

Mayor Ila Skyberg ✓

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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: vacant

## WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, December 10, 2015

7:00 PM recorded meeting

I. Roll Call

II. Flag Salute

III. Public Hearing – Renewing Economic Improvement District

The City Council will conduct a Public Hearing for the purpose of obtaining public comment on the proposed renewal of the City's Economic Improvement District (EID) for an additional 5 years. The EID was originally established in 1991 and has been renewed every 5 years since that time. Its purpose is to promote economic improvements with in the District by planning and managing development or improvement activities; landscaping or other maintenance of public areas; promotion of commercial activity or public areas; activities in support of business recruitment and development; improvements in parking systems or parking enforcement; and any other economic improvement activity for which an assessment may be made on property specifically benefitted thereby.

- 1) Bob Burr Past President
- 2) Mayor to direct Staff to prepare ordinance for 1<sup>st</sup> reading

IV. Approval of Agenda & Approval of the Minutes

November 12, 2015 City Council Regular Meeting  
November 23, 2015 Finance Committee Meeting  
November 30, 2015 Special City Council Meeting

V. Public Input

VI. Old Business

Keller and Associates – Street Project

VII. New Business -

*An Equal Opportunity Employer*

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

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

EID Budget Proposal for 2016 & Election of Officers  
 Notice to Residence near Oaken Hill regarding the change on Oaken Hill and Request  
 for Comments  
 Ordinance 659 draft to go to the January 14, 2016 Regular Meeting for Approval

**VIII. Mayor's Report**

- Report on meetings Mayor attended throughout the Month of November

**IX. Council Liaison Reports**

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

**X. Council Committee Reports**

Check Registers – November 1-30, 2015 (*information only*)  
 Planning Commission Report (Commissioner Ulrich)

**XI. Reports of City Officers**

**City Recorder – see attached**

- Conversion to Caselle Update –
- ~~Update on the hire of Richard Winkel CPA~~ – working review
- Backflow software conversion
- Street Ordinance – Request for Comments Posted

**Code Enforcement Report**

Monthly Report (*handout*) *separate attachment* ✓

**Public Works**

Monthly Report – (*handout attached*)

**Library**

Senior Librarians Monthly Report (*hand out attached*)

**Sheriff's Office**

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

**XI. Next Council Meeting Dates**

**Special Meeting** (*canceled due to the Holiday*) & **Work Session – December 24, 2015 (7:00 pm)**

**Regular Session – January 14, 2016**

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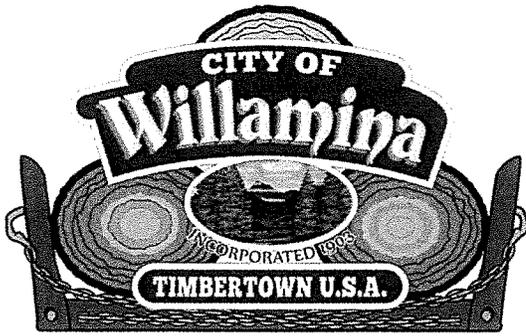
*Persons with hearing, visual or manual impairments who wish to participate in the meeting should contact the City of Willamina at least 48 hours prior to the meeting date in order that appropriate communication assistance can be arranged. The City of Willamina Council Chambers are accessible to the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

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temp  
Library: Melissa Hansen & Amber Deibel*

**MEMO TO: CITY COUNCIL**

**DATE: DECEMBER 10, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: CONTINUATION OF THE ECONOMIC IMPROVEMENT DISTRICT**

**Background:**

Genevieve Wymore, the current Treasure for the EID, notified me in November 6 2015, that it is time to renew the District once again for the next 5 years. Genevieve requested that I send out letters as soon as possible.

Letters were mailed to all the businesses that make up the EID on November 10, 2015 notifying the business owners of the Renewal of the Economic Improvement District Tax for the next 5 years and notification of a Public Hearing on the continuation of the EID to be held at Willamina City Hall at 7:00 pm on Thursday December 10, 2015.

Ordinance No. 641 was in effect January 1, 2011 to December 31, 2015 for the last 5 years. A copy of Ordinance No. 641 is attached. The District was established for 5 years with the option to continue in additional 5 year increments.

A Draft copy of the new Ordinance No. 659 is attached for review. An ordinance continuing an economic improvement district make assessments, authorizing the collection of said assessments each year for a period of five years beginning January 1, 2016 to December 31, 2020 and assessing the cost thereof against the identified and benefited real property.

**Action:**

Direct Staff to bring back Ordinance No. 659 for the first reading at the Next Regular City Council Meeting January 14, 2015 with the second reading at the City Council Meeting in February 11, 2016 for adoption which will be retro-active to January 1, 2016.

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**PUBLIC HEARING – RENEWAL OF  
ECONOMIC IMPROVEMENT DISTRICT (EID)**

**December 10, 2015 7:00PM**

**CITY HALL**

**411 NE “C” ST WILLAMINA, OREGON**

The Willamina City Council will conduct a public hearing at 7:00 pm, Thursday, December 10, 2015, for the purpose of obtaining public comment on renewing the City’s Economic Improvement District (EID) for an additional 5 years. The EID was originally established in 1991 and has been renewed every 5 years since that time. It’s purpose is to promote economic improvements within the District by planning and managing development or improvement activities; landscaping or other maintenance of public areas; promotion of commercial activity of public areas; activities in support of business recruitment and development; improvements in parking systems or parking enforcement; and any other economic improvement activity for which an assessment may be made on property specifically benefitted thereby. Interested persons are encouraged to attend the hearing which will take place at City Hall, 411 NE C Street, Willamina, OR 97396.

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# EID Budget Proposal

## Election of Officers

Page hold

Waiting for Genie Wymore reports



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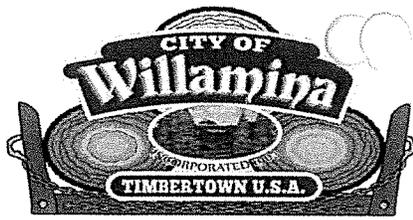
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Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

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

**Samander, Ghassan  
PO BOX 6003  
PORTLAND OR 97228**

Dear Sir or Madam,

**Re: *Renewal of Economic Improvement District Tax,  
Dillon'sR6701DA 03600***

The Willamina Business Group has proposed a continuation of the Economic Improvement District (hereafter called EID) that has been in effect since January 1, 1991, wherein owners of business properties located within the EID assess themselves an additional tax for the purpose of making local improvements.

Revenue generated from these taxes is administered by the EID Board and is used for improvements within the district such as development or improvement activities, landscaping, maintenance of public areas, promotion of commercial activities or public events, activities in support of business recruitment and development, parking improvements, or any other economic improvement activity for which an assessment may be made on property specially benefited thereby.

A copy of the 2015 EID Property Assessment estimates has been enclosed for your review. If a continuation of the EID is approved, EID taxes will be assessed against the listed properties for the next five-year period or January 1, 2016 through December 31, 2021, and will be levied by the Yamhill/Polk County Assessor. It should be noted that commercial properties that also include residential property would have a prorated assessment. In no instance shall any residential real property be assessed.

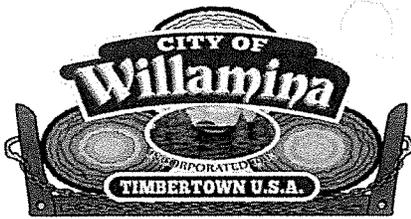
**A Public Hearing on the continuation of the EID will be held at Willamina City Hall at 7:00 pm on Thursday, December 10, 2015. You have the right to appear at the hearing to give testimony. You also have the right to file an objection in writing, with the City Recorder, until 5:00 pm on Thursday, December 10, 2015. Any such objection shall state the grounds thereof.**

**At the Public Hearing, the Willamina City Council shall consider any objections and may adopt, correct, modify or revise the proposed assessments. Assessments shall not be made and the EID shall be terminated should written objections be received at the Public Hearing from subject property owners whose assessments make up more than 33% (*thirty-three percent*) of the total estimated assessments.**

If you should have any questions regarding the EID, please feel free to contact Ginny Wymore 503.435.9180.

**CITY OF WILLAMINA  
BY:**

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



Mayor Ila Skyberg

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Gary Hill  
Katie Vinson  
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Allan Bramall  
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City Staff:

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Office Specialist: Karen Justen  
Library: Melissa Hansen & Amber Deibel  
Public Works Director: Jeff Brown  
Code Enforcement: John Kowalik

Cochran, Laura D  
PO BOX 992  
NEWBERG OR 97132

Dear Sir or Madam,

**Re: Renewal of Economic Improvement District Tax,  
CochranR6701DA 03500**

The Willamina Business Group has proposed a continuation of the Economic Improvement District (hereafter called EID) that has been in effect since January 1, 1991, wherein owners of business properties located within the EID assess themselves an additional tax for the purpose of making local improvements.

Revenue generated from these taxes is administered by the EID Board and is used for improvements within the district such as development or improvement activities, landscaping, maintenance of public areas, promotion of commercial activities or public events, activities in support of business recruitment and development, parking improvements, or any other economic improvement activity for which an assessment may be made on property specially benefited thereby.

A copy of the 2015 EID Property Assessment estimates has been enclosed for your review. If a continuation of the EID is approved, EID taxes will be assessed against the listed properties for the next five-year period or January 1, 2016 through December 31, 2021, and will be levied by the Yamhill/Polk County Assessor. It should be noted that commercial properties that also include residential property would have a prorated assessment. In no instance shall any residential real property be assessed.

**A Public Hearing on the continuation of the EID will be held at Willamina City Hall at 7:00 pm on Thursday, December 10, 2015. You have the right to appear at the hearing to give testimony. You also have the right to file an objection in writing, with the City Recorder, until 5:00 pm on Thursday, December 10, 2015. Any such objection shall state the grounds thereof.**

**At the Public Hearing, the Willamina City Council shall consider any objections and may adopt, correct, modify or revise the proposed assessments. Assessments shall not be made and the EID shall be terminated should written objections be received at the Public Hearing from subject property owners whose assessments make up more than 33% (thirty-three percent) of the total estimated assessments.**

If you should have any questions regarding the EID, please feel free to contact Ginny Wymore 503.435.9180.

CITY OF WILLAMINA

BY:

Debbie Bernard, City Recorder

NEW  
DRAFT

**ORDINANCE NO. 659**

**AN ORDINANCE CONTINUING AN ECONOMIC IMPROVEMENT DISTRICT, MAKING ASSESSMENTS, AUTHORIZING THE COLLECTION OF SAID ASSESSMENTS EACH YEAR FOR A PERIOD OF FIVE YEARS BEGINNING JANUARY 1, 2016 THROUGH DECEMBER 31, 2020, AND ASSESSING THE COST THEREOF AGAINST THE IDENTIFIED AND BENEFITTED REAL PROPERTY**

- A. WHEREAS**, the City Council of the City of Willamina (hereafter called "City") called for a public hearing on December 10, 2015, to receive testimony concerning the continuation of an Economic Improvement District (hereafter called "EID"). In accordance with state law and Ordinance No.641, the City Recorder prepared and mailed on November 10, 2015, to affected property owners a notice of hearing and information pertaining to the area to be assessed, the rates to be charged various properties and the estimated budget of the district (attached hereto as Exhibit A and by this reference made a part hereof); and
- B. WHEREAS**, at the City Council meeting held on December 10, 2015, the scheduled hearing was conducted. The City Council voted to proceed with the continuation of the district and called for a continuation of the public hearing to be held at the January 14, 2016 City Council Meeting; and
- C. WHEREAS**, at the public hearing scheduled and conducted on December 10, 2015 received testimony from proponents and hearing none from any opponents of the proposed economic improvement district continuation nor receiving any written objections to the project.

**NOW, THEREFORE**, the City of Willamina, Oregon, ordains as follows:

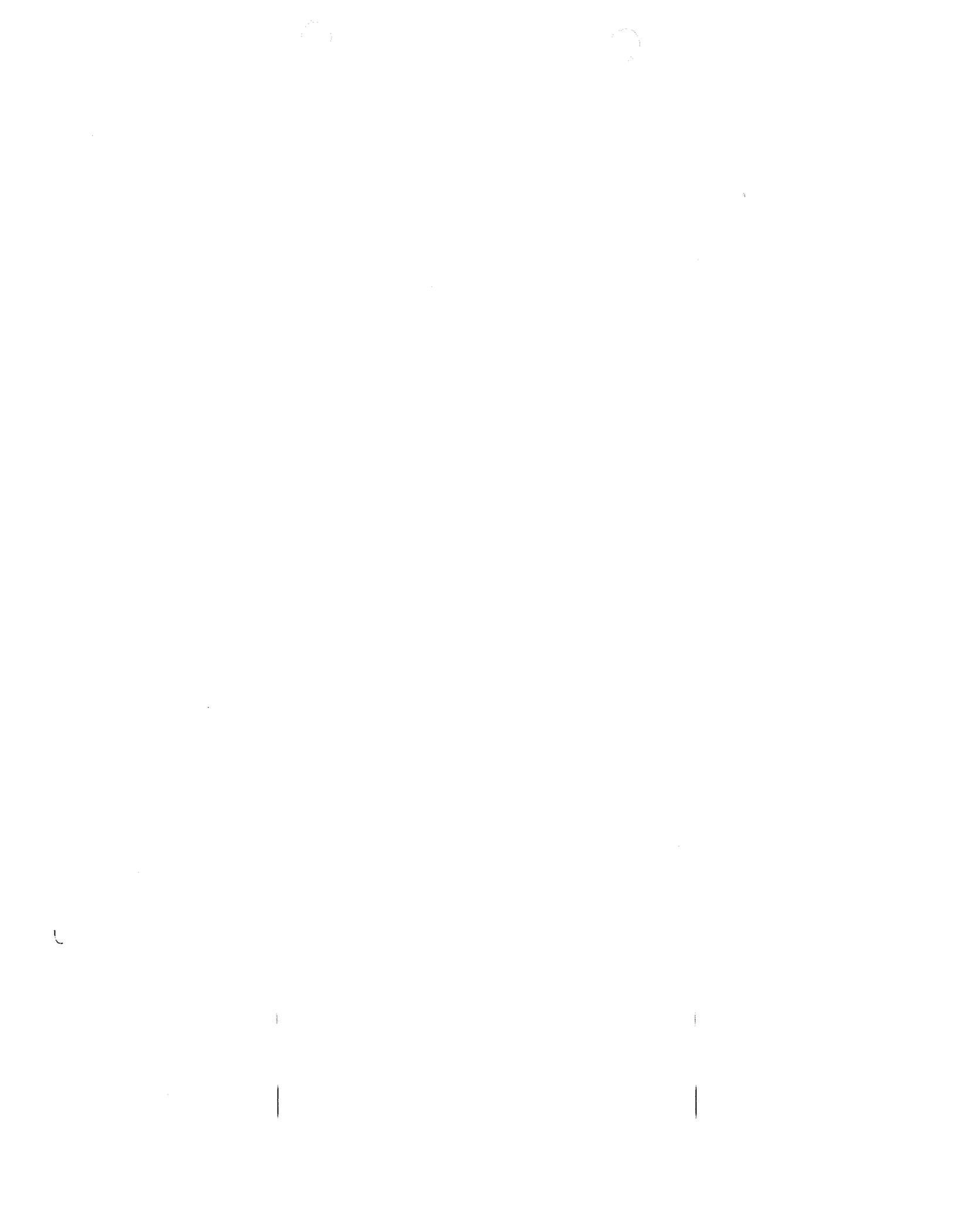
- 1. The City Council for the City of Willamina makes and enters the following findings of fact based upon the evidence presented to it, including the oral and written testimony received at the public hearing:
  - a. Written notices stating the time and place of the public hearing were mailed 30 days prior to the hearing to the affected property owners;
  - b. The area within the proposed district is zoned commercial or industrial;
  - c. No residential real property or any portion of a structure used for residential purposes is assessed;
  - d. No written objections to the proposed district were received at or before the public hearing were less than 33 percent of the total assessments to be levied; and
  - e. The rate to be assessed each benefited and assessed property is in proportion to the benefits it may derive from the district.
- 2. The City Council of the City hereby approves and continues the Willamina EID for the purpose of promoting within said district economic improvements by:

The planning and management of development or improvement activities;  
Landscaping or other maintenance of public areas;

Promotion of commercial activity of public areas;  
Activities in support of business recruitment and development;  
Improvements in parking system or parking enforcement; and  
Any other economic improvement activity for which an assessment may be made on property specially benefitted thereby.

3. The Willamina EID shall be in effect for five (5) consecutive years commencing January 1, 2016 and ending on December 31, 2020. The City Council explicitly intends for this ordinance to apply retroactively to January 1, 2016.
4. All properties in the City of Willamina that are zoned as either commercial or industrial are included in the EID and such properties shall be assessed as follows:
  - a. Fully benefitted commercial properties on Main Street shall be assessed  $\frac{1}{4}$  of 1.0% of their assessed valuation.
  - b. Commercial properties on side Streets B, C, D, E, F, Oaken Hills Drive, Lamson, Baker, Barber, Polk, and James shall be assessed  $\frac{1}{8}$  of 1.0% of their assessed valuation.
  - c. Commercial properties that are in industrial use shall be assessed  $\frac{1}{8}$  of 1.0% of assessed valuation.
  - d. Commercial properties that also include residential property shall be prorated.
  - e. A limit of EID taxation, as provided in Ordinance No. 626, calls for a maximum of \$500 and a minimum of \$50.00 per property owner.
5. Each year by July 15<sup>th</sup>, the City Recorder shall secure the assessed value of each property to be assessed and shall forward a listing of each property and the prescribed rate to be levied to the County Assessor of the County in which the property is located, who shall cause the prescribed rate to be levied.
6. The City Recorder shall disburse funds to the EID as they are received for the duration of the district to accomplish the purposes set forth in Section 2 above. No funds shall be distributed if the EID ceases to exist or the purposes set forth in the bylaws of the organization are amended so as to be in conflict with the enabling legislation contained in ORS Chapter 223 or in Section 2 of this ordinance.
7. Funds shall be allocated and expended by the EID in accordance with the following conditions:
  - a. Any and all changes in officers, bylaws or other governing procedures will be submitted to the City as soon as these changes take place.
  - b. A report of the activities and programs undertaken and accomplished by the EID shall be filed with the City Recorder as of June 30 of each year of operation.





**PUBLIC HEARING**  
Economic Improvement  
District (EID)

December 10, 2015 • 7 p.m.  
Willamina City Hall  
411 NE C Street • Willamina

The Willamina City Council will conduct a public hearing at 7:00 p.m., Thursday, December 10, 2015, for the purpose of obtaining public comment on renewing the City's Economic Improvement District (EID) for an additional 5 years. The EID was originally established in 1991 and has been renewed every 5 years since that time. Its purpose is to promote economic improvements within the District by planning and managing development or improvement activities; landscaping or other maintenance of public areas; promotion of commercial activity of public areas; activities in support of business recruitment and development; improvement in parking systems or parking enforcements; and any other economic improvement activity for which an assessment may be made on property specifically benefitted thereby. Interested persons are encouraged to attend the hearing which will take place at City Hall, 411 NE C Street, Willamina, OR 97396.

**Homeward Bound Pets  
To Help Do-It-Yourself  
Decoration Workshop**

Homeward Bound Pets will hold a do-it-yourself holiday decorations workshop from 10 a.m. to 3 p.m. Saturday, Dec. 5, at Church on the Hill, located at 700 NW Hill Road in McMinnville.

Cost is \$25 per person and includes demonstrations and all supplies to make one wreath, swag or centerpiece.

Complimentary coffee, hot cider and hot chocolate will be served. Baked goods, several kinds of homemade soup, bread and See's Candy will be for sale.

Additionally, raffle tickets for gift baskets will be sold for \$1 per ticket or six tickets for \$5.

"The Grape Stompers," Yamhill County cloggers, will offer a demonstration at 11:30 a.m.

To pre-register and see details online, [hbpets.org](http://hbpets.org). Pre-registration is not required.

All proceeds will be used by Homeward Bound Pets for the care and feeding of homeless cats and dogs and to get the pets ready to be adopted. For further information call 971-237-1604.

New Member Welcome!  
**Fendall Community Club**  
**Christmas Potluck**  
Saturday • Dec. 5 • 4:00 p.m.  
375155 Tindle Creek Road • Willamina



- Paraben and sulfate-free!
- Formulated with white truffle and pearl

Get the  
*Royal Treatment*  
... this holiday season

For a limited time while the  
*Royal Radiance* intro trio  
is still available:

Get the CHI Pure Hydration  
shampoo, Aqua Charge  
conditioner, Ultimate Control  
working and scrunching  
hairspray, Pearl Complex  
leave-in treatment and a  
luxurious Rapid Shine Spray  
for only \$60! MSRP=\$83.00

Have a very shiny holiday season!  
**Bella Cera Hair Studio**  
and Farouk Systems

Gift Certificates Available • Special price valid through Jan. 1, 2016.  
120 N. Bridge Street, Suite A • Sheridan • 503-376-9799

# FREE ADMISSION

## Wet Season Music Series

Fun for the for the whole Family

**Upcoming Music:**

Jan 9: Puttin' on the Ritz

Feb 13: Janet & Joe

March 12: Blue Evolution

### Recca Maze & Family

Sings Christmas Carols after the Willamina Light Parade  
Sponsored by the Willamina Chamber of Commerce

**West Valley Community Campus**

Old Willamina High School

266 SE Washington Street, Willamina

**Saturday**  
Dec. 5th ~ 7pm



COPY

**ORDINANCE NO. 641**

**AN ORDINANCE CONTINUING AN ECONOMIC IMPROVEMENT DISTRICT, MAKING ASSESSMENTS, AUTHORIZING THE COLLECTION OF SAID ASSESSMENTS EACH YEAR FOR A PERIOD OF FIVE YEARS BEGINNING JANUARY 1, 2011 THROUGH DECEMBER 31, 2015, AND ASSESSING THE COST THEREOF AGAINST THE IDENTIFIED AND BENEFITTED REAL PROPERTY**

- A. **WHEREAS**, the City Council of the City of Willamina (hereafter called "City") called for a public hearing on January 13, 2011, to receive testimony concerning the continuation of an Economic Improvement District (hereafter called "EID"). In accordance with state law and Ordinance No. 527, the City Recorder prepared and mailed on December 13, 2010, to affected property owners a notice of hearing and information pertaining to the area to be assessed, the rates to be charged various properties and the estimated budget of the district (attached hereto as Exhibit A and by this reference made a part hereof); and
- B. **WHEREAS**, at the January 13, 2011, hearing the City Council received testimony from proponents; and
- C. **WHEREAS**, at the same hearing the City Council did not receive any testimony in opposition to the EID's continuation nor did it receive any written objections to the EID's continuation.

**NOW, THEREFORE**, the City of Willamina, Oregon, ordains as follows:

- 1. The City Council for the City makes and enters the following findings of fact based upon the evidence presented to it, including the oral and written testimony received at the public hearing:
  - a. Written notices stating the time and place of the public hearing were mailed 30 days prior to the hearing to the affected property owners;
  - b. The area within the proposed district is zoned commercial or industrial;
  - c. No residential real property or any portion of a structure used for residential purposes is assessed;
  - d. No written objections to the proposed district were received at or before the public hearing; and
  - e. The rate to be assessed each benefited and assessed property is in proportion to the benefits it may derive from the district.

- 2. The City Council of the City hereby approves and continues the Willamina EID for the purpose of promoting within said district economic improvements by:

The planning and management of development or improvement activities;  
 Landscaping or other maintenance of public areas;  
 Promotion of commercial activity of public areas;  
 Activities in support of business recruitment and development;

Improvements in parking system or parking enforcement; and  
Any other economic improvement activity for which an assessment may be made on property specially benefitted thereby.

3. The Willamina EID shall be in effect for five (5) consecutive years commencing January 1, 2011 and ending on December 31, 2015. The City Council explicitly intends for this ordinance to apply retroactively to January 1, 2011.
4. All properties in the City of Willamina that are zoned as either commercial or industrial are included in the EID and such properties shall be assessed as follows:
  - a. Fully benefitted commercial properties on Main Street shall be assessed  $\frac{1}{4}$  of 1.0% of their assessed valuation.
  - b. Commercial properties on side Streets B, C, D, E, F, Oaken Hills Drive, Lamson, Baker, Barber, Polk, and James shall be assessed  $\frac{1}{8}$  of 1.0% of their assessed valuation.
  - c. Commercial properties that are in industrial use shall be assessed  $\frac{1}{8}$  of 1.0% of assessed valuation.
  - d. Commercial properties that also include residential property shall be prorated.
  - e. A limit of EID taxation, as provided in Ordinance No. 626, calls for a maximum of \$500 and a minimum of \$50.00 per property owner.
5. Each year by July 15<sup>th</sup>, the City Recorder shall secure the assessed value of each property to be assessed and shall forward a listing of each property and the prescribed rate to be levied to the County Assessor of the County in which the property is located, who shall cause the prescribed rate to be levied.
6. The City Recorder shall disburse funds to the EID as they are received for the duration of the district to accomplish the purposes set forth in Section 2 above. No funds shall be distributed if the EID ceases to exist or the purposes set forth in the bylaws of the organization are amended so as to be in conflict with the enabling legislation contained in ORS Chapter 223 or in Section 2 of this ordinance.
7. Funds shall be allocated and expended by the EID in accordance with the following conditions:
  - a. Any and all changes in officers, bylaws or other governing procedures will be submitted to the City as soon as these changes take place.
  - b. A report of the activities and programs undertaken and accomplished by the EID shall be filed with the City Recorder as of June 30 of each year of operation.



ASSESSED VALUES AS OF 6/30/2010

Properties in the City of Willamina which are zoned "commercial" or "industrial" assessed as follows:  
 Assessed values are the latest available from the County Assessor's Office and are assessed as follows:

- Fully benefited commercial property - 1/2 of 1.0% of assessed value;
- Commercial properties on side streets - 1/8 of 1.0% of assessed value;
- Commercial properties in industrial area - 1/8 of 1.0% of assessed value; and
- Commercial properties that also include resident property - prorated.

The Willamina Business Group recommended a maximum amount billed to any one person of \$500,  
 And a minimum amount to any one person of \$50.00

Ordinance 626 passed by the City Council of the City of Willamina 6-30-2005 with that recommendation.

Addresses updated 12/13/10

Mailing Address	Tax Lot No.	Assessed Value	Total Tax	Short Name	Owner	Rate	Situs Address
PO BOX 304 WILLAMINA OR 97396	R6606 00800	\$135,053.00	\$84.38	Will.Meat-Alger	Alger, Gabrielle	Ind.- 1/8/2-1/2 Res.	1200 NE Main St
PO BOX 6649 PORTLAND OR 97228	R6701DA 03600	\$101,516.00	\$253.79	Dillon's	Samander, Ghassan	Com-Full Ben.	181 NE Main St
41100 SW TINDLE CREEK RD WILLAMINA OR 97396	R6701DA 02500	\$68,978.00	\$172.45	Café & Hotel Wildwood	Kendall-Shaefer, Meredith	Com-Full Ben.	150 NE Main St
PO BOX 569 WILLAMINA OR 97396	R6701DB 00900	\$42,271.00	\$52.84	Dental Bldg.	Brooks, Gary, DMD	Side Street-1/8	247 SW Lamson Ave
PO BOX 303 WILLAMINA OR 97396	R6701BD 05600	\$24,692.00	\$50.00	Honeydew Const.	Atebery, Martin **	Industrial - 1/8	902 NW Main St
350 NW 6TH ST WILLAMINA OR 97396	R6701AD 08900	\$152,084.00	\$95.05	Bryant's	Bryant, Arlie	Com-Res 1/8-2	682 NE Main St
350 NW 6TH ST WILLAMINA OR 97396	R6701AD 09000	\$24,218.00	\$15.14	Bryant's	Bryant, Arlie	Com-Res 1/8-2	682 NE Main St
44400 SW TINDLE CREEK RD WILLAMINA OR 97396	R6701DA 02300	\$23,366.00	\$58.42	Old Bank	Kendall-Shaefer, Meredith	Com-Full Ben.	110 NE Main St
PO BOX 1313 WILLAMINA OR 97396	R6701DA 04500	\$78,244.00	\$195.61	Fat Cat	Howell, David & Pat	Com-Full Ben.	313/17 NE Main St
PO BOX 252 GRAND RONDE OR 97347	R6701DA 01700	\$75,145.00	\$187.86	3d Street Pizza	Moe Properties LLC	Com-Full Ben.	282 NE Main St
PO BOX 34 WILLAMINA OR 97396	R6701DA 01600	\$13,411.00	\$33.53	Burr	Burr, Robert	Com-Full Ben.	252 NE Main St
PO BOX 34 WILLAMINA OR 97396	R6701DA 01500	\$39,950.00	\$99.88	Burr	Burr, Robert	Com-Full Ben.	212 NE Main St
PO BOX 34 WILLAMINA OR 97396	R6701DA 01000	\$8,684.00	\$21.71	Burr	Burr, Robert	Com-Full Ben.	212 NE Main St
PO BOX 34 WILLAMINA OR 97396	R6701DA 01400	\$19,227.00	\$48.07	Burr	Burr, Robert	Com-Full Ben.	242 NE Main St
PO BOX 34 WILLAMINA OR 97396	R6701DA 01300	\$161,055.00	\$294.74	Williamina Drug	Burr, Robert	Com-Full Ben.	212 NE Main St
R06701DC 00400 Polk County		\$37,240.00	\$46.55	Eddy Trucking	Francis, Erna & Robert Eddy	Ind.-1/8	
PO BOX 343 WILLAMINA OR 97396	R6701DB 01600	\$75,319.00	\$47.07	Eddy Trucking	Francis, Erna & Robert Eddy	Ind.-1/8/2-1/2 Res.	431 SW Main St
1232 NW OAKMONT CT MCMINNVILLE OR 97128	R6701AC 13500	\$305,260.00	\$500.00	Augie	Frownfelter, Augie #	Com-Full Ben.	220 NW Main St

Mailing Address	Tax Lot No.	Assessed Value	Total Tax	Short Name	Owner	Rate	Situs Address
1232 NW OAKMONT CT MCMINNVILLE OR 97128	R6701AC 13600	\$233,705.00		Augie	Frownfelter, Augie	Com-Full Ben.	NW 1st St
1232 NW OAKMONT CT MCMINNVILLE OR 97128	R6701AC 13300	\$56,916.00		Augie	Frownfelter, Augie	Com-Full Ben.	
1232 NW OAKMONT CT MCMINNVILLE OR 97128	R6701AC 13400	\$13,764.00		Augie	Frownfelter, Augie	Com-Full Ben.	
14600 NW WILLAMINA CREEK RD WILLAMINA OR 97396	R6701DB 00600	\$32,706.00	\$81.77		Gamel, Walter	Com-Full Ben.	642 NW Main St
377 SW OAK ST WILLAMINA OR 97396	R6701DA 03900	\$65,713.00	\$164.28	Union St	Jenne, Ralph	Com-Full Ben.	227 NE Main St
377 SW OAK ST WILLAMINA OR 97396	R6701DA 03700	\$63,034.00	\$78.79	PEP	Jenne, Ralph	Side Str 1/8	241 NE C St
PO BOX 557 WILLAMINA OR 97396	R6701DD 00500	\$144,508.00	\$361.27	Williamina Maley's	Skyberg, Randall & Ih	Com-Full Ben.	188 SE Main St
PO BOX 25 WILLAMINA OR 97396	R6701DA 05200	\$80,050.00	\$100.06	Coastal Hills	Scott, Jack C & Carol F	Industrial - 1/8	421 NE Main St
38390 SW OAK LN WILLAMINA OR 97396	R6701DA 05000	\$72,037.00	\$90.05	PRM Station	Mabeni, Roberta	Industrial - 1/8	371 NE Main St
38390 SW OAK LN WILLAMINA OR 97396	R6701DA 05100	\$88,160.00	\$110.20	Sunshack Tanning	Mabeni, Roberta	Industrial - 1/8	391 NE Main St
439 NE CENTER ST SHERIDAN OR 97378	R6701DA 04700	\$58,512.00	\$73.14	Piontek Bakery	Piontek, Ken	Side Street -1/8	212 NE D St
PO BOX 195 WILLAMINA OR 97396	R6701DB 00701	\$39,751.00	\$99.38	Williamina Saw Service	Pratt, Charles E	Com-Full Ben.	285 SW Main St
4430 SW MILL CREEK RD SHERIDAN OR 97378	R6701DB 01501	\$81,632.00	\$102.04	Day Care	Propes, Alice Herber, Shiela	Com-Full Ben. 1/2	329 SW Main St
1650 NW SUNDIAL RD TROUTDALE OR 97060	R6701DB 00200	\$367,631.00	\$459.54	Walsh	Walsh Holdings LLC	Indus-1/8	499 NW Main St
PO BOX 992 NEWBERG OR 97132	R6701DA 03500	\$77,329.00	\$96.66	Cochran	Cochran, Laura D	Com-Full Ben. 1/2	157 NE Main St
1010 N TRYON ST CHARLOTTE NC 28255	R6701DA 00500	\$245,237.00	\$500.00	Bank of America	Lincoln Bank of Tait**	Com-Full Ben.	322 NE Main St
21995 FINN RD SHERIDAN OR 97378	R6701DA 02700	\$46,851.00	\$117.13	Tesh	Tesh, Sharon A**	Com-Full Ben.	190 NE Main St
PO BOX 998 WILLAMINA OR 97396	R6701DA 02600	\$12,630.00	\$50.00	City Market	Singh, Badahur**	Com-Full Ben.	180 NE Main St
PO BOX 688 WILLAMINA OR 97396	R6701DA 03200	\$66,775.00	\$166.94	Skybergs	Skyberg, Russell	Com-Full Ben.	121 NE Main St
PO BOX 688 WILLAMINA OR 97396	R6701DA 03800	\$17,736.00	\$44.34	Skybergs	Skyberg, Russell	Com-Full Ben.	277 NE Main St
PO BOX 688 WILLAMINA OR 97396	R6701DA 03300	\$59,470.00	\$74.34	Skyberg	Skyberg, Russell D & Kathrine A Skyberg	Com-Full Ben. 1/2	151 NE Main St
702 NW YAMHILL ST MCMINNVILLE OR 97128	R6701DA 03000	\$48,291.00	\$120.73	Vinson/Schaefer	Vinson, Kay & Meredith Schaefer	Com-Full Ben.	105 NW Main St
PO BOX 213 WILLAMINA OR 97396	R6701DD 03200	\$119,087.00	\$297.72	Brown	Brown, Randy	Com-Full Ben.	452 SE Main St
PO BOX 213 WILLAMINA OR 97396	R6701DD 03300	\$9,494.00	\$5.93	Brown	Brown, Randy	Indus/2	791 SE Lincoln St
PO BOX 97 WILLAMINA OR 97396	R6701DA 04400	\$16,605.00	\$20.76	Howell	Howell, David & Patricia	Side Street -1/8	31317 NE Main St

Mailing Address	Tax Lot No.	Assessed Value	Total Tax	Short Name	Owner	Rate	Situs Address
PO BOX 867 WILLAMINA OR 97396	R6701DA 02400	\$19,013.00	\$50.00	Shirley's Hair	Currier, Shirley **	Com-Full Ben. 1/2	130 NE Main St
PO BOX 343 WILLAMINA OR 97396	R6701DA 05700	\$15,056.00	\$18.82	Eddy Trucking	Francis, Erna & Robert Eddy**	Indus 1/8	374 NE Main St
PO BOX 343 WILLAMINA OR 97396	R6701DA 05800	\$3,763.00	\$4.70	Eddy Trucking	Francis, Erna & Robert Eddy	Indus 1/8	511 NE Main St
PO BOX 343 WILLAMINA OR 97396	R6701DA 06000	\$18,476.00	\$23.10	Eddy Trucking	Francis, Erna & Robert Eddy	Indus 1/8	511 NE Main St
PO BOX 343 WILLAMINA OR 97396	R6701DA 06101	\$1,128.00	\$1.41	Eddy Trucking	Francis, Erna & Robert Eddy	Indus 1/8	621 NE Main St
PO BOX 206 WILLAMINA OR 97396	R6701DD 01400	\$89,768.00	\$112.21	Action Shoot.	Wasson, Loren	Com-Full Ben. 1/2	286 SE Main st
21995 FINN RD SHERIDAN OR 97378	R6701DA 02100	\$12,125.00	\$50.00	Care Closet	Tesh, Sharon A **	Side Str 1/8	340 N B St
PO BOX 1124 WILLAMINA OR 97396	R6701DA 01200	\$34,600.00	\$50.00	Machine Shop	Bailey-Saucy, Matthew & Joi **	Side Str 1/8	372 NE C St
404 NE BOX CT SHERIDAN OR 97378	R6701DA 06400	\$185,580.00	\$231.98	Hampton Industrial Saw	Lake, Clarence R & Sharron V	Indus 1/8	490 NE Yambhill St
431 NE B ST WILLAMINA OR 97396	R6701AC 12200	\$20,814.00	\$50.00	Boardman	Boardman, William**	Com-Full Ben.	126 NW 1st St
PO BOX 3158 NEWBERG OR 97132	R6701AD 10000	\$196,607.00	\$491.52	Car Wash	Marvigg, Greg Patricia Ellis Rev Living Trust	Com-Full Ben.	450 NE Main St
PO BOX 39 WILLAMINA OR 97396	R6701DA 00600	\$76,575.00	\$95.72	Ellis		Side Street -1/8	374 NE D St

**Total Assessed Values \$4,176,842.00**

**Total Tax \$6,651.58**

**\*Property(ies) assessed at maximum of \$500**

**\*\*Property(ies) assessed at minimum of \$50**

ECONOMIC IMPROVEMENT DISTRICT/ID ASSESSMENT SPREADSHEET.06.30.06 THRU CURRENT ASSESSMENT YEAR

Willamina Business Group

P.O. Box 411  
Willamina, OR 97396

**EID**

PRESIDENT: Rolly Heuser

Economic Improvement District

(503)876-3003

BOARD DIRECTORS & OFFICERS:

Vice-President: Ila Skyberg  
Secretary: Carol Scott  
Treasurer: Geneva Spees

Past President: Robert Burr  
Board Members: Gary Brooks,  
Jack Scott, Gary Widrig,  
Betty Frownfelter, Meridith Kendall  
Member at Large: April Wooden

**2009 - 2010 EID ANNUAL REPORT**

CATEGORIES:	ITEM/ACTIVITIES:	2009 Income	2009 Expense	2010 Income	2010 Expense	2011 Proposed
2009-10	<b>EID Ending Balance</b>	\$1,676.42		\$1,268.31		
2009-10	<b>EID/TAXES</b>	\$ 6,189.27		\$6,298.38		
1. <u>Administrative:</u>	Postage, copies, Applications, forms, Letters, permits, etc. Cards & flowers.		\$ 17.60		\$ 0.00	100. <sup>00</sup>
2. <u>Beautification:</u>	Planter Tubs/Flowers Pole Flowers, Flags, Christmas Trees/Lights/Deco.		\$2,754.96		\$1,450.45	1,500. <sup>00</sup>
3. <u>Business Develop:</u>	A.) Art Tour (Letters, Brochures, Posters) Horse Wagon, Banners, Signs & Publicity, etc.	\$3,104.75	\$3,838.87	\$2,054.00	\$3,851.75	2,500. <sup>00</sup>
	B.) <b>Mendenhall Statue</b> Loan Payment @ \$200/mo. (Bal=\$ 0)		(Paid in Full)		\$ 0.00	0
	C.) <b>Goose Train Project</b> Loan Payment @ \$200/mo. (Bal. owed = \$1,929.00)		\$2,400.00		\$2,400.00	2,000. <sup>00</sup>
						Pay off date: Oct. 1, 2011
4. <u>Parking:</u>	Crosswalks, Curbs, Parking Lot Improvement (City Signs)		\$ 81.91		\$ 0.00	0
5. <u>Community</u>	A.) 4 <sup>th</sup> of July (float)		\$ (donated)		\$ 0.00	
	<b>Concrete Block Sponsor</b>				\$ 100.00	
<u>&amp; Promotional</u>	B.) Firemen's Breakfast (2)		\$ 0.00		\$ 185.65	500. <sup>00</sup>
<u>Functions</u>	C.) Food Banks		(Artist's Donations \$ 408.00)		\$ (430.00)	
	D.) Christmas Lights, Parade, Cider & Donuts, Santa/Carriage Expense		\$ 200.00 \$ 100.00		\$ 157.05 \$ 0.00	
<b>Total Income/Expenditures:</b>		\$ 10,970.44	\$ 9,393.34	\$ 9,620.69	\$ 8,144.90	(Proposed) \$ 6,600. <sup>00</sup>
<b>Goose Benefit Dinner (Donations)</b>				<b>Ending Balance: \$ 5,413.48</b>		
<b>Check Book Balance 12/31/10 = \$ 6,929.27</b>				<b>EID/WBG Ending Balance: \$ 1,515.79</b>		
<b>Approved: Date 1/5/11</b>		<b>EID/WBG Budget for Jan.1 to Dec.31, 2011, Signed:</b>		<i>[Signature]</i> Treasurer		
<i>Annual Budget Meeting 1/5/2011</i>						





Mayor Ila Skyberg

1

**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: vacant*

**City Of Willamina  
Minutes of the 2nd Thursday Meeting of the City Council  
November 12, 2015  
7:00 PM corrected**

**Location of Meeting:**

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

**Present at Meeting:** Mayor Ila Skyberg

Council President Baller  
Councilor Gary Hill  
Councilor Kathie Vinson  
Councilor Heather Stritzke  
Councilor Allan Bramall  
Councilor Theresa McKnight  
Planning Commissioner Dennis Ulrich  
Paul Daquilante New Register  
City Recorder Debbie Bernard  
Public Works Superintendent Jeff Brown

The regular meeting of the City Council of City of Willamina was called to order at 7:00PM on November 12, 2015 at City Hall by Mayor Ila Skyberg. City Recorder Debbie Bernard called for roll call and a quorum was present.

**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.

*An Equal Opportunity Employer*

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

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



### III. Consideration of Open Issues

#### 1. Minutes Of Meetings

Mayor Ila Skyberg

**MOTION:** Councilor Baller motion to approve the October 8, 2015 Minutes of the Regular City Council Meeting. Councilor Hill seconded. Motion carried unanimously with Councilor Hill, Bramall, Stritzke, Councilor Baller, Councilor Vinson and Councilor McKnight voting aye.

**MOTION:** Councilor Vinson motion to approve the minutes of Work Session Meeting of September 17, 2015. Councilor Hill seconded. Motion carried unanimously with Councilor Hill, Bramall, Stritzke, Councilor Baller, Councilor Vinson and Councilor McKnight voting aye.

**MOTION:** Councilor Hill motion to approve the minutes of City Council Special Meeting of October 22, 2015. Councilor Bramall seconded. Motion carried unanimously with Councilor Hill, Bramall, Stritzke, Baller, Vinson and McKnight voting aye.

**MOTION:** Councilor Baller motion to approve the minutes of the Cemetery Committee Meeting of October 15, 2015. Councilor McKnight seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

**MOTION:** Councilor Hill motion to approve the minutes of the November 3, 2015 Finance Committee Meeting. Councilor Vinson seconded. Councilor Hill seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

**MOTION:** Councilor Vinson motion to approve the minutes of the Old Department Store Committee of October 23, 2015. Councilor McKnight Seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

#### 2. OLD BUSINESS

Dennis Ulrich

- Dennis reported that the Chamber picked up massive garbage within 24 hours.
- The Art Tour is coming up.
- Jeff will be getting the Christmas tree up.
- Christmas Lights Parade December 5, 2015 coming up.
- Planning commission forgoing ahead absolute ~~man~~ Ushax boring however it is moving ahead.

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- Council request for the Planning Commission to meet regularly monthly. Dennis stated that was eliminated and was usurped by 643. (Rita asked for a copy of Ordinance 643)
  - Dennis also reported that Coyote Joes is looking for volunteers for their annual Christmas Dinner.
3. Jeff asked the Council about his request for Ordinance on Oaken Hills. Debbie reported she is researching and preparing an ordinance.
  4. The Mayor asked for information on the City Administrator to be added to the next work special meeting.
  5. MAYORS REPORT
    - Ila reported that she attending a Thursday October 15, 2015 at the Fire Station in Dundee. Parkway Committee meeting. The committee discussed the bypass which they stated will be completed in 2017.
    - Yamhill County Dinner was attended by herself, Rita, Allan and Theresa.
    - Meeting at the old Department Store on Friday November 23, 2015 had good attendance. The visitors gave feedback and requested a structural engineer report.
    - Ila reported that the City Hall staff had a luncheon at her house to take a break and allow staff to acknowledge their hard work.
    - On Friday November 30, 2015 Larry Tredmill contacted the Mayor and asked if he and others can organize an aftermath preparedness committee; he said they want to work with Sue Lamb.
    - The Mayor attend a the Oregon Mayor
    - December 9, 2015 SEDCOR Luncheon Business Meeting in Salem - called when the shaking stops.
    - January 27, 2016 COG Mid Dinner which will be held at the Evergreen Aviation Center.
  6. LIBRARY BOARD
    - Heather reported she was late. They also talked about emergency preparedness.
    - They also were going to be attending the Old Department Store
    - Amber had a Puppet Shore upcoming and she has been very actively trying to promote the children's library.
  7. YCOM Board
    - Rita reported that the board worked on restructuring.
  8. CITY RECORDER REPORT
    - John Kowolik resigned and will stay until November 30, 2015. Debbie said that John decided he wants to stop doing code enforcement. He thinks that in the short time he will be here he will not be able to complete what he wants to do.



- Rita asked the City Recorder to send John a letter and ask if he would meet with the Council prior to the Council accepting his letter of resignation.

**MOTION:** Councilor Hill made a motion to send John a letter from the Council. Rita seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Baller, Vinson and McKnight voting aye.

#### 9. CITY RECORDER REPORT

- Debbie reported on her communication to the Secretary of State addressed to Phil Hopkins. She stated that Phil Hopkins at this date had not responded. However, she stated that we will be successful as the migration has moved ahead. Debbie reported the only thing we have to do now is engage an auditor to do a review. Debbie said she is waiting for a confirmation from the State to move forward.
- Debbie stated that her whole focus has been the Conversion to Caselle and complying with the request form the Secretary of State Audit Division from the last meeting date of September 17, 2015.

#### 10. PUBLIC WORKS

- Jeff reported that there is a final inspection on the sidewalk project. He said there are a few minor issues; however the project is pretty much done.
- Jeff said he spread grass seed which is one of the last things that have to be done; Jeff completed that.
- Jeff reported that on October 6, 2015 he turned in 2 purchase orders.
- Jeff talked about purchasing a long awaited heater for the shop \$2200. Jeff added there will be an ongoing fuel bill he did not report.
- PO - Back up pump for intake \$6700

**MOTION:** Councilor Hill motion to approve \$2,200 to purchase heater for the shop and to approve shop and back up pump for the intake at \$6706.92. Rita Seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

Jeff asked the Council if they would approve the carryover of Vacation Hours for staff so they do not have to take it or loose it.

**MOTION:** Councilor Stritzke motion to approve the carryover of vacation hours for union and non-union employees for one 1 year only. Motion carried unanimously with Hill, Bramall, Stritzke, Councilor Baller, Vinson and McKnight voting aye.

Heather reported that she cannot attend meetings on Tuesday. She asked for a meeting of the Public Works Committee to meet on another date. Jeff suggested that we meeting on Wednesday at 6:00pm it was unanimous that the committee meets in the evening.



There was a motion to adjourn at 8:45pm.

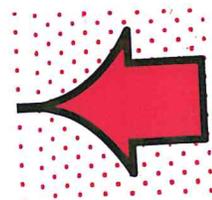
**MOTION:** Councilor Hill motions to adjourn the meeting at 8:45pm. Councilor Stritzke seconded. Motion carried unanimously with Hill, Bramall, Stritzke, Baller, Vinson and McKnight voting aye.

**Agenda and Time of Next Meeting**

The next meeting will be held at on at:

**Location of Meeting:**

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



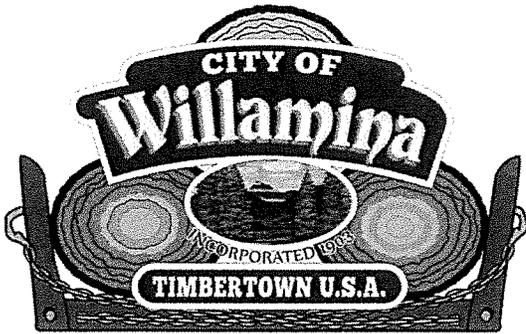
The agenda for the next meeting is as follows:

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

Minutes submitted by: City Recorder Debbie Bernard Debbie Bernard

Minutes approved by: Mayor Ila Skyberg Ila Skyberg





Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

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

**City Of Willamina**  
**Minutes of the Meeting of the Finance Committee Meeting**  
**November 23, 2015**  
**4:00 PM**

**Location of Meeting:**

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

**Present at Meeting:**

Councilor Gary Hill  
 Councilor Katie Vinson  
 Councilor Rita Baller  
 Mayor Ila Skyberg  
 City Recorder Debbie Bernard  
 Kathy Taylor Consulting

The Finance Committee Meeting of City of Willamina was called to order at 4:10 PM on November 23, 2015 at City Hall by Councilor Gary Hill. A roll call was taken by the City Recorder Debbie Bernard and quorum was present.

**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 none.

**III. Consideration of Open Issues**

1. Supplemental Budget

*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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City Recorder Debbie Bernard

Councilor Hill asked Debbie to begin. Debbie explained she and Kathy Taylor had worked on 2 presentations for the meeting. She wanted Kathy to address to Supplemental Budget and a presentation for an auditor.

Kathy began by stating that when you do a supplemental budget it is based on the aggregate not line items. Kathy said a supplemental budget may be required once all the transactions are recorded in Caselle. She said migration take 6 to 9 months.

Because historical transaction was never known, past budgets were based on prior budgets. Without the benefit of "actual" comparisons, it is very hard to predict how close the current year actual will be to the adopted budget.

- a. She stated because the City reorganized their Chart of Accounts they may not need a supplemental budget.
- b. Each line is an appropriation.
- c. Migrating to Caselle by XMAS or MLK Day.
- d. Budget to Actual
- e. Budget Bias – under revenue over estimated expenses
- f. Revised budget can be approved by Council if the expenditures do not exceed 10% per ORS.
- g. To file a supplemental budget, it must be done prior to June 30, 2016 year end.

Kathy then expressed again that there may not be a need for a supplemental budget until she sees the numbers. Until the migration has been completed we will not know how much money there is.

Rita asked so do we have enough money to get an administrator. Kathy responded with the same that until all the revenue and expenditures have been posted to the general ledger there will not be any accurate information to analyze.

## 2. Recommendation To Engage CPA

City Recorder Debbie Bernard

Debbie gave a brief background. She said on November 16, 2015 the state audit division gave their support of the City's plan to move forward and engage an auditor. (copy attached)

Debbie stated in the last few days Kathy Taylor and she have been able to engage a capable and qualified auditor to do the work. Debbie shared that she conferenced with Richard Winkel, CPA and asked for a proposal and resume. She said he came very highly recommended by Kathy Taylor Consulting. She asked the Finance Committee for a recommendation to the City Council to hire Richard Winkel CPA to perform a financial statement review as of June 30, 2015.

Debbie also stated that with the support of the State Audit Division to go forward and do a review for 14/15 it put the City in a position of not being behind today. The deadline for



the 14/15 review is December 30, 2015. If it is not completed by the deadline, an extension will be filed by the new auditor.

Councilor Hill asked the committee if they wanted to go forth with the recommendation. Councilor Baller and Councilor Vinson agreed to go forward.

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

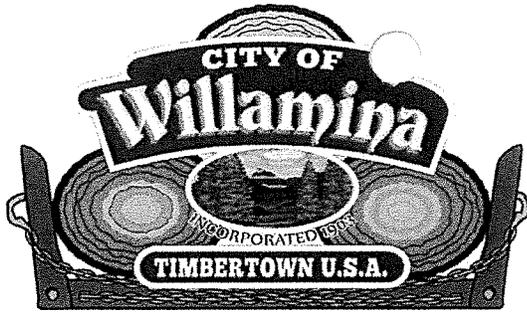
The next meeting will be held at 7:00 PM on December 2, 2015 at:  
City Of Willamina  
411 NE "C" Street  
Willamina, Oregon 97396

She said he came very highly recommended by Kathy Taylor Consulting.

The meeting was adjourned at 5:10 PM by Councilor Gary Hill.

Minutes submitted by: City Recorder Debbie Bernard





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: vacant*

**City Of Willamina  
Meeting of the City Council Special Meeting  
Monday, November 30, 2015  
4:00 PM**

**Location of Meeting:**

City Of Willamina City Hall  
411 NE "C" ST  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Rita Baller  
Councilor Gary Hill  
Councilor Katie Vinson  
Councilor Heather Stritzke  
Councilor Allen Bramall  
Councilor McKnight  
Paul Daquilante News Register  
City Recorder Debbie Bernard

The regular meeting of the City Council Special Meeting of City Of Willamina was called to order at 4:00 PM on December 30, 2015 at City Of Willamina City Hall by Mayor Ila Skyberg.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

The minutes of the previous meeting were none.

**III. Consideration of Open Issues**

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*An Equal Opportunity Employer*

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

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1. Council To Approve Richard Winkel CPA To Perform Financial Review  
Debbie Bernard  
Debbie presented the Council with a proposal by Richard Winkel CPA to do the 14/15 Review. Debbie asked the Council to motion to approve engaging Rich.  
MOTION: Councilor Baller motion to approve Richard Winkel CPA to do the 14/15 review after the review of the contract by our attorney. Councilor McKnight seconded.  
Councilor Baller, McKnight, Hill, Bramall, Vinson and Stritzke voting aye.

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

The next meeting will be held at Canceled Due To Holiday on December 24, 2015 at:  
City of Willamina City Hall  
411 "C" Street  
Willamina, Oregon 97396

The meeting was adjourned at 4:20pm by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard Debbie Bernard

Minutes approved by: Mayor Ila Skyberg Ila Skyberg



*An Equal Opportunity Employer*

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

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



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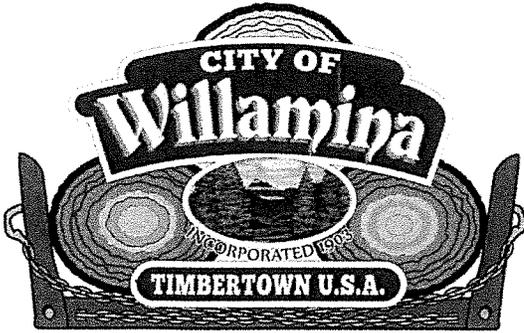
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Mayor Ila Skyberg

**Council Members:**

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

**City Staff:**

*City Recorder: Debbie Bernard  
Accountant: Marilyn Coates temp  
Office Specialist: Karen Justen  
Office Coordinator: Rania Conover  
temp  
Library: Melissa Hansen & Amber Deibel*

**MEMO TO: CITY COUNCIL**

**DATE: DECEMBER 10, 2015**

**FROM: DEBBIE BERNARD, CITY RECORDER**

**SUBJECT: OAKEN HILLS TURN LANE**

**Background:**

Jeff Brown Public Works Superintendent received approval from Council at their October 8, 2015 meeting to create a turn lane on Oaken Hills and establish no parking for 200 feet on both sides of the street. Council directed staff to create an Ordinance. Jeff reported that he had spoken to Peter Olsen from Keller and Associates and was told that the middle turn lane would work on Oaken Hills and gave Jeff measurements prior to the October 8, 2015 meeting.

City Recorder Debbie Bernard sent out a Request for Comments on December 3, 2015 from all the surrounding neighbors with a due date of December 10, 2015. As of today the City has not received any comments. In addition, a request from the City Engineer to provide a report of the details and measurements for the middle turn lane has been made and will be available at the City Council meeting and made part of the staff report prior to passing a resolution.

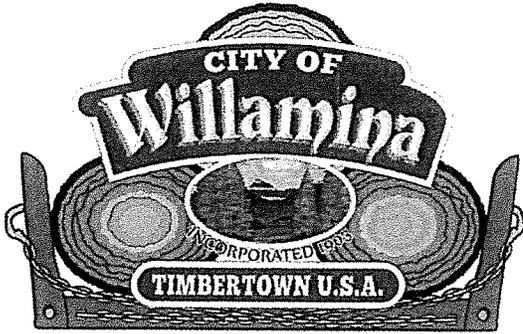
A draft copy of Resolution R15.16.006 is attached for your review.

**Action:**

Direct Staff to bring back Resolution R15.16.006 at the January 14, 2016 Regular City Council meeting for adoption.



Vertical lines and marks at the bottom of the page, possibly representing a table or list.



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  
Office Coordinator: Rania Conover  
Library: Melissa Hansen & Amber Deibel  
Public Works Director: Jeff Brown

## CITY OF WILLAMINA REQUEST FOR COMMENTS

City of Willamina, P O Box 629, 411 NE "C" Streets, Willamina, OR 97396  
Email address for Land Use Planning actions: [bernardd@willamina.or.us](mailto:bernardd@willamina.or.us)

**DATE:** December 3, 2015

**RE:** The City of Willamina is proposing to put a turn lane on Oaken Hills at Main Street and Oaken Hills. In addition, the City will designate No Parking on both sides of Oaken Hills for 200 feet North on Oaken Hills.

**COMMENTS DUE:** If you would like to present comments to City Council prior to their decision which will be made by resolution at their January 14, 2016 meeting, please respond by Thursday, December 10, 2015, to be included in the staff report or between the hours of 8 a.m. and 5 p.m. by December 10, 2015.

Please return your comments to: Debbie Bernard, City Recorder. The email address is [bernardd@willamina.or.us](mailto:bernardd@willamina.or.us) and the mailing address is as indicated above. If there are question, please call 503-876-2242.

Questions to be addressed, Comments, or Recommendations for revisions:

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

Agency: \_\_\_\_\_

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

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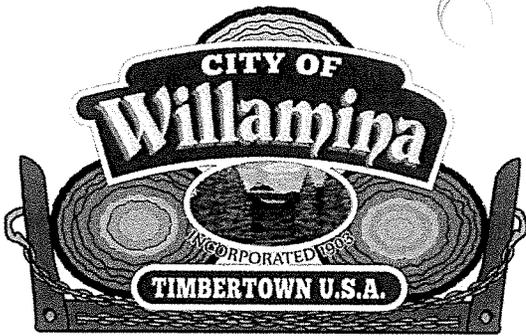
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Mayor Ila Skyberg

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

City Staff:

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- Office Coordinator: Ramia Conover*
- Library: Melissa Hansen & Amber Deibel*
- Public Works Director: Jeff Brown*

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

In the Matter of )  
 Designating Traffic )  
 Restriction on Certain )  
 Streets of the )  
 City of Willamina )

Resolution R15.16-006

The City Council of the City of Willamina, on the 10<sup>th</sup> day of December, 2015, sat in regular session for the transaction of the City business.

WHEREAS, the Council has passed and the Mayor has approved Ordinance No. 563 authorizing parking and traffic restriction for vehicular and pedestrian traffic to be set and rescinded by Resolution:

AND, WHEREAS, THE Council wishes to designate traffic restrictions in certain areas;

NOW, THEREFORE BE IT RESOLVED, THAT THE City Council of the City of Willamina does hereby designate the following traffic restrictions and that these restrictions shall be effective upon passage and adoption of this resolution;

1. A portion of Oaken Hills Dr. at Main St and Oaken Hills will designated no parking for 200 feet.
2. Traffic on Oaken Hills Dr. shall have a turn lane which will yield to oncoming traffic from Main St.

BE IT FURTHER RESOLVED that the passage and adoption of this resolution shall be deemed as authority for the placement of necessary signs or other control devices in the designated areas by the City and has authority for the Police or his representatives to enforce the above name regulations.

Passed and adopted by the Council this 10<sup>th</sup> day of December, 2015.

\_\_\_\_\_ Mayor ATTEST: \_\_\_\_\_ City Recorder



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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
<b>7014</b>										
11/15	11/04/2015	7014	4720	USPS	STAMPS 11.	1	10-12-5126	.00	163.00	163.00
11/15	11/04/2015	7014	4720	USPS	STAMPS 11.	2	30-11-5126	.00	164.00	164.00
11/15	11/04/2015	7014	4720	USPS	STAMPS 11.	3	40-11-5126	.00	163.00	163.00
		Total 7014:						.00		490.00
<b>7015</b>										
11/15	11/09/2015	7015	150	ACCO BRANDS DIRECT	0164231086	1	10-65-5137	.00	30.99	30.99
		Total 7015:						.00		30.99
<b>7016</b>										
11/15	11/09/2015	7016	1510	AMBER DEIBEL	EXPENSE 1	1	10-65-5344	.00	75.90	75.90
		Total 7016:						.00		75.90
<b>7017</b>										
11/15	11/09/2015	7017	530	AVENET LLC	37671	1	10-12-5233	.00	72.00	72.00
11/15	11/09/2015	7017	530	AVENET LLC	37671	2	10-14-5233	.00	36.00	36.00
11/15	11/09/2015	7017	530	AVENET LLC	37671	3	10-66-5233	.00	18.00	18.00
11/15	11/09/2015	7017	530	AVENET LLC	37671	4	10-65-5233	.00	36.00	36.00
11/15	11/09/2015	7017	530	AVENET LLC	37671	5	10-17-5233	.00	18.00	18.00
11/15	11/09/2015	7017	530	AVENET LLC	37671	6	10-67-5233	.00	27.00	27.00
11/15	11/09/2015	7017	530	AVENET LLC	37671	7	20-11-5233	.00	36.00	36.00
11/15	11/09/2015	7017	530	AVENET LLC	37671	8	30-11-5233	.00	103.50	103.50
11/15	11/09/2015	7017	530	AVENET LLC	37671	9	40-11-5233	.00	103.50	103.50
		Total 7017:						.00		450.00
<b>7018</b>										
11/15	11/09/2015	7018	1380	CARQUEST	4758-121738	1	30-11-5530	.00	8.08	8.08
11/15	11/09/2015	7018	1380	CARQUEST	4758-122542	1	40-11-5540	.00	64.66	64.66

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7018:										
7019	11/15	7019	990	CHEMEKETA COMMUNITY COL	K00600636-1	1	10-65-5320	.00	188.65	188.65
Total 7019:										
7020	11/15	7020	1060	CHRIS SCHOLTEN CONSTRUC	CITYHALL 1	1	10-12-6003	.00	2,815.00	2,815.00
Total 7020:										
7021	11/15	7021	1270	COPY CATS	123060	1	10-12-5137	.00	69.10	69.10
11/15	11/09/2015	7021	1270	COPY CATS	123060	2	10-14-5137	.00	13.84	13.84
11/15	11/09/2015	7021	1270	COPY CATS	123060	3	10-66-5137	.00	69.20	69.20
11/15	11/09/2015	7021	1270	COPY CATS	123060	4	10-65-5137	.00	69.20	69.20
11/15	11/09/2015	7021	1270	COPY CATS	123060	5	10-17-5137	.00	20.76	20.76
11/15	11/09/2015	7021	1270	COPY CATS	123060	6	30-11-5137	.00	225.00	225.00
11/15	11/09/2015	7021	1270	COPY CATS	123060	7	40-11-5137	.00	224.90	224.90
Total 7021:										
7022	11/15	7022	1460	DAVISON AUTO PARTS, INC.	9243515050	1	10-66-5137	.00	3.30	3.30
11/15	11/09/2015	7022	1460	DAVISON AUTO PARTS, INC.	9243515050	2	20-11-5137	.00	3.30	3.30
11/15	11/09/2015	7022	1460	DAVISON AUTO PARTS, INC.	9243515050	3	30-11-5137	.00	7.69	7.69
11/15	11/09/2015	7022	1460	DAVISON AUTO PARTS, INC.	9243515050	4	40-11-5137	.00	7.69	7.69
11/15	11/09/2015	7022	1460	DAVISON AUTO PARTS, INC.	9243517058	1	20-11-5507	.00	3.52	3.52
11/15	11/09/2015	7022	1460	DAVISON AUTO PARTS, INC.	9243517058	2	30-11-5507	.00	3.52	3.52
11/15	11/09/2015	7022	1460	DAVISON AUTO PARTS, INC.	9243517058	3	40-11-5507	.00	3.52	3.52
Total 7022:										
7023	11/15	7023	3350	DEPARTMENT OF ENVIRONME	DEQ OP CE	1	40-11-5342	.00	160.00	160.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7023:										
								.00		160.00
<b>7024</b>										
11/15	11/09/2015	7024	1720	EXPRESS SERVICES, INC.	16451511-6	1	10-12-5200	.00	1,203.50	1,203.50
11/15	11/09/2015	7024	1720	EXPRESS SERVICES, INC.	16480655-6	1	10-12-5200	.00	1,145.50	1,145.50
Total 7024:										
								.00		2,349.00
<b>7025</b>										
11/15	11/09/2015	7025	1890	GC SYSTEMS INC	32320	1	30-11-5530	.00	593.48	593.48
Total 7025:										
								.00		593.48
<b>7026</b>										
11/15	11/09/2015	7026	5340	HEIDI'S HELPING HANDS	231425	1	10-12-5200	.00	250.00	250.00
11/15	11/09/2015	7026	5340	HEIDI'S HELPING HANDS	231425	2	10-65-5200	.00	250.00	250.00
Total 7026:										
								.00		500.00
<b>7027</b>										
11/15	11/09/2015	7027	2160	HONEY BUCKET	2-1396179	1	10-66-5200	.00	106.00	106.00
11/15	11/09/2015	7027	2160	HONEY BUCKET	2-1400937	1	10-66-5200	.00	106.00	106.00
11/15	11/09/2015	7027	2160	HONEY BUCKET	2-1405353	1	10-66-5200	.00	106.00	106.00
Total 7027:										
								.00		318.00
<b>7028</b>										
11/15	11/09/2015	7028	2660	LEAGUE OF OREGON CITIES	OLLI WORK	1	10-13-5342	.00	150.00	150.00
Total 7028:										
								.00		150.00
<b>7029</b>										
11/15	11/09/2015	7029	3060	NW NATURAL	1363282-3-1	1	10-66-5415	.00	25.15	25.15
11/15	11/09/2015	7029	3060	NW NATURAL	1391658-0-1	1	10-67-5415	.00	86.83	86.83
Total 7029:										
								.00		111.98

GL Period	Check Issue-Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>7030</b>										
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	1614431-10/	1	10-67-5415	.00	59.12	59.12
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	3242538-10/	1	10-12-5415	.00	204.74	204.74
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	4668590-10/	1	10-67-5415	.00	15.45	15.45
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	4960203-10/	1	30-11-5415	.00	285.81	285.81
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	5071216-10/	1	10-65-5415	.00	111.48	111.48
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	5072008-10/	1	10-12-5415	.00	36.05	36.05
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	5134337-10/	1	10-66-5415	.00	19.64	19.64
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	6101749-10/	1	10-12-5415	.00	15.45	15.45
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	6411189-10/	1	30-11-5415	.00	1,098.20	1,098.20
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	7442324-10/	1	30-11-5415	.00	645.81	645.81
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	7503422-10/	1	30-11-5415	.00	16.75	16.75
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	7505336-10/	1	30-11-5415	.00	838.34	838.34
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8056065-10/	1	40-11-5415	.00	289.99	289.99
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8057642-10/	1	40-11-5415	.00	155.25	155.25
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8074233-10/	1	40-11-5415	.00	49.28	49.28
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8110573-10/	1	40-11-5415	.00	1,455.00	1,455.00
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8412508-10/	1	40-11-5415	.00	29.48	29.48
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8647822-10/	1	10-66-5415	.00	5.18	5.18
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8647822-10/	2	20-11-5415	.00	25.89	25.89
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8647822-10/	3	30-11-5415	.00	113.89	113.89
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8647822-10/	4	40-11-5415	.00	113.89	113.89
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	8928404-10/	1	10-66-5415	.00	15.45	15.45
11/15	11/09/2015	7030	3590	PORTLAND GENERAL ELECTRI	99972-10/26/	1	40-11-5415	.00	148.44	148.44
<b>Total 7030:</b>									<u>5,748.58</u>	
<b>7031</b>										
11/15	11/09/2015	7031	4330	STUCK ELECTRIC CO	9998	1	30-11-5530	.00	36.00	36.00
11/15	11/09/2015	7031	4330	STUCK ELECTRIC CO	9998	2	30-11-5530	.00	135.00	135.00
<b>Total 7031:</b>									<u>171.00</u>	
<b>7032</b>										
11/15	11/09/2015	7032	4690	USABLUERBOOK	783585	1	30-11-5530	.00	276.79	276.79
<b>Total 7032:</b>									<u>276.79</u>	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7033	11/15	11/09/2015	7033	5517 VIVIAN LUX	REFUND 10.	1	30-00-2300	.00	101.34	101.34
Total 7033:										
7034	11/15	11/09/2015	7034	5020 XEROX	082042303	1	10-65-5606	.00	213.80	213.80
11/15	11/09/2015	7034	5020 XEROX	082042310	1	10-12-5606	10-00-1250	.00	152.75	152.75
11/15	11/09/2015	7034	5020 XEROX	082042310	2	20-11-5606	10-00-1250	.00	50.92	50.92
11/15	11/09/2015	7034	5020 XEROX	082042310	3	30-11-5606	10-00-1250	.00	152.75	152.75
11/15	11/09/2015	7034	5020 XEROX	082042310	4	40-11-5606	10-00-1250	.00	152.75	152.75
11/15	11/09/2015	7034	5020 XEROX	082042311	1	10-67-5606	10-00-1250	.00	194.41	194.41
Total 7034:										
7035	11/15	11/10/2015	7035	1510 AMBER DEIBEL	1	1	10-00-1250	.00	300.00	300.00
Total 7035:										
7036	11/15	11/10/2015	7036	670 DEBRA J BERNARD	1	1	10-00-1250	.00	1,200.00	1,200.00
Total 7036:										
7037	11/15	11/10/2015	7037	860 JEFF BROWN	1	1	10-00-1250	.00	400.00	400.00
Total 7037:										
7038	11/15	11/10/2015	7038	2500 JOHN P KOWOLIK	1	1	10-00-1250	.00	300.00	300.00
Total 7038:										
7039	11/15	11/10/2015	7039	3870 JUSTIN RIGGS	1	1	10-00-1250	.00	900.00	900.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7039:										
<b>7040</b>	11/15	11/10/2015	7040	2415 KAREN JUSTEN	1	1	10-00-1250	.00	300.00	300.00
Total 7040:										
<b>7041</b>	11/15	11/10/2015	7041	2100 RICHARD HAYNES	1	1	10-00-1250	.00	400.00	400.00
Total 7041:										
<b>7042</b>	11/15	11/10/2015	7042	2860 RICHARD MOWER	1	1	10-00-1250	.00	1,000.00	1,000.00
Total 7042:										
<b>7043</b>	11/15	11/11/2015	7043	320 AMERICAN EXTERMINATION P	107648	1	10-12-5201	.00	88.00	88.00
Total 7043:										
<b>7044</b>	11/15	11/11/2015	7044	870 BRETTTHAUER OIL CO.	CL21371	1	20-11-5120	.00	5.64	5.64
	11/15	11/11/2015	7044	870 BRETTTHAUER OIL CO.	CL21371	2	30-11-5120	.00	87.92	87.92
	11/15	11/11/2015	7044	870 BRETTTHAUER OIL CO.	CL21371	3	40-11-5120	.00	87.64	87.64
Total 7044:										
<b>7045</b>	11/15	11/11/2015	7045	1135 CITY OF YAMHILL	244	1	10-14-5211	.00	250.00	250.00
Total 7045:										
<b>7046</b>	11/15	11/11/2015	7046	4640 CONST & GEN LABORERS UNI	NOV 2015 D	1	10-00-2130	.00	185.20	185.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7046:										
7047	11/15	11/11/2015	7047	1720 EXPRESS SERVICES, INC.	16512847-1	1	10-12-5200	.00	1,160.00	1,160.00
Total 7047:										
7048	11/15	11/11/2015	7048	2160 HONEY BUCKET	2-1320330	1	10-66-5200	.00	106.00	106.00
11/15	11/11/2015	7048	2160	HONEY BUCKET	FCM257390	1	10-66-5200	.00	1.06	1.06
Total 7048:										
7049	11/15	11/11/2015	7049	3700 POSEYLAND FLORIST	086877	1	10-13-5137	.00	100.00	100.00
Total 7049:										
7050	11/15	11/11/2015	7050	3730 PRIMISYS	9560	1	10-12-5233	.00	1,097.00	1,097.00
11/15	11/11/2015	7050	3730	PRIMISYS	9560	2	10-12-5001	.00	1,594.00	1,594.00
Total 7050:										
7051	11/15	11/11/2015	7051	3820 Recology Western Oregon	1080068163	1	10-66-5415	.00	18.27	18.27
11/15	11/11/2015	7051	3820	Recology Western Oregon	1080116228	1	10-12-5415	.00	34.15	34.15
11/15	11/11/2015	7051	3820	Recology Western Oregon	1080204289	1	10-66-5415	.00	2.70	2.70
11/15	11/11/2015	7051	3820	Recology Western Oregon	1080218560	1	10-65-5415	.00	14.65	14.65
11/15	11/11/2015	7051	3820	Recology Western Oregon	1080242222	1	10-66-5415	.00	14.56	14.56
11/15	11/11/2015	7051	3820	Recology Western Oregon	1080242222	2	20-11-5415	.00	43.65	43.65
11/15	11/11/2015	7051	3820	Recology Western Oregon	1080242222	3	30-11-5415	.00	43.65	43.65
11/15	11/11/2015	7051	3820	Recology Western Oregon	1080242222	4	40-11-5415	.00	43.65	43.65
Total 7051:										
7052	11/15	11/11/2015	7052	4110 SHELDON OIL COMPANY	279253-11	1	20-11-5120	.00	7.23	7.23

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11/15	11/11/2015	7052	4110	SHELDON OIL COMPANY	279253-11	2	30-11-5120	.00	14.48	14.48
11/15	11/11/2015	7052	4110	SHELDON OIL COMPANY	279253-11	3	40-11-5120	.00	14.48	14.48
11/15	11/11/2015	7052	4110	SHELDON OIL COMPANY	5365	1	20-11-5120	.00	51.65	51.65
11/15	11/11/2015	7052	4110	SHELDON OIL COMPANY	5365	2	30-11-5120	.00	103.30	103.30
11/15	11/11/2015	7052	4110	SHELDON OIL COMPANY	5365	3	40-11-5120	.00	103.30	103.30
Total 7052:										
									.00	294.44
<b>7053</b>										
11/15	11/11/2015	7053	4160	SKYBERG'S	STATEMENT	1	10-66-5137	.00	19.83	19.83
11/15	11/11/2015	7053	4160	SKYBERG'S	STATEMENT	2	20-11-5137	.00	21.34	21.34
11/15	11/11/2015	7053	4160	SKYBERG'S	STATEMENT	3	30-11-5137	.00	54.50	54.50
11/15	11/11/2015	7053	4160	SKYBERG'S	STATEMENT	4	40-11-5137	.00	129.00	129.00
11/15	11/11/2015	7053	4160	SKYBERG'S	STATEMENT	5	10-65-5137	.00	21.74	21.74
Total 7053:										
									.00	246.41
<b>7054</b>										
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1408036201	1	10-12-5137	.00	2.88	2.88
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1408036201	2	10-14-5137	.00	.58	.58
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1408036201	3	10-66-5137	.00	2.88	2.88
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1408036201	4	10-65-5137	.00	2.88	2.88
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1408036201	5	10-17-5137	.00	.86	.86
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1408036201	6	30-11-5137	.00	9.51	9.51
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1408036201	7	40-11-5137	.00	9.22	9.22
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415719551	1	10-12-5137	.00	2.88	2.88
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415719551	2	10-14-5137	.00	.58	.58
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415719551	3	10-66-5137	.00	2.88	2.88
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415719551	4	10-65-5137	.00	2.88	2.88
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415719551	5	10-17-5137	.00	.86	.86
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415719551	6	30-11-5137	.00	9.50	9.50
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415719551	7	40-11-5137	.00	9.22	9.22
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415720051	1	10-12-5137	.00	20.64	20.64
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415720051	2	10-14-5137	.00	4.13	4.13
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415720051	3	10-66-5137	.00	20.64	20.64
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415720051	4	10-65-5137	.00	20.64	20.64
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415720051	5	10-17-5137	.00	6.19	6.19
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415720051	6	30-11-5137	.00	68.11	68.11
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1415720051	7	40-11-5137	.00	66.04	66.04

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1417375051	1	10-12-5137	.00	6.00	6.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1417375051	2	10-14-5137	.00	1.20	1.20
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1417375051	3	10-66-5137	.00	6.00	6.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1417375051	4	10-65-5137	.00	6.00	6.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1417375051	5	10-17-5137	.00	1.80	1.80
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1417375051	6	30-11-5137	.00	19.79	19.79
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1417375051	7	40-11-5137	.00	19.19	19.19
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1420505671	1	10-12-5137	.00	20.00	20.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1420505671	2	10-14-5137	.00	4.00	4.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1420505671	3	10-66-5137	.00	20.00	20.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1420505671	4	10-65-5137	.00	20.00	20.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1420505671	5	10-17-5137	.00	6.00	6.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1420505671	6	30-11-5137	.00	66.00	66.00
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1420505671	7	40-11-5137	.00	63.99	63.99
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1423976271	1	10-12-5137	.00	2.54	2.54
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1423976271	2	10-14-5137	.00	.51	.51
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1423976271	3	10-66-5137	.00	2.54	2.54
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1423976271	4	10-65-5137	.00	2.54	2.54
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1423976271	5	10-17-5137	.00	.76	.76
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1423976271	6	30-11-5137	.00	8.38	8.38
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1423976271	7	40-11-5137	.00	8.12	8.12
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1424066691	1	30-11-5137	.00	21.58	21.58
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1424353511	1	10-12-5137	.00	1.54	1.54
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1424353511	2	10-14-5137	.00	.31	.31
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1424353511	3	10-66-5137	.00	1.54	1.54
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1424353511	4	10-65-5137	.00	1.54	1.54
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1424353511	5	10-17-5137	.00	.46	.46
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1424353511	6	30-11-5137	.00	5.08	5.08
11/15	11/11/2015	7054	4290	STAPLES CREDIT PLAN	1424353511	7	40-11-5137	.00	4.92	4.92
Total 7054:										
									586.33	
7055	11/15	11/11/2015	7055	1810 STATE FORESTER	16246	1	10-66-5200	.00	9.29	9.29
Total 7055:										
									9.29	
7056	11/15	11/11/2015	7056	4360 SUMCO EXCAVATING INC	9991	1	30-11-5200	.00	1,460.00	1,460.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7056:										
7057	11/15	11/11/2015	7057	5516 The Bulletin Board	308	1	10-12-5230	.00	75.00	75.00
Total 7057:										
7058	11/15	11/11/2015	7058	4960 WATERLAB CORP.	67840	1	40-11-5250	.00	610.00	610.00
Total 7058:										
7059	11/15	11/11/2015	7059	4830 WILCO	445748	1	10-66-5137	.00	62.27	62.27
11/15	11/11/2015	7059	4830 WILCO	445748	445748	2	20-11-5137	.00	62.24	62.24
11/15	11/11/2015	7059	4830 WILCO	445748	445748	3	30-11-5137	.00	62.24	62.24
11/15	11/11/2015	7059	4830 WILCO	445748	445748	4	40-11-5137	.00	62.24	62.24
Total 7059:										
7060	11/15	11/11/2015	7060	5130 YAMHILL COMMUNICATIONS A	2774	1	10-18-5302	.00	1,596.00	1,596.00
Total 7060:										
7061	11/15	11/20/2015	7061	4720 USPS	STAMPS UTI	1	30-11-5126	.00	245.00	245.00
11/15	11/20/2015	7061	4720 USPS	STAMPS UTI	STAMPS UTI	2	40-11-5126	.00	245.00	245.00
Total 7061:										
7062	11/15	11/23/2015	7062	430 ARAMARK UNIFORM SERVICES	861987851	1	10-66-5140	.00	16.72	16.72
11/15	11/23/2015	7062	430 ARAMARK UNIFORM SERVICES	861987851	861987851	2	20-11-5140	.00	4.92	4.92
11/15	11/23/2015	7062	430 ARAMARK UNIFORM SERVICES	861987851	861987851	3	30-11-5140	.00	27.54	27.54
11/15	11/23/2015	7062	430 ARAMARK UNIFORM SERVICES	861987851	861987851	4	40-11-5140	.00	49.16	49.16
11/15	11/23/2015	7062	430 ARAMARK UNIFORM SERVICES	861987851	861987851	1	10-66-5140	.00	16.72	16.72
11/15	11/23/2015	7062	430 ARAMARK UNIFORM SERVICES	861987851	861987851	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
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	861999131	3	30-11-5140	.00	27.54	27.54
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	861999131	4	40-11-5140	.00	49.16	49.16
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	862010361	1	10-66-5140	.00	16.72	16.72
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	862010361	2	20-11-5140	.00	4.92	4.92
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	862010361	3	30-11-5140	.00	27.54	27.54
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	862010361	4	40-11-5140	.00	49.16	49.16
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	862021562	1	10-66-5140	.00	16.72	16.72
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	862021562	2	20-11-5140	.00	4.92	4.92
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	862021562	3	30-11-5140	.00	27.54	27.54
11/15	11/23/2015	7062	430	ARAMARK UNIFORM SERVICES	862021562	4	40-11-5140	.00	49.16	49.16
Total 7062:									393.36	
<b>7063</b>										
11/15	11/23/2015	7063	700	BAKER AND TALOR BOOKS	4011372742	1	10-65-5106	.00	140.38	140.38
11/15	11/23/2015	7063	700	BAKER AND TALOR BOOKS	4011384700	1	10-65-5106	.00	111.03	111.03
11/15	11/23/2015	7063	700	BAKER AND TALOR BOOKS	4011384700	2	10-65-5102	.00	27.50	27.50
11/15	11/23/2015	7063	700	BAKER AND TALOR BOOKS	4011387269	1	10-65-5106	.00	32.21	32.21
Total 7063:									311.12	
<b>7064</b>										
11/15	11/23/2015	7064	680	BANK OF NEW YORK MELLON	LOAN G0300	1	50-11-8040	.00	66,171.00	66,171.00
11/15	11/23/2015	7064	680	BANK OF NEW YORK MELLON	LOAN G0300	2	50-11-8045	.00	55,215.35	55,215.35
11/15	11/23/2015	7064	680	BANK OF NEW YORK MELLON	LOAN G9900	1	50-11-8040	.00	30,663.00	30,663.00
11/15	11/23/2015	7064	680	BANK OF NEW YORK MELLON	LOAN G9900	2	50-11-8045	.00	18,991.00	18,991.00
Total 7064:									171,040.35	
<b>7065</b>										
11/15	11/23/2015	7065	720	BEERY, ELSNER & HAMMOND	11.02.15 ST	1	10-12-5203	.00	1,686.62	1,686.62
Total 7065:									1,686.62	
<b>7066</b>										
11/15	11/23/2015	7066	5518	Crystle Delacruz	REFUND_71	1	30-00-2300	.00	38.55	38.55
Total 7066:									38.55	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7067	11/15	11/23/2015	7067	1720 EXPRESS SERVICES, INC.	16541212-3	1	10-12-5200	.00	1,225.25	1,225.25
Total 7067:										
7068	11/15	11/23/2015	7068	1830 FEI #3011 WATERWORKS	0490251	1	30-11-5530	.00	152.23	152.23
11/15	11/23/2015	7068	1830	FEI #3011 WATERWORKS	0490251	2	20-11-5522	.00	270.03	270.03
Total 7068:										
7069	11/15	11/23/2015	7069	2900 MID-WILLAMETTE VALLEY COU	1516150	1	10-17-5214	.00	19.25	19.25
Total 7069:										
7070	11/15	11/23/2015	7070	3050 NORTHWEST LOGGING SUPPL	219040	1	30-11-5530	.00	80.83	80.83
Total 7070:										
7071	11/15	11/23/2015	7071	3550 PETROLEUM ENERGY PRODU	114142	1	10-66-5120	.00	.26	.26
11/15	11/23/2015	7071	3550	PETROLEUM ENERGY PRODU	114142	2	20-11-5120	.00	.89	.89
11/15	11/23/2015	7071	3550	PETROLEUM ENERGY PRODU	114142	3	30-11-5120	.00	1.73	1.73
11/15	11/23/2015	7071	3550	PETROLEUM ENERGY PRODU	114142	4	40-11-5120	.00	2.37	2.37
Total 7071:										
7072	11/15	11/23/2015	7072	3590 PORTLAND GENERAL ELECTRI	1860320457	1	10-11-5400	.00	1,655.02	1,655.02
Total 7072:										
7073	11/15	11/23/2015	7073	5520 REDBOOK	276079084 R	1	10-65-5321	.00	15.00	15.00
Total 7073:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7074										
11/15	11/23/2015	7074	5519	Stephanie R Rudolph	REFUND 28	1	30-00-2300	.00	65.00	65.00
11/15	11/23/2015	7074	5519	Stephanie R Rudolph	REFUND 28	2	40-00-2400	.00	90.00	90.00
Total 7074:										155.00
7075										
11/15	11/23/2015	7075	5080	YAMHILL COUNTY COMMUNITY	11/10/15 ST	1	10-68-5200	.00	200.00	200.00
Total 7075:										200.00
Grand Totals:										208,887.43

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	24,825.24	24,825.24
10-00-2130	185.20	.00	185.20
10-11-5400	1,655.02	.00	1,655.02
10-12-5126	163.00	.00	163.00
10-12-5137	125.58	.00	125.58
10-12-5200	4,984.25	.00	4,984.25
10-12-5201	88.00	.00	88.00
10-12-5203	1,686.62	.00	1,686.62
10-12-5230	75.00	.00	75.00
10-12-5233	1,169.00	.00	1,169.00
10-12-5415	290.39	.00	290.39
10-12-5606	152.75	.00	152.75
10-12-6001	1,594.00	.00	1,594.00
10-12-6003	2,815.00	.00	2,815.00
10-13-5137	100.00	.00	100.00
10-13-5342	150.00	.00	150.00
10-14-5137	25.15	.00	25.15
10-14-5211	250.00	.00	250.00
10-14-5233	36.00	.00	36.00

GL Account	Debit	Credit	Proof
10-17-5137	37.69	.00	37.69
10-17-5214	19.25	.00	19.25
10-17-5233	18.00	.00	18.00
10-18-5302	1,596.00	.00	1,596.00
10-65-5102	27.50	.00	27.50
10-65-5106	283.62	.00	283.62
10-65-5137	178.41	.00	178.41
10-65-5200	250.00	.00	250.00
10-65-5233	36.00	.00	36.00
10-65-5320	188.65	.00	188.65
10-65-5321	15.00	.00	15.00
10-65-5344	75.90	.00	75.90
10-65-5415	126.13	.00	126.13
10-65-5606	213.80	.00	213.80
10-66-5120	.26	.00	.26
10-66-5137	211.08	.00	211.08
10-66-5140	66.88	.00	66.88
10-66-5200	434.35	.00	434.35
10-66-5233	18.00	.00	18.00
10-66-5415	100.95	.00	100.95
10-67-5233	27.00	.00	27.00
10-67-5415	161.40	.00	161.40
10-67-5606	194.41	.00	194.41
10-68-5200	200.00	.00	200.00
20-00-2000	.00	601.98-	601.98-
20-11-5120	65.41	.00	65.41
20-11-5137	86.88	.00	86.88
20-11-5140	19.68	.00	19.68
20-11-5233	36.00	.00	36.00
20-11-5415	69.54	.00	69.54
20-11-5507	3.52	.00	3.52
20-11-5522	270.03	.00	270.03
20-11-5606	50.92	.00	50.92
30-00-2000	.00	7,533.49-	7,533.49-
30-00-2300	204.89	.00	204.89
30-11-5120	207.43	.00	207.43
30-11-5126	409.00	.00	409.00
30-11-5137	557.38	.00	557.38
30-11-5140	110.16	.00	110.16
30-11-5200	1,460.00	.00	1,460.00

GL Account	Debit	Credit	Proof
30-11-5233	103.50	.00	103.50
30-11-5415	3,042.45	.00	3,042.45
30-11-5507	3.52	.00	3.52
30-11-5530	1,282.41	.00	1,282.41
30-11-5606	152.75	.00	152.75
40-00-2000	.00	4,886.37-	4,886.37-
40-00-2400	90.00	.00	90.00
40-11-5120	207.79	.00	207.79
40-11-5126	408.00	.00	408.00
40-11-5137	604.53	.00	604.53
40-11-5140	196.64	.00	196.64
40-11-5233	103.50	.00	103.50
40-11-5250	610.00	.00	610.00
40-11-5342	160.00	.00	160.00
40-11-5415	2,284.98	.00	2,284.98
40-11-5507	3.52	.00	3.52
40-11-5540	64.66	.00	64.66
40-11-5606	152.75	.00	152.75
50-00-2000	.00	171,040.35-	171,040.35-
50-11-8040	96,834.00	.00	96,834.00
50-11-8045	74,206.35	.00	74,206.35

Grand Totals: 208,887.43 208,887.43-.00

Dated: \_\_\_\_\_  
Mayor: \_\_\_\_\_  
City Council: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
City Recorder: \_\_\_\_\_

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

**Public Works Monthly Report to Council**

**Dec. 4, 2015**

Water

We are finding that water demand has been down the last few months. This may have something to do with the leak detection survey and some leak repairs.

Wastewater

There are two air blowers in need of repair. Hopefully, there will be a cost estimate in time for the utility committee meeting.

Streets

North Main sidewalks have been completed. A report from the engineer will be given to Council.

Parks

Leaf blowing, leaf pick up, leaf removal, leaves, leaves, leaves.

Other

A preliminary local emergency management meeting has been scheduled for Dec. 15.

Jeff Brown



## **WILLAMINA LIBRARY BOARD MINUTES**

17 Nov 15

**Present:** Dan Goff, Darlene Brown, Vickie Goff, and Melissa Hansen

**Absent:** Joyce Zimbrick (excused)

**Guests:** Heather Stritzke

Dan called the meeting to order at 8:15. The minutes of 20 Oct 2015 were approved.

### **Old Business**

One more Board member is needed.

There was a discussion of the Department Store walk through and what needs to be done before the building can be sold.

### **New Business**

Melissa handed out the report for October.

The Board was shown a volunteer application from Kenneth Covington. Dan asked if he had a back ground check. Melissa said she thought so; the paperwork was given to the city last month. The Board will wait until they received the verified application.

The library sponsored performer, Penny's Puppets, did a show at the school and over 140 children and adults were able to see the show. Melissa felt this very good PR for the library.

Yesterday a 1912 book due 28 Nov 1944 was returned to the library. A man cleaning out a relative's house found the book and brought it back. Melissa assured him there would be no overdue fine!

Melissa shared a new, author signed book she received. Each week she writes authors requesting free copies of their new books.

Willamina will be hosting the PYM meeting in Salem 4 Dec. Melissa will take donuts and other treats.

The meeting was adjourned at 8:40.

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

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**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT  
4TH QUARTER 2015**

	Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Out of District Borrow ILL	Out of District Loan ILL	Reference Answered	Attendance	Item Add	Patron Add	Total Ck Out	Total Ck In	CRLS
623	62	419	63	17 J Y	88 J 15 Y 484	191	154	85	282	475		76	1,040	188	9	1,836	1,305	3,546.00 1st Q
				J Y	J Y													
				J Y	J Y													
				J Y	J Y													
				17 J 0 Y	88 J 15 Y			0 J 0 Y										
623	62	419	63	484	191	154	85	282	475	0	76	1,040	188	9	1,836	1,305	\$ 3,546.00	

105  
0  
7,292

**WILLAMINA PUBLIC LIBRARY INCOME REPORT**

MONTH	Oct-15	Nov-15	Dec-15
Fines	\$ 88.70		
Cards	122		
Copies	38.5		
Lost Books			
Other			
Other			
<b>TOTAL</b>	<b>\$ 249.20</b>	<b>\$ -</b>	<b>\$ -</b>

Volunteer Hours

20

20

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Melissa,

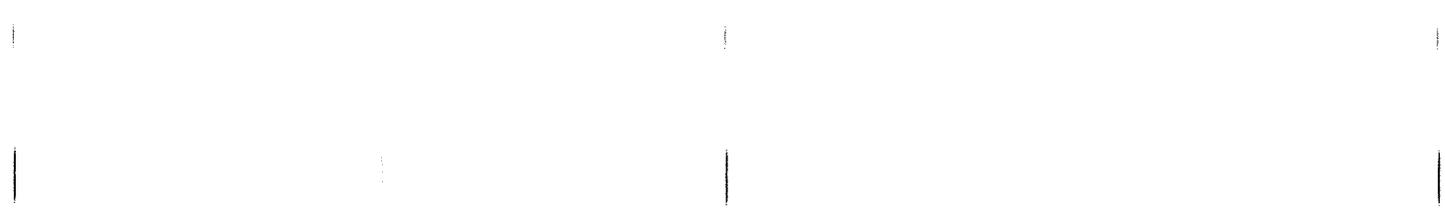
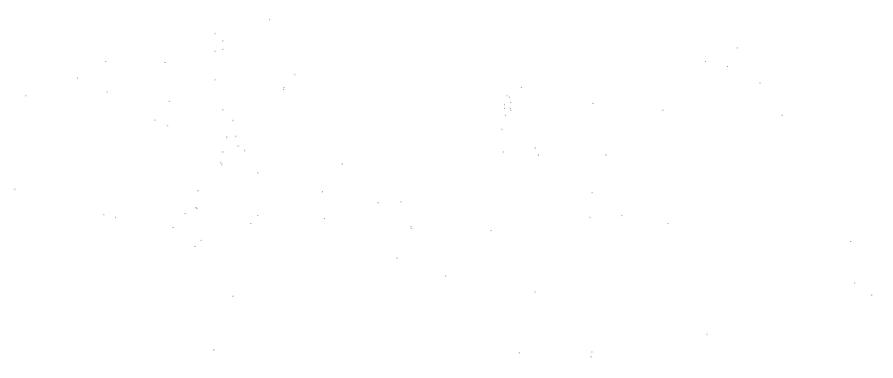
I hope you enjoy  
Jack's world!

THE  
CARDINAL'S  
SIN

Best wishes,

R. Lane

ROBERT LANE





**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 11/1/2015 to 11/30/2015**

City	UCR Description	11/1/2014 to 11/30/2014	11/1/2015 to 11/30/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	1	0		2	7
	Burglary-Business	0	0		7	2
	Burglary-Non-Residence	0	0		6	7
	Burglary-Residence	2	0		15	15
	Larceny	6	7	16.67 %	67	60
	Motor Vehicle Theft-Auto	0	2		7	6
	Rape	0	0		4	
	Robbery	0	0		3	
	<b>Part 1 Total</b>	<b>9</b>	<b>9</b>		<b>111</b>	<b>97</b>
Part 2						
	All Other	1	0		7	16
	Animal Problems	0	0			1
	Disorderly Conduct	2	0		9	22
	Drug Laws	1	2	100.00 %	26	21
	DUII	0	0		7	6
	Forgery	0	0		3	2
	Fraud	1	0		4	6
	Kidnapping	0	0			3
	Liquor Laws	0	0		4	5
	Runaway	1	0		2	5
	Sex Offenses	0	0		3	15
	Simple Assault	3	0		39	61
	Stolen Property	0	0		2	2
	Tresspass/Prowler	1	0		27	19
	Vandalism	2	0		34	33
	Weapons	0	0		1	6
	<b>Part 2 Total</b>	<b>12</b>	<b>2</b>	<b>-83.33 %</b>	<b>168</b>	<b>223</b>
	<b>Total For WILLAMINA</b>	<b>42</b>	<b>17</b>	<b>-59.52 %</b>	<b>442</b>	<b>540</b>



**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 11/1/2015 to 11/30/2015**

City	UCR Description	11/1/2014 to 11/30/2014	11/1/2015 to 11/30/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 3						
	All Other	12	2	-83.33 %	81	94
	Non-Reportable Offenses	9	4	-55.56 %	82	126
	Part 3 Total	21	6	-71.43 %	163	220
	<b>Total For WILLAMINA</b>	42	17	-59.52 %	442	540