

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 Coordinator: Rania Conover
Office Specialist: Karen Justen
Library: Melissa Hansen & Amber Deibel
Public Works Director: Jeff Brown
Code Enforcement: John Kowolik*

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WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, November 12, 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 October 8, 2015- Attached
 - Minutes of Work Session Meeting September 17, 2015 separate cover
 - Minutes of City Council Special Meeting October 22, 2015 separate cover
 - Minutes of Cemetery Committee 15, 2015 separate cover
 - Minutes of November 3, Finance Committee separate cover
- IV. **Public Input**
- V. **Old Business**
- VI. **New Business - none**
- VII. **Mayor's Report**
 - Report on meetings Mayor attended throughout the Month of October
- VIII. **Council Liaison Reports**

Chamber Liaison (Ila Skyberg absent)
Library Board (Heather Stritzke)
YCOM Board (Councilor Baller)
- IX. **Council Committee Reports**

Check Registers – October 1-31, 2015 (*information only*)
Public Works Committee Meeting Minutes for November 3, 2015 (no quorum)
Planning Commission Report (Commissioner Ulrich)

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X. Reports of City Officers

City Recorder – see attached

- Conversion to Caselle Update – see attached spreadsheet
- Update on the communication to Secretary of State – see copy of email
- Update on 2014 2015 Audit Review Status - communication with Auditor and Kathy Taylor – see memo
- Backflow Letters
- EID renewal – see copy of letter
- Street Ordinance – continued

Code Enforcement Court Clerk

Monthly Report (*handout*) *separate attachment*

Public Works

Monthly Report – (*handout attached*)

Library

Senior Librarians Monthly Report (*hand out attached*)

Sheriff's Office

- Crime Summary – October 2015 (*handout attached*)

XI. Executive Session

- a. Administration discussion

Pursuant to ORS 192.660(2), the City Council will meet in Executive Session to consider information or records that are exempt by law from public inspection.

XII. Next Council Meeting Dates

**Special Meeting (*canceled due to the Holiday*) & Work Session – November 26, 2015
(7:00 pm)**

Regular Session – December 10, 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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**City Of Willamina City Council
Minutes of the Second Thursday Meeting of the City Council
October 8, 2015
7:00 PM**

Location of Meeting:

City Hall
411 NE
Willamina, Oregon 97132

Present at Meeting:

Councilor President Rita Baller
Councilor Gary Hill
Councilor Allan Bramall
Councilor Theresa McKnight
Councilor Katie Vinson
Absent:
Councilor Heather Stritzke
Mayor Ila Skyberg

Staff Present:

City Recorder Debbie Bernard
Public Works Director Jeff Brown
City Attorney David Doughman

Others present:

Paul Daquilante, News register
Carl Klym
Sherry Dawkins Mud Drags
Craig Johnson Public Works Committee Member

The regular meeting of the City Council of City of Willamina City Council was delayed for a call to order at 7:00 PM on October 8, 2015 at City Hall by Council President Rita Baller until 7:35pm awaiting quorum.

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. Shaky Ground Pamphlet

Council President Rita Baller

Rita opened with "let's talk about things we do not have to vote on". The meeting was delayed awaiting an additional councilor to arrive for a quorum. As we all were waiting Rita then spoke to the pamphlet that was put out by the Oregon Emergency Management which she felt was very interesting and a good read for anyone. Rita gave a personal account of her experience and said that in reading the pamphlet she was reminded to keep a pair of gloves and a flashlight by her bedside. Rita referred everyone one to pick up a copy up at the front counter in City Hall.

Councilor Baller then asked the citizens present if anyone would like to discuss any items that would not require a vote.

Sherry Dawkins was present to ask permission for a change to the annual Willamina Mud Drags. She said instead of the mud drags, the 4th of July committee would like do a Swap Meet and Flea Market. The date for the event is July 23, 2016. Sherry stated the reason that the request was early was she wanted to prepare and enter an advertising pamphlet. Rita asked if Sherry had insurance and permits all in line. Sherry responded no as it was too early. Sherry noted that the swamp meet and flea market insurance would be a lot less. Rita then stated that as soon as we had a quorum we could then vote.

Council President Baller then asked Mr. Klym if he would like to speak. He said his concern was the water billing. Rita asked Mr. Klym to state his name for the record. Carl said he does not see any improvement around the town and he is concerned. He said the population sign has not changed since he was a kid. He said he had to go online to figure what the population was; He said there are about 698 homes; suburban statistics.org. He went on to explain the average cost is for a household is \$97.00; that is \$68,000 dollars of revenue. He said he wonders where the revenue is going. Carl went on to say he had many problems with the City like not enough law enforcement.

Rita acknowledged Carl concerns and said that the Mayor is working with Jeff to get the population sign updated.

Rita then said the revenue that the city brings in from water has to stay in the water fund. In addition, that the amount of revenue brought in does not cover the cost to create and deliver the water. Rita then shared that the city did a water rate study recently because the city needed to know how to cover the cost of the aging infrastructure. She shared her past experience of governing and stated that there is a reason to listen to the professionals that have advised the city that they do not charge enough to qualify for loans and grants. Carl said that in the recent 3 months his water did not go down the way the City claimed it would. Theresa noted that the sewer also went up in that period. Carl went on to say that he asked for the last ten years of rates information but was only given 5 years. Councilor Baller said there had to be a reasonable explanation from staff for that and then thanked Carl for bringing his concerns to Council. Debbie explained that the old Springbrook software was no longer working and that the last 5 years data came out of the current software. Carol also commented that code enforcement was not doing a good job. Carl noted that the code enforcer should not park where the police park. Carl also said that when he asked staff about what a cubic foot they did know. He asked when new staff started. Rita asked Jeff if staff replaced the meter. Jeff responded yes. Debbie then stated that she asked at least 10 days to establish a reading. Debbie also shared that public works responded that there was no explanation on our side for the high consumption. Debbie also explained that she talked to Mrs. Kym the owner regarding the high consumption and possible adjustment.

Councilor Baller then asked David Doughman Attorney to give us an update. He said a lot is going on at the legislature that is keeping him busy however, everything else is good.

Citizen Craig Johnson asked about what happen at the Public Works committee meeting. Rita responded that the committee talked about felling trees, repair skate ramp, taking cedar block to straight out a sign and several other things. Rita added that the committee walked over and could see the damage and need for the skate ramp repair.

2. City Council Meeting was called to order at 7:35pm

Council President Rita Baller

Councilor Baller asked the City Recorder Debbie Bernard to take roll call. Roll call was taken and the city recorder stated a quorum was present. Councilor Vinson did arrive at 7:35pm and Councilor Stritzke was absent. Addition, Mayor Skyberg was also absent.

Councilor Baller asked for a motion regarding the minutes from September 10, 2015.

MOTION: Councilor Hill moved to approved minutes of September 10, 2015 Regular City Council Meeting. Councilor Bramall seconded. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, and Vinson voting aye. Councilor Stritzke was absent.

Councilor Baller noted the September 17, 2015 minutes were tabled as they were not ready.

MOTION: Councilor Hill motioned to approve the swap meet and flea market on July 23, 2016. Councilor McKnight Seconded. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, and Vinson voting aye. Councilor Stritzke was absent.

Councilor Baller brought Katie up to speed and noted that we had already talked about the required insurance. Rita thanked Sherry for all the work she does and her community service.

Councilor Baller asked for a motion to approve June 25th Mud Drags.

MOTION: Councilor Hill motioned to approve the June 25, 2016 Mud Drags. Councilor Bramall seconded. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, and Vinson voting aye. Councilor Stritzke was absent.

Old Business - Councilor Baller asked the City Recorder to Read the Proclamation.

She read the Proclamation aloud from the office of Mayor

MOTION: Councilor Hill motioned to approve the Proclamation with the added signature of the Mayor. Councilor Bramall seconded. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, and Vinson voting aye. Councilor Stritzke was absent.

3. New Marijuana Laws

City Attorney David Doughman

David started by stated that there are new laws that have passed in the recent legislative session. David noted his law firm represents local governments exclusively.

David started by stating to take a step back he wanted to share how the topic evolved. It started out with the Medical Marijuana program but there really was no easy way for folks to acquire it. Next the legislature decided to bring that into the light and allow dispensaries. Next the legislative created regulations to allow cities to prohibit dispensaries for 1 year; however, still not clear if it was legal. A number of communities put a ban on it.

David noted that this substance is a schedule one drug and the federal government puts it on the level of a serious and elicit substance. Trying to figure what trumps what. Federal law is supreme. Fast forward to 2014. Most importantly there was passage of measure 91. In the last legislature the state tried to rap their arms around medical marijuana and recreational marijuana. The Oregon liquor control will have a licensing program for

recreational marijuana sales soon. The legislature did not combine the 2 programs. The Oregon health authority oversees the medical marijuana.

In response to the legislative changes that happened in 2015, cities have more flexibility as to what they can and cannot do of both the medical and recreational variety said David. He went on to describe a major distinction between cities east of the cascades west of the mountains.

Eastern Oregon legislative bodies were convinced to allow local municipalities to ban. Everyone west of the cascades have the right to pass an ordinance to prohibit medical or recreation dispensaries or recreational grow processes; a list of 6 types of facilities and or all you can ban.

The caveat is that you have to take it to the voters on the November 2016 ballot; voters have the right to accept or reject the ordinance.

David summarized that City has passed an ordinance in respect to medical marijuana which is regulated to the industrial zone. David stated he did not come with any policy advice. He said his job is to present a plate of options. He added Debbie gave him what the City of Willamina has already done. He said Willamina has passed a set of land use regulations. The City basically allows a medical marijuana facility in the industrial zone. So if anyone is interested to sell medical marijuana they would have to apply for a conditional use.

David noted the City could do the same for Recreational marijuana with the same regulation. If the council wants to go that route it would be very easy. He recommends amending the ordinance we already have to include recreational dispensaries. David noted if the city wants to do a ban, or wants to even ban one for example recreational that would eliminate the Cities right to any state shared tax revenue. Any sort of prohibition causes the cities to lose any state shared revenue.

In addition, David added that the last legislature session addressed taxes. David said the cities have 10% tax to address recreational marijuana sales. He noted that measure 91 would cause that tax to be void. He said the new legislation allows cities to adopt a tax up to 3%; however, it has to be presented to the voters. He said the way to think about the tax issue is the cities can pass a tax up to 3% and still get state shared revenue.

Katie's clarified is there any dispensaries that are medical and recreational? David responded it harkens back to is it legal but you have no way to get it. There is a gap when it was legal and when you can get it. They only place you can legally buy it is in legal dispensaries. Communities right now can sell limited amounts of medical marijuana. it is anticipated that when OLCC regulates some of the medical will be allowed to sell recreational. David said in the end he thinks some of the Medical will become

exclusively recreational.

Councilor Bramall added the amount you can now purchase is 1/4 ounce. Kathie noted basically everyone in Eastern Oregon will not be able to share in the state shared revenue due to their regulations. David agreed yes.

David added that HB3400 has 70 pages of new legislation and he would forward the link for all to review which talks about the upcoming legislative changes.

Rita asked councilors what do they want to do. David noted there is time up to the next 6 months. Gary asked to table it so the Mayor could be here. Rita said what about putting it on the November work session.

Gary said he did not see a need to have a work session. Katie's responded that she would like to review the codes.

Councilor Hill asked what if a company 100 yards outside our cities limits wants to grow and also wants to sell on the same property is there anything that stops them. David said yes and no. The cities have no authority to stop it. It would fall to the county. He went on to say his recollection is both uses can not occur on the same parcel. Gary clarified it would not be on the same parcel. Gary said he has heard that some one is interested and wanted to do that outside the city limits.

MOTION: Councilor Baller noted there is a motion on the floor to table the topic for the Mayors return. Councilor McKnight seconded. .

Motion carried unanimously, with Councilors Hill, Bramall, McKnight, Bramall, and Vinson voting aye. Councilor Stritzke was absent.

4. New Business - Job Descriptions For Office Specialist And City Manager

Council President Rita Baller

Councilor Baller asked to move it to a work session.

MOTION: Councilor Hill moved to take the job descriptions to a work session. Councilor McKnight seconded. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, Bramall, and Vinson voting aye. Councilor Stritzke was absent.

City Recorder responded that would work until the next work sessions.

5. City Budget

City Recorder Debbie Bernard

Debbie stated that in working on whether or to do a supplemental budget, and speaking to Kathy Taylor regarding monies to cover the street improvement on lamson and 4th it was discovered that Kathy had given us the incorrect pages on the budget. There was an error in the budget packet. Debbie stated that was alarming and she got a hold of the Council immediately. Basically the appropriations are all correct the LB50 LB1 is all correct. She stated, she wanted to insert the correct pages and bring that to their attention. Debbie asked does that sound logical. Feedback was yes. Debbie also stated that the accountant reviewed and doubled check all the pages.

MOTION: Councilor Hill made a motion to allow the City Recorder to place the replacement pages in the budget document. Councilor McKnight seconded. Motion

carried unanimously, with Councilors Hill, Bramall, McKnight, Bramall, and Vinson voting aye. Councilor Stritzke was absent.

6. YCOM Board

Councilor Baller

Councilor Baller stated their meeting was postponed.

7. Public Works Committee Minutes.

September 30, 2015 Public works Committee meeting. Rita asked is there anything we needed to vote on.

Debbie stated that we need a motion to fix the dormer at a cost of \$3295. Jeff also stated that is to fix the dormer.

Rita asked for a motion

MOTION: Councilor Hill moved to approve the proposal from Chris Shelton Construction to tear off the dormer at \$3295. Councilor Bramall Seconded. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, Bramall, and Vinson voting aye. Councilor Stritzke was absent.

8. Left Turn Lane On Oaken Hills

Jeff Brown

Jeff stated that he did get a hold of odot. He stated it is a City street so the Council needs to approve a change to the street. Jeff said the high school is taking care of the cost. Jeff asked the council to approve the change at that intersection.

MOTION: Councilor Hill moved to allow work on Oaken Hills Turn Lane with the High School taking care of the cost. Councilor Bramall seconded. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, and Vinson voting aye. Councilor Stritzke was absent.

Jeff continued to say the Council will need to regulate or pass no parking on both sides of the street so that the deputies can enforce the no parking as a violation.

Rita asked do we need to ask Debbie to write up an ordinance to address no parking on Oaken Hills. Rita asked for consensus.

MOTION: Councilor Hill moved to approve the minutes of Public Works of September 30, 2015. Councilor Vinson seconded. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, and Vinson voting aye. Councilor Stritzke was absent.

9. Caselle Migration

Debbie Bernard

Debbie reported that the conversion has been very intense.

She said that AP is now migrated. She said that they are working on loading the budget.

Debbie reported she is working also loading the utility billing accounts and hopes to go

live for the next billing.

Also, Debbie added that she is at the cross roads of decided on a statement vs. the post cards and bringing that to Council. It was proposed to the City by the post office to change from the post cards as some of them get damaged by the handling in Salem. So it proposes the idea to move to an 8 1/2 by 11 statement. Debbie shared that if we move to a new statement it can become a communication tool. Debbie noted is is \$395 dollars now to \$517 a month to mail the bills. Cost per bill is .53 cents to .69 cents. Debbie stated it is definitely an increase in cost.

Katie asked should we make a decision so they can move forward. Gary said he has no problem with it. Rita asked for a motion.

MOTION: Councilor Vinson moved to motion to accept the new water bill statements as discussed by the recorder. Councilor Hill seconded.

Motion carried unanimously, with Councilors Hill, Bramall, McKnight and Vinson voting aye. Councilor Stritzke was absent.

10. Ban the Box

City Recorder Debbie Bernard

Debbie noted that employers soon will have to "Ban the Box" on the cities employment application which if it were there could discriminate or keep folks from the interview if it were discovered prior to an interview criminal background. She said it takes the question off the application or "ban the box". However, the background check can be done later in the process. It goes into effect January 2016.

Rita asked Jeff to report on Public Works. Jeff apologized for not having a written report as he has been very busy. He said Public Works is working on water leaks. He added the sidewalk project should start at the end of October. Katie talked to Jeff about volunteers form the Delphi School. Jeff responded he has worked with those volunteers in the past and did not have success.

Councilor Baller then addresses Sergeant Whitlow. He responded that it had been a pretty good month. He said that the Sherriff arrested Willamina's most wanted and is now in jail.

MOTION: Councilor Bramall moved to adjourn. Councilors seconded.. Motion carried unanimously, with Councilors Hill, Bramall, McKnight, and Vinson voting aye. Councilor Stritzke was absent.

Agenda and Time of Next Meeting

The next meeting will be held at 7:00 PM on November 12, 2015 at:
City Hall
411 NE "C" Street
Willamina, Oregon 97396



The meeting was adjourned at 8:15PM by Council President Rita Baller.

Minutes submitted by: City Recorder, Debbie Bernard

Debbie Bernard

Minutes approved by: Council President, Rita Baller

Rita Baller

Report Criteria:

Report type: GL detail
Check Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
6935	10/15	10/14/2015	6935	1510 AMBER DEIBEL	10/15/15 AD	1	10-00-1250	.00	300.00	300.00
Total 6935:										
6936	10/15	10/14/2015	6936	670 DEBRA J BERNARD	10/15/15 AD	1	10-00-1250	.00	1,200.00	1,200.00
Total 6936:										
6937	10/15	10/14/2015	6937	860 JEFF BROWN	10/15/15 AD	1	10-00-1250	.00	400.00	400.00
Total 6937:										
6938	10/15	10/14/2015	6938	2500 JOHN P KOWOLIK	10/15/15 AD	1	10-00-1250	.00	300.00	300.00
Total 6938:										
6939	10/15	10/14/2015	6939	3870 JUSTIN RIGGS	10/15/15 AD	1	10-00-1250	.00	900.00	900.00
Total 6939:										
6940	10/15	10/14/2015	6940	2415 KAREN JUSTEN	10/15/15 AD	1	10-00-1250	.00	300.00	300.00
Total 6940:										
6941	10/15	10/14/2015	6941	2100 RICHARD HAYNES	10/15/15 AD	1	10-00-1250	.00	400.00	400.00
Total 6941:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
6942	10/15	10/14/2015	6942	2860 RICHARD MOWER	10/15/15 AD	1	10-00-1250	.00	1,000.00	1,000.00
Total 6942:										
6943	10/15	10/14/2015	6943	110 A&E SAFE AND ALARM CO.	134650	1	10-12-5200	.00	59.85	59.85
10/15	10/14/2015	6943	110	A&E SAFE AND ALARM CO.	134654	1	10-65-5200	.00	59.85	59.85
10/15	10/14/2015	6943	110	A&E SAFE AND ALARM CO.	134654	2	10-67-5200	.00	59.85	59.85
Total 6943:										
6944	10/15	10/14/2015	6944	830 ALAN BRAMALL	STIPEND 7/2	1	10-13-5310	.00	40.00	40.00
10/15	10/14/2015	6944	830	ALAN BRAMALL	STIPEND 8/2	1	10-13-5310	.00	40.00	40.00
10/15	10/14/2015	6944	830	ALAN BRAMALL	STIPEND 9/2	1	10-13-5310	.00	40.00	40.00
Total 6944:										
6945	10/15	10/14/2015	6945	1510 AMBER DEIBEL	EXPREP 10.	1	10-65-5111	.00	31.05	31.05
10/15	10/14/2015	6945	1510	AMBER DEIBEL	EXPREP 9.2	1	10-65-5111	.00	7.97	7.97
Total 6945:										
6946	10/15	10/14/2015	6946	870 BRETTHAUER OIL CO.	CL19859	1	20-11-5120	.00	32.66	32.66
10/15	10/14/2015	6946	870	BRETTHAUER OIL CO.	CL19859	2	30-11-5120	.00	65.32	65.32
10/15	10/14/2015	6946	870	BRETTHAUER OIL CO.	CL19859	4	40-11-5120	.00	65.31	65.31
Total 6946:										
6947	10/15	10/14/2015	6947	1380 CARQUEST	119917	1	10-66-5137	.00	3.77	3.77
10/15	10/14/2015	6947	1380	CARQUEST	119917	2	20-11-5137	.00	3.77	3.77
10/15	10/14/2015	6947	1380	CARQUEST	119917	3	30-11-5137	.00	8.80	8.80
10/15	10/14/2015	6947	1380	CARQUEST	119917	4	40-11-5137	.00	8.79	8.79
10/15	10/14/2015	6947	1380	CARQUEST	120164	1	10-66-5137	.00	9.93	9.93
10/15	10/14/2015	6947	1380	CARQUEST	120164	2	20-11-5137	.00	9.93	9.93

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/15	10/14/2015	6947	1380	CARQUEST	120164	3	30-11-5137	.00	23.18	23.18
10/15	10/14/2015	6947	1380	CARQUEST	120164	4	40-11-5137	.00	23.19	23.19
10/15	10/14/2015	6947	1380	CARQUEST	120176	1	10-66-5137	.00	.76	.76
10/15	10/14/2015	6947	1380	CARQUEST	120176	2	20-11-5137	.00	.76	.76
10/15	10/14/2015	6947	1380	CARQUEST	120176	3	30-11-5137	.00	1.78	1.78
10/15	10/14/2015	6947	1380	CARQUEST	120176	4	40-11-5137	.00	1.79	1.79
10/15	10/14/2015	6947	1380	CARQUEST	120888	1	10-66-5137	.00	.55	.55
10/15	10/14/2015	6947	1380	CARQUEST	120888	2	20-11-5137	.00	.55	.55
10/15	10/14/2015	6947	1380	CARQUEST	120888	3	30-11-5137	.00	1.29	1.29
10/15	10/14/2015	6947	1380	CARQUEST	120888	4	40-11-5137	.00	1.30	1.30
Total 6947:										
6948	10/15	10/14/2015	6948	1135 CITY OF YAMHILL	00242	1	10-14-5211	.00	250.00	250.00
Total 6948:										
6949	10/15	10/14/2015	6949	4640 CONST & GEN LABORERS UNI	9.15.15DUE	1	10-00-2130	.00	185.20	185.20
Total 6949:										
6950	10/15	10/14/2015	6950	1460 DAVISON AUTO PARTS, INC.	9243499096	1	40-11-5137	.00	21.98	21.98
10/15	10/14/2015	6950	1460	DAVISON AUTO PARTS, INC.	9243501387	1	10-66-5137	.00	17.62	17.62
10/15	10/14/2015	6950	1460	DAVISON AUTO PARTS, INC.	9243501387	2	20-11-5137	.00	17.62	17.62
10/15	10/14/2015	6950	1460	DAVISON AUTO PARTS, INC.	9243501387	3	30-11-5137	.00	41.13	41.13
10/15	10/14/2015	6950	1460	DAVISON AUTO PARTS, INC.	9243501387	4	40-11-5137	.00	41.12	41.12
Total 6950:										
6951	10/15	10/14/2015	6951	1720 EXPRESS SERVICES, INC.	16327017-6	1	10-12-5200	.00	855.50	855.50
10/15	10/14/2015	6951	1720	EXPRESS SERVICES, INC.	16359227-2	1	10-12-5200	.00	1,257.88	1,257.88
Total 6951:										

Check Register - GL Detail

Check Issue Dates: 10/1/2015 - 10/31/2015

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
6952	10/15	10/14/2015	6952	1830	FEI PORTLAND WATERWORKS	0482499	1	10-66-5137	.00	15.15	15.15
	10/15	10/14/2015	6952	1830	FEI PORTLAND WATERWORKS	0482499	2	20-11-5137	.00	15.15	15.15
	10/15	10/14/2015	6952	1830	FEI PORTLAND WATERWORKS	0482499	3	30-11-5137	.00	35.36	35.36
	10/15	10/14/2015	6952	1830	FEI PORTLAND WATERWORKS	0482499	4	40-11-5137	.00	35.36	35.36
	10/15	10/14/2015	6952	1830	FEI PORTLAND WATERWORKS	SC22105	1	10-12-5355	.00	5.87	5.87
Total 6952:											
6953	10/15	10/14/2015	6953	1920	GARY L HILL JR	STIPEND 7/2	1	10-13-5310	.00	40.00	40.00
	10/15	10/14/2015	6953	1920	GARY L HILL JR	STIPEND 8/2	1	10-13-5310	.00	40.00	40.00
	10/15	10/14/2015	6953	1920	GARY L HILL JR	STIPEND 9/2	1	10-13-5310	.00	40.00	40.00
Total 6953:											
6954	10/15	10/14/2015	6954	4300	HEATHER STRITZKE	STIPEND 7/2	1	10-13-5310	.00	40.00	40.00
	10/15	10/14/2015	6954	4300	HEATHER STRITZKE	STIPEND 8/2	1	10-13-5310	.00	40.00	40.00
	10/15	10/14/2015	6954	4300	HEATHER STRITZKE	STIPEND 9/2	1	10-13-5310	.00	40.00	40.00
Total 6954:											
6955	10/15	10/14/2015	6955	2160	HONEY BUCKET	2-1357659	1	10-66-5200	.00	106.00	106.00
	10/15	10/14/2015	6955	2160	HONEY BUCKET	2-1362304	1	10-66-5200	.00	106.00	106.00
	10/15	10/14/2015	6955	2160	HONEY BUCKET	2-1366607	1	10-66-5200	.00	106.00	106.00
Total 6955:											
6956	10/15	10/14/2015	6956	2260	ILA SKYBERG	STIPEND 7/2	1	10-13-5310	.00	100.00	100.00
	10/15	10/14/2015	6956	2260	ILA SKYBERG	STIPEND 8/2	1	10-13-5310	.00	100.00	100.00
	10/15	10/14/2015	6956	2260	ILA SKYBERG	STIPEND 9/2	1	10-13-5310	.00	100.00	100.00
Total 6956:											
6957	10/15	10/14/2015	6957	2520	KATHY TAYLOR CONSULTING	9.2015 STMT	1	10-12-5201	.00	3,838.00	3,838.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 6957:										
6958	10/15	10/14/2015	6958	4760 KATIE VINSON	STIPEND 7/2	1	10-13-5310	.00	40.00	40.00
	10/15	10/14/2015	6958	4760 KATIE VINSON	STIPEND 8/2	1	10-13-5310	.00	40.00	40.00
	10/15	10/14/2015	6958	4760 KATIE VINSON	STIPEND 9/2	1	10-13-5310	.00	40.00	40.00
Total 6958:										
6959	10/15	10/14/2015	6959	2580 LDE COMPANY	12815-01	1	10-12-6001	.00	2,950.00	2,950.00
	10/15	10/14/2015	6959	2580 LDE COMPANY	2015-02	1	10-12-5507	.00	123.34	123.34
	10/15	10/14/2015	6959	2580 LDE COMPANY	2015-02	2	10-67-5507	.00	123.33	123.33
	10/15	10/14/2015	6959	2580 LDE COMPANY	2015-02	3	10-65-5507	.00	123.33	123.33
Total 6959:										
6960	10/15	10/14/2015	6960	2070 MELISSA HANSEN	EXPREP 8.2	1	10-65-5106	.00	2.00	2.00
	10/15	10/14/2015	6960	2070 MELISSA HANSEN	EXPREP 8.2	2	10-65-5105	.00	15.84	15.84
	10/15	10/14/2015	6960	2070 MELISSA HANSEN	EXPREP 8.2	3	10-65-5344	.00	31.63	31.63
Total 6960:										
6961	10/15	10/14/2015	6961	3050 NORTHWEST LOGGING SUPPL	217135	1	40-11-5507	.00	8.49	8.49
Total 6961:										
6962	10/15	10/14/2015	6962	3060 NIW NATURAL	13632823_9.	1	10-66-5415	.00	15.68	15.68
	10/15	10/14/2015	6962	3060 NIW NATURAL	13916580_9.	1	10-67-5415	.00	43.32	43.32
Total 6962:										
6963	10/15	10/14/2015	6963	3570 PETERSON	PC51021585	1	40-11-5507	.00	258.55	258.55

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 6963:										
6964	10/15	10/14/2015	6964	PETROLEUM ENERGY PRODU	113971	1	20-11-5120	.00	8.06	8.06
	10/15	10/14/2015	6964	PETROLEUM ENERGY PRODU	113971	2	30-11-5120	.00	16.15	16.15
	10/15	10/14/2015	6964	PETROLEUM ENERGY PRODU	113971	3	40-11-5120	.00	16.15	16.15
Total 6964:										
6965	10/15	10/14/2015	6965	PGE	8928404_9.2	1	10-66-5415	.00	15.45	15.45
Total 6965:										
6966	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	1614431_9.2	1	10-67-5415	.00	63.53	63.53
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	3242538_9.2	1	10-12-5415	.00	166.81	166.81
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	4668590_9.2	1	10-67-5415	.00	15.45	15.45
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	4960203_9.2	1	30-11-5415	.00	317.59	317.59
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	5071216_9.2	1	10-65-5415	.00	123.03	123.03
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	5072008_9.2	1	10-12-5415	.00	36.05	36.05
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	5134337_9.2	1	10-66-5415	.00	22.43	22.43
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	6101749_9.2	1	10-12-5415	.00	15.45	15.45
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	641189_9.2	1	30-11-5415	.00	1,174.54	1,174.54
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	7442324_9.2	1	30-11-5415	.00	596.56	596.56
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	7503422_9.2	1	30-11-5415	.00	16.75	16.75
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	7505336_9.2	1	30-11-5415	.00	822.12	822.12
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8056065_9.2	1	40-11-5415	.00	102.40	102.40
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8057642_9.2	1	40-11-5415	.00	144.37	144.37
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8074233_9.2	1	40-11-5415	.00	49.91	49.91
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8110573_9.2	1	40-11-5415	.00	1,305.55	1,305.55
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8412508_9.2	1	10-66-5415	.00	29.48	29.48
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8647822_9.2	1	10-66-5415	.00	5.01	5.01
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8647822_9.2	2	20-11-5415	.00	25.06	25.06
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8647822_9.2	3	30-11-5415	.00	110.24	110.24
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	8647822_9.2	4	40-11-5415	.00	110.24	110.24
	10/15	10/14/2015	6966	PORTLAND GENERAL ELECTRI	9997-2_9.24.	1	40-11-5415	.00	148.89	148.89

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 6966:										
6967	10/15	6967	3730	PRIMISYS	9417	1	10-12-6001	.00	945.00	945.00
	10/15	6967	3730	PRIMISYS	9417	2	10-12-6000	.00	350.00	350.00
Total 6967:										
6968	10/15	6968	3820	Recology Western Oregon	1080068163	1	10-66-5415	.00	10.48	10.48
	10/15	6968	3820	Recology Western Oregon	1080116228	1	10-66-5415	.00	34.15	34.15
	10/15	6968	3820	Recology Western Oregon	1080204289	1	10-66-5415	.00	14.65	14.65
	10/15	6968	3820	Recology Western Oregon	1080218560	1	10-65-5415	.00	14.65	14.65
	10/15	6968	3820	Recology Western Oregon	1080242222	1	10-66-5415	.00	14.56	14.56
	10/15	6968	3820	Recology Western Oregon	1080242222	2	20-11-5415	.00	43.65	43.65
	10/15	6968	3820	Recology Western Oregon	1080242222	3	30-11-5415	.00	43.65	43.65
	10/15	6968	3820	Recology Western Oregon	1080242222	4	40-11-5415	.00	43.65	43.65
Total 6968:										
6969	10/15	6969	610	RITA BALLER	STIPEND 7/2	1	10-13-5310	.00	40.00	40.00
	10/15	6969	610	RITA BALLER	STIPEND 8/2	1	10-13-5310	.00	40.00	40.00
	10/15	6969	610	RITA BALLER	STIPEND 9/2	1	10-13-5310	.00	40.00	40.00
Total 6969:										
6970	10/15	6970	4050	SCHNEIDER EQUIPMENT INC	7417	1	30-11-5507	.00	285.00	285.00
Total 6970:										
6971	10/15	6971	4110	SHELDON OIL COMPANY	4357	1	20-11-5120	.00	15.67	15.67
	10/15	6971	4110	SHELDON OIL COMPANY	4357	2	30-11-5120	.00	31.36	31.36
	10/15	6971	4110	SHELDON OIL COMPANY	4357	3	40-11-5120	.00	31.36	31.36
	10/15	6971	4110	SHELDON OIL COMPANY	4357	4	30-11-5120	.00	50.81	50.81
	10/15	6971	4110	SHELDON OIL COMPANY	4357	5	10-18-5120	.00	31.34	31.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/15	10/14/2015	6971	4110	SHELDON OIL COMPANY	4357	6	20-11-5120	.00	57.69	57.69
10/15	10/14/2015	6971	4110	SHELDON OIL COMPANY	4357	8	10-66-5120	.00	21.04	21.04
Total 6971: .00 239.27										
6972										
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	1	10-66-5137	.00	121.71	121.71
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	2	10-65-5137	.00	8.49	8.49
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	3	20-11-5137	.00	3.04	3.04
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	4	10-12-5137	.00	7.49	7.49
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	5	40-11-5137	.00	24.82	24.82
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	6	30-11-5137	.00	24.82	24.82
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	7	20-11-5137	.00	10.64	10.64
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	8	40-11-5507	.00	54.51	54.51
10/15	10/14/2015	6972	4160	SKYBERG'S	9/30/15 STM	9	30-11-5507	.00	66.54	66.54
Total 6972: .00 322.06										
6973										
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	1	10-12-5137	.00	6.75	6.75
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	2	10-14-5137	.00	1.35	1.35
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	3	10-66-5137	.00	6.75	6.75
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	4	10-65-5137	.00	6.75	6.75
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	5	10-17-5137	.00	2.02	2.02
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	6	30-11-5137	.00	22.27	22.27
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	7	40-11-5137	.00	21.58	21.58
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	1	10-12-5137	.00	6.44	6.44
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	2	10-14-5137	.00	1.29	1.29
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	3	10-66-5137	.00	6.44	6.44
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	4	10-65-5137	.00	6.44	6.44
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	5	10-17-5137	.00	1.93	1.93
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	6	30-11-5137	.00	21.24	21.24
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	7	40-11-5137	.00	20.57	20.57
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	1	10-12-5137	.00	7.75	7.75
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	2	10-14-5137	.00	1.55	1.55
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	3	10-66-5137	.00	7.75	7.75
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	4	10-65-5137	.00	7.75	7.75
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	5	10-17-5137	.00	2.33	2.33
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926	6	30-11-5137	.00	25.58	25.58

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9402344926-	7	40-11-5137	.00	24.79	24.79
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	1	10-12-5137	.00	1.13	1.13
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	2	10-14-5137	.00	.23	.23
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	3	10-66-5137	.00	1.13	1.13
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	4	10-65-5137	.00	1.13	1.13
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	5	10-17-5137	.00	.34	.34
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	6	30-11-5137	.00	3.73	3.73
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	7	40-11-5137	.00	3.60	3.60
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	1	10-12-5137	.00	11.01	11.01
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	2	10-14-5137	.00	2.20	2.20
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	3	10-66-5137	.00	11.01	11.01
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	4	10-65-5137	.00	11.01	11.01
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	5	10-17-5137	.00	3.30	3.30
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	6	30-11-5137	.00	36.35	36.35
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	7	40-11-5137	.00	35.26	35.26
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	1	10-12-5137	.00	12.94	12.94
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	2	10-14-5137	.00	2.59	2.59
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	3	10-66-5137	.00	12.94	12.94
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	4	10-65-5137	.00	12.94	12.94
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	5	10-17-5137	.00	3.88	3.88
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	6	30-11-5137	.00	42.71	42.71
10/15	10/14/2015	6973	4290	STAPLES CREDIT PLAN	9728847874-	7	40-11-5137	.00	41.43	41.43
Total 6973:										460.18
6974	10/15	10/14/2015	6974	4440	TEI LANDMARK AUDIO	11836870	1	10-65-5102	.00	44.49
Total 6974:										44.49
6975	10/15	10/14/2015	6975	4540	THERESA MCKNIGHT	STIPEND 7/2	1	10-13-5310	.00	40.00
10/15	10/14/2015	6975	4540	THERESA MCKNIGHT	STIPEND 8/2	1	10-13-5310	.00	40.00	40.00
10/15	10/14/2015	6975	4540	THERESA MCKNIGHT	STIPEND 9/2	1	10-13-5310	.00	40.00	40.00
Total 6975:										120.00
6976	10/15	10/14/2015	6976	4960	WATERLAB CORP.	67565	1	30-11-5250	.00	385.00

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Total 6976:										
6977	10/15	10/14/2015	5020	XEROX	081584423	1	10-65-5606	.00	202.91	202.91
10/15	10/14/2015	6977	5020	XEROX	081584431	1	10-12-5606	.00	135.31	135.31
10/15	10/14/2015	6977	5020	XEROX	081584431	2	20-11-5606	.00	45.83	45.83
10/15	10/14/2015	6977	5020	XEROX	081584431	3	30-11-5606	.00	135.31	135.31
10/15	10/14/2015	6977	5020	XEROX	081584431	4	40-11-5606	.00	135.31	135.31
10/15	10/14/2015	6977	5020	XEROX	081584432	1	10-67-5606	.00	186.10	186.10
Total 6977:										
6978	10/15	10/14/2015	5130	YAMHILL COMMUNICATIONS A	2743	1	10-18-5302	.00	1,596.00	1,596.00
Total 6978:										
6979	10/15	10/14/2015	5105	Yamhill County	LOCAL GOV	1	10-12-5342	.00	27.00	27.00
10/15	10/14/2015	6979	5105	Yamhill County	LOCAL GOV	2	10-13-5342	.00	135.00	135.00
Total 6979:										
6980	10/15	10/29/2015	430	ARAMARK UNIFORM SERVICES	861944835	1	10-66-5140	.00	16.72	16.72
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861944835	2	20-11-5140	.00	4.92	4.92
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861944835	3	30-11-5140	.00	27.54	27.54
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861944835	4	40-11-5140	.00	49.16	49.16
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861955594	1	10-66-5140	.00	16.72	16.72
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861955594	2	20-11-5140	.00	4.92	4.92
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861955594	3	30-11-5140	.00	27.54	27.54
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861955594	4	40-11-5140	.00	49.16	49.16
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861966353	1	10-66-5140	.00	16.72	16.72
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861966353	2	20-11-5140	.00	4.92	4.92
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861966353	3	30-11-5140	.00	27.54	27.54
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861966353	4	40-11-5140	.00	49.16	49.16
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861977113	1	10-66-5140	.00	16.72	16.72
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861977113	2	20-11-5140	.00	4.92	4.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861977113	3	30-11-5140	.00	27.54	27.54
10/15	10/29/2015	6980	430	ARAMARK UNIFORM SERVICES	861977113	4	40-11-5140	.00	49.16	49.16
Total 6980: 393.36										
6981										
10/15	10/29/2015	6981	480	ASSN FOR RURAL & SMALL LIB	2015-2016 D	1	10-65-5320	.00	29.00	29.00
Total 6981: 29.00										
6982										
10/15	10/29/2015	6982	700	BAKER AND TALOR BOOKS	4011335129	1	10-65-5107	.00	11.90	11.90
10/15	10/29/2015	6982	700	BAKER AND TALOR BOOKS	4011335129	2	10-65-5106	.00	69.94	69.94
10/15	10/29/2015	6982	700	BAKER AND TALOR BOOKS	4011339201	1	10-65-5106	.00	32.22	32.22
10/15	10/29/2015	6982	700	BAKER AND TALOR BOOKS	4011349057	1	10-65-5106	.00	60.38	60.38
10/15	10/29/2015	6982	700	BAKER AND TALOR BOOKS	4011360895	1	10-65-5102	.00	21.99	21.99
10/15	10/29/2015	6982	700	BAKER AND TALOR BOOKS	4011360895	2	10-65-5106	.00	120.99	120.99
Total 6982: 317.42										
6983										
10/15	10/29/2015	6983	720	BERRY, ELSNER & HAMMOND	12562	1	10-12-5203	.00	1,054.50	1,054.50
10/15	10/29/2015	6983	720	BERRY, ELSNER & HAMMOND	12562	2	10-17-5200	.00	21.50	21.50
10/15	10/29/2015	6983	720	BERRY, ELSNER & HAMMOND	12562	3	10-18-5200	.00	21.50	21.50
10/15	10/29/2015	6983	720	BERRY, ELSNER & HAMMOND	12562	4	10-66-5200	.00	96.75	96.75
10/15	10/29/2015	6983	720	BERRY, ELSNER & HAMMOND	12562	5	20-11-5200	.00	96.75	96.75
10/15	10/29/2015	6983	720	BERRY, ELSNER & HAMMOND	12562	6	30-11-5200	.00	96.75	96.75
10/15	10/29/2015	6983	720	BERRY, ELSNER & HAMMOND	12562	7	40-11-5200	.00	96.75	96.75
Total 6983: 1,484.50										
6984										
10/15	10/29/2015	6984	870	BRETTHAUER OIL CO.	CL20761	1	20-11-5120	.00	26.30	26.30
10/15	10/29/2015	6984	870	BRETTHAUER OIL CO.	CL20761	2	30-11-5120	.00	52.62	52.62
10/15	10/29/2015	6984	870	BRETTHAUER OIL CO.	CL20761	3	40-11-5120	.00	52.62	52.62
Total 6984: 131.54										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
6985	10/15	6985	1390	CASCADE COLUMBIA	652588	1	40-11-5108	.00	695.00	695.00
10/15	10/29/2015	6985	1390	CASCADE COLUMBIA	652589	1	40-11-5108	.00	1,004.20	1,004.20
Total 6985:										
6986	10/15	6986	1020	CENTURYLINK	313013154.1	1	40-11-5413	.00	45.26	45.26
10/15	10/29/2015	6986	1020	CENTURYLINK	313054538.1	1	10-12-5413	.00	93.80	93.80
10/15	10/29/2015	6986	1020	CENTURYLINK	313054538.1	2	10-14-5413	.00	14.81	14.81
10/15	10/29/2015	6986	1020	CENTURYLINK	313054538.1	3	10-66-5413	.00	14.81	14.81
10/15	10/29/2015	6986	1020	CENTURYLINK	313054538.1	4	10-17-5413	.00	14.81	14.81
10/15	10/29/2015	6986	1020	CENTURYLINK	313054538.1	5	20-11-5413	.00	29.62	29.62
10/15	10/29/2015	6986	1020	CENTURYLINK	313054538.1	6	30-11-5413	.00	167.86	167.86
10/15	10/29/2015	6986	1020	CENTURYLINK	313054538.1	7	40-11-5413	.00	158.00	158.00
10/15	10/29/2015	6986	1020	CENTURYLINK	313164607.1	1	10-67-5413	.00	61.57	61.57
10/15	10/29/2015	6986	1020	CENTURYLINK	313409135.1	1	30-11-5413	.00	44.21	44.21
10/15	10/29/2015	6986	1020	CENTURYLINK	313480540.1	1	40-11-5413	.00	95.25	95.25
10/15	10/29/2015	6986	1020	CENTURYLINK	313485013.1	1	30-11-5413	.00	236.38	236.38
10/15	10/29/2015	6986	1020	CENTURYLINK	313929229.1	1	30-11-5413	.00	195.62	195.62
10/15	10/29/2015	6986	1020	CENTURYLINK	314009711.1	1	30-11-5413	.00	87.00	87.00
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	1	10-12-5413	.00	9.77	9.77
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	2	10-14-5413	.00	1.72	1.72
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	3	10-66-5413	.00	1.72	1.72
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	4	10-65-5413	.00	.57	.57
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	5	10-17-5413	.00	1.72	1.72
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	6	10-67-5413	.00	.57	.57
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	7	20-11-5413	.00	3.45	3.45
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	8	30-11-5413	.00	19.55	19.55
10/15	10/29/2015	6986	1020	CENTURYLINK	314141888.1	9	40-11-5413	.00	18.42	18.42
10/15	10/29/2015	6986	1020	CENTURYLINK	314301458	1	10-65-5413	.00	86.54	86.54
Total 6986:										
6987	10/15	6987	5513	CHRIS & REBECCA HARDGRAV	REFUND 68	1	40-00-2400	.00	59.13	59.13
Total 6987:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
6988	10/15	10/29/2015	6988	4640 CONST & GEN LABORERS UNI	DUES 10.20	1	10-00-2130	.00	185.20	185.20
Total 6988:										
6989	10/15	10/29/2015	6989	1580 DK QUARRIES INC	95541	1	20-11-5522	.00	200.46	200.46
6989	10/15	10/29/2015	6989	1580 DK QUARRIES INC	95541	2	30-11-5530	.00	200.46	200.46
Total 6989:										
6990	10/15	10/29/2015	6990	1720 EXPRESS SERVICES, INC.	16389480-1	1	10-12-5200	.00	1,225.25	1,225.25
6990	10/15	10/29/2015	6990	1720 EXPRESS SERVICES, INC.	16422118-6	1	10-12-5200	.00	1,225.25	1,225.25
Total 6990:										
6991	10/15	10/29/2015	6991	1830 FEI PORTLAND WATERWORKS	0481166	1	30-11-5530	.00	304.30	304.30
Total 6991:										
6992	10/15	10/29/2015	6992	5511 GARY BROOKS	REFUND 24	1	40-00-2400	.00	65.01	65.01
6992	10/15	10/29/2015	6992	5511 GARY BROOKS	REFUND 24	1	40-00-2400	.00	65.01-	65.01- V
Total 6992:										
6993	10/15	10/29/2015	6993	1910 GOODMAN'S TRUE VALUE	75303	1	40-11-5507	.00	21.03	21.03
6993	10/15	10/29/2015	6993	1910 GOODMAN'S TRUE VALUE	75396	1	40-11-5507	.00	30.90	30.90
6993	10/15	10/29/2015	6993	1910 GOODMAN'S TRUE VALUE	75418	1	10-66-5137	.00	5.48	5.48
Total 6993:										
6994	10/15	10/29/2015	6994	2035 H & H Paving Company	15-190	1	20-11-5909	.00	40,328.44	40,328.44
6994	10/15	10/29/2015	6994	2035 H & H Paving Company	15-191	1	20-11-5522	.00	15,044.14	15,044.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 6994:										
6995	10/15	10/29/2015	6995	2040 HACH	9615012	1	40-11-5108	.00	273.93	273.93
Total 6995:										
6996	10/15	10/29/2015	6996	2440 Keller Associates Inc	07.31.15 ST	1	10-17-5204	.00	187.50	187.50
10/15	10/29/2015	6996	2440 Keller Associates Inc	2440 Keller Associates Inc	07.31.15 ST	2	20-11-5909	.00	390.00	390.00
10/15	10/29/2015	6996	2440 Keller Associates Inc	2440 Keller Associates Inc	07.31.15 ST	3	20-11-5915	.00	656.25	656.25
10/15	10/29/2015	6996	2440 Keller Associates Inc	2440 Keller Associates Inc	09/25/15 ST	1	40-11-5204	.00	253.75	253.75
10/15	10/29/2015	6996	2440 Keller Associates Inc	2440 Keller Associates Inc	09/25/15 ST	2	20-11-5909	.00	1,177.50	1,177.50
10/15	10/29/2015	6996	2440 Keller Associates Inc	2440 Keller Associates Inc	09/25/15 ST	3	20-11-5915	.00	1,148.75	1,148.75
Total 6996:										
6997	10/15	10/29/2015	6997	5512 LONNIE HORNE	REFUND 65	1	40-00-2400	.00	85.46	85.46
Total 6997:										
6998	10/15	10/29/2015	6998	2900 MID-WILLAMETTE VALLEY COU	1516116	1	10-17-5214	.00	96.25	96.25
Total 6998:										
6999	10/15	10/29/2015	6999	5514 NICK OELHAFEN	REFUND 92	1	40-00-2400	.00	86.72	86.72
Total 6999:										
7000	10/15	10/29/2015	7000	3300 ONE CALL CONCEPTS, INC.	5070533IN	1	30-11-5200	.00	58.38	58.38
10/15	10/29/2015	7000	3300 ONE CALL CONCEPTS, INC.	3300 ONE CALL CONCEPTS, INC.	5080532IN	1	30-11-5200	.00	11.55	11.55
10/15	10/29/2015	7000	3300 ONE CALL CONCEPTS, INC.	3300 ONE CALL CONCEPTS, INC.	5090509IN	1	30-11-5200	.00	17.85	17.85

GL	Check Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7000:											
7001	10/15	10/29/2015	7001	3120	OREGON ASSOCIATION OF WA	SEMNR CON	1	30-11-5342	.00	75.00	75.00
	10/15	10/29/2015	7001	3120	OREGON ASSOCIATION OF WA	SEMNR CON	2	40-11-5342	.00	75.00	75.00
Total 7001:											
7002	10/15	10/29/2015	7002	3490	PACIFIC REFLEX SIGNS	180166	1	10-18-6001	.00	302.40	302.40
Total 7002:											
7003	10/15	10/29/2015	7003	3550	PETROLEUM ENERGY PRODU	114079	1	20-11-5120	.00	6.58	6.58
Total 7003:											
7004	10/15	10/29/2015	7004	3590	PORTLAND GENERAL ELECTRI	2045700 10.	1	10-11-5400	.00	1,655.02	1,655.02
Total 7004:											
7005	10/15	10/29/2015	7005	3730	PRIMISYS	009418	1	10-17-5233	.00	85.00	85.00
Total 7005:											
7006	10/15	10/29/2015	7006	5515	SAMUEL PREVITE	REFUND 18	1	30-00-2300	.00	42.08	42.08
	10/15	10/29/2015	7006	5515	SAMUEL PREVITE	REFUND 18	2	40-00-2400	.00	90.00	90.00
Total 7006:											
7007	10/15	10/29/2015	7007	4230	SPRINT	569622313-1	1	10-12-5413	.00	9.98	9.98
	10/15	10/29/2015	7007	4230	SPRINT	569622313-1	2	10-14-5413	.00	1.65	1.65
	10/15	10/29/2015	7007	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.41	40.41

Check Register - GL Detail
Check Issue Dates: 10/1/2015 - 10/31/2015

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/15	10/29/2015	7007	4230	SPRINT	569622313-1	4	10-65-5413	.00	.24	.24
10/15	10/29/2015	7007	4230	SPRINT	569622313-1	5	10-17-5413	.00	1.65	1.65
10/15	10/29/2015	7007	4230	SPRINT	569622313-1	6	10-67-5413	.00	.24	.24
10/15	10/29/2015	7007	4230	SPRINT	569622313-1	7	20-11-5413	.00	3.30	3.30
10/15	10/29/2015	7007	4230	SPRINT	569622313-1	8	30-11-5413	.00	50.16	50.16
10/15	10/29/2015	7007	4230	SPRINT	569622313-1	9	40-11-5413	.00	49.06	49.06
Total 7007:										
7008	10/29/2015	7008	4330	STUCK ELECTRICK CO	9982	1	30-11-5530	.00	28.00	28.00
Total 7008:										
7009	10/29/2015	7009	5516	The Bulletin Board	249	1	10-12-5230	.00	40.00	40.00
Total 7009:										
7010	10/29/2015	7010	4650	UNIT PROCESS COMPANY	10031464	1	30-11-5108	.00	155.38	155.38
Total 7010:										
7011	10/29/2015	7011	5130	YAMHILL COMMUNICATIONS A	2758	1	10-18-5302	.00	1,596.00	1,596.00
Total 7011:										
7012	10/29/2015	7012	5080	YAMHILL COUNTY COMMUNITY MOWING 10.		1	10-68-5200	.00	200.00	200.00
Total 7012:										
7013	10/29/2015	7013	5150	YAMHILL COUNTY SHERIFFS O	10.2015 POL	1	10-18-5217	.00	15,692.87	15,692.87
Total 7013:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Debit	Credit	Proof	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
					4,800.00	.00	4,800.00						
10-00-1250					.00	45,239.75	45,239.75						
10-00-2000					370.40	.00	370.40						
10-00-2130					1,655.02	.00	1,655.02						
10-11-5400					53.51	.00	53.51						
10-12-5137					4,623.73	.00	4,623.73						
10-12-5200					3,838.00	.00	3,838.00						
10-12-5201					1,054.50	.00	1,054.50						
10-12-5203					40.00	.00	40.00						
10-12-5230					27.00	.00	27.00						
10-12-5342					5.87	.00	5.87						
10-12-5355					113.55	.00	113.55						
10-12-5413					218.31	.00	218.31						
10-12-5415					123.34	.00	123.34						
10-12-5507					135.31	.00	135.31						
10-12-5606					350.00	.00	350.00						
10-12-6000					3,895.00	.00	3,895.00						
10-12-6001					1,020.00	.00	1,020.00						
10-13-5310					135.00	.00	135.00						
10-13-5342					9.21	.00	9.21						
10-14-5137					250.00	.00	250.00						
10-14-5211					18.18	.00	18.18						
10-14-5413					13.80	.00	13.80						
10-17-5137					21.50	.00	21.50						
10-17-5200					187.50	.00	187.50						
10-17-5204					96.25	.00	96.25						
10-17-5214					85.00	.00	85.00						
10-17-5233					18.18	.00	18.18						
10-17-5413					31.34	.00	31.34						
10-18-5120					21.50	.00	21.50						
10-18-5200					15,692.87	.00	15,692.87						
10-18-5217													
Grand Totals:											.00		117,186.93

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-1250	4,800.00	.00	4,800.00
10-00-2000	.00	45,239.75	45,239.75
10-00-2130	370.40	.00	370.40
10-11-5400	1,655.02	.00	1,655.02
10-12-5137	53.51	.00	53.51
10-12-5200	4,623.73	.00	4,623.73
10-12-5201	3,838.00	.00	3,838.00
10-12-5203	1,054.50	.00	1,054.50
10-12-5230	40.00	.00	40.00
10-12-5342	27.00	.00	27.00
10-12-5355	5.87	.00	5.87
10-12-5413	113.55	.00	113.55
10-12-5415	218.31	.00	218.31
10-12-5507	123.34	.00	123.34
10-12-5606	135.31	.00	135.31
10-12-6000	350.00	.00	350.00
10-12-6001	3,895.00	.00	3,895.00
10-13-5310	1,020.00	.00	1,020.00
10-13-5342	135.00	.00	135.00
10-14-5137	9.21	.00	9.21
10-14-5211	250.00	.00	250.00
10-14-5413	18.18	.00	18.18
10-17-5137	13.80	.00	13.80
10-17-5200	21.50	.00	21.50
10-17-5204	187.50	.00	187.50
10-17-5214	96.25	.00	96.25
10-17-5233	85.00	.00	85.00
10-17-5413	18.18	.00	18.18
10-18-5120	31.34	.00	31.34
10-18-5200	21.50	.00	21.50
10-18-5217	15,692.87	.00	15,692.87

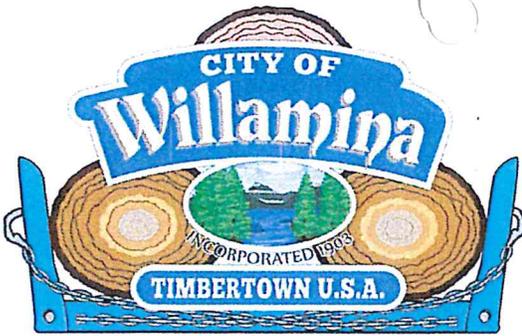
GL Account	Debit	Credit	Proof
10-18-5302	3,192.00	.00	3,192.00
10-18-6001	302.40	.00	302.40
10-65-5102	66.48	.00	66.48
10-65-5105	15.84	.00	15.84
10-65-5106	285.53	.00	285.53
10-65-5107	11.90	.00	11.90
10-65-5111	39.02	.00	39.02
10-65-5137	54.51	.00	54.51
10-65-5200	59.85	.00	59.85
10-65-5320	29.00	.00	29.00
10-65-5344	31.63	.00	31.63
10-65-5413	87.35	.00	87.35
10-65-5415	137.68	.00	137.68
10-65-5507	123.33	.00	123.33
10-65-5606	202.91	.00	202.91
10-66-5120	21.04	.00	21.04
10-66-5137	220.99	.00	220.99
10-66-5140	66.88	.00	66.88
10-66-5200	414.75	.00	414.75
10-66-5413	56.94	.00	56.94
10-66-5415	161.89	.00	161.89
10-67-5200	59.85	.00	59.85
10-67-5413	62.38	.00	62.38
10-67-5415	122.30	.00	122.30
10-67-5507	123.33	.00	123.33
10-67-5606	186.10	.00	186.10
10-68-5200	200.00	.00	200.00
20-00-2000	.00	59,421.30-	59,421.30-
20-11-5120	146.96	.00	146.96
20-11-5137	61.46	.00	61.46
20-11-5140	19.68	.00	19.68
20-11-5200	96.75	.00	96.75
20-11-5413	36.37	.00	36.37
20-11-5415	68.71	.00	68.71
20-11-5522	15,244.60	.00	15,244.60
20-11-5606	45.83	.00	45.83
20-11-5909	41,895.94	.00	41,895.94
20-11-5915	1,805.00	.00	1,805.00
30-00-2000	.00	6,358.49-	6,358.49-
30-00-2300	42.08	.00	42.08

GL Account	Debit	Credit	Proof
30-11-5108	155.38	.00	155.38
30-11-5120	216.26	.00	216.26
30-11-5137	288.24	.00	288.24
30-11-5140	110.16	.00	110.16
30-11-5200	184.53	.00	184.53
30-11-5250	385.00	.00	385.00
30-11-5342	75.00	.00	75.00
30-11-5413	800.78	.00	800.78
30-11-5415	3,081.45	.00	3,081.45
30-11-5507	351.54	.00	351.54
30-11-5530	532.76	.00	532.76
30-11-5606	135.31	.00	135.31
40-00-2000	65.01	6,232.40-	6,167.39-
40-00-2400	386.32	65.01-	321.31
40-11-5108	1,973.13	.00	1,973.13
40-11-5120	165.44	.00	165.44
40-11-5137	305.58	.00	305.58
40-11-5140	196.64	.00	196.64
40-11-5200	96.75	.00	96.75
40-11-5204	253.75	.00	253.75
40-11-5342	75.00	.00	75.00
40-11-5413	365.99	.00	365.99
40-11-5415	1,905.01	.00	1,905.01
40-11-5507	373.48	.00	373.48
40-11-5606	135.31	.00	135.31
99-00-1009	.00	.00	.00
Grand Totals:	117,316.95	117,316.95-	.00

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____

Report Criteria:
Report type: GL detail
Check Type = {<>} "Adjustment"



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 Kowalik*

MEMO TO: CITY COUNCIL
DATE: November 12, 2015
FROM: Debbie Bernard, City Recorder
SUBJECT: Audit Update

Background:

The attached email to Phil Hopkins at the State Audit Division is to request support from the state audit division, and to note the progress in regard to getting our audits caught up to date. The Progress we have made has been nothing short of a miracle. The City staff and Caselle staff have worked hard to train, and convert our data so we can work daily in Caselle.

The aim today is to target our 2014/2015 audit review and present that audit review to Phil Hopkins at the State. In order to accomplish that, we have to engage an external auditor. At that point in time, we will be reconvening with Phil Hopkins to satisfy his request from our September 17, 2015 meeting. The real hope is that the state accepts our progress and can move forward. It was our understanding that the last 4 years struggle to produce audits would only produce an unqualified opinion.

So, I believe we will be half way to satisfying the state's request very soon. The second part of the request is to complete our migration into our new software and show financials for the 2015/2016 audit. Marilyn our accountant hopes to have all our data that has been entered verified by the year end; at time we will have financials.

I am working with Kathy Taylor presently to provide reports for her complete financials for the review of 2014/2015. We are working together on engaging an auditor. My hope is that Boldt Carlyle Smith with work with City; however if that is not possible we are seeking an option.

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Debbie Bernard

From: Debbie Bernard
Sent: Monday, November 09, 2015 11:31 AM
To: Phil HOPKINS (Phil.Hopkins@state.or.us); 'mary.wenger@state.or.us'
Cc: 'ila skyberg'; NELSHILL@HOTMAIL.COM; kathy@kathytaylorconsulting.com; 'Brad Bingenheimer'; paul@gov-law.com
Subject: FW: Meeting with Phil Hopkins w/State of Oregon Audit Division on September 17th 2015

Phil ~

- I. This email is to follow up our meeting on Thursday September 17, 2015 at 8:30am to 10:00am. Present were Mary Wenger from the Secretary of State, Kathy Taylor of Kathy Taylor Consulting, Mayor Ila Skyberg, Council President Rita Baller and Myself. In addition, I want to present an "update on the Cities progress and to ask for your confirmation that we have the State of Oregon Audit division behind our plan to go forward and generate financials in the new software, have an CPA firm-do a year-end review for 2014/15 and perform an audit for 2015/16. This email has 3 sections I want to share.

First comments on the Background:

June 9 th , 2015	<p>From: Brad Bingenheimer [mailto:bradb@bcslc.com] Sent: Tuesday, June 09, 2015 9:36 AM To: Debbie Bernard Subject: FW: Extensions</p> <p>Maybe it got lost in the email system as I emailed these to you on the 28th.</p> <p>I had a phone call on Thursday last week with Phil Hopkins at the Audits Division. He said he was going to be sending you a letter on the requests. Basically their answer was that it was too long of a time frame. They would like them all by the end of the year. I told him that I didn't see that happening because it was going to take the City time to find the problems going back to 2008 and that the only alternative was that the problem not get fixed and the City keep rolling the existing balances forward and living with disclaimers.</p>	Request to file extensions	
June 11, 2015	Letter from the Office of the Secretary of the State regarding late Audits dated June 11, 2105		
July 13, 2015	Meeting with the Secretary of State office. Present at that meeting were, City Recorder Debbie Bernard, Mayor Ila Skyberg, Council President Rita Baller and Kathy Taylor of Kathy Taylor Consulting.	Discussion centered around the background of why we were behind	Left the meeting to go forward and return with a plan

<p>September 17, 2015 Meeting with Secretary of State Office</p>	<p>Present at this meeting were,</p> <p>Kathy Taylor Consulting, Financial Management Consulting to Oregon Local Governments , City of Willamina, Debbie Bernard, Mayor Skyberg, Council President Rita Baller.</p> <p>-----Original Appointment----- From: Debbie Bernard Sent: Wednesday, September 09, 2015 11:04 AM To: Debbie Bernard; kathy@kathytaylorconsulting.com; Debbie Bernard; ila skyberg; NEL5HILL@HOTMAIL.COM; Karen Justen; Rania Conover; John Kowolik Subject: Meeting with Phil Hopkins w/State of Oregon Audit Division When: Thursday, September 17, 2015 8:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada). Where: Salem</p>	<p>Meeting centered around the Cities plan to go forward. Plan was created by Kathy Taylor and w/ the assistance of Debbie Bernard</p>	<p>Left the meeting with an all in agreement. (this is my understanding)</p> <ol style="list-style-type: none"> 1. Implement new Financial integrated Software; create financial for 15/16 audit. 2. Engage CPA firm for the 14/15 review.
<p>November 4, 2015</p>	<p>From: Debbie Bernard Sent: Wednesday, November 04, 2015 2:13 PM To: 'Brad Bingenheimer' Subject: beg bal</p>	<p>Re engaged Audit Firm to do the 14/15 Review and 15/16 audit</p>	<p><i>Our need to engage BCS is Pending the written support of Phil Hopkins from the Secretary of State Audit Division in addition to the proper backup documents.</i></p>

II. At that meeting on September 17th 2015 audit division, Kathy Taylor of Kathy Taylor Consulting contracted CFO to go (a term I coined) led the discussion and shared the details of the Cities plan to get financials and audits caught up to date.

Kathy stated:

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

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

- Hired accounting personnel

- Restructured the accounting . tions
- Engaged the services of an outside consultant (Kathy Taylor Consulting)

The City anticipates that it will take until September 30, 2015 to complete the work needed to determine the correct fund balances as of June 30, 2011. Once that is done, the City will engage an independent auditor to conduct the audit of the financial statements for the year ended June 30, 2012. The City has requested an extension until February 28, 2016 for the audit of its June 30, 2012 financial statements. Upon complete of the audit of the financial statements for the year ended June 30, 2012, the City can prepare for the audit of the financial statements for the year ended June 30, 2013. Accordingly, the City is requesting an extension of time for the audit of this June 30, 2013 financial statements until July 31, 2016.

Bolt Carlisle and Smith has previously served as the City’s independent auditors. As of the date of this extension request Bolt Carlisle and Smith has not yet been engaged to perform the audit of the City’s financial statements for the year ended June 30, 2013.”

Kathy then discussed the Restricted Funds. She went on to explain that she took the all the cash and spread it across to the restricted funds based on actual restricted transactions (backup details will be presented to the auditors) and what was left went into the general fund.

III. Progress and Actions to Date:
Beginning Funds Balances going forward.

Calculated Balances June 30, 2015	General	Street	Street SDC	Water	Water SDC	Sewer	Sewer SDC
1 Assets	6,717	51,631	60,000	50,088	192,662	107,541	139,691
1 Cash	6,717	51,631	60,000	2,859	192,662	50,028	139,691
2 Account Receivable				47,229		57,513	
3 Interfund Loan General							
3 Interfund Loan Water							
	-			-			
2 Liability	166,340	-1,519		182,666		-31,883	
4 Accounts Payable	0	0		0		0	
5 Deposit Payable				-26,290		-25,570	
6 Vacation Accrual	-6,340	-1,519		-6,376		-6,313	
	-			-			
7 Interfund Loan Debt	160,000			150,000			
		-					
3 Fund Balance	159,623	50,112	-60,000	132,578	-192,662	-75,658	-139,691

Migration to Caselle Software:

- The City is live in Accounts Payable, General Ledger and Cash Receipts. We are implementing utility billing, court and backflow

- A Balance Sheet and Trial Balance will be produced by end of November 2015 after we post and reconcile all 15/16 transactions to date July to November 30th in Caselle.

Enlisted Kathy Taylor to do Financial statements for 14/15 Review by CPA.

Spoke to Brad from BCS. BCS may consider providing the City an Engagement Agreement only after hearing from Phil Hopkins.

Phil could you please confirm that this communication is what you understood from our meeting on September 17, 2015 at your office in Salem as we want to continue the good progress shared in this email.

Thank you for your time and consideration.

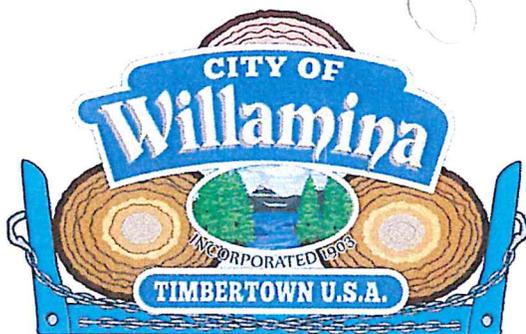
Debbie Bernard

City Recorder

City of Willamina, Oregon

Willaminaoregon.gov

Office: 503-876-2242



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 Kowalik*

MEMO TO: CITY COUNCIL

DATE: November 9, 2015

FROM: Debbie Bernard, City Recorder

SUBJECT: Caselle Migration

Background:

In the Month of October 2015, we went live in Caselle on Accounts Payable. We did training on Cash Receipts and went live on that module October 29th, 2015. We are now implementing Utility Billing. During the process of working on Utility Billing we were advised from Caselle to change our billing cycle to the 1st to 30th. After a discussion with council; it was decided to not change the billing cycle at this time and continue billing from the 15th to 16th of the month. The reason Caselle wanted the City to consider the billing cycle change is that the general ledger is set up for the 1st to 30th.

In addition to working towards going live in Utility Billing, we are currently working on Court, Backflow, and Business licenses.

The attached spreadsheet shows our migration activity and is for your information only.

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Mayor Ila Skyberg

Council Members:

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

City Staff:

*City Recorder: Debra Bernard
Accountant: Marilyn Coates
Library: Melissa Hansen
Library Admin Clerk: Amber Deibel
Public Works Director: Jeff Brown
Billing Clerk: Rania Conover
Code Enforcement Officer: John Kowolik*

REPORT TO THE CITY COUNCIL

John Kowolik

Code Enforcement Officer and Municipal Court Clerk

November 12, 2015

From my first day working for the City, May 11, 2015, I have tried to make my attempts to resolve the problems and issues brought to my attention by the residents of Willamina, a success. From that day until the present, I have investigated 129 code enforcement complaints: 79 received from community members, and 50 self-observed. Of those 129 code enforcement complaints, 12 have been referred either to the Yamhill County Sheriff's Office or Dog Control; a total of 82 have been amicably resolved, and the rest either in a state of monitoring or being resolved. Four particularly noncompliant property owners/occupants have received citations to appear in Municipal Court

Two particular cases are exceedingly frustrating to resolve. The first is the situation involving a 5th wheel trailer recreational vehicle located at 357 NE Yamhill Street. This location is adjacent to property owned by Richard and Kathryn Ray of 391 NE Yamhill Street. Authorization for the placement of the camper expired on August 1, 2015. Although the Rays have been contacted by me and the situation explained to them, I have received no compliance in getting this vehicle removed from the property. Indeed no changes have been observed. The only information I received from them was that no one was living in it, and they were considering an appeal to the City Council for another extension. No appeal was ever received to my knowledge. A certified letter sent to them was never accepted and returned to City Hall after several documented attempts.

The second case involved the ongoing issue with the sidewalk in front of 372 NE C Street. Joi Bailey was approached on this issue at a time I observed her at the building. Subsequent to that contact I sent her a certified letter outlining what exactly had transpired since the first mention of this sidewalk issue in May 2014. This letter was sent on October 26, 2015, and advised her that she has 30 days from that date to effect repairs to the sidewalk or be in violation of Title IX, Chapter 94, Section 94.05 of the Willamina Municipal Code. As of today, I have received no return card from the certified letter indicating that it was received.

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

An Equal Opportunity Employer

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

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Public Works Monthly Report to Council

Nov. 5, 2015

Water

We've been busy working on the water leak list from the leak detection survey. Have managed to make a small dent in it.

Wastewater

No issues with wastewater yet this Fall. Everything is flowing smoothly.

Streets

The north Main sidewalk project is in full swing. The majority, if not all, the walks should be poured by now.

Parks

We will be closing The Tina Miller park restroom for the winter right after the Art Tour..

Other

The dormer residing project at City Hall has been completed.

Jeff Brown

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**WILLAMINA LIBRARY BOARD
MINUTES**

20 Oct 15

Present: Dan Goff, Joyce Zimbrick, Darlene Brown. Vickie Goff, Amber Deibel and Melissa Hansen

Absent:

Guests: Heather Stritzke

Dan called the meeting to order at 8:05. The minutes of 15 Sept 2015 were approved.

Old Business

One more Board member is needed.

New Business

Melissa handed out the report for September. She then gave everyone a copy of the completed State Statistical Report.

Melissa showed the Board a handout about the Library's Volunteer Program. Melissa had planned to be in the annual Art Tour, but Amber will be on vacation. Vickie Goff offered to do basic circulation when both Melissa and Amber will be gone.

Amber and Heather mentioned phone apps (Daily Vroom and Bedtime Math) for parent and child to share brain building activities.

Melissa and the Board will be going on a walk-through of the old department store on 23 October. Heather said there was a possible interested buyer. Dan suggested using yellow tape in some areas where the floor has holes.

There was a discussion on emergency preparedness. Melissa participated in the Shake Out on 15 Oct, practicing what to do if at work when an earthquake occurs.

The library has a performer coming 9 November. Amber had arranged to have the performance at the school at 1:00 to involve the school children and promote the library.

The meeting was adjourned at 8:40.

The next meeting will be at the library on 17 Nov 15 at 8:15 a.m.

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**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT
3RD QUARTER 2015**

Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Loan ILL	Out of District Borrow ILL	Out of District Loan ILL	Reference Answered	Attendance	Item Add	Patron Add	Total Ck Out	Total Ck In	CCRLS	
773	118	303	15 J 3 Y	68 J 10 Y	166	151	65	270	499			68	1,534	171	12	1,634	1,581	496.50 net loans	
717	89	401	43	545	166	197	155	240	505			66	1,009	134	11	2,134	1,647		
666	86	466	9 J Y	115 J 24 Y	171	193	43	350	480			84	1,005	109	8	2,029	1,817		
			39 J 3 Y	306 J 42 Y			0 J 0 Y												
2,156	293	1,170	124	1,667	503	541	263	860	###	0	218	3,548	414	31	5,797	5,045	496.50	24,114	

345
0

WILLAMINA PUBLIC LIBRARY INCOME REPORT

	MONTH		
	Jul-15	Aug-15	Sep-15
I Fines	\$ 164.80	\$ 174.12	\$ 159.88
N Cards	63	141	31.00
C Copies	37.75	49.25	50.25
O Lost Books	25.75	46	20.00
M Other			
E Other			
TOTAL	\$ 291.30	\$ 410.37	\$ 261.13

Volunteer Hours

60

60

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Willamina Public Library

382 NE C Street
Willamina OR 97396
503-876-6182

VOLUNTEER PROGRAM OPPORTUNITIES

This is a sampling of volunteer opportunities:

- Shelving books & other materials
- Assist with book processing
- Summer reading assistance
- Assist with exhibits and displays
- Assist patrons with computer usage
- Straighten and dust library
- Sorting materials for consignment
- Working Circulation Desk (with training)

QUALIFICATIONS

- Be at least 14 years old to work alone
(younger with parental supervision)
- Provide your own transportation
- Ability to follow guidelines and directions independently
- Participate in training
- Good written and oral communication skills



Report figures as of June 30. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

Examples: 60 hours per week of part-time work by employees in a staff category divided by the 40-hour measure equals 1.50 FTE (60/40=1.50 FTE). If a schedule varies wildly by season, use total annual hours worked divided by 2080 to calculate FTE. Use n.c. for not collected, 0 for zero or not applicable.

IMPORTANT NOTE: Report only staff paid from the library budget in Part 3. Do not report volunteers, other non-paid staff, staff paid by other agencies (e.g., Green Thumb) or temporary personnel. Do not report plant operations, security, or maintenance staff if paid from the library budget.

1	Number of librarians with ALA/MLS	0.00	0.00
2	Number of other persons holding the title of librarian	2.00	1.85
3	Total librarians (Sum of Lines 2.1 and 2.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	2.00	1.85
4	Number of all other paid staff	0.00	0.00
5	Total paid staff (Sum of Line 2.3 and 2.4) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	2.00	1.85

Part 3 - LIBRARY REVENUE

Part 3 is divided into two sections. Report all operating revenue in Section A, excluding capital revenue. Report capital revenue in Section B. Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=1825311>

SECTION A. OPERATING REVENUE

Report revenue used for operating expenditures. Include federal, state, local, or other grants. DO NOT include revenue for major capital expenditures, contributions to endowments, revenue passed through to another library, or funds unspent in a previous fiscal year (e.g. carryover).

This is a statistical count of revenue. This figure may not be the same as the annual budget, and does not need to balance with expenditures. If the city or county contributes sizeable expenses on behalf of the library, but does not show those in the library budget, the library may wish to enter matching revenue and expense for such expenses.

Round to the nearest dollar. *The program will fill in dollar signs and commas; there is no need to type them.* Use n.c. for not collected, 0 for zero or not applicable.

Local government sources.

City	\$80,337	\$74,096
County	\$0	\$0
District (Library district, community college district, school district)	\$15,551	\$19,688
Total local government (Sum of 3.1 to 3.3) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$95,888	\$93,784

3.5 State government sources (e.g., Ready to Read Grants. Count only the amount of Ready to Read grants funds received directly from the State Library, not those distributed through another entity.) \$1,000 \$1,000

Federal government sources

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the state.

3.6	LSTA grants (payments received during fiscal year)	\$0	\$0
3.7	E-rate telecommunications discount (if issued as a check)	\$0	\$0
3.8	Other federal funds (includes any federal funds for O & C compensation)	\$0	\$0
3.9	Federal government revenue (Sum of 3.6 to 3.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$0	\$0
3.10	Other operating revenue (include fines and fees, even if they are passed through to another entity, cash gifts (not endowments), private or corporate foundation funds)	\$6,212	\$7,625
3.11	Total library operating revenue (Sum of 3.4, 3.5, 3.9, 3.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$103,100	\$102,409

SECTION B. CAPITAL REVENUE

Report all revenue to be used for major capital expenditures. Examples include funds received for a) site acquisition; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) computer hardware and software used to support library operations, to link to networks, or to run information products; f) new vehicles; g) and other one-time major projects. Exclude revenue to be used for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. Exclude contributions to endowments, or revenue passed through to another agency (e.g., fines), or funds spent in the previous fiscal year (e.g., carryover). Funds transferred from one public library to another public library should be reported by the receiving library. Report federal, state, local, and other revenue to be used for major capital expenditures.

3.12	Local government capital revenue	\$0	\$0
3.13	State government capital revenue	\$0	\$0
3.14	Federal government capital revenue	\$0	\$0
3.15	Other capital revenue	\$0	\$0
3.16	Total capital revenue (Sum of Lines 3.12 - 3.15) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$0	\$0

Part 4 - LIBRARY EXPENDITURES

503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=2052889>

Part 4 is divided into two sections. Report all standard operating expenses in Section A, excluding capital outlay. Report capital outlay in Section B. Operating expenditures are the current and recurrent costs necessary to support the provision of library services.

Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. The library should add an equivalent amount of revenue if such costs are reported. Only such funds that are supported by expenditures documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Do not report the value of donated items as expenditures. Do not report capital expenditures under this category.

SECTION A. OPERATING EXPENDITURES

This is a statistical count of expenditures. It may not be the same as your annual budget, and does not need to balance with revenue. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. The library should add an equivalent amount of revenue if such costs are reported. Capital expenditures are listed on questions in Part 4, Section B. Dollar signs and commas will be filled in by the program; there is no need to type them.

.1	Salaries and wages	\$69,850	\$40,642
.2	Employee benefits (includes FICA at 7.65% and Workman's Comp at \$.016 per hour)	\$19,702	\$30,246
.3	Total staff expenditures (Sum of 4.1 and 4.2) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$89,552	\$70,888

Library collection

This includes all operating expenditures by the library for materials purchased or leased for use by the public. It includes print materials, electronic materials, and other materials etc. If record keeping does not separate total expenditures by type of material, it is acceptable to use some reasonable methodology to estimate the relative amounts. An estimate is preferable to n.c. (not collected).

4	Books and other print materials	\$5,584	\$5,883
5	Periodicals and other serial subscriptions	\$651	\$567
5	Total expenditure on print materials (Sum of 4.4 and 4.5)	\$6,235	\$6,450
7	Electronic materials expenditures (list databases, tutor.com, and Library2Go downloadable expenses here)	\$0	\$0
3	Other materials expenditures (all expenditures on collection not listed above, e.g. media in physical form -DVDs, CDs, books on CD, microforms, kits, new material formats, etc.)	\$1,386	\$2,076
1	Total expenditures on collection (Sum of 4.6 + 4.7 + 4.8) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$7,621	\$8,526
0	All other operating expenditures (includes binding, non-capital furniture and equipment, building maintenance, ISP fees, cataloging fees and utilities, and all items not included above)	\$9,944	\$19,039
1	Total library expenditures (Sum of 4.3,4.9,4.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$107,117	\$98,453

SECTION B. CAPITAL OUTLAY

Report major capital expenditures (the acquisition of or additions to fixed assets). Examples include expenditures for a) site acquisitions; b) new buildings; c) additions to or renovation of library buildings; d) furnishings, equipment, and initial book stock for new buildings, building additions, or building renovations; e) library automation; f) new vehicles; and g) other one-time major projects. Include federal, state, local, or other revenue used for major capital expenditures. Only funds that are supported by expenditures documents (e.g., invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Exclude expenditures for replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

NOTE: Your local accounting practices may determine whether a specific item is a capital expense or an operating expense. Even if books are considered capital outlay locally, please report book expense on line 4.4.

12	Library construction and related expenditures (incl. building sites)	\$0	\$0
13	Capital equipment expenditures (e.g. new automated systems)	\$0	\$0
14	Other capital outlay	\$0	\$0
15	Total capital outlay (Sum 4.12 to 4.14) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	\$0	\$0

Part 5 - LIBRARY COLLECTIONS

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=2053160>

Report library holdings as of the end of the fiscal year, June 30.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e. microform, scores, pictures, etc.) for which expenditures are reported under Part 4. Under this category report only items the library has acquired as part of the collection and cataloged, whether purchased, leased, licensed, or donated as gifts.

SECTION A - PHYSICAL COLLECTION

Report in Section A items that have physical form. A physical unit is usually a volume, but might also be a disc, cassette, etc. Items which are packaged together as a unit, e.g. two compact discs, and are generally checked out as one unit, should be counted as one physical unit. Do not subtract withdrawn materials from the physical units reported figure. The figure reported should represent the total number of materials on June 30. The State Library does not ask you to report the number of materials withdrawn as a separate data element.

Books and other print items		
Number of physical units	20,032	20,747
Number of physical units added.	1,350	821
Audio materials		
Number of physical units (cassettes, records, compact discs, etc.)	1,365	1,263
Number of physical units added.	159	82
Video materials		
Number of physical units (DVDs, Blu-Ray, etc.)	3,370	2,118
Number of physical units added.	449	357
Recent print serial subscriptions		
Number of subscriptions	43	46
Number of subscriptions added.	1	1

Report library materials (include uncataloged paperbacks considered part of the permanent collection. Do not report paperback exchanges or checkouts of paperbacks that are not tracked.)

5.9	Number of physical units	30	
5.10	Number of physical units added	0	
Totals for the end of fiscal year			
5.11	Number of physical units (Sum of 5.1+5.3+5.5+5.7+5.9) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	24,840	24,265
5.12	Number of physical units added (Sum of 5.2+5.4+5.6+5.8+5.10) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	1,959	1,261

SECTION B - DIGITAL OR DOWNLOADABLE COLLECTION

E-books			
5.13	Number of units (Library2Go statewide listed here)	33,516	30,806
5.14	Number of units added (Library2Go statewide listed here)	2,710	5,045
5.15	Number of units owned locally or by consortia not part of statewide Library2Go	423	339
5.16	Number of units owned locally or by consortia added not part of statewide Library2Go	82	64
5.17	Total units of e-books (Sum of 5.13 and 5.15)	33,939	31,145
5.18	Total units of e-books added (Sum of 5.14 and 5.16)	2,792	5,109

Downloadable Audio Materials			
5.19	Audio materials- downloadable units	19,082	21,575
5.20	Number of downloadable units added (Library2Go statewide listed here)	1,012	1,468
5.21	Number of downloadable units owned locally or by consortia not part of statewide Library2Go	71	33
5.22	Number of downloadable units owned locally or by consortia added not part of statewide	37	33
5.23	Total of downloadable audio units (Sum of 5.19 and 5.21)	19,153	21,608
5.24	Total of downloadable audio units added (Sum of 5.20 and 5.22)	1,049	1,501

Downloadable Video Materials			
5.25	Number of downloadable units (Library2Go statewide listed here)	1,285	1,285
5.26	Number of downloadable units added (Library2Go statewide listed here)	0	0
5.27	Number of downloadable units owned locally or by consortia not part of statewide Library2Go	0	0
5.28	Number of downloadable units owned locally or by consortia locally added not part of statewide Library2Go	0	0
5.29	Total downloadable video units (Sum of 5.25 and 5.27)	1,285	1,285
5.30	Total downloadable video units added (Sum of 5.26 and 5.28)	0	0

Licensed databases through statewide database licensing (Gale and Learning Express)			
5.31	Number of licensed databases	24	24
5.32	Number of licensed databases added	0	0

icensed databases through cooperatives, consortia, or local libraries within the state or region (Freegal goes ere)

33	Number of licensed databases	5	16
34	Number of licensed databases added	0	3
35	Electronic Collections	0	
Total licensed databases			
36	Total licensed databases (Sum of 5.31 and 5.33) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	29.00	40.00
37	Total licensed databases added (Sum of 5.32 and 5.34) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	0	3
38	Total digital or downloadable units (Sum of 5.17, 5.23, 5.29)	54,377	54,078
39	Total digital or downloadable units added (Sum of 5.18, 5.20, 5.26, 5.32, 5.34)	3,804	6,613
40	Circulation of Electronic Materials-total annual circulation of all electronic materials	1137	
41	Total physical and digital units (Sum of 5.11, 5.17, 5.23, 5.29)	79,217	78,343
42	Total physical and digital units added (Sum of 5.12 and 5.39)	5,763	7,874

Part 6 - LIBRARY SERVICES

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=2053348>

Hours - Typical schedule of main library

Monday			
Open	Closed	<i>closed</i>	
Close	Closed	<i>closed</i>	
Total hours open	0	0	
Tuesday			
Open	10:00 A.M.	10:00 A.M.	
Close	7:00 P.M.	7:00 P.M.	
Total hours open	9	9	
Wednesday			
Open	10:00 A.M.	10:00 A.M.	
Close	7:00 P.M.	7:00 P.M.	
Total hours open	9	9	
Thursday			
Open	10:00 A.M.	10:00 A.M.	
Close	7:00 P.M.	7:00 P.M.	
Total hours open	9	9	
Friday			
Open	10:00 A.M.	10:00 A.M.	
Close	5:00 P.M.	5:00 P.M.	
Total hours open	7	7	

Saturday			
5.16	Open	10:00 A.M.	10:00 A.M.
5.17	Close	3:00 P.M.	3:00 P.M.
5.18	Total hours open	5	5
Sunday			
5.19	Open	Closed	closed
5.20	Close	Closed	closed
5.21	Total hours open	0	0

NOTE: For libraries with branches this question refers to central library only)

6.22	Total hours in typical week (Note: for libraries with branches this question refers to central library only) (Sum of 6.3, 6.6, 6.9, 6.12, 6.15, 6.18, 6.21) (NOTE: Select the Save button to calculate this question. To change this l	39.0	39.0
6.23	Public service hours for main library for the fiscal year	2,200	2,200
6.24	Number of weeks main library is open (do not subtract for holidays)	52	52
6.25	Total annual public service hours for all public outlets for the fiscal year. (sum of 6.23 and 9.15 repeating)	2,200	2,200
6.26	Library visits (total annual attendance at all library facilities, including meeting rooms) in the fiscal year. (Please refer to instructions)	16,093	15,425
Circulation of library materials at all facilities for the fiscal year: (NOTE: Do not include books checked out to other libraries on interlibrary loan, or interbranch loans.)			
6.27	Number of first-time circulation of adult materials (Enter n.c. here if using lines 6.34-35, if not able to separate first circulation and renewal, enter all circulation here.	14,199	21,726
6.28	Number of renewals of adult materials	1,829	1,869
6.29	Number of first-time circulation of young adult (YA) materials (enter n.c. here if using lines 6.34-35)	1,119	1,328
6.30	Number of renewals of young adult (YA) materials	299	204
6.31	Number of first-time circulation of children's materials (enter n.c. here if using lines 6.34-35)	4,487	6,554
6.32	Number of renewals of children's materials	1,003	501
6.33	Number of circulations of electronic materials (record Library2Go here). Includes downloadable e-book, e-audio and e-video that have to be "returned" to the library. Count the circulation of e-book readers with titles loaded on them as one circulation.	1,137	1,176
6.34	First-time circulation not separated into adult, YA or children's materials (use this blank ONLY if you do not count separate adult and children's materials circulation -Enter n.c. if using 6.27 - 6.32 instead)		
6.35	Renewals not separated into adult, YA or children's materials (use this blank ONLY if you do not count separate adult and children's materials circulation - Enter n.c. if using 6.27 - 6.32 instead)		

6.36	Total first-time circulation (adult, YA, children's materials, electronic materials and circulation not broken into material type - sum of 6.27, 6.29, 6.31, 6.33, 6.34)	20,942.00	20,942.00
6.37	Total renewals (adult, YA, children's materials and circulation not broken into material type - sum of 6.28, 6.30, 6.32, 6.35)	3,131.00	2,574.00
6.38	Total circulation of adult materials (sum of 6.27 and 6.28)	16,028.00	23,595.00
6.39	Total circulation of young adult (YA) materials (sum of 6.29 and 6.30)	1,418.00	1,532.00
6.40	Total circulation of children's materials (sum of 6.31 and 6.32)	5,490.00	7,055.00
6.41	Total circulation not separated into adult, YA or children's materials (sum of 6.33, 6.34 and 6.35)	1,137.00	1,176.00
6.42	Total circulation for the fiscal year. (Sum of 6.38, 6.39, 6.40, 6.41) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	24,073.00	33,358.00
6.43	Total number OF reference transactions(Please estimate IF actual COUNT NOT available, exclude directional, policy questions OR circulation actions such AS placing holds.This does include individualized computer instruction AND reader programs or presentations for children sponsored by the library (Please refer to instructions. Note that the program does not have to take place in the library.)	735	535
6.44	Number of children's programs	40	62
6.45	Number of persons attending children's programs (adults and children)	650	826
6.46	Number of young adult programs	0	0
6.47	Number of persons attending young adult programs (including adults and children)	0	0
6.48	Number of programs for adults	1	1
6.49	Number of persons attending programs for adults	30	24
6.50	Total number of programs (Sum 6.44, 6.46, 6.48)	41	63
6.51	Total program attendance (Sum 6.45, 6.47, 6.49)	680	850
6.52	Does your library have a summer reading program	Yes	Yes
6.53	Does your library provide outreach to children and/or families, childcare providers, and preschool teachers	Yes	Yes
6.54	Does your library provide training in early literacy for parents or childcare providers	Yes	Yes
6.55	Interlibrary loans lent to other libraries (Please refer to instructions)		
6.56	Interlibrary loans lent using a shared catalog or automation system (e.g. Sage, LINCC)	8,304	6,171
6.57	Interlibrary loans lent to all other libraries not in shared catalog or automation system	3	5

6.57	Total loans lent to other libraries (Sum of 6.57 to 6.56) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	8,307.00	8,170.00
Interlibrary loans borrowed from other libraries			
5.58	Interlibrary loans borrowed using a shared catalog or automation system (e.g. Sage)	4,043	4,378
5.59	Interlibrary loans borrowed from libraries not in shared catalog or automation	3	4
5.60	Total loans borrowed from other libraries (Sum of 6.58 to 6.59) (NOTE: Select the Save button to calculate this question. To change this line, you must first change one of the lines it totals.)	4,046.00	4,382.00

Part 7 - OTHER INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/statsfaq>

Volunteer services to the library.

.1	Total number of volunteers (individuals)	4	3
.2	Total volunteer hours	50	75

Library salary schedule effective for the upcoming fiscal year

Please calculate hourly wages even if staff is paid monthly, weekly or on a salary. Please report up to two decimal places. If the library has a salary range, there is a blank for the number at low end of the range, and one or the number at the high end. If your library does not have such a position, leave the item blank. For organizations without salary ranges, leave the "Low" and "High" items blank and list a figure in the "Fixed amount" blank. For full-time positions, divide an annual salary by 2080 to calculate the hourly equivalent. Please see the instructions. Do not include the \$ symbol or commas.

3 Library Director, hourly salary range

Low:		
High:		
Fixed Amount:	\$14.05	\$14.05

4 Assistant Director, hourly salary range

Low:		
High:		
Fixed Amount:		

5 Department Head, hourly salary range

Low:		
High:		
Fixed Amount:	\$10.05	\$10.00

6 Senior Librarian, hourly salary range

Low:		
High:		
Fixed Amount:		

7 Entry-level Librarian, hourly salary range

Low:		
High:		
Fixed Amount:		

8 Library Assistant (para-professional), hourly salary range

Low:		
High:		

2. Fixed Amount:

7.9 Library Clerk, hourly salary range

A. Low:

3. High:

2. Fixed Amount:

Library fees and fines

This section is designed for a sampling of the most common fees and fines. It is not comprehensive. Please choose the closest pull-down value to the actual amount.

10 Fines for Overdue Books

Fines:	\$0.25	\$0.25
Time period for overdue book fines:	day	day

11 Fines for overdue videos

Fines:	\$1.00	\$1.00
Time period for overdue video fines:	day	day

12 Fines for other overdue material -- type of material

Type of material:	periodical	periodical
Fines:	\$0.25	\$0.25
Time period for other overdue material fines:	day	day

13 Charge for interlibrary loan

Charge:	\$0.00	\$0.00
---------	--------	--------

14 Charge for non-resident borrowing privileges per year

Charge for individuals:	\$60.00	\$60.00
Charge for family:	\$60.00	\$60.00

5 Number of circulations made without charge to non-residents	5,382	n.c.
---	-------	------

If the library does not have one of the groups below, leave the relevant items blank. If the groups below do not have a business address for mail, please consider using the library address as their contact address.

Library Board/District Board

6 Chair, Library Board or Library District for coming year	Dan Goff	Dan Goff
7 Name of Board	Willamina Library Board	Willamina Library Board
8 Board mailing address	PO Box 273	PO Box 273
9 City	Willamina OR	Willamina OR
0 Zip code	97396	97396
1 Phone number (enter number without dashes or parentheses)	(503) 876-6182	(503) 876-8662
2 President/Chair email		

Questions below are optional.

Friends of Library

Name of friends organization			
Friends mailing address			
City			
Zip code			

7.27 Phone number (enter number without dashes or parentheses)

Library Foundation

7.28 Name of foundation

7.29 Foundation mailing address

7.30 City

7.31 Zip code

7.32 Phone number (enter number without dashes or parentheses)

Part 8 - LIBRARY TECHNOLOGY

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=2053348>

1	Total annual number of uses (sessions) of public Internet computers (If a computer is used for multiple purposes [Internet, word processing, etc.] and Internet users cannot be isolated, report all usage.)	2,863	3,003
2	Total number of Internet terminals used by general public	4	5
3	Number of wireless sessions provided by library annually	2,160	1,820
4	Type of Internet connection of main library	Frame Relay	Frame Relay
5	Internet connection speed of main library	1.5Mbps	1.5Mbps
6	Do all library facilities (including branches) have a dedicated Internet connection with a connection speed over 1.5Mbps?	Yes	Yes
7	Vendor of automated system (e.g. III, Evergreen, Polaris, Sirsi/Dynix, Koha, etc.)	Sirsi/Dynix	Innovative Interfaces (III)
8	Name of automation consortia library belongs to (e.g. Sage, CCRLS, LINCC, Linn Libraries Consortium, Lane Council of Libraries etc.)	CCRLS	CCRLS

Part 9 - LIBRARY FACILITIES

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=1825302>

Please fill out a branch section for each branch or bookmobile. Please update your directory information if needed on the online library directory at <http://www.oregon.gov/osl/LD/Pages/directories.aspx>.

Square footage of main library. (NOTE: includes staff areas, enter 0 for bookmobiles)	1,728	1,728
Total system square footage (total of 9.1+ branch sq. ft.)	1,728	1,728

Note: Square footage of main library is reported in 9.1. Branch libraries are reported in 9.3-9.18 with main and branch totals in 9.2. Please contact Ann Reed at 503-378-5027 or ann.reed@state.or.us if the total 9.2 does not look right.

Name of branch

Branch street address

Branch city

Branch zip code (5 digits)

Branch phone number

Branch fax number

- 0.9 Branch square footage
- 0.10 Branch manager last name
- 0.11 Branch manager first name
- 0.12 Branch manager phone number
- 0.13 Branch manager phone extension
- 0.14 Branch manager e-mail address
- 0.15 Public service hours per year at this location
- 0.16 Number of weeks of the year this facility was open
- 0.17 Type of Internet connection of this facility
- 0.18 Internet connection speed of this facility

Part 10 - DIRECTORY INFORMATION

Call 503-378-5027 early and often for help! See the FAQ at <http://libguides.osl.state.or.us/c.php?g=273450&p=1825302>.

Please update your directory information if needed on the online library directory at <http://www.oregon.gov/osl/LD/Pages/directories.aspx>.

0.1	Library Director last name	Hansen	<i>Hansen</i>
0.2	Library Director first name	Melissa	<i>Melissa</i>
0.3	Director's phone number	(503) 876-6182	<i>(503) 876-6182</i>
0.4	Phone extension number	50387	
0.5	Director's email address	melissah@ccrls.org	<i>melissah@ccrls.org</i>

The section below is optional. Information in this section will be used in a future upgrade of the online directory. The intent is not to replace an in-house directory, but to provide contact information for people outside the library. Leave items blank if you do not wish to add an entry.

Department Contact

0.6	Department	
0.7	Phone number (enter number without dashes or parentheses)	5038766182
0.8	Phone extension number	50387

Individual Contact (Do not list directors or branch managers)

0.9	Last name	Deibel	<i>Willms</i>
0.10	First name	Amber	<i>Denise</i>
0.11	Phone number	(503) 876-6182	<i>(503) 876-6182</i>
0.12	Phone extension number		
0.13	Email address	amber.deibel@ccrls.org	<i>denisew@ccrls.org</i>
0.14	Generic job description	Youth Services Librarian	<i>Youth Services</i>
0.15	Additional generic job description		<i>Technical Services</i>
0.16	Actual position title		<i>youth services librarian</i>

Part 11 - LIBRARY PROGRESS REPORT

Library Progress Report for past fiscal year - Optional

Please describe any major improvements to facilities, important additions to library staff or collections, significant increases in library support, new services provided, new library technology that might have been introduced, and any new initiatives to cooperate with other libraries below.

Progress report for this past year.

Please report on significant developments in your library this past fiscal year.

Part 12 - STATE USE ONLY

The following are various codes attached at the federal level to public library data. Note that Geographic Codes are based upon U.S. Census definitions. If you suspect a code is in error, please contact the Federal Programs Coordinator at 503-378-5027.

Administrative Entity

2.1	Population served	3127	<i>3127</i>
2.2	FSCS ID	OR0101	<i>OR0101</i>
2.3	Interlibrary relationship code	ME - Fed or coop Member	<i>ME - Fed or coop Member</i>
2.4	Legal basis code	CI - City	<i>CI - City</i>
2.5	Administrative structure code	SO - Single outlet, admin in	<i>SO - Single outlet, admin in</i>
2.6	FSCS public library definition	Yes	<i>Yes</i>
2.7	Geographic code	CI2 - City nearly	<i>CI2 - City nearly</i>
Main Service Outlet			
2.8	Name of main service outlet	Willamina Public Library	<i>Willamina Public Library</i>
2.9	FSCS ID	OR0101	<i>OR0101</i>
2.10	FSCS ID sequence number	002	<i>002</i>
2.11	Outlet type code	CE - Central	<i>CE - Central</i>
Other Service Outlets			
2.12	Name of branch (from 9.3)		
2.13	FSCS ID		
2.14	FSCS ID sequence number		
2.15	Outlet type code		

Debbie Bernard

From: Todd Whitlow <whitlot@co.yamhill.or.us>
Sent: Monday, November 02, 2015 6:50 AM
To: Debbie Bernard
Subject: Willamina October Crime Stats
Attachments: Crime Stats by City.pdf

Please see your attached October Crime Stats.

Best Regards,

Todd

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



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**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
WILLAMINA						
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	
	Part 1 Total	18	3	-83.33 %	91	97
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
	Part 2 Total	27	14	-48.15 %	155	223
	Total For WILLAMINA	64	32	-50.00 %	386	541



**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
WILLAMINA						
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
	Total For WILLAMINA	64	32	-50.00 %	386	541



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 Work Session Meeting of the City of Willamina
September 17, 2015
2:00 PM

Location of Meeting:

411 NE "C" St
 Willamina, Oregon 979396

Present at Meeting:

Mayor Ila Skyberg
 Council President Rita Baller
 Kathy Taylor, Kathy Taylor Consulting
 City Recorder Debbie Bernard
 Councilor Heather Stritzke
 Councilor Katie Vinson
 Absent Councilor Theresa McKnight
Absent Councilor Allen Bramall
Absent Councilor Hill

The regular meeting of the City of Willamina of City Of Willamina was called to order at 2:00 PM on September 17, 2015 at 411 NE "C" St by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

There were no minutes of a previous meeting to approve.

III. Consideration of Open Issues

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

1. State Of Oregon Audit Division – Visit September 17, 2015

Mayor Ila Skyberg introduced the topic.

Debbie spoke and stated that the meeting was a major win and then asked Kathy Taylor to go thru all the details.

Kathy stated she gave the same story she gave the Council. She said she talked more about the methodology of how she came to the beginning balances. Phil Hopkins nodded his head communicating that is a reasonable approach. Kathy shared that the City would have to create loans to pay the water fund. She also said that if the City refinances their debt it could pay back the water fund. She then talked about the General Fund & Water Fund. Bottom line Kathy said we have balances at the end of June. Kathy told the state we need to now engage an audit firm. She did say that even if we did last year's audit it would result in an adverse opinion. But what we could do is a review. A review is not an audit but a review of the balance sheet. An Auditor will look at the assets and liabilities and confirm those are true to the review. So our job now she said is to contact auditors; try to get Boldt Carlisle to come back or engage someone else. Kathy added that she explained we were migrating to Caselle and getting financials very soon out of the new software. Phil Hopkins then said he would still need to talk to his boss Gregg Blackmore on the proposed plan for final approval. Debbie added Mr. Hopkins asked if the City was in communication with the Auditors; Debbie responded that she was in communication with BCS and will communicate with them the details of the meeting. Ila noted that the review is much cheaper.

Kathy agreed and said it is a review of the Balance Sheet; the next thing would be to contact Boldt Carlisle & Smith to come back. Heather then said so our first real audit is 15/16 and a review of 14/15. Kathy acknowledged yes.

Debbie shared we left the meeting with confidence.

Rita noted that it was interesting to watch the body language of the 2 people in the meeting. Their body language changed to her surprise that so much had gotten done in a short period.

Kathy advised that the City got into this situation because they did not have anyone here that new the answer. So the advice is to always have someone that knows the answers for example always have an accountant; does not have to be a CPA.

Rita felt it was a very serious meeting the first visit and the second visit she saw a change.

Katie asked if the review has to happen very rapidly. Kathy responded yes. She added as soon as Caselle is up and going the state will be able to confirm the cities financials.

2. Organizational Structure

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Mayor Ila Skyberg
Organizational Chart -

Mayor Skyberg passed out copies of organizational structures introduced by Jennie Messmer from COG, another by Gary Hill and one created by Kathy Taylor.

Kathy referred to a chart that states possible organization Finance/City Manager. Kathy shared that is not a good structure. The City Manager and the Accountant are a check and balance for the city. An accountant will not authorize purchases. The accountant does the accounting for purchases and revenues. So that structure is not recommended.

Kathy also added that also becomes a power struggle. So you have to have two people to doing the internal control.

Ila added so the one Kathy created was most recommended. Kathy described that the chart she created was an army structure of organization.

City Manager -

Accountant, budget finance and utility billing -

City Recorder, code enforcement, HR, information technology, planning and development and court -

Public Works -

Heather asked what makes the City Recorder the best possible person to oversee those jobs.

Kathy noted that the City Recorder would better be named the City Administrator. A lot of City Recorders end up with court and human resources. If you had a police department then code enforcement would go there.

Debbie stated the grant function is a job that is not very desirable by the other departments it is a function of Planning and Development.

Heather noted that the last 2 cities managers were not success stories. She said since cities do not share information on that subject why did they get rid of their cities managers; how do you know you're getting a good one? Kathy responded she was the wrong person to ask. Heather said the questions are adaptation. Kathy said the reason City managers get fired are for Politics. Heather gave an example of Sam then he recommended Sue. So how do we avoid that? Debbie said give them a contract for 2 years.

Kathy again added City Managers generally get fired for politics. Example they may pass a water rate increase or approved the building of a new building someone on the Council did not like.

It was suggested to have a couple cities managers interview your new city manager.

Ila asked for any other discussion on this topic.

Rita said that she is gun shy but she was not supportive of this or she would not have shown up. Rita brought up that she asked others about Sam and no one talked bad about him.

Kathy noted in everything we talked about tonight the one thing the city did not have an accountant. The one thing to remember is that you never have the finance person and City manager be the same person.

Katie asked Kathy if she is sort done and would she be back to visit. Kathy gave an example of Coburg. Coburg is one of her accounts that was in a very bad situation which they have overcome and now she only visits them once or twice a month. The auditors really like that because I am a retired CPA and can review Journal Entries.

Ila noted so Kathy would be our ace in the whole. Kathy responded so I guess I have been promoted from CFO to go to Ace in the whole.

3. Sequel Server

Debbie Bernard

Debbie advised the members that we need to purchase Sequel server to run Caselle at cost \$3500.

Kathy added Caselle will not run at all without the Sequel product. (This is a work session and there cannot be anything voted on.)

Theresa came in late and asked about the visit to the State. Kathy Taylor brought her up to speed in regard to the visit with the State and doing the review and 15/16 audit in Caselle.

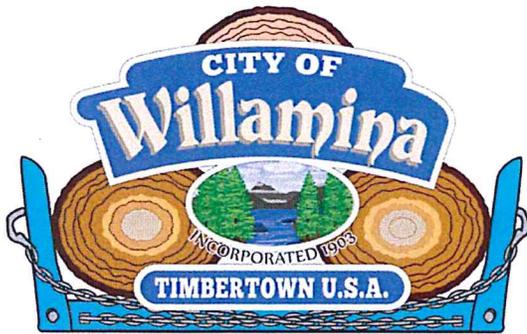
Agenda and Time of Next Meeting

The meeting was adjourned at 3:45pm by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard _____.

Minutes approved by Mayor Ila Skyberg _____.





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*

**WILLAMINA CEMETERY COMMITTEE MEETING
Minutes of the QUARTERLY Meeting of the CEMETERY
COMMITTEE MEETING
October 15, 2015
11:00 AM**

Location of Meeting:

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

Present at Meeting:

Mayor Ila Skyberg
City Recorder Debbie Bernard
Public Works Director Jeff Brown
Councilor Rita Baller
April Wooden
Val Adamson
Charlene Brown

The regular meeting of the Cemetery Committee Meeting of was called to order at 11:00 am on October 15, 2015 at Willamina City Hall by Val Adamson.

I. Approval of Agenda

The agenda for the meeting was distributed..

II. Review of Previous Minutes

There were no previous minutes as this was the committee's first meeting.

III. Consideration of Open Issues

1. New Headstones – Mr. Charles Chapin (headstones for wife and son), Vern Halstead (headstone for father along mothers gravesite)
Val Adamson

Val started the meeting and stated he had cemetery rules and regulation material to share with the committee and would be sending that information at a later date.

The committee quickly went into the subject matter of additional headstones which were requested by Mr. Chapman and Mr. Holstad.

Val stated that it is standard in the industry for no concrete headstones, only flat markers of other material. The reason is they cannot be knocked over.

It was the consensus of the committee to not allow cement head stones. However, granite was allowed. In addition, the committee discussed allowing an additional headstone on an existing gravesite. It was agreed that would be allowed. Debbie asked if there were consideration to allow a headstone in the isle of a plot. The Consensus was that it was not allowed.

April Wooden brought up Buck Hallow. She described some headstones that were copper.

Debbie asked for the committee to restate approval for Mr. Chapman request to do use cement for two flat headstones. Again the consensus was no.

Jeff reiterated cement is used now. Val responded they do not last and create a maintenance issue.

April asked about the rules for opening and closing.

Rita brought up the concern of vacant plots or plots that are potentially not vacant. Val responded the first thing to consider is check the records to see if has been sold.

Charlene Brown arrived late into the meeting. She said she has been a member of the cemetery committee for years and heard there was a meeting. Debbie added her to the roster.

Charlene's attendance brought up the subject of the maps. Debbie brought out maps from the files and the committee located Mr. Chapman's plots and Vern Halstead family plots on the map. Charlene shared that she had documents in her computer showing who was in all the plots; in addition to other types of information. Debbie welcomes a copy if she could give her one.

Rita asked what about Bronze headstones. Val responded they are bolted to a granite base.

Ila wanted to know about a booklet. Val responded that when we meet again he would provide a manual.

Rita suggested the committee meet every 3 months. Mid-January on the 15th of 2016 is the next meeting, per the committee.

Committee member Adamson motioned to adjourn at 12:00pm. Rita seconded. Motion carried unanimously with Val Adamson, Rita Baller, April Wooden, Jeff Brown, Charlene Brown and Ila Skyberg aye.

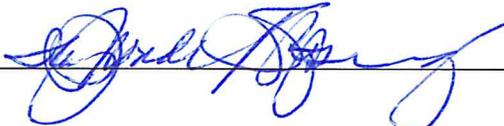
Agenda and Time of Next Meeting

The next meeting will be held at 11:00 AM on January 15, 2016 at:
City Of Willamina
411 NE "C" St
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 12:00 PM by Val Adamson.

Minutes submitted by: City Recorder, Debbie Bernard _____.

Minutes approved by:  _____.





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
Meeting of the City Council Special Meeting
October 22, 2015
7:00 PM**

Location of Meeting:

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

Present at Meeting:

Mayor Skyberg asked the City Recorder to call roll call. City Recorder Bernard stated a quorum was present.

Mayor Ila Skyberg
Council President Rita Baller
Councilor Gary Hill
Councilor Heather Stritzke
Councilor Allan Bramall
Councilor Theresa McKnight
City Recorder Debbie Bernard

Absent:

Councilor Katie Vinson

Mayor Skyberg Lead In The Flag Salute.

The regular meeting of the City Council Work Session of City of Willam at 7:00 PM on October 22, 2015 at City Hall by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed.

II. Review of Previous Minute

Restructure
Approved
11-12-15

The minutes of the previous meeting were reviewed and approved (none presented).

III. Consideration of Open Issues

1. Old Business

Re Structure

Mayor Skyberg stated that we are here to talk about organizational structure. Ila stated that Jennie recommendation was to have a person in charge. Ila stated that she added an organizational structure that was not in the packet. Rita stated she likes that the best. Theresa McKnight added she agrees that she likes that best.

Rita asked if we are looking for a City administrator part time 6 hours a day. Debbie responded it can be what you want it to be. Debbie stated that she did not see how a person could get the job done in 6 hours. She said the Job description presented by Kathy Taylor could not be done by anyone part time. Ila asked has this position go to Finance. Debbie responded no. Kathy works is no being reviewed. When Kathy was here she did not actually work in the software she only worked with reports; Debbie surmised it still has to go to the finance.

Theresa stated page 9 states 40,000 to 45,000 part time. Heather pointed out that the job description under salary and benefits page 9 it state .5 which is part time.

Debbie said the job description is huge. If we hire a person to do this job description they could not get it done. Ila noted there are other job descriptions.

Debbie asked what is the Council vision for that person. She asked if they want the person to manage the office. Ila responded yes that is what she sees the person doing.

Ila noted in the graph she presented in the meeting it did not include the Office Coordinator. Debbie stated that there was a budgeted item in office coordinator position to pay Rania. Heather said we were planning to make the office specialist full time. Debbie responded yes we planned to make the office specialist full time but that does not mean she can take on the billing.

Debbie advised the Council the City needs a City Manager that Manages the City not the office. She said City managers do not do day to day. You're asking a person to do a lot in 20 hours. City Recorder said in 20 hours a person will not be able to keep their eye on the ball.

Ila asked Debbie if she is still doing Court. She responded that there is not one person here that can do their job because they have only been here a couple of months. It takes time for a person to take on their job. Ila said you are also planning. Debbie noted that people need time to develop.

Debbie spoke to the migration to Caselle. She explained that AP is up and running and next she is working on Cash Receipts.

Debbie explained that she is training Karen, Marylyn and Rania on all the processes. She said we are trying to capture as much training as possible. Debbie said there is \$15,000 in the budget for the office coordinator and that is what we are paying Rania.

Rita asked everyone if we want a City Manager or City Administrator. Heather asked if we had examples from other cities. Heather stated that the things that have been discussed are not in the purview of a city manager. A City manager deals with the Council and higher level stuff; they are not really involved in the nitty gritty part of the office. It is not the City Manager job to know what everyone is doing day in and day out. They are not managing the employees; not generally in their purview, per Heather. Debbie added the City Manager works with City Council on strategic planning; go outs and networks on the political end of things. In addition, to have the financial skill level to present and propose a budget. Debbie gave an example: A city manager would present addressing a problem like streets. He would know and create the analysis of how and why to create a street fee. He would know what the funds are restricted.

Heather said I think what is listed is what is going too brought to the table.

Rita then stated we have discussed what we want that person to do but we do not have any examples. She said we need another work session and get those job duties in front of us. Gary then said he wants to vote in the structure we want then discuss the duties of a City Manager. Rita agreed. Gary said he wants to keep the office specialist as a temp until we redo the budget. Also keep the office coordinator as a temp until we complete the new budget. Ila added the Accountant is also a temp; Debbie noted that she is with express. Gary then asked is it that you do not want the office coordinator up front. Are we going to keep the other person or get Karen trained on it! So we need to vote on a structure to have something to work with. Debbie asked is it your feeling that you want to eliminate Rania or is it that you think what she does can be done by the rest. Debbie adds the Utility Billing is on the accountant job description; we have not really every made those duties come to fruition. Gary said he amends his amendment. Let's go with this structure as is and add an office coordinator for later. Gary said he wants it on the structure in case there is money in the budget or the need for the additional person. Heather said it is strictly in the structure not in the budget. Ila added that she had the understanding the new software would eliminate the need for an additional person. **Gary said there is a motion.** Heather said she thinks it makes sense. Rita said are you suggesting that it is a temp position. Heather said non are temp position until we decided later. Rita seconded Gary motion. (Motion was not clearly stated however it was seconded) Rita said in addition she wanted to gather 3 job descriptions.

Next we there was a discussion of two library employee requesting time off on the same date; and a request to close the Library. Heather noted that Amber submitted her paperwork for time off November 12 and 13, 2015. Heather added that Melissa wants the 13th off as she is a part of the Art show. Heather also said that she knew Mrs. Goff has

volunteered to cover also. Gary restated that Melissa has taken off the same day for years. Gary said so she does not get paid. Gary noted if Melissa submitted the request for time off she can take it as non-pay. It was stated that the Council should back up what Debbie had already told Melissa.

Ila added another subject. She asked Debbie if Ray Bartlet every got back to us on other cities offering of a senior discount. Debbie responded that she did hear back from Ray that he is retiring effective October 31, 2015. She added that in review of Hubbard minutes she discovered a study they did in their area and only 1 out of 7 cities did a senior discount.

Ila added that she needs a consensus for trunk or treat.

Motion: Heather moved to approve the parking lot for trunk or treat. Councilor Hill seconded. (No other unanimous responses) The intent was consensus.

Ila asked for a consensus on the horses during the Art event. Heather said absolutely

Motion: Gary motion to approve the horses. Heather seconded. (no stated motion and vote)

Ila asked what do we need for the next Council meeting or Work Session; Response was job description on work session.

There was a request on Code Enforcement. The sidewalks, the trailers and other code enforcement follow-up.

Motion: Gary motion to adjourn. Councilor Bramall seconded. Motion carried unanimously with Councilor Hill, Bramall, Stritzke, Councilor Baller, and Councilor McKnight voting aye. Councilor Vinson was absent.

IV. Consideration of New Business

V. Agenda and Time of Next Meeting Work Session

City administrator Job Descriptions

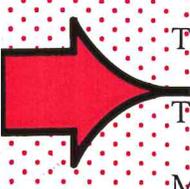
The next meeting will be held at on at: City of Willamina, City Hall
411 NE "C" St

The agenda for the next meeting is as follows:

The meeting was adjourned at 8:00pm by Mayor Ila Skyberg.

Minutes submitted by: Debbie Bernard *Debbie Bernard*

Minutes approved by: Ila Skyberg *Ila Skyberg*





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 Meeting of the Old Department Store Committee
October 23, 2015
8:00 AM

Location of Meeting:

Old Department Store Site on Main St
Willamina, Oregon 97396

Present at Meeting:

Councilor McKnight
Mayor Ila Skyberg
Bob Brown Museum
Joyce Zimbrick Library Board
Melissa Hansen Librarian
Bob & Rita Burr
Greg Anderson Realtor
Jeff Brown Public Works
Debbie Bernard City Recorder

Absent:

Councilor Vinson
Charlene Brown Museum
Gary Brooks WVF
Chris Scholten Contractor
Kim Hamblin Realtor
Barbie Hofenbredl Realtor

The regular meeting of the Old Department Store Committee of City Of Willamina was called to order at 8:00 am on October 23, 2015 at Old Department Store on Main St by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed and listing names of the committee.

II. Review of Previous Minutes

There were no previous minutes to approve.

III. Consideration of Open Issues

1. Old Department Store Building

Mayor Ila Skyberg

Ila welcomed everyone one at the front door entrance area of the Old Department store with hot coffee and coffee cake. A beautiful table setting welcomes the committee. She walked those present around to view the condition of the old department store; pointing out the orange cones and areas that could be a bit dangerous in the building.

The building is in need of much repair inside. We all gathered around the heater and a discussion of what should we do with the building continued. Some suggested a restaurant should operate in the building. Others suggested perhaps a winery would purchase the building. Debbie shared that the assessor's office had the building tax value at 247 thousand. Greg Anderson responded to that and said he felt the condition of the building would not merit that value.

Mayor Skyberg asked the group to email her directly and share their ideas as to what the City should do with the Old Department Store Building.

Agenda and Time of Next Meeting

The next meeting will be held at:
City of Willamina City Hall
411 NE "C" St
Willamina, Oregon 97396

The agenda for the next meeting is as follows:
Email responses from the Committee

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

Minutes submitted by: Debbie Bernard, City Recorder _____

Minutes approved by: Mayor Ila Skyberg _____





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 Finance Committee
Minutes of the First Tuesday of the Month
November 3, 2015
4:00 PM**

Location of Meeting:

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

Present at Meeting:

Councilor Gary Hill
Councilor Vinson
Mayor Skyberg
City Recorder Debbie Bernard

The regular meeting of the Finance Committee of City of Willamina was called to order at 4:00 PM on November 3, 2015 at City Hall by Councilor Gary Hill.

I. Approval of Agenda

The agenda for the meeting was distributed.

II. Review of Previous Minutes

The minutes of the previous meeting were not presented.

III. Consideration of Open Issues

1. Status of Office Specialist Position and Accountant and Office Specialist

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Debbie Bernard

Debbie presented the committee with a spreadsheet of details on the accountant, the office specialist, and office coordinator position. Councilor Hill requested a report for the committee.

The spreadsheet showed an administrative staff cost analysis of the cost of each position and the current budget.

Gary suggested having an executive session to discuss specific staff and position details.

2. Xpress Bill Pay Services

Debbie Bernard

Debbie introduced information to go forward with online bill pay and request a recommendation from the committee. She explained by using Xpress Bill Pay, customers would be able to view their bill electronically online (eliminating the need to print and mail paper bills if the customer opts in for a paperless billing option); make one-time payments or recurring automatic payments with credit card, debit card, or ACH; save payment information securely online for future use, receive automatic email notifications when new bills are generated, payments are scheduled, payments are made, credit cards are going to expire, etc.; view up to 24 months of past billing information, and more.

Gary said that he was familiar with that business and believes the City could get a better cost. Debbie shared that we currently pay a rough \$295 dollars a month for our merchant services. The proposal form Xpress Bill Pay was essentially very close.

The cost analysis showed with US Bank for credit/debit card processing it only cost the City \$260 (July 2015) to process 127 payments. With Xpress bill pay and chase paymentech, those same 127 credit/debit card transactions would have a cost of \$293.00.

The committee did not give a recommendation to go forward. Councilor Hill said he wanted to do research.

3. Mayor Skyberg presented a bid from Spohn Ranch Skateparks for \$2,092.27 for repair of the Skatelite pro materials needed to repair the damage skate park ramps on behalf of Public Works Superintendent. Councilor Hill said he knew of a company he could acquire a competitive bid.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 4:00 PM on December 1, 2015 at:
City of Willamina City Hall
411 NE "C" St

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willaminaoregon.gov

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Xpress Bill Pay follow up

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

Minutes submitted by: City Recorder Debbie Bernard

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