46,207)	(46,207)	(46,207)
<b>20 Street</b>	<b>(10,400)</b>	<b>(25,100)</b>	<b>(86,670)</b>	<b>(86,670)</b>	<b>(86,670)</b>
<b>1 Resource</b>	<b>10,100</b>	<b>125,200</b>	<b>208,000</b>	<b>208,000</b>	<b>208,000</b>
12 Intergovernmental, Grants, Gift	10,000	125,000	208,000	208,000	208,000
15 All Other Revenue	100	200	-	-	-
<b>2 Requirements</b>	<b>(20,500)</b>	<b>(150,300)</b>	<b>(294,670)</b>	<b>(294,670)</b>	<b>(294,670)</b>
20 Personal Services	(6,200)	(11,300)	(52,910)	(52,910)	(52,910)
21 Material & Services	(13,300)	(13,000)	-	-	-
30 Capital	(1,000)	(126,000)	(209,000)	(209,000)	(209,000)
50 Transfer out	-	-	(25,812)	(25,812)	(25,812)
80 Contingency	-	-	(6,948)	(6,948)	(6,948)
<b>21 Street SDC</b>	<b>-</b>	<b>(32,060)</b>	<b>(51,420)</b>	<b>(51,420)</b>	<b>(51,420)</b>
<b>2 Requirements</b>	<b>-</b>	<b>(32,060)</b>	<b>(51,420)</b>	<b>(51,420)</b>	<b>(51,420)</b>
80 Contingency	-	-	(51,420)	(51,420)	(51,420)
90 Ending	-	(32,060)	-	-	-
<b>30 Water</b>	<b>(24,500)</b>	<b>(18,500)</b>	<b>(226,069)</b>	<b>(226,069)</b>	<b>(226,069)</b>
<b>2 Requirements</b>	<b>(24,500)</b>	<b>(18,500)</b>	<b>(226,069)</b>	<b>(226,069)</b>	<b>(226,069)</b>
20 Personal Services	(3,000)	(1,200)	(133,389)	(133,389)	(133,389)
21 Material & Services	(18,500)	(16,000)	(500)	(500)	(500)
30 Capital	(3,000)	(1,300)	-	-	-
50 Transfer out	-	-	(67,630)	(67,630)	(67,630)
80 Contingency	-	-	(24,550)	(24,550)	(24,550)
<b>31 Water SDC</b>	<b>20</b>	<b>18,100</b>	<b>1,826</b>	<b>1,826</b>	<b>1,826</b>
<b>1 Resource</b>	<b>20</b>	<b>18,100</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
10 Fund Balance	-	18,020	20,000	20,000	20,000
15 All Other Revenue	20	80	-	-	-
<b>2 Requirements</b>	<b>-</b>	<b>-</b>	<b>(18,174)</b>	<b>(18,174)</b>	<b>(18,174)</b>
80 Contingency	-	-	(18,174)	(18,174)	(18,174)
<b>40 Waste Water</b>	<b>(24,500)</b>	<b>(23,800)</b>	<b>(265,883)</b>	<b>(265,883)</b>	<b>(265,883)</b>
<b>2 Requirements</b>	<b>(24,500)</b>	<b>(23,800)</b>	<b>(265,883)</b>	<b>(265,883)</b>	<b>(265,883)</b>
20 Personal Services	-	-	(138,377)	(138,377)	(138,377)
21 Material & Services	(21,500)	(22,500)	(4,000)	(4,000)	(4,000)
30 Capital	(3,000)	(1,300)	-	-	-
50 Transfer out	-	-	(70,159)	(70,159)	(70,159)
80 Contingency	-	-	(53,347)	(53,347)	(53,347)
<b>41 Waste Water SDC</b>	<b>-</b>	<b>22,500</b>	<b>(975)</b>	<b>(975)</b>	<b>(975)</b>
<b>2 Requirements</b>	<b>-</b>	<b>22,500</b>	<b>(975)</b>	<b>(975)</b>	<b>(975)</b>
80 Contingency	-	-	(975)	(975)	(975)
90 Ending	-	22,500	-	-	-
<b>50 Utility Debt Service</b>	<b>-</b>	<b>-</b>	<b>2,674</b>	<b>2,674</b>	<b>2,674</b>
<b>1 Resource</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
10 Fund Balance	-	-	5,000	5,000	5,000
15 All Other Revenue	-	-	-	-	-
<b>2 Requirements</b>	<b>-</b>	<b>-</b>	<b>(2,326)</b>	<b>(2,326)</b>	<b>(2,326)</b>
50 Transfer out	-	-	(2,326)	(2,326)	(2,326)



Detail Line Item Budget By Fund	Adopted 2013-2014	Adopted 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
<b>10 General</b>	<b>(50,700)</b>	<b>(52,150)</b>	<b>339,337</b>	<b>339,337</b>	<b>339,337</b>
<b>1 Resource</b>	<b>9,900</b>	<b>6,200</b>	<b>336,027</b>	<b>336,027</b>	<b>336,027</b>
10 Fund Balance	-	-	15,000	15,000	15,000
010-000-4000 BEGINNING FUND BALANCE - Green for Growth	-	-	15,000	15,000	15,000
11 Fees, License, Assesments, Fines	100	100	88,037	88,037	88,037
010-000-4011 FRANCHISE FEES Wave Broadband	-	-	255	255	255
010-000-4012 FRANCHISE FEES Western Oregon Waste	-	-	4,675	4,675	4,675
010-000-4013 FRANCHISE FEES Centurylink	-	-	12,001	12,001	12,001
010-000-4014 FRANCHISE FEES Northwest Natural	-	-	12,684	12,684	12,684
010-000-4015 FRANCHISE FEES PGE	-	-	58,422	58,422	58,422
010-300-4226 FINES and FORFEITURES	100	100	-	-	-
12 Intergovernmental, Grants, Gifts	9,700	6,000	20,700	20,700	20,700
010-000-4306 STATE REVENUE SHARING	-	-	19,000	19,000	19,000
010-000-4601 CIS RISK MANAGEMENT INCENTIVE	2,200	-	-	-	-
010-000-4602 DLCD TECHNICAL ASSISTANCE GRANT	1,000	-	-	-	-
010-000-4605 ODF&W GRANT - HUDDLESTON POND	5,000	5,000	-	-	-
010-000-4606 YC Small City Allotment (SCA)	-	-	1,700	1,700	1,700
010-000-4700 DONATIONS - MISCELLANEOUS	500	500	-	-	-
010-000-4702 DONATIONS - MUSEUM	500	500	-	-	-
010-400-4513 OLA OREGON READS 2014	500	-	-	-	-
15 All Other Revenue	100	100	-	-	-
010-000-4600 INTEREST INCOME	100	100	-	-	-
51 Transfer in	-	-	212,290	212,290	212,290
010-700-4900 Transfer Capital Share	-	-	-	-	-
010-700-8901 Overheard Allocation	-	-	212,290	212,290	212,290
<b>2 Requirements</b>	<b>(60,600)</b>	<b>(58,350)</b>	<b>3,310</b>	<b>3,310</b>	<b>3,310</b>
20 Personal Services	(10,350)	(9,700)	251,903	251,903	251,903
010-150-5999 OFFICE COORDINATOR	-	(800)	-	-	-
010-300-5999 OFFICE SPECIALIST II	(3,700)	(3,000)	-	-	-
010-300-5999 PERS	(1,500)	(1,500)	-	-	-
010-300-5999 UNEMPLOYMENT	(500)	(200)	-	-	-
010-350-5300 Public Works Allocation	-	-	(548)	(548)	(548)
010-350-5700 SUMMER YOUTH PROGRAM	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
010-350-5999 UNEMPLOYMENT	(1,000)	(400)	-	-	-
010-450-5999 SOCIAL SECURITY/MEDICARE	(1,000)	(1,000)	-	-	-
010-450-5999 UNEMPLOYMENT	(500)	(400)	-	-	-
010-450-5999 WORKERS COMPENSATION	(150)	(100)	-	-	-
010-610-5200 Admin Payroll Allocation	-	-	110,041	110,041	110,041
010-620-5032 OFFICE SPECIALIST II	-	(300)	(26,383)	(26,383)	(26,383)
010-620-5037 UTILITY TECHNICIAN II	-	-	(46,977)	(46,977)	(46,977)
010-620-5200 Admin Payroll Allocation	-	-	(12,605)	(12,605)	(12,605)
010-620-5300 Public Works Allocation	-	-	230,375	230,375	230,375
21 Material & Services	(40,950)	(43,450)	(51,673)	(51,673)	(51,673)
010-100-6038 INSURANCE	(300)	(300)	-	-	-
010-100-6065 PROFESSIONAL SERVICES	(300)	(300)	-	-	-
010-100-6070 SUPPLIES	(500)	(500)	-	-	-
010-100-6079 TRAVEL & MEETINGS	(2,200)	(2,000)	(600)	(600)	(600)
010-150-6041 SAFETY EXPENSE	(200)	(200)	(200)	(200)	(200)
010-150-6051 CLEANING SERVICE	-	-	(4,800)	(4,800)	(4,800)
010-150-6064 AUDIT SERVICES	-	-	(20,000)	(20,000)	(20,000)
010-150-6069 IT SERVICES - BACKUP	-	-	(6,000)	(6,000)	(6,000)
010-150-6079 TRAVEL & MEETINGS	(700)	(700)	(700)	(700)	(700)
010-300-6005 BUILDING MAINTENANCE & REPAIR	(300)	(300)	-	-	-
010-300-6038 INSURANCE	(600)	(500)	-	-	-
010-300-6041 SAFETY EXPENSE	(200)	(200)	-	-	-
010-300-6050 LICENSES, DUES & PERMITS	(100)	(100)	(100)	(100)	(100)
010-300-6068 IT SERVICES	(3,100)	(3,000)	-	-	-
010-300-6079 TRAVEL & MEETINGS	(500)	(500)	(500)	(500)	(500)
010-300-6090 UTILITIES	(500)	(500)	-	-	-

**Detail Line Item Budget By Fund**

	Adopted 2013-2014	Adopted 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
010-350-6020 EQUIPMENT REPAIR & MAINTENANCE	(3,000)	(2,000)	-	-	-
010-350-6038 INSURANCE	(2,000)	(4,600)	-	-	-
010-350-6041 SAFETY EXPENSE	(500)	(500)	-	-	-
010-350-6050 LICENSES, DUES & PERMITS	(100)	(100)	-	-	-
010-350-6065 PROFESSIONAL SERVICES	(2,000)	(1,500)	-	-	-
010-350-6068 IT SERVICES	(700)	(500)	-	-	-
010-350-6073 Pond Aquatic Weed Control	-	-	(7,000)	(7,000)	(7,000)
010-350-6881 BUILDING MNT & REPAIR Tina Miller Park	-	-	(500)	(500)	(500)
010-352-6090 UTILITIES - STREET LIGHTS	-	-	(8,000)	(8,000)	(8,000)
010-400-6020 EQUIPMENT REPAIR & MAINTENANCE	(500)	(500)	-	-	-
010-400-6021 EQUIPMENT LEASE	(3,500)	(3,000)	-	-	-
010-400-6041 SAFETY EXPENSE	(200)	(200)	-	-	-
010-400-6050 LICENSES, DUES & PERMITS	(300)	(500)	(500)	(500)	(500)
010-400-6065 PROFESSIONAL SERVICES	(1,500)	(4,500)	-	-	-
010-400-6068 IT SERVICES	(1,000)	(1,000)	-	-	-
010-400-6430 SPECIAL PROGRAMS - ADULT	(200)	(200)	(200)	(200)	(200)
010-400-7502 AUDIO/VISUAL (CHILDREN & YA)	(250)	(200)	(200)	(200)	(200)
010-400-7510 LOST BOOK REPLACEMENT	(500)	(300)	(300)	(300)	(300)
010-400-7511 LOST AV REPLACEMENT	(200)	(200)	(200)	(200)	(200)
010-400-7514 OREGON READS 2014 GRANT	(500)	-	-	-	-
010-450-6038 INSURANCE	(450)	(600)	-	-	-
010-450-6041 SAFETY EXPENSE	(200)	(200)	-	-	-
010-450-6061 POSTAGE	(400)	(400)	(400)	(400)	(400)
010-450-6063 PRINTING/PUBLISHING	(1,000)	(1,000)	(800)	(800)	(800)
010-450-6065 PROFESSIONAL SERVICES	(1,500)	(3,000)	-	-	-
010-450-6068 IT SERVICES	(1,000)	(1,000)	-	-	-
010-450-6070 SUPPLIES	(750)	(500)	-	-	-
010-450-6075 TELEPHONE	-	(200)	(173)	(173)	(173)
010-450-6077 CONFERENCES/TRAINING	(3,000)	(1,500)	-	-	-
010-450-6090 UTILITIES	(500)	(500)	-	-	-
010-550-6021 EQUIPMENT LEASE	(2,500)	(3,000)	-	-	-
010-550-6038 INSURANCE	(1,000)	(1,250)	-	-	-
010-550-6046 MUSEUM STIPEND	(500)	-	(500)	(500)	(500)
010-550-6050 LICENSES, DUES & PERMITS	(200)	(100)	-	-	-
010-550-6065 PROFESSIONAL SERVICES	(800)	(500)	-	-	-
010-550-6070 SUPPLIES	(700)	(700)	-	-	-
30 Capital	(9,300)	(2,500)	(101,200)	(101,200)	(101,200)
010-150-8031 ACCOUNTING SYSTEM	-	-	(32,000)	(32,000)	(32,000)
010-150-8032 VIRTUAL SERVER UPGRADE	-	-	(15,000)	(15,000)	(15,000)
010-150-8033 CITY HALL ROOF	-	-	(10,000)	(10,000)	(10,000)
010-150-8034 PAINT CITY HALL	-	-	(8,000)	(8,000)	(8,000)
010-150-8035 iCAMPUS SOFTWARE	-	-	(3,500)	(3,500)	(3,500)
010-150-8091 Green for Growth Grant - Dept store	-	-	(5,000)	(5,000)	(5,000)
010-150-8091 Green for Growth Grant -WVCC	-	-	(5,000)	(5,000)	(5,000)
010-150-8094 YC SCA - Dept Store	-	-	(1,700)	(1,700)	(1,700)
010-200-8011 VEHICLE	-	-	(4,000)	(4,000)	(4,000)
010-350-8090 SHOP IMPROVEMENTS	(1,000)	(500)	-	-	-
010-400-8090 LIBRARY RENOVATION	(2,600)	-	-	-	-
010-400-8091 Green for Growth Grant-Façade	(2,600)	-	(5,000)	(5,000)	(5,000)
010-450-8010 EQUIPMENT	(1,100)	(1,000)	-	-	-
010-550-8036 PAINT MUSEUM	(2,000)	(1,000)	(12,000)	(12,000)	(12,000)
40 Debt Service	-	(2,700)	(3,150)	(3,150)	(3,150)
010-350-7040 KIWANIS 2-YEAR LOAN PAYMENT	-	(2,700)	(3,150)	(3,150)	(3,150)
50 Transfer out	-	-	(46,363)	(46,363)	(46,363)
010-620-8901 Overheard Allocation	-	-	(46,363)	(46,363)	(46,363)
010-700-8900 Transfer Capital Share	-	-	-	-	-
80 Contingency	-	-	(46,207)	(46,207)	(46,207)
010-800-9000 CONTINGENCY	-	-	(46,207)	(46,207)	(46,207)
<b>20 Street</b>	<b>(10,400)</b>	<b>(25,100)</b>	<b>(86,670)</b>	<b>(86,670)</b>	<b>(86,670)</b>

**Detail Line Item Budget By Fund**

	Adopted 2013-2014	Adopted 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
<b>1 Resource</b>	<b>10,100</b>	<b>125,200</b>	<b>208,000</b>	<b>208,000</b>	<b>208,000</b>
12 Intergovernmental, Grants, Gifts	10,000	125,000	208,000	208,000	208,000
020-000-4609 ODOT BIKEWAY/SIDEWALK GRANT	10,000	125,000	208,000	208,000	208,000
15 All Other Revenue	100	200	-	-	-
020-000-4600 INTEREST INCOME	100	200	-	-	-
<b>2 Requirements</b>	<b>(20,500)</b>	<b>(150,300)</b>	<b>(294,670)</b>	<b>(294,670)</b>	<b>(294,670)</b>
20 Personal Services	(6,200)	(11,300)	(52,910)	(52,910)	(52,910)
020-100-5034 WASTE WATER TREATMENT PLANT OPERATOR	-	(2,600)	-	-	-
020-100-5200 Admin Payroll Allocation	-	-	(15,157)	(15,157)	(15,157)
020-100-5300 Public Works Allocation	-	-	(35,753)	(35,753)	(35,753)
020-100-5700 SUMMER YOUTH PROGRAM	(2,000)	(2,000)	(2,000)	(2,000)	(2,000)
020-100-5999 PERS	(3,200)	(4,300)	-	-	-
020-100-5999 UNEMPLOYMENT	(1,000)	(400)	-	-	-
020-100-5999 WATER TREATMENT PLANT OPERATOR	-	(2,000)	-	-	-
21 Material & Services	(13,300)	(13,000)	-	-	-
020-100-6020 EQUIPMENT REPAIR & MAINTENANCE	(5,000)	(5,000)	-	-	-
020-100-6021 EQUIPMENT LEASE	(1,000)	(1,000)	-	-	-
020-100-6038 INSURANCE	(2,000)	(3,400)	-	-	-
020-100-6041 SAFETY EXPENSE	(500)	(400)	-	-	-
020-100-6065 PROFESSIONAL SERVICES	(4,500)	(3,000)	-	-	-
020-100-6077 CONFERENCES/TRAINING	(300)	(200)	-	-	-
30 Capital	(1,000)	(126,000)	(209,000)	(209,000)	(209,000)
020-100-8090 SHOP IMPROVEMENTS	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
020-100-8099 E MAIN ST SIDEWALK GRANT PROJECT	-	(125,000)	(208,000)	(208,000)	(208,000)
50 Transfer out	-	-	(25,812)	(25,812)	(25,812)
020-700-8901 Overheard Allocation	-	-	(25,812)	(25,812)	(25,812)
80 Contingency	-	-	(6,948)	(6,948)	(6,948)
020-800-9000 CONTINGENCY	-	-	(6,948)	(6,948)	(6,948)
<b>21 Street SDC</b>	<b>-</b>	<b>(32,060)</b>	<b>(51,420)</b>	<b>(51,420)</b>	<b>(51,420)</b>
<b>2 Requirements</b>	<b>-</b>	<b>(32,060)</b>	<b>(51,420)</b>	<b>(51,420)</b>	<b>(51,420)</b>
80 Contingency	-	-	(51,420)	(51,420)	(51,420)
021-900-9000 CONTINGENCY	-	-	(51,420)	(51,420)	(51,420)
90 Ending	-	(32,060)	-	-	-
021-900-9900 UNAPPROPRIATED ENDING FUND BALANCE	-	(32,060)	-	-	-
<b>30 Water</b>	<b>(24,500)</b>	<b>(18,500)</b>	<b>(226,069)</b>	<b>(226,069)</b>	<b>(226,069)</b>
<b>2 Requirements</b>	<b>(24,500)</b>	<b>(18,500)</b>	<b>(226,069)</b>	<b>(226,069)</b>	<b>(226,069)</b>
20 Personal Services	(3,000)	(1,200)	(133,389)	(133,389)	(133,389)
030-100-5200 Admin Payroll Allocation	-	-	(39,714)	(39,714)	(39,714)
030-100-5300 Public Works Allocation	-	-	(93,675)	(93,675)	(93,675)
030-100-5999 UNEMPLOYMENT	(3,000)	(1,200)	-	-	-
21 Material & Services	(18,500)	(15,000)	(500)	(500)	(500)
030-100-6020 EQUIPMENT REPAIR & MAINTENANCE	(5,000)	(5,000)	-	-	-
030-100-6021 EQUIPMENT LEASE	(2,500)	(2,500)	-	-	-
030-100-6038 INSURANCE	(10,000)	(6,500)	-	-	-
030-100-6077 CONFERENCES/TRAINING	(1,000)	(1,000)	(500)	(500)	(500)
30 Capital	(3,000)	(1,300)	-	-	-
030-100-8000 MOVE ELECTRICAL AT WATER INTAKE	-	-	-	-	-
030-100-8000 REPLACE HANDHELD B PROBE	-	-	-	-	-
030-100-8010 SAMPLE PUMP FOR WT PLANT	-	-	-	-	-
030-100-8090 SHOP IMPROVEMENTS	(3,000)	(1,300)	-	-	-
50 Transfer out	-	-	(67,630)	(67,630)	(67,630)
030-700-8901 Overheard Allocation	-	-	(67,630)	(67,630)	(67,630)
80 Contingency	-	-	(24,550)	(24,550)	(24,550)
030-800-9000 CONTINGENCY	-	-	(24,550)	(24,550)	(24,550)
<b>31 Water SDC</b>	<b>20</b>	<b>18,100</b>	<b>1,826</b>	<b>1,826</b>	<b>1,826</b>
<b>1 Resource</b>	<b>20</b>	<b>18,100</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>
10 Fund Balance	-	18,020	20,000	20,000	20,000
031-000-4000 BEGINNING FUND BALANCE	-	18,020	20,000	20,000	20,000
15 All Other Revenue	20	80	-	-	-
031-000-4600 INTEREST INCOME	20	80	-	-	-

Detail Line Item Budget By Fund		Adopted 2013-2014	Adopted 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
<b>2 Requirements</b>				(18,174)	(18,174)	(18,174)
80 Contingency				(18,174)	(18,174)	(18,174)
	031-900-9000 CONTINGENCY			(18,174)	(18,174)	(18,174)
<b>40 Waste Water</b>		(24,500)	(23,800)	(265,883)	(265,883)	(265,883)
<b>2 Requirements</b>		(24,500)	(23,800)	(265,883)	(265,883)	(265,883)
20 Personal Services				(138,377)	(138,377)	(138,377)
	040-100-5200 Admin Payroll Allocation			(41,199)	(41,199)	(41,199)
	040-100-5300 Public Works Allocation			(97,178)	(97,178)	(97,178)
21 Material & Services		(21,500)	(22,500)	(4,000)	(4,000)	(4,000)
	040-100-6021 EQUIPMENT LEASE	(3,000)	(3,000)	-	-	-
	040-100-6025 GAS & OIL	(7,000)	(7,000)	(4,000)	(4,000)	(4,000)
	040-100-6068 IT SERVICES	(3,500)	(4,500)	-	-	-
	040-100-6070 SUPPLIES	(8,000)	(8,000)	-	-	-
30 Capital		(3,000)	(1,300)	-	-	-
	040-100-8090 SHOP IMPROVEMENTS	(3,000)	(1,300)	-	-	-
50 Transfer out				(70,159)	(70,159)	(70,159)
	040-700-8901 Overheard Allocation			(70,159)	(70,159)	(70,159)
80 Contingency		-	-	(53,347)	(53,347)	(53,347)
	040-800-9000 CONTINGENCY	-	-	(53,347)	(53,347)	(53,347)
<b>41 Waste Water SDC</b>		-	22,500	(975)	(975)	(975)
<b>2 Requirements</b>		-	22,500	(975)	(975)	(975)
80 Contingency				(975)	(975)	(975)
	041-000-9000 CONTINGENCY			(975)	(975)	(975)
90 Ending		-	22,500	-	-	-
	041-000-9900 UNAPPROPRIATED ENDING FUND BALANCE	-	22,500	-	-	-
<b>50 Utility Debt Service</b>		-	-	2,674	2,674	2,674
<b>1 Resource</b>		-	-	5,000	5,000	5,000
10 Fund Balance		-	-	5,000	5,000	5,000
	050-000-4000 BEGINNING FUND BALANCE	-	-	5,000	5,000	5,000
15 All Other Revenue		-	-	-	-	-
	050-000-4600 INTEREST INCOME	-	-	-	-	-
<b>2 Requirements</b>				(2,326)	(2,326)	(2,326)
50 Transfer out				(2,326)	(2,326)	(2,326)
	050-700-8901 Overheard Allocation			(2,326)	(2,326)	(2,326)
<b>60 Special Revenue</b>		(3,200)	(9,700)	-	-	-
<b>1 Resource</b>		150	100	-	-	-
12 Intergovernmental, Grants, Gifts		100		-	-	-
	050-000-4600 MUSEUM GRANT			-	-	-
	050-000-4700 CITY PARKS DONATIONS	100		-	-	-
	060-000-4700 LIBRARY DONATIONS			-	-	-
15 All Other Revenue		50	100	-	-	-
	060-000-4600 INTEREST INCOME	50	100	-	-	-
<b>2 Requirements</b>		(3,350)	(9,800)	-	-	-
21 Material & Services				-	-	-
	050-100-6880 MUSEUM IMPROVEMENTS			-	-	-
90 Ending		(3,350)	(9,800)	-	-	-
	050-100-9900 UNAPPROPRIATED ENDING FUND BALANCE	(3,350)	(9,800)	-	-	-
<b>61 Downtown Loan</b>				-	-	-
<b>1 Resource</b>				8,000	8,000	8,000
12 Intergovernmental, Grants, Gifts				8,000	8,000	8,000
	061-552-4899 ECONOMIC IMPROVEMENT DISTRICT BUSINESS TAXES			8,000	8,000	8,000
<b>2 Requirements</b>				(8,000)	(8,000)	(8,000)
21 Material & Services				(8,000)	(8,000)	(8,000)
	061-552-6880 EID TAX DISBURSEMENT			(8,000)	(8,000)	(8,000)
<b>81 Cemetery</b>		(300)	(500)	(2,100)	(2,100)	(2,100)
<b>1 Resource</b>		-	-	-	-	-
51 Transfer in		-	-	-	-	-
	081-000-4900 TRANSFER FROM GENERAL FUND	-	-	-	-	-
<b>2 Requirements</b>		(300)	(500)	(2,100)	(2,100)	(2,100)
21 Material & Services		(300)	(500)	(500)	(500)	(500)
	081-100-6038 INSURANCE	(300)	(500)	(500)	(500)	(500)

**Detail Line Item Budget By Fund**

	Adopted 2013-2014	Adopted 2014-2015	Proposed 2015-2016	Approved 2015-2016	Adopted 2015-2016
80 Contingency	-	-	(1,600)	(1,600)	(1,600)
081-000-9000 CONTINGENCY	-	-	(1,600)	(1,600)	(1,600)
<b>Grand Total</b>	<b>(113,580)</b>	<b>(121,210)</b>	<b>(289,280)</b>	<b>(289,280)</b>	<b>(289,280)</b>

Grand Total

(113,580) (121,210) (289,280) (289,280) (289,280)

<b>Capital Projects</b>	<b>Sum of ADOPTED 2015-2016</b>
<b>10 General</b>	<b>(103,700)</b>
010-150-8010 EQUIPMENT	(1,000)
010-150-8031 ACCOUNTING SYSTEM	(32,000)
010-150-8032 VIRTUAL SERVER UPGRADE	(15,000)
010-150-8033 CITY HALL ROOF	(10,000)
010-150-8034 PAINT CITY HALL	(8,000)
010-150-8035 iCAMPUS SOFTWARE	(3,500)
010-150-8091 Green for Growth Grant -Dept Store	(5,000)
010-150-8091 Green for Growth Grant -WVCC	(5,000)
010-150-8094 YC SCA - Dept Store	(1,700)
010-200-8011 VEHICLE	(4,000)
010-300-8010 EQUIPMENT	(1,000)
010-350-8010 EQUIPMENT	(500)
010-400-8091 Green for Growth Grant-Façade	(5,000)
010-550-8036 PAINT MUSEUM	(12,000)
<b>20 Street</b>	<b>(210,500)</b>
020-100-8010 EQUIPMENT	(1,500)
020-100-8090 SHOP IMPROVEMENTS	(1,000)
020-100-8099 E MAIN ST SIDEWALK GRANT PROJE(	(208,000)
<b>30 Water</b>	<b>(24,000)</b>
030-100-8010 EQUIPMENT	(24,000)
<b>40 Waste Water</b>	<b>(6,500)</b>
040-100-8010 EQUIPMENT	(6,500)
<b>Grand Total</b>	<b>(344,700)</b>

Type  
ADOPTED 2015-2016

4 Transfer  
(Multiple Items)

<b>Transfers</b>	<b>Adopted 2015-2016</b>
<b>1 Resource</b>	<b>449,955</b>
<b>10 General</b>	<b>212,290</b>
010-700-8901 Overheard Allocation	212,290
<b>50 Utility Debt Service</b>	<b>237,665</b>
050-000-4900 FUND 30 TO FUND 50	49,968
050-000-4900 FUND 31 TO FUND 50	16,656
050-000-4900 FUND 40 TO FUND 50	147,095
050-000-4900 FUND 41 TO FUND 50	23,946
<b>2 Requirements</b>	<b>(449,955)</b>
<b>10 General</b>	<b>(46,363)</b>
010-620-8901 Overheard Allocation	(46,363)
<b>20 Street</b>	<b>(25,812)</b>
020-700-8901 Overheard Allocation	(25,812)
<b>30 Water</b>	<b>(117,598)</b>
030-600-8900 FUND 30 TO FUND 50	(49,968)
030-700-8901 Overheard Allocation	(67,630)
<b>31 Water SDC</b>	<b>(16,656)</b>
031-600-8900 FUND 31 TO FUND 50	(16,656)
<b>40 Waste Water</b>	<b>(217,254)</b>
040-600-8900 FUND 40 TO FUND 50	(147,095)
040-700-8901 Overheard Allocation	(70,159)
<b>41 Waste Water SDC</b>	<b>(23,946)</b>
041-000-8900 FUND 41 TO FUND 50	(23,946)
<b>50 Utility Debt Service</b>	<b>(2,326)</b>
050-700-8901 Overheard Allocation	(2,326)
<b>Grand Total</b>	<b>-</b>

**Personal Services**

ADOPTED 2015-2016

<b>10 General</b>	<b>(207,654)</b>
<b>010-200 Public Protection</b>	<b>(34,930)</b>
010-200-5024 CODE ENFORCEMENT OFFICER	(28,119)
010-200-5111 PAYROLL TAXES	(2,648)
010-200-5112 PERS	(3,391)
010-200-5116 WORKERS COMPENSATION	(772)
<b>010-350 City Parks</b>	<b>(2,548)</b>
010-350-5300 Public Works Allocation	(548)
010-350-5700 SUMMER YOUTH PROGRAM	(2,000)
<b>010-400 Library</b>	<b>(104,948)</b>
010-400-5010 LIBRARY ADM CLERK	(28,438)
010-400-5013 SENIOR LIBRARIAN	(31,295)
010-400-5111 PAYROLL TAXES	(5,627)
010-400-5112 PERS	(7,204)
010-400-5114 HEALTH/LIFE/AD&D INSURANCE	(30,840)
010-400-5116 WORKERS COMPENSATION	(1,544)
<b>010-610 Admin Allocated Payroll</b>	<b>(65,228)</b>
010-610-5001 CITY RECORDER	(51,953)
010-610-5004 ACCOUNTANT	(51,418)
010-610-5007 OFFICE COORDINATOR	(15,000)
010-610-5111 PAYROLL TAXES	(10,609)
010-610-5112 PERS	(12,467)
010-610-5114 HEALTH/LIFE/AD&D INSURANCE	(32,278)
010-610-5116 WORKERS COMPENSATION	(1,544)
010-610-5200 Admin Payroll Allocation	110,041
<b>010-620 Public Works Allocated Payroll</b>	<b>-</b>
010-620-5030 PUBLIC WORKS DIRECTOR	(55,620)
010-620-5032 OFFICE SPECIALIST II	(26,383)
010-620 5037 UTILITY TECHNICIAN II	(46,977)
010-620-5111 PAYROLL TAXES	(11,548)
010-620-5112 PERS	(15,555)
010-620-5114 HEALTH/LIFE/AD&D INSURANCE	(59,371)
010-620-5116 WORKERS COMPENSATION	(2,316)
010 620 5300 Public Works Allocation	230,375
010-620-5200 Admin Payroll Allocation	(12,605)
<b>20 Street</b>	<b>(52,910)</b>
<b>020-100 Street</b>	<b>(52,910)</b>
020-100-5200 Admin Payroll Allocation	(15,157)
020-100-5300 Public Works Allocation	(35,753)
020-100-5700 SUMMER YOUTH PROGRAM	(2,000)
<b>30 Water</b>	<b>(195,228)</b>
<b>030-100 Water</b>	<b>(195,228)</b>
030-100-5034 WATER TREATMENT PLANT OPERATOR	(43,425)

030-100-5111 PAYROLL TAXES	(3,923)
030-100-5112 PERS	(5,237)
030-100-5114 HEALTH/LIFE/AD&D INSURANCE	(8,482)
030-100-5116 WORKERS COMPENSATION	(772)
030-100-5200 Admin Payroll Allocation	(39,714)
030-100-5300 Public Works Allocation	(93,675)
<b>40 Waste Water</b>	<b>(220,820)</b>
<hr/>	
<b>040-100 Waste Water</b>	<b>(220,820)</b>
040-100-5036 WASTE WATER TREATMENT PLANT OPERATC	(53,423)
040-100-5111 PAYROLL TAXES	(4,688)
040-100-5112 PERS	(6,443)
040-100-5114 HEALTH/LIFE/AD&D INSURANCE	(17,117)
040-100-5116 WORKERS COMPENSATION	(772)
040-100-5200 Admin Payroll Allocation	(41,199)
040-100-5300 Public Works Allocation	(97,178)
<hr/>	

## Debt Service

		86%	14%
8100 WASTE WATER DEBT SERVICE - INTERES	(74,207)		
8102 WASTE WATER DEBT SERVICE - PRINCIP	<u>(96,834)</u>		
	<u>(171,041)</u>	<u>(147,095)</u>	<u>(23,946)</u>
		75%	25%
8103 WATER DEBT SERVICE - INTEREST	(38,872)		
8104 WATER DEBT SERVICE - PRINCIPLE	<u>(27,752)</u>		
	<u>(66,624)</u>	<u>(49,968)</u>	<u>(16,656)</u>
Total	<u><u>(237,665)</u></u>	<u><u>(197,063)</u></u>	<u><u>(40,602)</u></u>

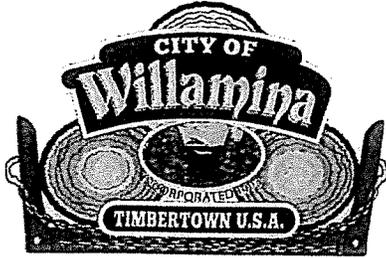
Resource/Requirement                      2 Requirements  
 ADOPTED 2015-2016                      (Multiple Items)

<b>Adopted 2015-</b>	
<b>Appropriation By Fund by Program</b>	<b>2016</b>
<b>10 General</b>	<b>(944,866)</b>
Admin	(334,775)
Admin Allocated Payroll	(65,228)
City Council	(9,380)
City Parks	(21,117)
Court	(7,963)
Library	(128,450)
Museum	(17,342)
Planning & Development	(12,113)
Public Protection	(247,930)
Public Works Allocated Payroll	-
Street Lights	(8,000)
Transfer Out	(46,363)
z Contingency	(46,207)
<b>20 Street</b>	<b>(407,377)</b>
Street	(374,617)
Transfer Out	(25,812)
z Contingency	(6,948)
<b>21 Street SDC</b>	<b>(51,420)</b>
z Contingency	(51,420)
<b>30 Water</b>	<b>(502,848)</b>
Transfer Out	(92,180)
Water	(360,700)
z Contingency	(49,968)
<b>31 Water SDC</b>	<b>(34,830)</b>
Transfer Out	(16,656)
z Contingency	(18,174)
<b>40 Waste Water</b>	<b>(586,325)</b>
Transfer Out	(217,254)
Waste Water	(315,724)
z Contingency	(53,347)
<b>41 Waste Water SDC</b>	<b>(24,921)</b>
Transfer Out	(23,946)
z Contingency	(975)
<b>50 Utility Debt Service</b>	<b>(242,665)</b>
Transfer Out	(2,326)
Debt Service	(240,339)
<b>61 Downtown Loan</b>	<b>(8,000)</b>
Downtown Loan	(8,000)
<b>81 Cemetery</b>	<b>(6,000)</b>
Cemetery	(4,400)
Contingency	(1,600)
<b>Grand Total</b>	<b>(2,809,253)</b>

	Adopted 2012-2013	Adopted 2013-2014	Adopted 2014-2015	Estimate 2014-2015	Proposed 2015-2016	APPROVED 2015-2016	ADOPTED 2015-2016
<b>1 Resource</b>	<b>3,608,200</b>	<b>2,213,890</b>	<b>2,449,790</b>	<b>2,471,895</b>	<b>2,809,253</b>	<b>2,809,253</b>	<b>2,809,253</b>
10 Fund Balance	772,100	255,200	303,700	435,700	370,900	370,900	370,900
11 Fees, License, Assesments, Fines	1,056,300	1,036,750	1,085,700	1,136,780	1,162,220	1,162,220	1,162,220
12 Intergovernmental, Grants, Gift	1,075,400	323,900	411,250	236,670	482,555	482,555	482,555
13 Debt Proceeds	600,000						
15 All Other Revenue	23,500	21,020	17,540	14,644	15,182	15,182	15,182
16 Property Tax	303,500	300,000	310,500	322,000	328,440	328,440	328,440
51 Transfer in	277,400	277,020	321,100	326,100	449,955	449,955	449,955
<b>2 Requirements</b>	<b>(3,608,200)</b>	<b>(2,213,890)</b>	<b>(2,449,790)</b>	<b>(2,471,895)</b>	<b>(2,809,253)</b>	<b>(2,809,253)</b>	<b>(2,809,253)</b>
20 Personal Services	(542,400)	(537,400)	(569,650)	(569,650)	(676,612)	(676,612)	(676,612)
21 Material & Services	(1,122,400)	(1,068,210)	(1,018,800)	(824,938)	(891,276)	(891,276)	(891,276)
30 Capital	(1,317,200)	(38,920)	(38,920)	(94,146)	(344,700)	(344,700)	(344,700)
40 Debt Service	(242,700)	(240,800)	(238,700)	(239,150)	(240,815)	(240,815)	(240,815)
50 Transfer out	(284,300)	(275,990)	(320,100)	(320,100)	(449,955)	(449,955)	(449,955)
80 Contingency							
90 Finding	(80,000)	(41,350)	(79,990)	(363,811)	(203,221)	(203,221)	(203,221)
91 Restricted Ending	(19,200)	(11,220)	(60,100)	(60,100)	(2,674)	(2,674)	(2,674)
<b>Grand Total</b>				<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>

City of Willamina  
Budget 2015-2016

- Council and Mayor Stipends – currently, the Mayor Stipend is \$73.90 per month and the Councilor's stipend is based on \$15 per meeting. For FY2015, we have budgeted \$100/mth for the Mayor's stipend and \$40/mth for each Councilor.
- At the April 9<sup>th</sup> Willamina City Council regular meeting, Yamhill County Mediators and Homeward Bound Pets from McMinnville requested contributions for their programs. Yamhill County Mediators at \$437 and Homeward Bound at \$250. Both are included in the Community Project budget for the City Council.
- Currently, City Hall and the Library are without a cleaning service. We have budgeted \$400 a month to cover this cost. If approved, this service will be put out for bid.
- Last year, the auditing expenses were included under Professional Services. This year, we broke this cost out and budgeted \$20,000 for Boldt, Carlisle and Smith. Professional Services this year includes legal expenses and resources to cover our CFO To Go, Kathy Taylor.
- Battery backups for our computer network have not been budgeted for in the past. This puts our software and work at risk for loss. For 2015/16, \$500/mth has been budgeted to cover the cost of a daily battery backup.
- Caselle Software was approved by the Council in April of 2015. The Contract was signed and a down payment of \$31k was made in May of 2015. The remainder of the contract has been budgeted for the next fiscal year at \$32k which includes travel and training costs.
- Code Enforcement is now an employee versus a contract. In prior years, we have paid the Sheriff's department for our code enforcement. For the upcoming year we have budgeted for a Code Enforcement officer under Public Protection. The position is part time and budgeted at 25 hours per week.
- Analysis was completed on the Overtime and On Call time paid to Public Works employees in FY2014-15. This year approximately \$35k was spent in total. This could cover the cost of an additional FTE (Full Time Employee) if the new employee worked Thursday-Monday covering all the On Call Time and if we eliminated the majority of the Overtime in the Public Works department. However, this raises a question regarding coverage as well as the practicality of eliminating all overtime in Public Works.
- Pond Aquatic Weed Control - the weed issue at Huddleston Pond has been a concern for quite some time. This year a budget of \$7000 was included to cover the cost of annual weed control.



Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

*City Recorder: Debbie Bernard  
Accountant: Rochelle Roader  
Library: Melissa Hansen & Amber Dabel  
Office Coordinator: vacant  
Office Specialist: vacant  
Public Works Director: Jeff Brown  
Code Enforcement: John Kowalik*

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

**RESOLUTION NUMBER 14.15-012**

**A RESOLUTION ADOPTING THE FY 2015/2016 BUDGET, AS AMENDED, MAKING  
APPROPRIATIONS AND IMPOSING & CATEGORIZING TAXES**

**ADOPTING THE BUDGET**

**BE IT RESOLVED** that the City Council of the City of Willamina, Oregon, hereby adopts the budget for fiscal year 2015/2016 in the sum of \$2,809,253.

**MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for fiscal year beginning July 1, 2015 and for the purposes show below are hereby appropriated:

<u>Appropriation By Fund by Program</u>	<u>2015-2016</u>
10 General	(944,866)
Admin	(334,775)
Admin Allocated Payroll	(65,228)
City Council	(9,380)
City Parks	(21,117)
Court	(7,963)

*An Equal Opportunity Employer*

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Library	(128,450)
Museum	(17,342)
Planning & Development	(12,113)
Public Protection	(247,930)
Public Works Allocated Payroll	-
Steet Lights	(8,000)
Contingency	(46,207)
Transfer Out	(46,363)
<b>20 Street</b>	<b>(407,377)</b>
Street	(374,617)
Contingency	(6,948)
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<b>21 Street SDC</b>	<b>(51,420)</b>
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Cemetery	(4,400)
Contingecy	(1,600)
<b>Grand Total</b>	<b>(2,809,253)</b>

**IMPOSING THE TAX**

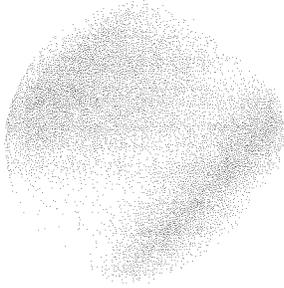
**BE IT RESOLVED** that the City Council of the City of Willamina hereby imposes the taxes provided for in the adopted budget at the permanent rate of 4.2039 per \$1,000 of assessed value for operation, estimated to be \$328,440 and that these taxes are hereby imposed and categorized for the tax year 2015-2016 upon the assessed value of all taxable property.

**CATEGORIZING THE TAX**

	<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
Permanent Tax Rate	4.2039/\$1,000	0
Category Total	4.2039/\$1,000	0

**BE IT RESOLVED** that this resolution shall become effective immediately upon adoption.

**PASSED and ADOPTED** by the City Council of the City of Willamina this **29th day of June 2015**.



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

**ATTEST:**

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

*F/RESOLUTIONS 2015-2016 14.15-012*



Mayor Ila Skyberg

Council Members:

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

City Staff:

City Recorder: Debbie Bernard  
Accountant: Rachelle Roaden  
Library: Melissa Hansen & Amber Deibel  
Office Coordinator: vacant  
Office Specialist: vacant  
Public Works Director: Jeff Brown  
Code Enforcement: John Kowalik

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

RESOLUTION NUMBER 14.15-013

*A Resolution Declaring the City's Election to Receive State Revenues*

**Section 1.** THAT pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2015-2016.

**Section 2.** THAT this resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by the City Council of the City of Willamina this 29<sup>th</sup> day of June, 2015.

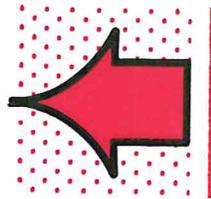
  
\_\_\_\_\_  
Ila Skyberg, Mayor

**ATTEST:**

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

I certify that a public hearing was held before the Budget Committee on June 29, 2015, and a public hearing before the City Council was held on June 29, 2015, giving citizens an opportunity to comment on use of State Revenue Sharing.

Debbie Bernard, City Recorder



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Office of the Mayor

Willamina, Oregon

# Proclamation

WHEREAS, in every American community, first responders are committed to the preservation of life and property, risking their lives to protect us from all who would deride the law, providing protection, law and order and serving the cause of justice: and

WHEREAS, first responders, including members of the West Valley Fire District, and the Yamhill County Sheriff's Department whom accept a profound responsibility to uphold our laws, protect our lives and property, safeguard our rights and freedoms, and serve on the front lines in the fight against crime and disaster: and

WHEREAS, we honor the heroism of all our first responders, especially those who have given their lives so that others might live: and

WHEREAS, The City of Willamina has proclaimed A Day of Remembrance for First Responders to be the first Monday of October.

NOW, therefore, I, Ila Skyberg, Mayor of the City of Willamina, hereby proclaim the first Monday of October to be

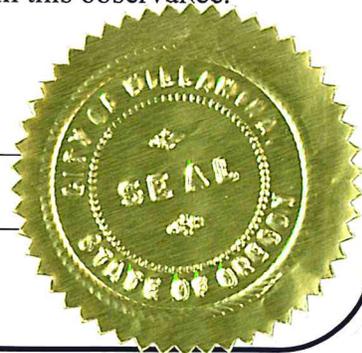
## First Responders Day

In the City of Willamina and encourage all citizens to join in this observance.

Signed this \_\_\_ day of \_\_\_\_\_ in the year 2015.

Signature \_\_\_\_\_

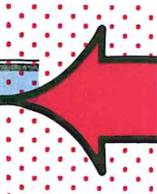
Title \_\_\_\_\_



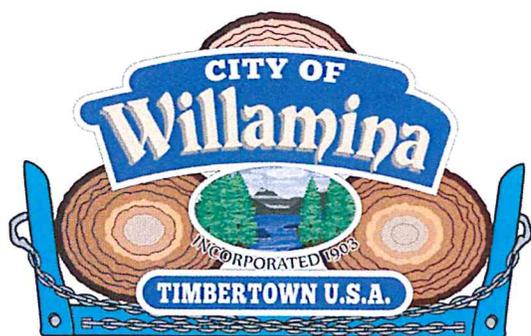
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Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

City Recorder: *Debbie Bernard*  
 Accountant: *vacant*  
 Office Specialist: *Karen Justen*  
 Library: *Melissa Hansen & Amber Deibel*  
 Public Works Director: *Jeff Brown*  
 Code Enforcement: *John Kowolik*

**MEMO TO: CITY COUNCIL**

**DATE: OCTOBER 8, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: NEW MARIJUANA LAWS – RECREATIONAL USE  
STATE REVENUE SHARING**

David Doughman from Beery Elsner & Hammond will speak to Council regarding the Marijuana Laws. I have asked him to address how our current city Ordinance No. 656 An ordinance amending chapters 1 and 2 of the Willamina Development code related to medical marijuana facilities may be effected by the recent new laws.

David has suggested that we amend ordinance 646 to address recreational marijuana. I have also asked him to address, State Revenue Sharing, and taxes on recreational sales to make sure the City is not excluded from state revenue sharing.

Attached is Ordinance 656 - An ordinance amending chapters 1 and 2 of the Willamina Development code related to medical marijuana facilities and declaring an emergency for your information.

Attached is Ordinance 648 – An Ordinance establishing a tax on the sale of marijuana and marijuana – infused products in the city of Willamina.

Z:\CITY COUNCIL\CC Agendas\2015-2016\2015 10-8-15.CC.REGULAR MEETING

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ORDINANCE NO. 656

AN ORDINANCE AMENDING CHAPTERS 1 AND 2 OF THE WILLAMINA DEVELOPMENT CODE RELATED TO MEDICAL MARIJUANA FACILITIES; AND DECLARING AN EMERGENCY

WHEREAS, the City of Willamina has adopted a Development Code (hereinafter called "Code"); and

WHEREAS, the State Legislature adopted HB 3460 authorizing the placement of medical marijuana facilities in certain zones within a City or County effective March 3, 2014; and

WHEREAS, the City Council directed the Planning Commission to develop language to limit these facilities to the Industrial Zone and to prohibit them within 1,000 feet of a designated City park in order to protect the welfare of its citizens, and more specifically, its children; and

WHEREAS, a Public Hearing was held before the Planning Commission on February 4, 2014, and the City Council on February 13, 2014, to obtain public comment on the proposed rules;

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

Section 1. THAT Exhibit A, attached hereto and made a part hereof) is hereby adopted and shall be incorporated into the Development Code; and

Section 2. THAT in order to protect the peace, health and welfare of Willamina, its residents and its visitors, the City Council declares an emergency to exist, and, therefore, this ordinance will be effective immediately upon its adoption by the City Council.

First Reading: 02/13/14 Second Reading: 02/13/14

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this 13th day of February, 2014, by the following vote and became effective immediately.

YEAS BALLER, BRAMALL, SKYBERG, ST ONGE
NAYS NONE
ABSTAIN NONE
ABSENT HILL, TONEY

Handwritten signature of Corey L Adams, Mayor

ATTEST:

Handwritten signature of Sue C Hollis, City Recorder

Attachment - EXHIBIT A



**ORDINANCE NO. 658**

**AN ORDINANCE ESTABLISHING A TAX ON THE  
SALE OF MARIJUANA AND MARIJUANA-INFUSED  
PRODUCTS IN THE CITY OF WILLAMINA**

**WHEREAS**, Chapter II, Sections 4 and 5 of the WILLAMINA City Charter provides:

Powers of the City. The City has all powers which the constitutions, statutes and common law of the United States and this State expressly and/or impliedly grant or allow municipalities, as fully as though this Charter specifically enumerated each of those powers.

Construction of Charter Powers. In this charter, no mention of a particular power is exclusive of or restricts the scope of the powers which the city would have if the particular power were not mentioned. The charter shall be liberally construed to the end that the city has all powers necessary or convenient for the conduct of its municipal affairs, including all powers that a city may assume pursuant to state laws and to the municipal home rule provisions of the state constitution.

**WHEREAS**, the City desires to tax the sale or transfer of marijuana and marijuana-infused products within the City.

**THE PEOPLE OF THE CITY OF WILLAMINA DO ORDAIN AS FOLLOWS:**

**SECTION 1.** Title IV- Revenue and Finance is hereby added to the Willamina Municipal Code establishing a tax on the sale of marijuana and marijuana-infused products, as follows:

**SECTION 40.10 Purpose.**

For the purposes of this Chapter, every person who sells marijuana, medical marijuana or marijuana-infused products in the City of Willamina is exercising a taxable privilege. The purpose of this Chapter is to impose a tax upon the retail sale of marijuana, medical marijuana, and marijuana-infused products.



**SECTION 40.6. Definitions.**

When not clearly otherwise indicated by the context, the following words and phrases as used in this chapter shall have the following meanings:

- A. "Recorder" means the City Recorder for the City of Willamina or his/her designee.
- B. "Gross Taxable Sales" means the total amount received in money, credits, property or other consideration from sales of marijuana, medical marijuana and marijuana-infused products that is subject to the tax imposed by this chapter.
- C. "Marijuana" means all parts of the plant of the Cannabis family Moraceae, whether growing or not; the resin extracted from any part of the plant; and every compound, manufacture, salt, derivative, mixture, or preparation of the plant or its resin, as may be defined by Oregon Revised Statutes as they currently exist or may from time to time be amended. It does not include the mature stalks of the plant, fiber produced from the stalks, oil or cake made from the seeds of the plant, any other compound, manufacture, salt, derivative, mixture, or preparation of the mature stalks (except the resin extracted there from), fiber, oil, or cake, or the sterilized seed of the plant which is incapable of germination.
- D. "Oregon Medical Marijuana Program" means the office within the Oregon Health authority that administers the provisions of ORS 475.300 through 475.346, the Oregon Medical Marijuana Act, and all policies and procedures pertaining thereto.
- E. "Person" means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or any group or combination acting as a unit, including the United States of America, the



State of Oregon and any political subdivision thereof, or the manager, lessee, agent, servant, officer or employee of any of them.

- F. “Purchase or Sale” means the acquisition or furnishing for consideration by any person of marijuana within the City.
- G. “Registry identification cardholder” means a person who has been diagnosed by an attending physician with a debilitating medical condition and for whom the use of medical marijuana may mitigate the symptoms or effects of the person's debilitating medical condition, and who has been issued a registry identification card by the Oregon Health Authority.
- H. “Retail sale” means the transfer of goods or services in exchange for any valuable consideration.
- I. “Seller” means any person who is required to be licensed or has been licensed by the State of Oregon to provide marijuana or marijuana-infused products to purchasers for money, credit, property or other consideration.
- J. “Tax” means either the tax payable by the seller or the aggregate amount of taxes due from a seller during the period for which the seller is required to report collections under this chapter.
- K. “Taxpayer” means any person obligated to account to the Finance Recorder for taxes collected or to be collected, or from whom a tax is due, under the terms of this chapter.

**SECTION 40.030 Levy of Tax.**

There is hereby levied and shall be paid a tax by every seller exercising the taxable privilege of selling marijuana and marijuana-infused products as defined in this chapter. The amount of tax levied is as follows:



- 1) 0 percent (0%) of the gross sale amount paid to the seller by a registry identification cardholder.
- 2) Ten percent (10%) of the gross sale amount paid to the seller of marijuana and marijuana-infused products by individuals who are not purchasing marijuana under the Oregon Medical Marijuana Program.

**SECTION 40.040 Deductions.**

The following deductions shall be allowed against sales received by the seller providing marijuana:

- A. Refunds of sales actually returned to any purchaser;
- B. Any adjustments in sales which amount to a refund to a purchaser, providing such adjustment pertains to the actual sale of marijuana or marijuana-infused products and does not include any adjustments for other services furnished by a seller.

**SECTION 40.050 Seller Responsible For Payment Of Tax.**

- A. Every seller shall, on or before the last day of the month following the end of each calendar quarter (in the months of April, July, October and January) make a return to the Recorder, on forms provided by the City, specifying the total sales subject to this chapter and the amount of tax collected under this chapter. The seller may request or the Recorder may establish shorter reporting periods for any seller if the seller or Recorder deems it necessary in order to insure collection of the tax and the Recorder may require further information in the return relevant to payment of the tax. A return shall not be considered filed until it is actually received by the Recorder.
- B. At the time the return is filed, the full amount of the tax collected shall be remitted to the Recorder. Payments received by the Recorder for application against existing liabilities will be credited toward the period designated by the



taxpayer under conditions that are not prejudicial to the interest of the City. A condition considered prejudicial is the imminent expiration of the statute of limitations for a period or periods.

- C. Non-designated payments shall be applied in the order of the oldest liability first, with the payment credited first toward any accrued penalty, then to interest, then to the underlying tax until the payment is exhausted. Crediting of a payment toward a specific reporting period will be first applied against any accrued penalty, then to interest, then to the underlying tax. If the Recorder, in his or her sole discretion, determines that an alternative order of payment application would be in the best interest of the City in a particular tax or factual situation, the Recorder may order such a change. The Recorder may establish shorter reporting periods for any seller if the Recorder deems it necessary in order to insure collection of the tax. The Recorder also may require additional information in the return relevant to payment of the liability. When a shorter return period is required, penalties and interest shall be computed according to the shorter return period. Returns and payments are due immediately upon cessation of business for any reason. All taxes collected by sellers pursuant to this chapter shall be held in trust for the account of the City until payment is made to the Recorder. A separate trust bank account is not required in order to comply with this provision.
- D. Every seller required to remit the tax imposed in this chapter shall be entitled to retain five percent (5%) of all taxes due to defray the costs of bookkeeping and remittance.
- E. Every seller must keep and preserve in an accounting format established by the Recorder records of all sales made by the dispensary and such other books or accounts as may be required by the Recorder. Every seller must keep and preserve



for a period of three (3) years all such books, invoices and other records. The Recorder shall have the right to inspect all such records at all reasonable times.

**SECTION 40.060 Penalties And Interest.**

- A. Any seller who fails to remit any portion of any tax imposed by this chapter within the time required shall pay a penalty of ten percent (10%) of the amount of the tax, in addition to the amount of the tax.
- B. Any seller who fails to remit any delinquent remittance on or before a period of 60 days following the date on which the remittance first became delinquent, shall pay a second delinquency penalty of ten percent (10%) of the amount of the tax in addition to the amount of the tax and the penalty first imposed.
- C. If the Recorder determines that the nonpayment of any remittance due under this chapter is due to fraud, a penalty of twenty-five percent (25%) of the amount of the tax shall be added thereto in addition to the penalties stated in subparagraphs A and B of this section.
- D. In addition to the penalties imposed, any seller who fails to remit any tax imposed by this chapter shall pay interest at the rate of one percent (1%) per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
- E. Every penalty imposed, and such interest as accrues under the provisions of this section, shall become a part of the tax required to be paid.
- F. All sums collected pursuant to the penalty provisions in paragraphs A and C of this section shall be distributed to the City of Willamina General Fund to offset the costs of auditing and enforcement of this tax.



G. Waiver Penalties. Penalties for certain late tax payments may be waived or reduced pursuant to policies and processes adopted by the City Council. However, the City Council is not required to create a penalty waiver or penalty reduction policy. If the City Council chooses, in its sole discretion, to not create a policy for waivers or reductions, or has otherwise failed to do so, no waivers or reductions are allowed.

**SECTION 40.070 Failure To Report and Remit Tax –Determination of Tax  
by Recorder**

If any seller should fail to make, within the time provided in this chapter, any report of the tax required by this chapter, the Recorder shall proceed in such manner as deemed best to obtain facts and information on which to base the estimate of tax due. As soon as the Recorder shall procure such facts and information as is able to be obtained, upon which to base the assessment of any tax imposed by this chapter and payable by any seller, the Recorder shall proceed to determine and assess against such seller the tax, interest and penalties provided for by this chapter. In case such determination is made, the Recorder shall give a notice of the amount so assessed by having it served personally or by depositing it in the United States mail, postage prepaid, addressed to the seller so assessed at the last known place of address. Such seller may make an appeal of such determination as provided in section 40.080. If no appeal is filed, the Recorder's determination is final and the amount thereby is immediately due and payable.

**SECTION 40.080 Appeal.**

A. Any seller aggrieved by any decision of the Recorder with respect to the amount of the tax owed along with interest and penalties, if any, may appeal the decision to the municipal court.



- B. The seller must file a written notice of appeal within 10 days of the city's serving or mailing of the determination of tax due.
- C. The municipal court's review will be on the record. The court will review the Recorder's decision to determine if substantial evidence supports it.
- D. The municipal court's decision is final subject only to judicial review pursuant to ORS 34.010 et seq.

**SECTION 40.090. Refunds.**

- A. Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once, or has been erroneously collected or received by the City under this chapter, it may be refunded as provided in subparagraph B of this section, provided a claim in writing, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the Recorder within one year of the date of payment. The claim shall be on forms furnished by the Recorder.
- B. The Recorder shall have 20 calendar days from the date of receipt of a claim to review the claim and make a determination in writing as to the validity of the claim. The Recorder shall notify the claimant in writing of the Recorder's determination. Such notice shall be mailed to the address provided by claimant on the claim form. In the event a claim is determined by the Recorder to be a valid claim, in a manner prescribed by the Recorder a seller may claim a refund, or take as credit against taxes collected and remitted, the amount overpaid, paid more than once or erroneously collected or received. The seller shall notify Recorder of claimant's choice no later than 15 days following the date Recorder mailed the determination. In the event claimant has not notified the Recorder of claimant's choice within the 15 day period and the seller is still in business, a credit will be granted against the tax liability for the next reporting period. If the seller is no



longer in business, a refund check will be mailed to claimant at the address provided in the claim form.

- C. No refund shall be paid under the provisions of this section unless the claimant established the right by written records showing entitlement to such refund and the Recorder acknowledged the validity of the claim.

**SECTION 40.100 Actions to Collect.**

Any tax required to be paid by any seller under the provisions of this chapter shall be deemed a debt owed by the seller to the City. Any such tax collected by a seller which has not been paid to the City shall be deemed a debt owed by the seller to the City. Any person owing money to the City under the provisions of this chapter shall be liable to an action brought in the name of the City of Willamina for the recovery of such amount. In lieu of filing an action for the recovery, the City of Willamina, when taxes due are more than 30 days delinquent, can submit any outstanding tax to a collection agency. So long as the City of Willamina has complied with the provisions set forth in ORS 697.105, in the event the City turns over a delinquent tax account to a collection agency, it may add to the amount owing an amount equal to the collection agency fees, not to exceed the greater of fifty dollars (\$50.00) or fifty percent (50%) of the outstanding tax, penalties and interest owing.

**SECTION 40.110 Violation Infractions.**

- A. All violations of this chapter are punishable as set forth in WMC §10.99. It is a violation of this chapter for any seller or other person to:
- 1) Fail or refuse to comply as required herein;
  - 2) Fail or refuse to furnish any return required to be made;
  - 3) Fail or refuse to permit inspection of records;



- 4) Fail or refuse to furnish a supplemental return or other data required by the Recorder;
  - 5) Render a false or fraudulent return or claim; or
  - 6) Fail, refuse or neglect to remit the tax to the city by the due date.
- B. The remedies provided by this section are not exclusive and shall not prevent the City from exercising any other remedy available under the law, nor shall the provisions of this ordinance prohibit or restrict the City or other appropriate prosecutor from pursuing criminal charges under state law or City ordinance.

**SECTION 40.120 Confidentiality.**

Except as otherwise required by law, it shall be unlawful for the City, any officer, employee or agent to divulge, release or make known in any manner any financial information submitted or disclosed to the City under the terms of this chapter. Nothing in this section shall prohibit:

- A. The disclosure of the names and addresses of any person who is operating a licensed establishment from which marijuana is sold or provided; or
- B. The disclosure of general statistics in a form which would not reveal an individual seller's financial information; or
- C. Presentation of evidence to the court, or other tribunal having jurisdiction in the prosecution of any criminal or civil claim by the Recorder or an appeal from the Recorder for amount due the City under this chapter; or
- D. The disclosure of information when such disclosure of conditionally exempt information is ordered under public records law procedures; or
- E. The disclosure of records related to a business' failure to report and remit the tax when the report or tax is in arrears for over six months or the tax exceeds five thousand dollars (\$5,000). The City Council expressly finds and determines that



the public interest in disclosure of such records clearly outweighs the interest in confidentiality under ORS 192.501(5).

**SECTION 40.130 Audit of Books, Records or Persons.**

The City, for the purpose of determining the correctness of any tax return, or for the purpose of an estimate of taxes due, may examine or may cause to be examined by an agent or representative designated by the City for that purpose, any books, papers, records, or memoranda, including copies of seller's state and federal income tax return, bearing upon the matter of the seller's tax return. All books, invoices, accounts and other records shall be made available within the City limits and be open at any time during regular business hours for examination by the Recorder or an authorized agent of the Recorder. If any taxpayer refuses to voluntarily furnish any of the foregoing information when requested, the Recorder may immediately seek a subpoena from the Willamina Municipal Court to require that the taxpayer or a representative of the taxpayer attend a hearing or produce any such books, accounts and records for examination.

**SECTION 40.140 Forms And Regulations.**

A. The Recorder is hereby authorized to prescribe forms and promulgate rules and regulations to aid in the making of returns, the ascertainment, assessment and collection of said medical marijuana tax and in particular and without limiting the general language of this chapter, to provide for:

- 1) A form of report on sales and purchases to be supplied to all vendors;
- 2) The records which sellers providing marijuana and marijuana-infused products are to keep concerning the tax imposed by this chapter.

**SECTION 2. Severability.** The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.



**SECTION 3. Savings.** Notwithstanding any amendment or repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinance(s) or portions thereof were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

**SECTION 4. Periodic Review of Tax Rate.** The City Council shall review the tax rates set by this ordinance at their first meeting in October of each even-numbered year. Any subsequent changes in tax rates shall become effective in January of the following year.

**SECTION 5. Codification.** Provisions of this Ordinance shall be incorporated in the City Code and the word "ordinance" may be changed to "code", "article", "section", "chapter" or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions (i.e. Sections 2-4) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

**SECTION 6. Effective Date.** This ordinance shall become effective thirty (30) days after adoption.

The forgoing ordinance was read into the record by title only on first and second reading, in accordance with Chapter VIII. Section 30, paragraphs 2 and 3 of the City Charter on the 25<sup>th</sup> day of September, 2014, and duly **PASSED** and **ADOPTED** this 25th day of September, 2014, by the following votes:



**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSTAINED:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_



\_\_\_\_\_  
**Corey L Adams, Mayor** ✓

**ATTEST:**

\_\_\_\_\_  
**Andrea Wyckoff, Pro Tem City Recorder** ✓

F/ORDINANCES/ORDINANCE.658.FINAL





Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

City Recorder: *Debbie Bernard*  
Accountant: *Marilyn Coates tmeq*  
Office Specialist: *Karen Justen*  
Library: *Melissa Hansen & Amber Deibel*  
Public Works Director: *Jeff Brown*  
Code Enforcement: *John Kowolik*

**MEMO TO: CITY COUNCIL**

**DATE: OCTOBER 8, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: KAREN JUSTEN**

At this time I am recommending Karen Justen for regular full time Office Specialist II position; the position was advertised in house, Karen applied and is qualified. With the Councils approval Karen would be regular full-time effective October 8, 2015.

Action: Motion to approve Karen Justen to regular full-time effective immediately.

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Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

City Recorder: *Debbie Bernard*  
Accountant: *Marilyn Coates temp*  
Library: *Melissa Hansen & Amber Deibel*  
Office Specialist: *Karen Justen temp*  
Public Works Director: *Jeff Brown*

**Job Duties 9/25/15:** Office Specialist II, Regular Full-time

**Start Date/Time:** tba

**Salary:** DOE – starting at \$10.05 to \$12.15 non-exempt

Internal Announcement

**Job Type/group:** Weekly - 8:00am to 5:00pm

**Location:** City of Willamina, Oregon

**PURPOSE OF POSITION**

Under the supervision of the City Recorder. Performs various activities including greeting, assisting, and directing customers and visitors to City Hall, receiving fees or payments, and preparing and ensuring accuracy of cash receipts. Assists in the maintenance of files, including, but not limited to Municipal Court files, and retrieval of information. Assists in the acquisition of supplies and products on behalf of other City staff. Maintains City Business License program.

**ESSENTIAL JOB FUNCTIONS**

1. Greet and assist customers and visitors to City Hall promptly in a friendly and courteous manner, or direct them to the appropriate staff person and perform excellent customer service.
2. Cash Receipts processing. Receive fees and payments and maintain accurate receipt records.
3. Answer multi-line telephone in a courteous, professional manner and direct calls appropriately.
4. Research and respond to customers questions regarding billing and payments and perform lien searches.
5. Assist Court Clerk in processing cash receipts.
6. Maintain City Business Registration Program.
7. Order office supplies and research special requests from other staff for purchases.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED). Minimum of two years office experience in a position with A/R, or cash receipts.

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**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this Job include close vision and the ability to adjust focus. While performing the duties of this job, the employee works in an office environment; the employee rarely

works in outside weather conditions. Duties of this position will be performed in an indoor environment with a moderate noiselevel and frequent interruptions. Employee may also have occasional need to deal with upset customers.

**TOOLS AND EQUIPMENT USED:**

Computer, including word processing, automated financial system, Internet, presentation and spreadsheet programs, calculator, telephone, copy machine, fax machine, and postage machine.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**SUPERVISION:** This job has no supervisory responsibilities. Direct supervision received from the City Recorder; may receive direction from the Office Coordinator.

**COMPETENCIES:** To perform the job successfully, an individual must demonstrate the following:

**Adaptability** - Adapts quickly to changes in the work environment. Performs unfamiliar tasks when necessary. Handles frequent interruptions. Works well under pressure.

**Customer Service** - Responds to requests for service and assistance in a prompt, courteous and professional manner.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently.

**Problem Solving** - Gathers and analyzes information skillfully.

**Quality** - Demonstrates accuracy and thoroughness. Meets deadlines

**Written Communication** – Prepares variety of simple reports effectively.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any satisfactory equivalent of education, experience and training which ensures the ability to perform the work may substitute for the qualifications.

**Knowledge:** Reasonable knowledge of accounting principles, practices and applications. Requires specific knowledge in accounts receivable, cash receipting, assessments, collection procedures, and/or utility billing applications.

**Language Skills:** Ability to communicate effectively in oral and written form. Ability to read, analyze and interpret general instructions, technical procedures and governmental regulations. Ability to effectively respond to oral or written requests for information from other employees, public officials and the general public. Ability to effectively present information during one-on-one interactions with customers.

**Mathematical Skills & Abilities:** Ability to apply concepts of responsible bookkeeping principles and to perform detailed work involving numerical data and to make arithmetic computations accurately. Ability to maintain moderately complex records and prepare appropriate reports.

**Special Skills:** Ability to maintain confidentiality of information while demonstrating a high level of diplomacy and

tact. Ability to establish and maintain effective working relations with the general public, public officials and other employees. Ability to operate various office equipment including: PC, data terminal, typewriter, printer, fax, copier and telephone. Proficient in all office software, specifically Word, Excel and Outlook. Ability to quickly adapt to and use specialized accounting and court software. Ability for attention to detail and organizational skills. Must have excellent telephone and customer service skills.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job duties described does constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change**

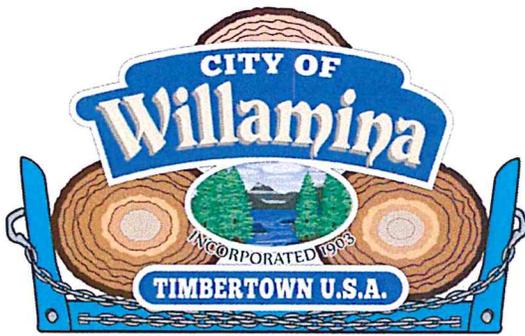
Supervision: This job has supervisory responsibilities. Direct supervision received from the City Recorder. The City of Willamina is an Equal Opportunity Employer.

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

Employee \_\_\_\_\_ Date \_\_\_\_\_

*Position is represented by the Laborers International Union of North America, Local 320. An Initiation Fee of \$300 must be paid by the employee, plus monthly dues of \$37.04. Employee may opt out of Union representation in which case "fair share" dues shall apply*





Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

City Recorder: *Debbie Bernard*  
Accountant: *vacant*  
Office Specialist: *Karen Justen*  
Library: *Melissa Hansen & Amber Deibel*  
Public Works Director: *Jeff Brown*  
Code Enforcement: *John Kowolik*

**MEMO TO: CITY COUNCIL**

**DATE: OCTOBER 8, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: CITY MANAGER or ADMINISTRATOR NEW HIRE**

At their September 17, 2015 work session, the City Council agreed upon the new hire of a City Manager.. Attached is the job description for the position. Please approve the job description and job announcement for immediate recruiting. It was suggested by the Mayor to title the position City Administrator for consideration.

Kathy Taylor Consulting researched and prepared the attached job duties and suggested salary.

Action: Motion to approve City Manager or City Administrator job description and job announcement for immediate recruiting.

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Library: *Melissa Hansen & Amber Deibel*  
Office Coordinator: *Rania Conover temp*  
Office Specialist: *Karen Justem temp*  
Public Works Director: *Jeff Brown*

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**Job Description and Announcement 10/1/15: City Manager**

**Start Date/Time:** TBA/ 20 hours a week

**Salary:** \$35, 000 to \$40,000

**Job Type/group:** Part time Non-Represented

**Location:** City of Willamina, Oregon

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**PURPOSE OF POSITION** Job Description

Hired by the City Council to supervise City departments, maintain the City budget and represent the municipality in a variety of settings. The City Manager will research issues important to the City and advise the mayor and Council on the best course of action. A degree in public administration, business administration or other relevant area of study is preferable or equivalent experience.

A City Manager is responsible for directing all administrative processes and enterprises operations. It is the City Manager's job to present the City budget and financial reports as well as interfacing with the community to sustain and develop programs.

**ESSENTIAL JOB FUNCTIONS**

City Manager reports to the City Council and is responsible for policy development, budget and fiscal management, external relations and internal affairs including department oversight. City Manager:

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- Develops, implements and oversees goals and policies. Work closely with elected official and provide information required to make informed decision making.
  - Provide staff assistance to the City Council
  - Prepare and present staff reports and other necessary correspondence
  - Provide advice and consultation to the City Council on the development and implementation of City programs and services.
  - Direct the development and implementation of the Council goals, objectives, policies, and priorities.
- Fiscally responsible for monitoring and supervising all financial aspects of the City.
  - Directly supervise the accountant.
  - Lead the City budget process; directly supervise the budget officer.
  - Direct staff to prepare and present timely budget and financial reports.
  - Work closely with staff to develop finance and accounting policies and procedures; encourages development of efficient, effective business processes and systems.
  - Approve contracts and expenditures consistent with policy.
  - Deliver information to City leaders and the public regarding financial conditions, program progress, and present and future needs of the City.
- Manage external City operations
  - Responsible for hearing the concerns and requests of their community and bringing them to the City Council.
  - Anticipate municipality needs and create programs to address them.
  - Based on research and community insight, advise the City Council and the mayor.
  - Explain, justify, and defend City programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
  - Represent the City to outside groups and agencies; Coordinate City activities with those of other cities, counties, and outside agencies and organizations.
  - Respond to media inquiries, City Council concerns and issues, and community needs.
  - Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Manage internal City operations.
  - Determine the best organizational structure to provide services needed by the City. Establish appropriate service and staffing levels. Assign projects and areas of responsibility.
  - Plan, direct, and coordinate, through department heads, the work plan for the City. Departments include accounting, City recorder and public works. The oversight of these department heads allows for continuity of standards and policies across all City departments.
  - Confer with department heads concerning administrative and operational problems, work plans, and strategic plans. Lead regular department head meetings.
  - Conduct annual evaluations of department heads.
  - Establish guidelines to encourage a positive and productive environment

**Qualification/Knowledge of:**

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Principles and practices of policy development and implementation.

- Principles and practices of program development and administration.
- Government, Council, and local and state legislative processes.
- Organizational and management practices as applied to the analysis and evaluation of City programs, policies and operational needs.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

**Ability to:**

- Manage and direct the operations, services, and activities of a municipality.
- Develop and administer City wide goals, objectives, policies, procedures, work standards, and internal controls.
- Plan, organize, and direct the work of staff. Select, supervise, train, and evaluate staff. Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representatives of other agencies and organizations.
- Effectively present information to top management, public groups, and/or boards of directors. Exercise sound, independent judgment within general policy guidelines.
- Represent the City Council to the general public and representatives of other agencies.
- Deal constructively with conflict and develop consensus.
- Gain cooperation through discussion and persuasion.
- Demonstrate tact and diplomacy with the public.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or related field or equivalent experience.

**Experience:**

Ten years of progressively responsible experience in municipal government including five years as a department head or Assistant City Manager.

**Benefits**

The position is a .5 FTE (1040 hours per year). City Manager will attend all Council meeting and other events as appropriate; as well as maintain scheduled office hours at City Hall. City will contribute to PERS. Employee benefits will be prorated, including vacation, sick leave, other paid time off, and health and life insurances.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to Successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this Job include close vision and the ability to adjust focus.

**TOOLS AND EQUIPMENT USED:**

Computer, including word processing, automated financial system, Internet, presentation and spreadsheet programs; calculator, telephone, copy machine, fax machine, and postage machine.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job duties described does constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

Employee \_\_\_\_\_ Date \_\_\_\_\_

Mayor Ila Skyberg \_\_\_\_\_ Date \_\_\_\_\_

-----  
REPORT PARAMETERS

ORGANIZATION : 020  
BANK : 3  
PRINT BY : CHECK DATE  
SORT OPTION : CHECK #  
PRINT DETAILS : N  
BEGINNING CHECK DATE : 09/01/15  
ENDING CHECK DATE : 09/30/15  
ORG NAME FOR EXTRACT FILE : willamina

REPORT: CHECKREG  
\$DEPHDR\$ EMAIL

GENERATED: 16 MAR 14 10:56

RUN: SATURDAY OCT032015 12:39

PAGE 1

CITY OF WILLAMINA  
CHECK REGISTER  
DATE RANGE: 09/01/15 - 09/30/15

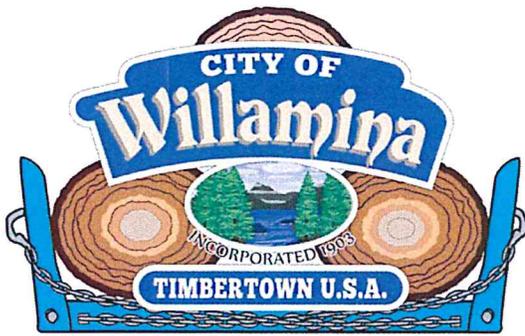
BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6808		09/11/15		0		UNISSUED
3	6809	\$59.85	09/04/15	A&ESF	0	A&E SECURITY & ELECTRONIC SOLUTIONS	OUTSTANDING
3	6810	\$54.47	09/04/15	AMAZN	0	AMAZON	OUTSTANDING
3	6811	\$400.00	09/04/15	BWILS	0	BOBB WILSON	OUTSTANDING
3	6812	\$189.59	09/04/15	BRTH	0	BRETHAUER OIL CO.	OUTSTANDING
3	6813	\$144.47	09/04/15	CRQST	0	CARQUEST	OUTSTANDING
3	6814	\$250.00	09/04/15	CITY	0	CITY OF YAMHILL	OUTSTANDING
3	6815	\$38.31	09/04/15	DAVSN	0	DAVISON AUTO PARTS, INC.	OUTSTANDING
3	6816	\$103.98	09/04/15	DEMCO	0	DEMCO	OUTSTANDING
3	6817	\$290.00	09/04/15	EXPRS	0	EXPRESS SERVICES, INC.	OUTSTANDING
3	6818	\$365.78	09/04/15	FERGE	0	FEI PORTLAND WATERWORKS #3011	OUTSTANDING
3	6819	\$106.00	09/04/15	HNYBC	0	HONEY BUCKET	OUTSTANDING
3	6820	\$266.42	09/04/15	IWSI	0	INDUSTRIAL WELDING SUPPLY, INC.	OUTSTANDING
3	6821	\$50.00	09/04/15	BROWN	0	JEFF BROWN	OUTSTANDING
3	6822	\$6095.44	09/04/15	KTAYL	0	KATHY TAYLOR CONSULTING	OUTSTANDING
3	6823	\$21.24	09/04/15	LEVAN	0	LINDA L. EVANS	OUTSTANDING
3	6824	\$54.00	09/04/15	NWSPR	0	NEWS REGISTER	OUTSTANDING
3	6825	\$68.00	09/04/15	OHMS	0	OREGON HISTORICAL SOCIETY	OUTSTANDING
3	6826	\$31.96	09/04/15	REFAN	0	ROSE FANCEY	OUTSTANDING
3	6827	\$258.52	09/04/15	SHOIL	0	SHELDON OIL COMPANY	OUTSTANDING
3	6828	\$370.86	09/04/15	SKBRG	0	SKYBERG'S	OUTSTANDING
3	6829	\$348.60	09/04/15	STPLS	0	STAPLES CREDIT PLAN	OUTSTANDING
3	6830	\$250.23	09/04/15	STITL	0	STETTLER SUPPLY COMPANY	OUTSTANDING
3	6831	\$1024.75	09/04/15	SUMCO	0	SUMCO EXCAVATING INC	OUTSTANDING
3	6832	\$901.47	09/04/15	XEROX	0	XEROX CORPORATION	VOIDED
3	6833		09/11/15		0		OUTSTANDING
3	6834	\$300.00	09/11/15	DEIBE	0	AMBER DEIBEL	OUTSTANDING
3	6835	\$1200.00	09/11/15	BERND	0	DEBRA J BERNARD	OUTSTANDING
3	6836	\$400.00	09/11/15	BROWN	0	JEFF BROWN	OUTSTANDING
3	6837	\$300.00	09/11/15	KWOJ	0	JOHN P KOWOLIK	OUTSTANDING
3	6838	\$900.00	09/11/15	RIGGS	0	JUSTIN RIGGS	OUTSTANDING
3	6839	\$400.00	09/11/15	HAYNE	0	RICHARD HAYNES	OUTSTANDING
3	6840	\$1000.00	09/11/15	MOWER	0	RICHARD MOWER	OUTSTANDING
3	6841	\$239.05	09/14/15	BKRTL	0	BAKER & TAYLOR	VOIDED
3	6842	\$95.00	09/14/15	BL&HL	0	BEERY, ELSNER & HAMMOND LLP	OUTSTANDING
3	6843	\$180.00	09/14/15	BRNRL	0	BRIAN O'NEIL CONSTRUCTION, INC.	OUTSTANDING
3	6844	\$495.00	09/14/15	CSCDC	0	CASCADE COLUMBIA	OUTSTANDING
3	6845	\$9450.00	09/14/15	CSCHO	0	CHRIS SCHOLTEN CONSTRUCTION	OUTSTANDING
3	6846	\$185.20	09/14/15	UNION	0	CONST & GEN LABORERS UNION	OUTSTANDING
3	6847	\$90.00	09/14/15	COPYC	0	COPY CATS	OUTSTANDING
3	6848	\$138.57	09/14/15	DKQI	0	DK QUARRIES INC	OUTSTANDING

3	6849	\$674.25	09/14/15	EXPRS	0	EXPRESS SERVICES, INC.	OUTSTANDING
3	6850	\$2463.21	09/14/15	FERGE	0	FEI PORTLAND WATERWORKS #3011	VOIDED
3	6851	\$106.00	09/14/15	HNYBC	0	HONEY BUCKET	OUTSTANDING
3	6852	\$124.34	09/14/15	JSCOT	0	JOHN C SCOTT	VOIDED
3	6853	\$1405.25	09/14/15	MWCOG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS	OUTSTANDING
3	6854	\$6234.12	09/14/15	PGE	0	PORTLAND GENERAL ELECTRIC	OUTSTANDING
3	6855	\$885.00	09/14/15	PRIMI	0	PRIMISYS	OUTSTANDING
3	6856	\$105.00	09/14/15	PRINT	0	PRINT NW	OUTSTANDING

CITY OF WILLAMINA  
CHECK REGISTER  
DATE RANGE: 09/01/15 - 09/30/15

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6857	\$199.71	09/14/15	RECWO	0	RECOLOGY WESTERN OREGON	OUTSTANDING
3	6858	\$500.00	09/14/15	SEDCO	0	STRATEGIC ECONOMIC DEVELOPMENT CORPORATION	OUTSTANDING
3	6859	\$192.67	09/14/15	USABL	0	USABLUEBOOK	OUTSTANDING
3	6860	\$1085.00	09/14/15	WTRLB	0	WATERLAB CORP.	OUTSTANDING
3	6861	\$400.00	09/14/15	YCCC	0	YAMHILL COUNTY COMMUNITY CORRECTIONS	OUTSTANDING
3	6862	\$47078.61	09/15/15	YCSHE	0	YAMHILL COUNTY SHERIFF'S OFFICE	OUTSTANDING
3	6863	\$677.98	09/25/15	AMAZN	0	AMAZON	OUTSTANDING
3	6864	\$32.49	09/25/15	DEIBE	0	AMBER DEIBEL	OUTSTANDING
3	6865	\$3950.00	09/25/15	AMLKD	0	AMERICAN LEAK DETECTION	OUTSTANDING
3	6866	\$459.22	09/25/15	ARAMK	0	ARAMARK UNIFORM SERVICES	OUTSTANDING
3	6867	\$136.06	09/25/15	BRTH	0	BRETHAUER OIL CO.	OUTSTANDING
3	6868	\$3603.71	09/25/15	CSCDC	0	CASCADE COLUMBIA	OUTSTANDING
3	6869	\$1438.83	09/25/15	CENLK	0	CENTURYLINK	OUTSTANDING
3	6870	\$1830.80	09/25/15	CHAVS	0	CHAVES CONSULTING INC	OUTSTANDING
3	6871	\$8.95	09/25/15	CCC	0	CHEMEKETA COMMUNITY COLLEGE	OUTSTANDING
3	6872	\$26.00	09/25/15	CONSM	0	CONSUMER REPORTS	OUTSTANDING
3	6873	\$24.00	09/25/15	COOKL	0	COOKING LIGHT	OUTSTANDING
3	6874	\$50.00	09/25/15	BERND	0	DEBRA J BERNARD	OUTSTANDING
3	6875	\$129.78	09/25/15	DEBJA	0	DEBRA JAMESON	OUTSTANDING
3	6876	\$543.75	09/25/15	EXPRS	0	EXPRESS SERVICES, INC.	OUTSTANDING
3	6877	\$610.49	09/25/15	FERGE	0	FEI PORTLAND WATERWORKS #3011	OUTSTANDING
3	6878	\$53.26	09/25/15	GMNT	0	GOODMAN'S TRUE VALUE	OUTSTANDING
3	6879	\$485.25	09/25/15	HARRS	0	HARRIS COMPUTER SYSTEMS	OUTSTANDING
3	6880	\$500.00	09/25/15	HEIDI	0	HEIDI'S HELPING HANDS	OUTSTANDING
3	6881	\$57.69	09/25/15	JUDYW	0	JUDY D WAY	OUTSTANDING
3	6882	\$8.79	09/25/15	JUBRI	0	JUSTIN RIGGS	OUTSTANDING
3	6883	\$2875.00	09/25/15	KELLE	0	KELLER ASSOCIATES INC	OUTSTANDING
3	6884	\$18.00	09/25/15	MOTHR	0	MOTHER JONES	OUTSTANDING
3	6885	\$310.50	09/25/15	OAWU	0	OREGON ASSOCIATION OF WATER UTILITIES	OUTSTANDING
3	6886	\$500.00	09/25/15	ORADM	0	OREGON DEPT OF ADMINISTRATIVE SERVICES	OUTSTANDING
3	6887	\$397.90	09/25/15	PGE	0	PORTLAND GENERAL ELECTRIC	OUTSTANDING
3	6888	\$49.76	09/25/15	MOWER	0	RICHARD MOWER	OUTSTANDING
3	6889	\$119.20	09/25/15	RMFIN	0	RMF INVESTMENT GROUP	OUTSTANDING
3	6890	\$19.52	09/25/15	RMLIN	0	RML INVESTMENTS GROUP LLC	OUTSTANDING
3	6891	\$113.36	09/25/15	ROSAC	0	ROSA CARRASCO	OUTSTANDING
3	6892	\$158.05	09/25/15	SPRNT	0	SPRINT	OUTSTANDING
3	6893	\$560.00	09/25/15	SUMCO	0	SUMCO EXCAVATING INC	OUTSTANDING
3	6894	\$5.75	09/25/15	TITUS	0	TITUS H WILKE	OUTSTANDING
3	6895	\$497.75	09/25/15	TRFRC	0	TRAFFIC SAFETY SUPPLY CO INC	OUTSTANDING
3	6896	\$9.48	09/25/15	SELEC	0	WILLAMINA SELECT MARKET	OUTSTANDING

TOTAL # OF ISSUED CHECKS:	83	TOTAL AMOUNT:	105898.46
TOTAL # OF VOIDED/REISSUED CHECKS:	4	TOTAL AMOUNT:	2932.78
TOTAL # OF ACH CHECKS:	0	TOTAL AMOUNT:	0.00
TOTAL # OF UNISSUED CHECKS:	2		



Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

City Recorder: *Debbie Bernard*  
 Accountant: *Marilyn Coates temp*  
 Office Specialist: *Karen Justen*  
 Library: *Melissa Hansen & Amber Deibel*  
 Public Works Director: *Jeff Brown*  
 Code Enforcement: *John Kowolik*

**MEMO TO: CITY COUNCIL**

**DATE: OCTOBER 8, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: PUBLIC WORKS MEETING**

**Background:**

On September 30, 2015 the Public Works committee met and discussed the proposals presented by the Jeff Brown from Chris Scholten Construction for City Hall and the Museum paint job and dormer siding. The Committee is recommending the portion of the attached proposal to:

- Tear off siding on dormer of City Hall and replace with Hardi Plank as discussed. New trim on corners and window. Cost \$2815.00
- Remove soffit on entry covering and replace with ¼ inch material to keep door from rubbing. Cost \$480
- Total cost \$3295.00

In the 2015/2016 budget there is a line item budgeted to Paint City Hall at \$8000.00.

Action: Motion to approve this above expenditure.

Z:\CITY COUNCIL\CC Agendas\2015-2016\2015 10-8-15.CC.REGULAR MEETING

**Equal Opportunity Employer TTY Dial 7-1-1 or 1-800-735-2900**

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

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



# PROPOSAL

Date: 9/15/2015  
Expiration Date: 11/15/2015

Chris Scholten Construction  
8375 Rowell Creek Rd.  
Willamina, OR 97396  
971-241-7392  
Fax 503-879-9094  
Chrisscholten81@gmail.com

To JEFF BROWM  
CITY OF WILLAMINA  
411 NE C ST  
WILLAMINA OR 97396  
503-437-6998

Salesperson	Job	Payment Terms	Due Date
	CITY HALL / MUSEUM PAINT JOB / DORMER SIDING	Due on receipt	

Qty	Description	Unit Price	Line Total
	PAINT JOB IS TO BE AS DESCRIBED. PRESSURE WASH TO REMOVE DIRT, DEBRIS, AND PAINT CHIPS. SCRAPE ANY LOOSE PAINT. MASK/ TARP ALL SURFACES, DOORS, WINDOWS, DECKS, SHRUBS. TARP ALL WALLS AND DECKS AND PREP FOR SPRAYING. REMOVE AND REINSTALL ANY AND ALL FIXTURES ETC. PRIME ALL TRIM AROUND WINDOWS, DOORS, FASCIA BOARDS, AND GUTTERS. PAINT EXTERIOR BODY AND TRIM WITH TWO COATS OF PAINT. THIS APPLIES TO BOTH BUILDINGS!		
	CITY HALL=		\$6,850
	MUSEUM=		\$11,500
	TEAR OFF SIDING ON DORMER OF CITY HALL AND REPLACE WITH HARDI PLANK AS DISCUSSED. NEW TRIM ON CORNERS AND WINDOW.=		\$2,815
	REMOVE SOFFIT ON ENTRY COVERING AND REPLACE WITH 1/4 INCH MATERIAL TO KEEP DOOR FROM RUBBING.=		\$480

Subtotal **21,645.00**  
Sales Tax **611.15**  
Total **22,256.15**

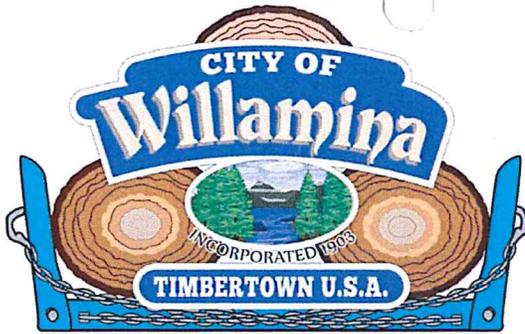
*Handwritten:* 21,645.00 + 611.15 = 22,256.15

Quotation prepared by: \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return: \_\_\_\_\_





Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

*City Recorder: Debbie Bernard  
Accountant: Marilyn Coates temp  
Office Specialist: Karen Justen  
Library: Melissa Hansen & Amber Deibel  
Public Works Director: Jeff Brown  
Code Enforcement: John Kowolik*

**City Of Willamina  
Minutes of the 4th Week of the Month Meeting of the Willamina Public  
Works Meeting  
September 30, 2015  
3:00 PM**

**Location of Meeting:**

Oaken Hills Park  
Willamina, Oregon 97396, Oregon 97396

**Present at Meeting:** No Roll Was Taken

Present:  
Councilor Hill  
Councilor Baller  
Councilor Stritzke  
Mayor Skyberg

**Absent:**

Craig Johnson

The regular meeting of the Willamina Public Works Meeting of City of Willamina was called to order at 3:00 PM on September 30, 2015 at Oaken Hills Park by Councilor Hill.

**I. Approval of Agenda**

The agenda for the meeting was not distributed as there were no specific items presented prior to the meeting only the meeting place; however, Jeff Brown presented at the start of the meeting 2 Bid Proposals for capital improvements.

**II. Consideration of Open Issues**

1. Painting Museum And City Hall  
Jeff Brown

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

Jeff introduced two proposals from Chris Scholten Construction Job title Reside City Hall with 6 inch exposure hardy plank lap siding total \$59,620.00.

Second proposal from Chris Scholten Job title City Hall/Museum Paint Job/Dormer Siding total 21,645.00.

Jeff recommendation to the committee was to Tear off siding on dormer of city hall and replace with Hardy plank as discussed total cost \$2,815. and remove Soffit on entry covering and replace with 1/4 inch material to keep door from rubbing. \$480.00 which is covered in this budget this year and plan for the rest of the work in next year budget. Jeff introduced the proposal for future planning and budget. Heather stated she was on board with fixing the dormer this year and budgeting the other items for next year. Gary asks for consensus. Rita and Gary were in support.

## 2. Oaken Hills Park

Jeff Brown

Jeff said the skate equipment is in need of repair and needs the advice and direction of what should be done. Rita asked how many pieces need to be removed. Jeff suggested walking over to the area of the skate park to view the damages.

Jeff noted the upper north skate ramp needs repair. Jeff said Ken Mckune way back worked with a company that brought in the equipment which was intended for inside. Ila said it is still a memorial park and monies were donated toward the skate equipment. Rita asked so what is it that you want to do. Jeff responded that he did not know or how much material is needed to repair the damaged skate ramps. Rita said she thinks we should take the ramps damaged out and repair. Gary new a company in Portland that he would reference for Jeff that sold the material needs to replace the broken part. Rita added that the skate equipment was supposed to be inside not outside equipment. Heather also noted in comparison that most skate parks are concrete. Gary stated we are going into winter so let's go with what Rita suggested to replace the 3 that are damaged. Jeff added that he wanted show the committee a planter area that needs repair or decision as to what to do with that piece of ground. His suggested was to plant grass so it can be mowed as it is more than public works can maintain. Rita said it that sounds good. Jeff rephrased is the consensus in agreement; everyone said yes. Rita asked what about the lilac trees. Jeff said they are staying. Jeff noted there was one last thing a drawing he passed out last month. He introduced his recommendation for left turn lane on Oaken Hills. He shared the drawing with the committee.

Jeff stated he did not check with ODOT, however, did check with the City Engineer and stated it is our City street.

Heather clarified when parents are taking kids to school and traffic is backing up and if there were a turn lane thru traffic could continue.

Jeff said there would be no parking for approximately 200 ft. (both sides) from main to the point of the trailer on Oaken Hills.



Jeff added that Jerry (from Willamina High School) said the school district would help with striping; Heather said she was in support. Rita said she also would be in support after Jeff checks with ODOT. Gary concluded the meeting and asked Jeff if there was anything else. Jeff responded only if there were any questions regarding leak report.

Heather asked one last question on the equipment are there other cities we can talk to and check to see what they do with their equipment. Jeff noted that other cities use concrete. Heather then said that there must be standardized plans for skate park bowls. Rita noted that Lincoln city has one we would all envy. Debbie added that Dennis Ulrich said at one time Kiwanis paid for the one in Lincoln City. Heather then added that is something we could do contact Dennis for ideas or see what Kiwanis could do. Gary adjourned.

### **Agenda and Time of Next Meeting**

The next meeting will be held at 3:00pm PM on October 27, 2015 at:  
City Hall  
411 NE  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 3:00 PM by Councilor Hill.

Minutes submitted by: Debbie Bernard

Z:\CITY COUNCIL\CC Agendas\2015-2016\2015 10-8-15.CC.REGULAR MEETING\PU Meeting Sept 30th 2015-minutes-730197\_files



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CHAMBER NEWS & EVENTS McMinnville Area Chamber of Commerce Annual Awards Nominations 2015 - NOW OPEN!

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Select Category

CONTACT THE CHAMBER

0 HOURS Monday-Friday, 8:00 am - 5:00 pm

0 LOCATION 117 N.W. Adams St. McMinnville, OR 97128

0 PHONE: (503) 472-6196 FAX: (503) 472-6198

G+1 EMAIL: chamberinfo@mcminnville.org

0 g

# Criminal hiring rules go into effect soon

POSTED BY CHAMBER COMMUNICATIONS ON SEPTEMBER 30, 2015 IN BUSINESS IN MCMINNVILLE, GENERAL | 1 VIEWS

Article sourced from Oregon Business Report, September 30, 2015

September 30, 2015

By **Dunn, Carney, Allen, Higgins & Tongue**

Oregon Employers Need to Prepare for New "Ban the Box" Law

Effective January 1, 2016, Oregon will become the latest state to limit the ability of employers to ask job applicants about prior criminal histories.

HB 5025, signed by Gov. Kate Brown in July, prohibits most Oregon employers from excluding an individual from an initial job interview if, prior to that interview, the applicant is required to disclose a criminal conviction (either through a job application form or otherwise). If there is no initial interview, an employer is prohibited from requiring an applicant to disclose such information before making a conditional offer of employment.

The new law does not prohibit Oregon employers from considering criminal convictions during the hiring process, which can still be explored at an initial interview or after a conditional offer of employment has been made. It also does not prohibit employers from including criminal background histories as a part of a general background check, again as long as it is done either after an initial interview or a conditional employment offer.

As in many other areas of employment law, timing is everything.

There are limited exceptions to the law, including law enforcement agencies or employers in the criminal justice system, or where such inquiries are required by law.

TOP FLOOR MEMBERS



NEW MEMBERS

Coldwell Banker Professional

Lonestar BBQ

Dale's Photography, LLC

West Coast CFO

Hyder Family Dentistry

Inner Oasis - Mind, Body, Spirit

VisitCarlton

Companion Pet Clinic

Miller Consulting Group, LLC

Yamhill County BOC

UPCOMING EVENTS

Oct 1 Government Affairs Council

Oct 2 GREETERS - McMinnville Community Center

It should be noted that compliance with this new law will be enforced by the Oregon Bureau of Labor and Industries, and not by private litigation.

To ensure compliance with these upcoming requirements, Oregon employers need to remove these types of questions from job application forms (both hard copies and online), and those involved in the job recruitment and interviewing processes should become familiar with these new restrictions.

POSTED IN BUSINESS IN MCMINNVILLE, GENERAL

### Related Posts



**New IRS Resource helps Employers Understand the Health Care Law** →



**McMinnville Area Chamber of Commerce Annual Awards Nominations 2015 - NOW OPEN!** →



**3 Political Policies that Need Your Voice** →



**Yamhill County Job Fair** →

- Oct 2 Spirit Mountain Presents: Kevin Selfe & The Tornadoes
- Oct 7 Program and Events Committee
- Oct 7 MACC Lunch Mob - McMinnville
- Oct 7 Spirit Mountain Presents: Karaoke
- Oct 8 Business After Hours - Rock of Ages/Valley View
- Oct 9 GREETERS - Habitat for Humanity ReStore
- Oct 9 Spirit Mountain Presents: Country Wide
- Oct 13 Second Tuesday Fundraiser at Serendipity Ice Cream



#### CHAMBER & VISITOR INFORMATION

**HOURS**  
Monday-Friday, 8:00 am - 5:00 pm

**LOCATION**  
417 N.W. Adams St.  
McMinnville, OR 97128

**PHONE:** (503) 472-6196  
**FAX:** (503) 472-6198  
**EMAIL:**  
[chamberinfo@mcminnville.org](mailto:chamberinfo@mcminnville.org)

Our mission is to be the premier resource for business Programs, Services, Advocacy and Networking in the McMinnville Area.

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#### SITE SEARCH

ATHER

McMinnville, OR  
 Currently Cloudy 57°

**WILLAMINA LIBRARY BOARD  
MINUTES**

15 Sept 15

**Present:** Dan Goff, Joyce Zimbrick, Vickie Goff, Amber Deibel and Melissa Hansen

**Absent:** Darlene Brown, Heather Stritzke

**Guests:**

Dan called the meeting to order at 8:15. The minutes of 16 Jun 2015 were approved.

**Old Business**

One more Board member is needed.

**New Business**

Melissa handed out reports for June, July and August

Melissa said she is now required to turn in an Absence Request before each scheduled PYM meeting. Joyce stated this may be time to contact the union as this seemed unreasonable.

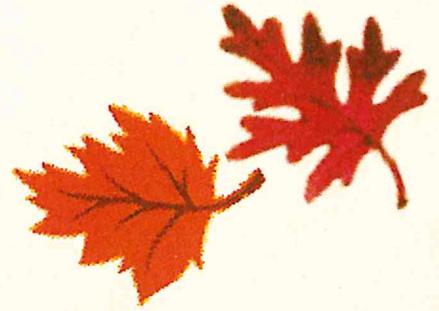
Dan asked about the status of the \$5000. The Board has heard nothing since they voted on a sketch that Ila presented at an April meeting of the Board and the City. He asked Melissa to write a letter to the Council.

The meeting was adjourned at 8:45.

The next meeting will be at the library on 20 Oct 15 at 8:15 a.m.







Commissioners Stan Primozych, Allen Springer, and Mary Starrett  
 cordially invite you to join them for the  
**Local Government Dinner**  
 hosted by Yamhill County on  
**October 15, 2015**

**Please RSVP by 5:00 pm. October 5, 2015**  
**by Email: [hintonk@co.yamhill.or.us](mailto:hintonk@co.yamhill.or.us) or**  
**Phone: 503-434-7501**

6:00 p.m. Social Hour & Appetizers  
 6:30 p.m. Dinner & Conversation

RSVP

Ila,  
 Rita,  
 Theresa,  
 Debbie,



**Location**

Chehalem Cultural Center  
 415 E. Sheridan  
 Newberg, OR 97132

**Menu**

Please choose one entrée:  
 New York Steak or Grilled Salmon  
 or Wild Mushroom Ravioli

Garden Salad, Roasted Golden Yukon Potatoes,  
 Roasted Vegetables, and Dessert

**Cost**

\$27.00/person  
 Checks payable to Yamhill County  
 No host beer & wine bar





Willamina Library Board Agenda  
15 Sept 2015  
8:15 a.m.

1. Call meeting to order
2. Roll call
3. Approval of minutes of 16 June 2015..
4. Old Business  
New Board members
5. New business  
Reports for July and August.  
State Statistical Report 2015 and 1934  
Youth Librarian's Report  
News Register article 18 Aug 15 re: Library Board
6. Public comment
7. Adjourn



**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	CCRLS
876	153	298	12 J Y	93 J 8 Y	251	180	65	333	460	46	1,209	165	10	2,478	1,811	
683	94	300	9 J 1 Y	65 J 2 Y	151	249		313	436	65	963	143	13	1,991	1,454	3rd Q 3,452.00
			65	683												
			J Y	J Y												
			21 J	158 J			0 J									
			1 Y	10 Y			0 Y									
<b>1,559</b>	<b>247</b>	<b>598</b>	<b>140</b>	<b>1,575</b>	<b>402</b>	<b>429</b>	<b>65</b>	<b>646</b>	<b>896</b>	<b>0</b>	<b>2,172</b>	<b>308</b>	<b>23</b>	<b>4,469</b>	<b>3,265</b>	<b>\$ 3,452.00</b>

179  
0  
16,905

**WILLAMINA PUBLIC LIBRARY INCOME REPORT**

MONTH	Apr-15	May-15	Jun-15
Fines \$	81.60	\$ 133.54	
Cards	151	210	
Copies	45	62.25	
Lost Books			
Other			
Other			
<b>TOTAL \$</b>	<b>277.60</b>	<b>\$ 405.79</b>	<b>\$ -</b>

Volunteer Hours



FundDept	(All)
FundDeptDesc	010-400 Library

Row Labels	Sum of ADOPTED 2015-2016
4140 MISCELLANEOUS INCOME	692
4500 LIBRARY FINES	1,760
4501 CCRLS RURAL PATRON FEES	1,648
4504 CCRLS FORMULA PAYMENTS	14,000
4505 CCRLS NET LENDING REIMBURSEMENT	1,778
4513 OLA OREGON READS 2014	-
4701 DONATIONS - LIBRARY	1,500
5010 LIBRARY ADM CLERK	(28,438)
5013 SENIOR LIBRARIAN	(31,295)
5111 PAYROLL TAXES	(5,627)
5112 PERS	(7,204)
5114 HEALTH/LIFE/AD&D INSURANCE	(30,840)
5116 WORKERS COMPENSATION	(1,544)
5999 UNEMPLOYMENT	-
5999 YOUTH SERVICES LIBRARIAN	-
6005 BUILDING MAINTENANCE & REPAIR	(1,421)
6020 EQUIPMENT REPAIR & MAINTENANCE	-
6021 EQUIPMENT LEASE	-
6038 INSURANCE	-
6041 SAFETY EXPENSE	-
6050 LICENSES, DUES & PERMITS	(500)
6061 POSTAGE	(142)
6065 PROFESSIONAL SERVICES	-
6068 IT SERVICES	-
6070 SUPPLIES	-
6075 TELEPHONE	(1,102)
6077 CONFERENCES/TRAINING	(500)
6079 TRAVEL & MEETINGS	(218)
6090 UTILITIES	(2,978)
6428 READY TO READ GRANT	(1,000)
6429 SPECIAL PROGRAMS - CHILDREN & YA	(800)
6430 SPECIAL PROGRAMS - ADULT	(200)
7501 AUDIO/VISUAL (ADULT COLLECTION)	(1,290)
7502 AUDIO/VISUAL (CHILDREN & YA)	(200)
7504 BOOKS (ADULT COLLECTION)	(5,000)
7505 BOOKS (CHILDREN & YOUNG ADULT)	(2,000)
7510 LOST BOOK REPLACEMENT	(300)
7511 LOST AV REPLACEMENT	(200)
7514 OREGON READS 2014 GRANT	-
7566 SUBSCRIPTIONS	(650)
8010 EQUIPMENT	-
8090 LIBRARY RENOVATION	-
8091 Green for Growth Grant-Façade	(5,000)
<b>Grand Total</b>	<b>(107,072)</b>





**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 9/1/2015 to 9/30/2015**

City	UCR Description	9/1/2014 to 9/30/2014	9/1/2015 to 9/30/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	2	0		2	7
	Burglary-Business	0	0		6	2
	Burglary-Non-Residence	1	0		6	7
	Burglary-Residence	1	0		15	15
	Larceny	11	2	-81.82 %	51	60
	Motor Vehicle Theft-Auto	3	0		5	6
	Rape	0	1		3	
	Robbery	0	0		3	
	<b>Part 1 Total</b>	<b>18</b>	<b>3</b>	<b>-83.33 %</b>	<b>91</b>	<b>97</b>
Part 2						
	All Other	3	2	-33.33 %	7	16
	Animal Problems	0	0			1
	Disorderly Conduct	2	1	-50.00 %	9	22
	Drug Laws	4	3	-25.00 %	21	21
	DUII	1	0		7	6
	Forgery	0	0		1	2
	Fraud	0	1		4	6
	Kidnapping	0	0			3
	Liquor Laws	0	0		3	5
	Runaway	1	1		2	5
	Sex Offenses	2	1	-50.00 %	3	15
	Simple Assault	6	4	-33.33 %	38	61
	Stolen Property	1	0		2	2
	Tresspass/Prowler	2	0		26	19
	Vandalism	3	1	-66.67 %	31	33
	Weapons	2	0		1	6
	<b>Part 2 Total</b>	<b>27</b>	<b>14</b>	<b>-48.15 %</b>	<b>155</b>	<b>223</b>
	<b>Total For WILLAMINA</b>	<b>64</b>	<b>32</b>	<b>-50.00 %</b>	<b>386</b>	<b>541</b>



**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 9/1/2015 to 9/30/2015**

City	UCR Description	9/1/2014 to 9/30/2014	9/1/2015 to 9/30/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 3						
	All Other	11	9	-18.18 %	69	94
	Non-Reportable Offenses	8	6	-25.00 %	71	127
	Part 3 Total	19	15	-21.05 %	140	221
	<b>Total For WILLAMINA</b>	64	32	-50.00 %	386	541



*Your Resource for Labor Relations and HR  
Assistance*

**LOCAL GOVERNMENT  
PERSONNEL INSTITUTE**

660 Hawthorne Ave., SE #150 Salem, OR 97301  
(503) 588-2251 (503) 485-5900 fax  
www.lgpi.org asklgpi@lgpi.org

## **LGPI Executive-Level Recruitment Services**

**LGPI offers recruitment assistance for clients with executive-level vacancies. Our services include:**

### **Executive-Level Positions**

- Assistant City Manager
- Finance Director
- Human Resources Director
- Public Works Director
- Other Department Heads

### **Recruitment Services**

- Position and compensation package review
- Recruitment materials development
- Local and specialized advertising (print and online)
- Candidate resume review and screening
- Interview question development
- Interview scheduling
- Candidate communication

### **Background and Reference Checks**

- Performed by LGPI's Investigators
- Interview current and previous employers
- Interview personal references
- Contact applicant if needed to complete investigation
- Review credit, civil, court, criminal and DMV records
- Follow up on information generated from the investigation
- Submit a report and make a recommendation for suitability and fitness of the applicant for the position

### **Our Consultant**

**Ruth Mattox,  
IPMA-CP, SHRM-CP, PHR**

Ruth brings a variety of management experiences to LGPI. She started her own small business at the age of 23, has senior management experience, and over 15 years as an HR professional.

Her public sector experience includes serving in the capacity of Assistant City Manager, County HR Director, and Administrative Services Director.

#### **Contact Us:**

Call LGPI at (503) 588-2251.

