

CITY OF WILLAMINA
Minutes of the 2nd Thursday Meeting of the City Council
January 14, 2016
7:00 PM corrected

Location of Meeting:

City Hall
411 "C" Street
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Heather Stritzke
Councilor Theresa McKnight
Councilor **Katie Vinson**

Absent from Meeting: Councilor Gary Hill

Other attendees: City Recorder, Debbie Bernard, Public Works Superintendent Jeff Brown, Kathy Taylor of Kathy Taylor Consulting, Ross Schultz, Planning Commissioner Dennis Ulrich, Robert Rippee Keller Associate, News Register Reporter Paul Daquilante, Sergeant Todd Whitlow, Doug Colton, Tony Watkins, Ginger Watkins, Monte & Cindy Freeman, Angela Burk, Ron Phipps and Linda Eyster.

The regular meeting of the City Council of the City of Willamina was called to order at 7:00 PM on January 14, 2016 at City Hall by Mayor Ila Skyberg. The Flag Salute was led by Mayor Skyberg. The City Recorder Debbie Bernard called the roll call and stated a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

Mayor Skyberg
City Council Meeting Minutes of December 10, 2015
Councilor Baller requested a correction to page 10 when she was talking about the old and new YCOM director; she said Yamhill Communications Agency Director Janis Cameron is retired and will be succeeded by Pattie Sauers. She also questioned the minutes on the overages for the Sidewalk Project and the details of the end of that discussion and plans for a special meeting.

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MOTION: Councilor Stritzke made motion to approve the minutes of the December 10, 2015 City Council Regular Meeting. Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Mayor Skyberg
Meeting Minutes December 22, 2015
Special City Council Meeting Minutes

MOTION: Council Baller made a motion to approve the minutes as written. Councilor Vinson Seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Mayor Skyberg
January 5, 2016 Finance Committee Minutes

Councilor Baller addressed Page 3 number 6 it should be Kiwanis not Chamber. It was not anything that a decision needed to be made, she said. Also Rita wondered whether it was Kiwanis Chamber or the City who takes care of the dogging bags. Jeff responded it is the City who purchases them. Rita stated that at several meetings it was noted that it was well maintained. Jeff said he would share that information with Parks.

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III. Consideration of Open Issues

1. Public Input – Communication from Doug Colton

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Second to speak:

Monte & Cindy Freeman

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Proposed Changes to Oaken Hills and no parking

Cindy said they are both disabled. Taking the vehicles away off Oaken Hills to park on Main Street would cause them great difficulty; the vehicles would also be vandalized. Monte said he did not see the problem as the cars on Oaken Hills are delayed but a few minutes during special events and after school. He said the change would create a race track.

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Mayor Skyberg then said she would like to introduce Mr. Shultz as the new City Manager.

Angela Burks

358 SW Spruce St

She wanted to speak on Girl Scouts. She said they would soon be crocheting hats and donating them to the community. She added that she would like to get the cadets involved in the community by perhaps attending a meeting.

Ron Phipps

417 Oaken Hills

Turn Lane

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Ron began by stating he also wanted to address the turn lane. He said he spoke to many of the school bus drivers and they said it will not work for them. Ron said he surveyed the area of the turn lane and in his opinion it will not work. Also he said that it looked way over engineered to him. He also felt the wait time for traffic was minimal. Ron questioned the tapered rate.

Robert Rippee
Keller and Associates
Turn Lane

Robert responded to Ron Phipps on the taper rate and the regulations that require those engineering specifics and the reason for no parking. Response: This is a good point. The striping design has taken this into consideration and uses a formula to develop the 15:1 taper rate. This taper rate should allow a vehicle to make lane transitions safely at the design speed but not at faster travel speeds.

Mayor called to order the meeting and asked for Linda Eyster to speak next as she was next on the sign-in sheet.

Linda Eyster
651 E Main St

Linda said she is at the turn section of Oaken Hills. She said her concerns affected both the turning in and out of Oaken Hills. There are safety issues. She then said she understood there was a traffic study done by Jeff Brown and Keller Associates and wanted to ask what type of experience they have. Robert Rippee responded 7 years. Robert continued that he did a turn analysis. Linda asked is there any talk of a caution light? Has ODOT been contacted? She is also concerned about the crosswalks. She said kids do not always use the crosswalks and the younger students. The other thing that came to her attention is that she became aware that the school offered to give funds to this project, however, she believes education is primary and so if there are just going to be giving out money she is not support the schools for money.

Mayor Skyberg thanked everyone for their comments.

Old Business

- EID Ordinance Second Reading of Ordinance 659

Mayor Skyberg asked for the Reading of the Ordinance of the Economic Improvement District. She asked for a motion.

MOTION: Councilor Baller made the motion to adopt Ordinance 659 and to be read by title only. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

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Mayor Skyberg asked for a Councilor to read ordinance 659 by title. Councilor Stritzke read "Ordinance 659 "An ordinance continuing an economic improvement district which makes 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."

MOTION: Councilor Stritzke made the motion for the continuation of the economic improvement district second reading of ordinance 659 to read by Title only. Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

o Report from Keller on Left Turn Lane

Mayor Skyberg asked for Robert Rippee to speak. Robert wanted to respond the questions on the sidewalk. He commented that the citizens had valid concerns. He said the turn lane would definitely increase the operation of concern. Heather noted that it there are no houses on one side is it possible to allow parking on one side. Robert responded yes if the street was widened by 3 feet it would then allow parking on one side. Theresa said she did not understand why it would be allowed one side and not the other. Robert said you could actually have parking along the houses side. Jeff responded currently it is not wide enough without broadening the street. Rita said that she would like to hear back from the City Manager after he reviews what was said tonight. Ila added she felt that we still need to address whether the school really needs the turn lane. Ross asked what the timeline on this project. Jeff responded it would be spring time before deciding on a the start of the project.

o City Manager Contract

Mayor Skyberg asked Debbie to speak to the City Manager contract. Debbie responded and stated that the City met Ross who is seated next to her in December and we have offered him the position as City Administrator. Ross then visited the City in January and met with staff the Mayor and herself and has reflected and asked to be approved as a hire of the City Manager. Debbie then said we are asking Council to approve the contract and Ross Schultz as City Manager. Rita asked Debbie if the attorney approved contract. She responded, yes he drew up the contract.

Ross asked to make one modification to the contract; he wanted to make an amendment to read not less than 14 days instead of 30 days for the separation clause of the contract agreement.

MOTION: Councilor Stritzke motion to approve the contract between the City of Willamina and Ross Shultz for the services of City Manager including the amendment of section 5 of the contract of not less than 14 days' notice of separation. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

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IV. Consideration of New Business

1. New Business Mutual Aid and Assistance Agreement Related To Water And Wastewater

Ross Shultz wanted to speak to the Mutual Aid Agreement and stated to that the Mutual Aid and Assistance Agreement was really a house cleaning item. He then retracted and said that he was mistaken and that a motion was needed. He said basically what happens you sign this agreement and that allows the public works superintendent to acquire equipment via a network in the case of an emergency without having to come back to council for approval. Jeff added we also have a similar agreement with ODOT.

MOTION: Councilor Stritzke made a motion to approve the cities participation in the Oregon Water/Wastewater Agency Response Network. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

2. New Business Delegated Authority - Resolution #15.16-007 - Ross Schultz

Ross Schultz spoke to the subject and stated he wanted to pull that from the agenda and that we are not prepared to go forward with the Resolution. There is more ground work needed, for example the current procurement rules are not up to date.

3. Liquor License Renewal 2016 – for Council information only.

Ross stated the OLCC has changed their processes and the way it impacts the city; basically OLCC has all the power to approve. Debbie added there is no resolution required. She advised the council that they only have to respond if they do not want anyone on the list approved. Todd added that is what he understands is that all complaints go to OLCC and they handle them.

Mayor's Report

Report on meetings Mayor attended throughout the month of December
The Mayor noted she attended one meeting in December on the 15th, which was organized by Jeff Brown to discuss Emergency Management. The location of the meeting was the Fire Department. The Next meeting is at 6:00 in January on the 19th. Jeff added they decided at the first meeting to designate the fire department as an EOC operation center for our area. Their next meeting will be to discuss what type of structures is needed to designate to house people.

1. Council Liaison Reports

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- a. Chamber Liaison (Ila Skyberg absent at that meeting)

2. Library Board

- a. Heather Stritzke

Heather said she is reporting third hand that Melissa reported to the library board that she was told she cannot apply for grants. Heather further explained that Melissa gets advertisement for grants regularly. So communications on grants have been going to recycling. Also, the Library submitted bids for new computers which were at a very reasonable cost; that information was given to Debbie. Heather also reported issues with drinking in Library. Rita asked about Volunteers. Debbie responded she is working on background checks and she has a recent application for Donna.

3. YCOM Board

- a. Councilor Baller

Rita reported that their meeting is next week and that the new director is in place. She said their previous director is staying on board; they have amazing staff and not all the dispatch positions have been filled and will have more after their next week meeting.

4. Council Committee Reports

- a. Commissioner Ulrich – absent

5. Reports From City Officers

- a. Debbie shared that Mayor Skyberg met with Myrtle Barber who is the president of the senior center and discussed taking over doing the books since she is unable to continue the job. Debbie added that Myrtle offered gifting the city the senior center building. Ross responded that if we were to take over the building it could cost up to \$50,000 to maintain. Theresa asked Debbie if the organization folded. Debbie said no not as of today. Debbie then said the Council needs to decide if they want to accept the property. Ross responded and said a revenue source needs to be identified before accepting the organization and property.
- b. City Recorder – Debbie announced the new office space prepared for the City Manager Ross Shultz and invited Council to have a visit upstairs to see the improvements made.

6. Code Enforcement

- a. The Mayor asked Debbie to address the status of Code Enforcement. She said there is an ad in the News Register with a deadline of January 29, 2015.

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7. Public Works

- a. Monthly Report (verbal Report)
- b. Jeff reported that last month he reported issue of making water because of the flooding. One of intake pumps is being rebuilt. Jeff said he has been working with Sue Lamb the Oregon emergency management and FEMA to receive possible reimbursements for repair of the equipment and overtime. In addition received information on grants. Jeff stated this is the first year that the union staff get Martin Luther King Day off and asked if it applies to non-union staff. Ross responded and said in his experience it is common when the union staff gets a day off it generally applies to the other non-union staff.

V. Agenda and Time of Next Meeting

The next meeting will be held at 7:00 PM on February 11, 2016 at:
City of Willamina City Hall
411 "C" Street
Willamina, Oregon 97396

The meeting was adjourned at 8:10 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard

Debbie Bernard 2-29-14

Minutes approved by: Mayor Ila Skyberg

Ila Skyberg



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WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, February 11, 2016
7:00PM COUNCIL CHAMBERS

7:00PM
CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

Visitors: Presentations not scheduled on the Agenda are limited to three (3) minutes. Longer presentations should be submitted to the City Recorder prior to the meeting. Anyone wishing to comment on an item of the Regular Agenda will need to sign in on the Sign in Form.

CONSENT AGENDA

1. Approval of Minutes – January 14, 2016
2. Check Registers – January 1-31, 2016 (information only)

CORRESPONDENCE-City Fact Sheet

REGULAR AGENDA

3. Oaken Hills Turn Lane – Resolution R15-16-006
4. Approval of Water System SCADA system Upgrade – Resolution R15-16-008
5. Approve re-appointments to the Budget Committee
6. Review Budget Calendar
7. Discussion - Project Work Sheet
8. Discussion - Time and Day of Regular City Council Meetings
9. Discussion- Public Works and Finance Committee for 2016 – Goals and Objectives – No documents attached.

BUSINESS CARRIED FORWARD-UPDATE – No documents attached.

10. The Old Department Store
11. Library Façade
12. Senior Center

BUSINESS FROM THE COUNCIL – Committee Reports – No documents attached.

REPORTS FROM/CITY OFFICERS

13. Events Calendar ✓
14. Council Vacancy ✓
15. Public Works Report ✓
16. Sherriff's Report
17. Presidents Day

ADJOURN

Z:\CITY COUNCIL\CC Agendas\2015-2016\2016.02.11.16.CC.REGULAR MEETING

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FEBRUARY 2016

CONSENT

AGENDA

2

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Utility Billing Rates

Mayor Skyberg read Doug Colton letter to the Council. The letter stated that he would continue to pay .86 cents per 100 cubic feet for his water until the City of Willamina has Hampton Lumber pay the rate that the citizens pay. He went on to say that there is no other city that allows a company outside the city limits to get a discounted rate. He asked the Council to make a decision. Mayor Skyberg responded to Doug that the City has now hired a City Manager to address difficult issues. Councilor Baller responded to Mr. Colton that he should pay his bill as billed until the issues are resolved.

Mayor Skyberg then said she would like to introduce Mr. Shultz as the new City Manager.

Angela Burks

358 SW Spruce St

She wanted to speak on Girl Scouts. She said they would soon be crocheting hats and donating them to the community. She added that she would like to get the cadets involved in the community by perhaps attending a meeting.

Ron Phipps

417 Oaken Hills

Turn Lane

Ron began by stating he also wanted to address the turn lane. He said he spoke to many of the school bus drivers and they said it will not work for them. Ron said he surveyed the area of the turn lane and in his opinion it will not work. Also he said that it looked way over engineered to him. He also felt the wait time for traffic was minimal. Ron questioned the tapered rate.

Robert Rippee
Keller and Associates
Turn Lane

Robert responded to Ron Phipps on the taper rate and the regulations that require those engineering specifics and the reason for no parking. Response: This is a good point. The striping design has taken this into consideration and uses a formula to develop the 15:1 taper rate. This taper rate should allow a vehicle to make lane transitions safely at the design speed but not at faster travel speeds.

Mayor called to order the meeting and asked for Linda Eyster to speak next as she was next on the sign-in sheet.

Linda Eyster
651 E Main St

Linda said she is at the turn section of Oaken Hills. She said her concerns affected both the turning in and out of Oaken Hills. There are safety issues. She then said she understood there was a traffic study done by Jeff Brown and Keller Associates and wanted to ask what type of experience they have. Robert Rippee responded 7 years. Robert continued that he did a turn analysis. Linda asked is there any talk of a caution light? Has ODOT been contacted? She is also concerned about the crosswalks. She said kids do not always use the crosswalks and the younger students. The other thing that came to her attention is that she became aware that the school offered to give funds to this project, however, she believes education is primary and so if there are just going to be giving out money she is not support the schools for money.

Mayor Skyberg thanked everyone for their comments.

Old Business

- o EID Ordinance Second Reading of Ordinance 659

Mayor Skyberg asked for the Reading of the Ordinance of the Economic Improvement District. She asked for a motion.

MOTION: Councilor Baller made the motion to adopt Ordinance 659 and to be read by title only. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

Mayor Skyberg asked for a Councilor to read ordinance 659 by title. Councilor Stritzke read "Ordinance 659 "An ordinance continuing an economic improvement district which makes 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."

MOTION: Councilor Stritzke made the motion for the continuation of the economic improvement district second reading of ordinance 659 to read by Title only. Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

o Report from Keller on Left Turn Lane

Mayor Skyberg asked for Robert Rippee to speak. Robert wanted to respond the questions on the sidewalk. He commented that the citizens had valid concerns. He said the turn lane would definitely increase the operation of concern. Heather noted that it there are no houses on one side is it possible to allow parking on one side. Robert responded yes if the street was widened by 3 feet it would then allow parking on one side. Theresa said she did not understand why it would be allowed one side and not the other. Robert said you could actually have parking along the houses side. Jeff responded currently it is not wide enough without broadening the street. Rita said that she would like to hear back from the City Manager after he reviews what was said tonight. Ila added she felt that we still need to address whether the school really needs the turn lane. Ross asked what the timeline on this project. Jeff responded it would be spring time before deciding on a the start of the project.

o City Manager Contract

Mayor Skyberg asked Debbie to speak to the City Manager contract. Debbie responded and stated that the City met Ross who is seated next to her in December and we have offered him the position as City Administrator. Ross then visited the City in January and met with staff the Mayor and herself and has reflected and asked to be approved as a hire of the City Manager. Debbie then said we are asking Council to approve the contract and Ross Schultz as City Manager. Rita asked Debbie if the attorney approved contract. She responded, yes he drew up the contract.

Ross asked to make one modification to the contract; he wanted to make an amendment to read not less than 14 days instead of 30 days for the separation clause of the contract agreement.

MOTION: Councilor Stritzke motion to approve the contract between the City of Willamina and Ross Shultz for the services of City Manager including the amendment of section 5 of the contract of not less than 14 days' notice of separation. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

IV. Consideration of New Business

1. New Business Mutual Aid and Assistance Agreement Related To Water And Wastewater

Ross Shultz wanted to speak to the Mutual Aid Agreement and stated to that the Mutual Aid and Assistance Agreement was really a house cleaning item. He then retracted and said that he was mistaken and that a motion was needed. He said basically what happens you sign this agreement and that allows the public works superintendent to acquire equipment via a network in the case of an emergency without having to come back to council for approval. Jeff added we also have a similar agreement with ODOT.

MOTION: Councilor Stritzke made a motion to approve the cities participation in the Oregon Water/Wastewater Agency Response Network. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, McKnight voting aye. Councilor Hill was absent.

2. New Business Delegated Authority - Resolution #15.16-007 - Ross Schultz

Ross Schultz spoke to the subject and stated he wanted to pull that from the agenda and that we are not prepared to go forward with the Resolution. There is more ground work needed, for example the current procurement rules are not up to date.

3. Liquor License Renewal 2016 – for Council information only.

Ross stated the OLCC has changed their processes and the way it impacts the city; basically OLCC has all the power to approve. Debbie added there is no resolution required. She advised the council that they only have to respond if they do not want anyone on the list approved. Todd added that is what he understands is that all complaints go to OLCC and they handle them.

Mayor's Report

Report on meetings Mayor attended throughout the month of December
The Mayor noted she attended one meeting in December on the 15th, which was organized by Jeff Brown to discuss Emergency Management. The location of the meeting was the Fire Department. The Next meeting is at 6:00 in January on the 19th. Jeff added they decided at the first meeting to designate the fire department as an EOC operation center for our area. Their next meeting will be to discuss what type of structures is needed to designate to house people.

1. Council Liaison Reports

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

willaminaoregon.gov

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.

- a. Chamber Liaison (Ila Skyberg absent at that meeting)

2. Library Board

- a. Heather Stritzke

Heather said she is reporting third hand that Melissa reported to the library board that she was told she cannot apply for grants. Heather further explained that Melissa gets advertisement for grants regularly. So communications on grants have been going to recycling. Also, the Library submitted bids for new computers which were at a very reasonable cost; that information was given to Debbie. Heather also reported issues with drinking in Library. Rita asked about Volunteers. Debbie responded she is working on background checks and she has a recent application for Donna.

3. YCOM Board

- a. Councilor Baller

Rita reported that their meeting is next week and that the new director is in place. She said their previous director is staying on board; they have amazing staff and not all the dispatch positions have been filled and will have more after their next week meeting.

4. Council Committee Reports

- a. Commissioner Ulrich – absent

5. Reports From City Officers

- a. Debbie shared that Mayor Skyberg met with Myrtle Barber who is the president of the senior center and discussed taking over doing the books since she is unable to continue the job. Debbie added that Myrtle offered gifting the city the senior center building. Ross responded that if we were to take over the building it could cost up to \$50,000 to maintain. Theresa asked Debbie if the organization folded. Debbie said no not as of today. Debbie then said the Council needs to decide if they want to accept the property. Ross responded and said a revenue source needs to be identified before accepting the organization and property.
- b. City Recorder – Debbie announced the new office space prepared for the City Manager Ross Shultz and invited Council to have a visit upstairs to see the improvements made.

6. Code Enforcement

- a. The Mayor asked Debbie to address the status of Code Enforcement. She said there is an ad in the News Register with a deadline of January 29, 2015.

7. Public Works

- a. Monthly Report (verbal Report)
- b. Jeff reported that last month he reported issue of making water because of the flooding. One of intake pumps is being rebuilt. Jeff said he has been working with Sue Lamb the Oregon emergency management and FEMA to receive possible reimbursements for repair of the equipment and overtime. In addition received information on grants. Jeff stated this is the first year that the union staff get Martin Luther King Day off and asked if it applies to non-union staff. Ross responded and said in his experience it is common when the union staff gets a day off it generally applies to the other non-union staff.

V. Agenda and Time of Next Meeting

The next meeting will be held at 7:00 PM on February 11, 2016 at:
 City of Willamina City Hall
 411 "C" Street
 Willamina, Oregon 97396

The meeting was adjourned at 8:10 PM by Mayor Ila Skyberg.

Minutes submitted by: City Recorder Debbie Bernard

Minutes approved by: Mayor Ila Skyberg

An Equal Opportunity Employer

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GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7229:										
7230	01/16	01/08/2016	5020	XEROX	082869885	1	10-65-5606	.00	190.20	190.20
	01/16	01/08/2016	5020	XEROX	082869886	1	10-12-5606	.00	453.79	453.79
Total 7230:										
7231	01/16	01/08/2016	3820	Recology Western Oregon	1080011622	1	10-12-5415	.00	34.15	34.15
	01/16	01/08/2016	3820	Recology Western Oregon	1080068163	1	10-66-5415	.00	10.49	10.49
	01/16	01/08/2016	3820	Recology Western Oregon	1080204289	1	10-66-5415	.00	2.70	2.70
	01/16	01/08/2016	3820	Recology Western Oregon	1080218560	1	10-66-5415	.00	2.70	2.70
	01/16	01/08/2016	3820	Recology Western Oregon	1080242222	1	10-72-5415	.00	145.51	145.51
Total 7231:										
7232	01/16	01/19/2016	320	AMERICAN EXTERMINATION P	109940	1	10-12-5200	.00	88.00	88.00
Total 7232:										
7233	01/16	01/19/2016	430	ARAMARK UNIFORM SERVICES	862086682	1	10-72-5140	.00	98.34	98.34
	01/16	01/19/2016	430	ARAMARK UNIFORM SERVICES	862099957	1	10-72-5140	.00	98.34	98.34
	01/16	01/19/2016	430	ARAMARK UNIFORM SERVICES	862111083	1	10-72-5140	.00	98.34	98.34
	01/16	01/19/2016	430	ARAMARK UNIFORM SERVICES	862121185	1	10-72-5140	.00	98.34	98.34
Total 7233:										
7234	01/16	01/19/2016	700	BAKER AND TALOR BOOKS	4011448620	1	10-65-5106	.00	51.04	51.04
	01/16	01/19/2016	700	BAKER AND TALOR BOOKS	4011462779	1	10-65-5106	.00	108.28	108.28
Total 7234:										
7235	01/16	01/19/2016	5542	Bobby W Robersshaw	REFUND 73	1	30-00-2300	.00	58.46	58.46

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
01/16	01/19/2016	7235	5542	Bobby W Robersshaw	REFUND 73	2	40-00-2400	.00	80.74	80.74
Total 7235:										
7236										
01/16	01/19/2016	7236	870	BRETTHAUER OIL CO.	CL26662	1	30-11-5120	.00	32.89	32.89
01/16	01/19/2016	7236	870	BRETTHAUER OIL CO.	CL26662	2	40-11-5120	.00	65.35	65.35
Total 7236:										
7237										
01/16	01/19/2016	7237	950	CASH	PETTY CAS	1	10-12-5126	.00	98.00	98.00
01/16	01/19/2016	7237	950	CASH	PETTY CAS	2	10-12-5415	.00	39.40	39.40
01/16	01/19/2016	7237	950	CASH	PETTY CAS	3	10-12-5137	.00	162.00	162.00
Total 7237:										
7238										
01/16	01/19/2016	7238	2040	HACH	9737710	1	40-11-5108	.00	79.14	79.14
Total 7238:										
7239										
01/16	01/19/2016	7239	5340	HEIDI'S HELPING HANDS	69	1	10-12-5200	.00	1,890.00	1,890.00
Total 7239:										
7240										
01/16	01/19/2016	7240	5543	Jan Reibach	REFUND 86	1	30-00-2300	.00	23.19	23.19
01/16	01/19/2016	7240	5543	Jan Reibach	REFUND 86	2	40-00-2400	.00	32.26	32.26
Total 7240:										
7241										
01/16	01/19/2016	7241	3870	JUSTIN RIGGS	EXPENSE 1	1	30-11-5344	.00	117.30	117.30
Total 7241:										

M = Manual Check, V = Void Check

Check Issue Dates: 1/1/2016 - 1/31/2016

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7242	01/19/2016	7242	2430	KEIZER FLORIST	89032/1	1	10-13-5355	.00	79.95	79.95
Total 7242:										
7243	01/19/2016	7243	2440	Keller Associates Inc	01.08.16 ST	1	20-11-5204	.00	2,823.75	2,823.75
01/16	01/19/2016	7243	2440	Keller Associates Inc	01.08.16 ST	1	20-81-5915	.00	9,940.00	9,940.00
Total 7243:										
7244	01/19/2016	7244	5528	Marilyn Coates	EXPENSE 1.	1	10-12-5137	.00	27.97	27.97
Total 7244:										
7245	01/19/2016	7245	5529	McMinville Gas Inc.	12.31.15 ST	1	10-72-5137	.00	124.10	124.10
Total 7245:										
7246	01/19/2016	7246	2900	MID-WILLAMETTE VALLEY COU	1516221	1	10-17-5214	.00	96.25	96.25
Total 7246:										
7247	01/19/2016	7247	3300	ONE CALL CONCEPTS, INC.	5100510-IN	1	30-11-5200	.00	7.35	7.35
01/16	01/19/2016	7247	3300	ONE CALL CONCEPTS, INC.	5110508-IN	1	30-11-5200	.00	5.25	5.25
01/16	01/19/2016	7247	3300	ONE CALL CONCEPTS, INC.	5120509-IN	1	30-11-5200	.00	6.30	6.30
Total 7247:										
7248	01/19/2016	7248	3380	OREVAC WEST INC	2264	1	30-11-5507	.00	2,500.00	2,500.00
Total 7248:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7249	01/16	01/19/2016	7249	3500 PACIFIC SOLAR	1762	1	10-12-5507	.00	418.33	418.33
Total 7249:										
7250	01/16	01/19/2016	7250	3590 PGE	2045700 1.1	1	10-19-5400	.00	1,614.18	1,614.18
Total 7250:										
7251	01/16	01/19/2016	7251	3590 PORTLAND GENERAL ELECTRI	777417-1 1.1	1	10-12-5415	.00	854.03	854.03
Total 7251:										
7252	01/16	01/19/2016	7252	4290 STAPLES CREDIT PLAN	1457381691	1	10-12-5137	.00	153.21	153.21
01/16	01/19/2016	7252	4290 STAPLES CREDIT PLAN	1457407991	1	40-11-5137	.00	61.41	61.41	
01/16	01/19/2016	7252	4290 STAPLES CREDIT PLAN	1458807661	1	10-12-5137	.00	70.97	70.97	
01/16	01/19/2016	7252	4290 STAPLES CREDIT PLAN	1462134031	1	10-12-5137	.00	149.91	149.91	
01/16	01/19/2016	7252	4290 STAPLES CREDIT PLAN	1471340011	1	10-12-5137	.00	87.23	87.23	
01/16	01/19/2016	7252	4290 STAPLES CREDIT PLAN	1471340251	1	10-72-5137	.00	68.97	68.97	
01/16	01/19/2016	7252	4290 STAPLES CREDIT PLAN	1473074091	1	10-12-5137	.00	99.99	99.99	
Total 7252:										
7253	01/16	01/19/2016	7253	2920 TOM NICKERSON	FORD BAC	1	10-72-5507	.00	215.00	215.00
01/16	01/19/2016	7253	2920 TOM NICKERSON	TRACTOR 1.	1	10-72-5507	.00	95.00	95.00	
Total 7253:										
7254	01/16	01/19/2016	7254	4720 USPS	1.18.16 POS	1	30-11-5126	.00	171.50	171.50
01/16	01/19/2016	7254	4720 USPS	1.18.16 POS	2	40-11-5126	.00	171.50	171.50	
Total 7254:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7255	01/16	01/19/2016	4960	WATERLAB CORP.	68260	1	40-11-5250	.00	1,305.00	1,305.00
Total 7255:										
7256	01/16	01/19/2016	5130	YAMHILL COMMUNICATIONS A	2790	1	10-18-5302	.00	1,596.00	1,596.00
Total 7256:										
7257	01/16	01/26/2016	400	AOP TECHNOLOGIES	00154551	1	30-11-5530	.00	194.84	194.84
Total 7257:										
7258	01/16	01/26/2016	720	BEERY, ELSNER & HAMMOND	12766	1	10-12-5203	.00	1,277.50	1,277.50
7258	01/16	01/26/2016	720	BEERY, ELSNER & HAMMOND	12766	2	10-72-5203	.00	666.50	666.50
Total 7258:										
7259	01/16	01/26/2016	870	BRETTTHAUER OIL CO.	CL27926	1	30-11-5120	.00	59.49	59.49
7259	01/16	01/26/2016	870	BRETTTHAUER OIL CO.	CL27926	2	40-11-5120	.00	21.31	21.31
Total 7259:										
7260	01/16	01/26/2016	5545	Bureau of Labor & Industries	WAGEUNIT	1	20-81-5915	.00	250.00	250.00
Total 7260:										
7261	01/16	01/26/2016	5544	Carol & William Harper	REFUND 15	1	30-00-2300	.00	19.91	19.91
7261	01/16	01/26/2016	5544	Carol & William Harper	REFUND 15	2	40-00-2400	.00	27.51	27.51
Total 7261:										

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7262	01/16	01/26/2016	7262	940 CASELLE, INC.	70511	1	10-80-6000	.00	960.00	960.00
Total 7262: .00 960.00 960.00										
7263	01/16	01/26/2016	7263	1020 CENTURYLINK	313013154	1	40-11-5413	.00	45.08	45.08
01/16	01/26/2016	7263	1020 CENTURYLINK		313054538	1	10-12-5413	.00	89.25	89.25
01/16	01/26/2016	7263	1020 CENTURYLINK		313054538	2	10-14-5413	.00	12.17	12.17
01/16	01/26/2016	7263	1020 CENTURYLINK		313054538	3	10-66-5413	.00	12.17	12.17
01/16	01/26/2016	7263	1020 CENTURYLINK		313054538	4	20-11-5413	.00	24.34	24.34
01/16	01/26/2016	7263	1020 CENTURYLINK		313054538	5	30-11-5413	.00	137.93	137.93
01/16	01/26/2016	7263	1020 CENTURYLINK		313054538	6	40-11-5413	.00	129.82	129.82
01/16	01/26/2016	7263	1020 CENTURYLINK		313164607	1	10-67-5413	.00	61.55	61.55
01/16	01/26/2016	7263	1020 CENTURYLINK		313409135	1	30-11-5413	.00	44.05	44.05
01/16	01/26/2016	7263	1020 CENTURYLINK		313480540	1	40-11-5413	.00	93.92	93.92
01/16	01/26/2016	7263	1020 CENTURYLINK		313485013	1	10-12-5413	.00	246.94	246.94
01/16	01/26/2016	7263	1020 CENTURYLINK		313929229	1	30-11-5413	.00	195.62	195.62
01/16	01/26/2016	7263	1020 CENTURYLINK		314009711	1	30-11-5413	.00	86.17	86.17
01/16	01/26/2016	7263	1020 CENTURYLINK		314141888	1	10-12-5413	.00	11.38	11.38
01/16	01/26/2016	7263	1020 CENTURYLINK		314141888	2	10-14-5413	.00	1.71	1.71
01/16	01/26/2016	7263	1020 CENTURYLINK		314141888	3	10-66-5413	.00	1.71	1.71
01/16	01/26/2016	7263	1020 CENTURYLINK		314141888	4	10-65-5413	.00	.57	.57
01/16	01/26/2016	7263	1020 CENTURYLINK		314141888	5	10-67-5413	.00	.57	.57
01/16	01/26/2016	7263	1020 CENTURYLINK		314141888	6	20-11-5413	.00	3.41	3.41
01/16	01/26/2016	7263	1020 CENTURYLINK		314141888	7	30-11-5413	.00	19.34	19.34
01/16	01/26/2016	7263	1020 CENTURYLINK		314141888	8	40-11-5413	.00	18.20	18.20
01/16	01/26/2016	7263	1020 CENTURYLINK		314301458	1	10-65-5413	.00	85.34	85.34
Total 7263: .00 1,321.24 1,321.24										
7264	01/16	01/26/2016	7264	3350 DEPARTMENT OF ENVIRONME	WQ16IND-05	1	40-11-5330	.00	557.00	557.00
Total 7264: .00 557.00 557.00										
7265	01/16	01/26/2016	7265	1580 DK QUARRIES INC	96049	1	20-11-5505	.00	58.83	58.83
01/16	01/26/2016	7265	1580 DK QUARRIES INC		96049	2	30-11-5504	.00	58.83	58.83

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7265:										
7266	01/16	01/26/2016	7266	2160 HONEY BUCKET	2-1507956	1	10-66-5200	.00	106.00	106.00
	01/16	01/26/2016	7266	2160 HONEY BUCKET	2-1510823	1	10-66-5200	.00	106.00	106.00
	01/16	01/26/2016	7266	2160 HONEY BUCKET	2-1515366	1	10-66-5200	.00	106.00	106.00
Total 7266:										
7267	01/16	01/26/2016	7267	5546 Horticulture	SUBSCRIPTI	1	10-65-5321	.00	12.95	12.95
Total 7267:										
7268	01/16	01/26/2016	7268	5528 Marilyn Coates	EXPENSE 1.	1	10-12-5137	.00	14.49	14.49
Total 7268:										
7269	01/16	01/26/2016	7269	2070 MELISSA HANSEN	EXPENSE 1/	1	10-65-5102	.00	29.50	29.50
Total 7269:										
7270	01/16	01/26/2016	7270	3070 NEWS REGISTER	33742	1	10-12-5230	.00	186.00	186.00
Total 7270:										
7271	01/16	01/26/2016	7271	3120 OREGON ASSOCIATION OF WA	PO01152016	1	10-72-5342	.00	305.00	305.00
Total 7271:										
7272	01/16	01/26/2016	7272	3160 OREGON DEPARTMENT OF RE	10583406.10	1	10-14-5306	.00	45.00	45.00
	01/16	01/26/2016	7272	3160 OREGON DEPARTMENT OF RE	10583406.10	2	10-14-5306	.00	3.00	3.00
	01/16	01/26/2016	7272	3160 OREGON DEPARTMENT OF RE	10583406.6-	1	10-14-5306	.00	135.00	135.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
01/16	01/26/2016	7272	3160	OREGON DEPARTMENT OF RE	10583406.6-	2	10-14-5306	.00	5.00	5.00
01/16	01/26/2016	7272	3160	OREGON DEPARTMENT OF RE	10583406.7-	1	10-14-5306	.00	45.00	45.00
01/16	01/26/2016	7272	3160	OREGON DEPARTMENT OF RE	10583406.7-	2	10-14-5306	.00	4.00	4.00
01/16	01/26/2016	7272	3160	OREGON DEPARTMENT OF RE	10583406.8-	1	10-14-5306	.00	90.00	90.00
01/16	01/26/2016	7272	3160	OREGON DEPARTMENT OF RE	10583406.8-	2	10-14-5306	.00	4.00	4.00
01/16	01/26/2016	7272	3160	OREGON DEPARTMENT OF RE	10583406.9-	1	10-14-5306	.00	90.00	90.00
01/16	01/26/2016	7272	3160	OREGON DEPARTMENT OF RE	10583406.9-	2	10-14-5306	.00	4.00	4.00
Total 7272:										425.00
7273										
01/16	01/26/2016	7273	4400	S & W ELECTRIC WORKS INC.	44471	1	30-11-5530	.00	949.00	949.00
Total 7273:										949.00
7274										
01/16	01/26/2016	7274	4230	SPRINT	5696223 13-	1	10-12-5413	.00	11.68	11.68
01/16	01/26/2016	7274	4230	SPRINT	5696223 13-	2	10-14-5413	.00	1.66	1.66
01/16	01/26/2016	7274	4230	SPRINT	5696223 13-	3	10-66-5413	.00	40.53	40.53
01/16	01/26/2016	7274	4230	SPRINT	5696223 13-	4	10-65-5413	.00	.24	.24
01/16	01/26/2016	7274	4230	SPRINT	5696223 13-	5	10-67-5413	.00	.24	.24
01/16	01/26/2016	7274	4230	SPRINT	5696223 13-	6	20-11-5413	.00	3.31	3.31
01/16	01/26/2016	7274	4230	SPRINT	5696223 13-	7	30-11-5413	.00	50.34	50.34
01/16	01/26/2016	7274	4230	SPRINT	5696223 13-	8	40-11-5413	.00	50.12	50.12
Total 7274:										158.12
7275										
01/16	01/26/2016	7275	4330	STUCK ELECTRIC CO	10042	1	30-11-5530	.00	1,325.95	1,325.95
01/16	01/26/2016	7275	4330	STUCK ELECTRIC CO	10094	1	10-12-5137	.00	33.60	33.60
01/16	01/26/2016	7275	4330	STUCK ELECTRIC CO	10104	1	30-11-5530	.00	275.10	275.10
Total 7275:										1,634.65
7276										
01/16	01/26/2016	7276	4370	SUNRIVER RESORT	PO01200216	1	10-72-5342	.00	561.16	561.16
Total 7276:										561.16

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
01/16	01/26/2016	7277	2480	WEST VALLEY KIWANIS	2015/16 LOA	1	10-66-8016	.00	3,150.00	3,150.00
Total 7277:										
01/16	01/26/2016	7278	5130	YAMHILL COMMUNICATIONS A 2806		1	10-18-5302	.00	1,596.00	1,596.00
Total 7278:										
01/16	01/26/2016	7279	5150	YAMHILL COUNTY SHERIFF'S O 010583406.9		1	10-14-5313	.00	35.00	35.00
01/16	01/26/2016	7279	5150	YAMHILL COUNTY SHERIFF'S O 10583406.10		1	10-14-5313	.00	13.00	13.00
01/16	01/26/2016	7279	5150	YAMHILL COUNTY SHERIFF'S O 10583406.6-		1	10-14-5313	.00	80.00	80.00
01/16	01/26/2016	7279	5150	YAMHILL COUNTY SHERIFF'S O 10583406.8-		1	10-14-5313	.00	32.00	32.00
Total 7279:										
Grand Totals:										

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-1250	5,700.00	.00	5,700.00
10-00-2000	195.55	37,762.22-	37,566.67-
10-00-2130	222.24	.00	222.24
10-12-5126	98.00	.00	98.00
10-12-5137	821.35	.00	821.35
10-12-5200	8,724.35	.00	8,724.35
10-12-5203	1,277.50	.00	1,277.50
10-12-5230	258.00	.00	258.00
10-12-5233	1,062.50	.00	1,062.50
10-12-5320	100.00	.00	100.00
10-12-5413	359.25	.00	359.25
10-12-5415	1,483.01	34.15-	1,448.86
10-12-5507	418.33	.00	418.33

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
10-12-5606	453.79	.00	453.79
10-13-5310	1,360.00	.00	1,360.00
10-13-5342	102.00	.00	102.00
10-13-5355	308.50	.00	308.50
10-14-5211	250.00	.00	250.00
10-14-5306	425.00	.00	425.00
10-14-5313	160.00	.00	160.00
10-14-5413	15.54	.00	15.54
10-17-5214	96.25	.00	96.25
10-18-5302	3,192.00	.00	3,192.00
10-19-5400	1,614.18	.00	1,614.18
10-65-5102	29.50	.00	29.50
10-65-5106	159.32	.00	159.32
10-65-5321	12.95	.00	12.95
10-65-5413	86.15	.00	86.15
10-65-5415	314.95	.00	314.95
10-65-5606	190.20	.00	190.20
10-66-5200	318.00	.00	318.00
10-66-5413	54.41	.00	54.41
10-66-5415	217.57	15.89-	201.68
10-66-8016	3,150.00	.00	3,150.00
10-67-5200	119.70	.00	119.70
10-67-5413	62.36	.00	62.36
10-67-5415	363.54	.00	363.54
10-72-5120	241.31	.00	241.31
10-72-5137	453.43	.00	453.43
10-72-5140	393.36	.00	393.36
10-72-5203	666.50	.00	666.50
10-72-5342	866.16	.00	866.16
10-72-5415	291.02	145.51-	145.51
10-72-5507	310.00	.00	310.00
10-80-6000	960.00	.00	960.00
20-00-2000	.00	13,176.23-	13,176.23-
20-11-5120	31.95	.00	31.95
20-11-5204	2,823.75	.00	2,823.75
20-11-5413	31.06	.00	31.06
20-11-5415	40.64	.00	40.64
20-11-5505	58.83	.00	58.83
20-81-5915	10,190.00	.00	10,190.00
30-00-2000	.00	23,915.46-	23,915.46-

GL Account	Debit	Credit	Proof
30-00-2300	210.20	.00	210.20
30-11-5108	2,398.24	.00	2,398.24
30-11-5120	186.51	.00	186.51
30-11-5126	171.50	.00	171.50
30-11-5137	55.29	.00	55.29
30-11-5200	118.90	.00	118.90
30-11-5233	1,617.45	.00	1,617.45
30-11-5344	117.30	.00	117.30
30-11-5413	533.45	.00	533.45
30-11-5415	4,960.66	.00	4,960.66
30-11-5504	58.83	.00	58.83
30-11-5507	2,500.00	.00	2,500.00
30-11-5530	10,987.13	.00	10,987.13
40-00-2000	.00	6,790.83-	6,790.83-
40-00-2400	291.48	.00	291.48
40-11-5108	1,163.34	.00	1,163.34
40-11-5120	86.66	.00	86.66
40-11-5126	171.50	.00	171.50
40-11-5137	102.57	.00	102.57
40-11-5200	125.00	.00	125.00
40-11-5250	1,305.00	.00	1,305.00
40-11-5320	557.00	.00	557.00
40-11-5413	337.14	.00	337.14
40-11-5415	2,651.14	.00	2,651.14

Grand Totals: 81,840.29 81,840.29-.00

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____

Report Criteria:
Report type: GL detail
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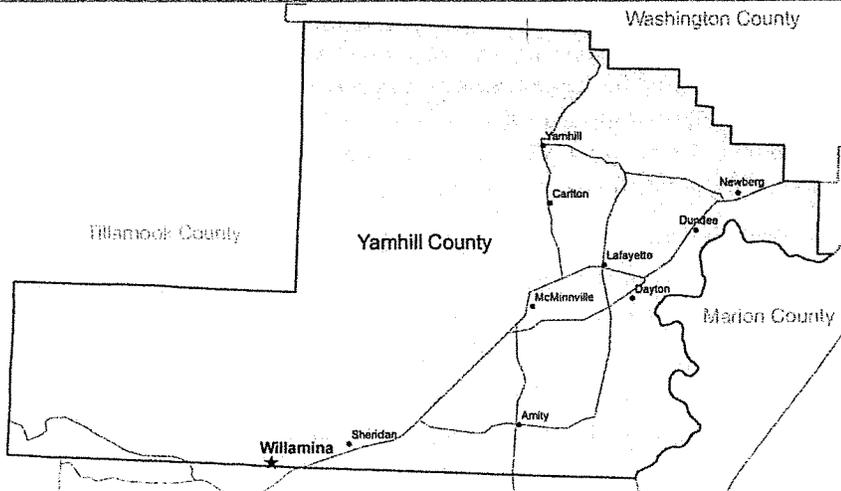
FEBRUARY 11, 2016

CORRESPONDENCE

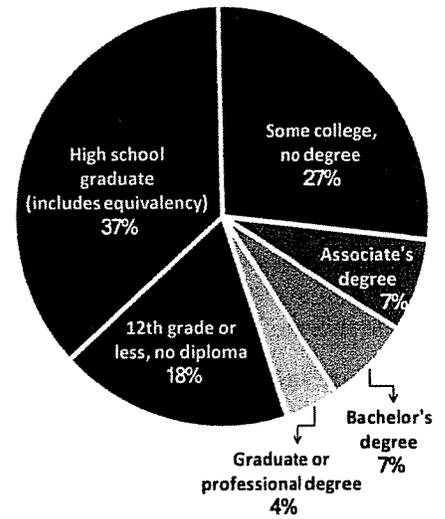
57

58

WILLAMINA, OREGON



EDUCATION ATTAINMENT



Source: U.S. Census Bureau, American Community Survey, 2010–2014

When founded in 1879, Willamina was not much more than a mill on the river and ten city blocks. Since then farming, brick production, timber products and an artist community continue to drive the economy. Willamina is also known as “The Gateway to the Coast,” “The Little Town with the Big Payroll,” “TimberTown U.S.A.” and even “Brickburg.”

QUICK FACTS

DISTANCES TO CITY

Population (2015)	2,045
Labor Force	834
Median Household Income	\$39,375
Median Home Value	\$128,600
High School Graduates	81.8%
Bachelor's Degree or Higher	11.0%
Total Housing Units	735

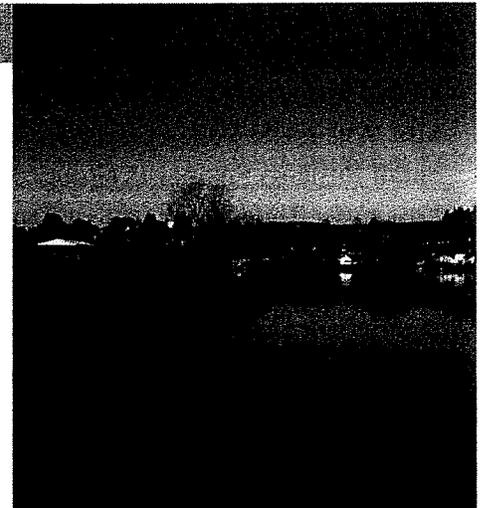
McMinnville	18 miles
Monmouth	25 miles
Salem	29 miles
Oregon Coast	31 miles
Corvallis	45 miles
Portland	55 miles
Eugene	93 miles
Seattle, WA	227 miles

Source: Portland State University and U.S. Census Bureau, 2010-2014 5-Year American Community Survey

ACCESS

Automobile and truck transportation is the dominant method of mobility in the area. Highway 99W provides access to Portland, Interstate 5 and other points to the south. The Newberg Dundee Bypass is slated for completion in 2017 and will reduce travel time between Yamhill County and Portland.

- Air:** Portland International Airport (PDX) provides commercial air service. McMinnville Municipal Airport (MMV) serves General Aviation and Corporate Jet Aircraft.
- Ground:** Passenger rail service by Amtrak is available in Portland and Salem. Willamette and Pacific Railroad provides freight services and a number of motor freight and truck lines service the area.
- Transit:** Yamhill County Transit Area (YCTA) provides bus service throughout Yamhill County with Link Routes to Hillsboro/MAX, Sherwood/TriMet and Salem/SAMT. Amtrak facilities and connections are available in Woodburn, Salem and Portland.



Hampton Park—an appealing park that features Huddleston Pond, parking areas, a group picnic site, bathrooms, accessible fishing platform and hiking trails.



City of Willamina Vision Statement

A promising community that promotes family, economic growth, and citizen involvement while honoring its rich history

411 NE C STREET | WILLAMINA, OR 97396 | WWW.WILLAMINAOREGON.GOV | 503.876.2242

TAX INFORMATION

Property Tax: Rates are based upon rates approved by local voters and limits established by the Oregon Constitution. The FY2014-15 property tax rate for the City of Willamina was \$4.2039 per \$1,000 of assessed value.

Sales Tax: There is no sales tax in Oregon.

Personal Income Tax: Taxes range from 5-9.9% of Oregon taxable income.

Corporate Income Tax: Oregon applies a 6.6% tax rate against net revenue below \$250,000. and a 7.6% tax rate

EDUCATION & WORKFORCE TRAINING

Yamhill County is home to two private universities and has easy access to several other colleges and universities in the region. Chemeketa Community College, with facilities in Salem and McMinnville, provides work force training programs and resources to help develop high-performing employees, managers and organizations. Willamina School District includes four schools; a K-6 elementary school, one 7-8 middle school, one 9-12 high school, and an on-line/on-campus 7-12 alternative school. The district currently has 857 students and 100 staff.

Willamina High School | www.willamina.k12.or.us

Linfield College | www.linfield.edu

Western Oregon University | www.oregonstate.edu

George Fox University | www.georgefox.edu

Willamette University | www.willamette.edu

Chemeketa Community College | www.chemeketa.edu

Oregon State University | www.oregonstate.edu

Portland State University | www.pdx.edu

TELECOMMUNICATIONS

Broadband Internet service for business is available through Freewire Broadband LLC using terrestrial fixed wireless services. Residential Internet service is available through DSL, cable modem, wireless, satellite, and mobile-wireless services. Providers include AT&T, CenturyLink, HughesNet, OnlineNW, Skycasters, Sprint, StarBand, Verizon, Viasat, and Wave Broadband.

Source: Oregon Public Utility Commission

RESOURCES

QualityInfo 503.378.3220 | www.qualityinfo.org

Oregon 4biz 503.378.3220 | www.oregon4biz.com

Sedcor 503.588.6225 | www.sedcor.com

Small Business Administration 503.399.5088 | www.sba.gov

Oregon Mid-Willamette Valley Partnership 503.406.3770 | www.omep.org

Small Business Development Center 503.399.5088 | bizcenter.org

Urban Renewal District 503.378.3220 | www.qualityinfo.org

Mid Willamette Valley Council of Governments 503.540.1612 | www.mwvcog.org

Small Business Finance Program 503.540.1612 | www.mwvcog.org

Enterprise Zone Standard Program | www.oregon4biz.com

Oregon Prospector | www.oregonprospector.com

LOCAL BUSINESS RESOURCES

McMinnville Economic Development Partnership 503.550.8504 | mcminnvillebusiness.com

WorkSource Oregon (McMinnville Office) 503.472.5118 | www.worksourceoregon.org

Incite Incorporated (Marion & Yamhill County) 503.581.1002 | www.inciteworks.org

MicroEnterprise Resources, Initiatives & Training Program (MERIT) 503.584-7324 | meritnw.org

McMinnville Area Chamber of Commerce 503.472-6196 | cm.mcminnville.org

Chehalem Valley Chamber of Commerce & Visitor's Center 503.538-2473 | www.chehalemvalley.org



FEBRUARY 11, 2016

REGULAR AGENDA

City of Willamina
Staff report

Date Thursday February 11th, 2016

From Ross Schultz
Willamina City Manager

Subject Oaken Hills Turn Lane

Background

In December of 2015 the School District approached the City about restriping the intersection of Oaken Hills and Main Street. This restriping would have put a left turn pocket on the south bound part of Oaken Hills where it intersects with Main Street. (Please see proposed striping exhibit A)

In December Staff reviewed this proposal with the Engineering Firm Keller and Associates the results of their study is attached in exhibit b. In January Council reviewed the information provided in exhibit B and considered this proposal in open session. Comments from neighbors and adjoining property owners were taken. Our engineering Firm attended the meeting and prepared responses to testimony taken on January 14th during City Council Meeting. Those responses are included under exhibit C.

At this time there has been no formal traffic study performed on the intersection and it is just a request from the School District.

Financials

To this point the City has paid or will pay the engineering firm approx.. \$2,400. Staff time invested is approximately 10 hours. If Council approves this change it will cost under \$2,500 to restripe the intersection. However, the School District has verbally committed to reimburse the City for painting costs.

Council Options

Council can choose to;

1. Move to complete the project as described in exhibit A or with modification;
2. Council can refer the project back to staff for more information;
3. Council can choose to table the request until some future time to reconsider.

Staff Recommendation

Absent of a traffic study and considering the testimony from surrounding citizens, staff recommends option 3 above.



NOTE: SEE ODOT STANDAD
 DETAIL NO. DET4561 FOR
 DETAILS NOT SHOWN

R7 SERIES NO
 PARKING SIGN

EXHIBIT A



OWNER:
**CITY OF
 WILLAMINA, OREGON**
 411 NE C STREET, WILLAMINA, OR 97396

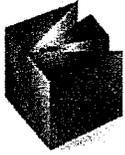
Oaken Hills Drive
 Left-Turn Channelization
 LAYOUT

PROJECT NO.
213018-04

FIGURE NO.
1

SUMMARY

In conclusion, striping a left-turn channelization on Oaken Hills Drive from NE 3rd St to NW Main St (OR 18B) appears to be a feasible and adequate solution to the recurring congestion at this location. Furthermore, the striping at this location would not significantly impact school bus operation. However, this assumes that the current and future traffic volumes do not require the need for storage lengths greater than the minimum. The striping of a minimum length left-turn channelization pocket approaching OR 18B on NE Oaken Hills Drive can be achieved by removing on-street parking on both sides of NE Oaken Hills Drive for the block between NE 3rd St to NW Main St (OR 18B).



KELLER associates

Technical Memorandum

TO: Debbie Bernard
City Recorder

FROM: Robert Rippee, P.E. (Keller Associates, Inc.)

DATE: December 16, 2015

SUBJECT: NE Oaken Hills Drive Left-Turn Channelization Approaching NW Main Street (OR 18B)



RENEWS: 12-31-16

BACKGROUND

The City of Willamina contracted Keller Associates, Inc. (Keller) to preliminarily assess the feasibility of channelizing a left-turn lane on Oaken Hills Dr. approaching NE Main St (OR 18B) for the purpose of alleviating congestion during peak hour and special events. A traffic count was not performed as part of this study but it is estimated that approximately ten vehicles queue (approximately 250 feet) during times of congestion. The City, Keller and ODOT have identified the following areas of concern to be analyzed:

- Impact of removing parking on NE Oaken Hills Drive from NE 3rd St to NW Main St (OR 18B)
- Feasibility and preliminary geometric layout of striping a left-turn lane
- Bus turning analysis at the intersection of NW Main St (OR 18B) using the proposed striping configuration

PARKING

There is not adequate room for one travel lane in each direction, a center left-turn lane, and parking on either side of NE Oaken Hills Drive. Removal of parking on both sides of NE Oaken Hills Drive between NW Main St (OR 18B) and NE 3rd St is necessary to provide a left-turn lane approaching NW Main St. The two residential properties affected by this removal of parking appear to have adequate off street and/or alternative parking available on side streets to meet their needs.

It is recommended that 2009 Manual of Uniform Traffic Control Devices (MUTCD) compliant R7 series “no parking signs” be installed on both sides of the street,—one at each end (type R7-1 and R7-2a) and one in the middle (type R7-2a), to prohibit parking along this block. The signs should be installed per MUTCD section 2B.46; see ‘Layout’ Figure 1.

It is possible that some parking could be permitted north of the left-turn channelization near NE 3rd St by truncating the turn pocket, eliminating approximately 20 ft of the transition

zone (S), and shortening the taper from 105' to 75'. These changes would not comply with ODOT standards, but would meet minimum MUTCD requirements.

Additional parking could be provided on one side or both sides of Oaken Hills Drive if the road were widened by 5 or 14 feet, respectively, and if the through lanes were narrowed to 11 feet wide. In this case, there would be a need for either adequate right-of-way available for widening (which has not been determined at this point) or right-of-way would have to be dedicated to the city by adjacent land owners. Furthermore, a turning analysis would have to be performed again to ensure that buses could still operate at this location with reduced through lane widths.

STRIPING GEOMETRIC LAYOUT AND EXTENTS

Given that the speed of the facility is posted at 25 mph, the total minimum length of striping for the left-turn channelization is 310 ft (according to ODOT Standard Detail DET4561). This allows it to fit between NE 3rd and NW Main St (OR 18B) without encroaching on the intersection of NE 3rd St and NE Oaken Hills Drive. However, per Table 2 of ODOT Standard Detail No. DET4561, the double yellow no passing centerline stripe would need to be continued north by 450 feet, which would connect to the existing no passing centerline stripe at NE 4th St.

TURNING ANALYSIS

The turning analysis assumes that a conventional 65-passenger school bus (AASHTO 2011 S-BUS-36) operates at this location and not a large 84 passenger school bus (AASHTO 2011 S-BUS-40). The analysis also assumes approximately 40 feet of available pavement width curb-to-curb on NE Oaken Hills Dr available to be striped.

The analysis indicates that a conventional school bus can make all the necessary turning movements at the intersection of NE Oaken Hills Dr and NW Main St (OR 18B), even when a passenger vehicle (AASHTO 2011 P) is parked legally on NW Main St (OR 18B); see Figure 2.

OPERATIONS

Traffic counts were not performed as part of this analysis, so it is assumed that traffic volumes would not justify the need to have a storage length (L) greater than the assumed minimum 100 ft per ODOT Standard Detail No. DET4561. Additionally, because there are no traffic counts available, a level of service (LOS) cannot be determined and therefore, it is not certain by how much the operational efficiency would increase. However, according to AASHTO 'A Policy on Geometric Design of Highways and Streets' (The Green Book) section 9.6.2 'Channelization', "Proper channelization increases capacity and provides guidance to motorist..." and "A simple channelization improvement can sometimes result in dramatic operational efficiencies and reduction in crash frequencies."

SUMMARY

In conclusion, striping a left-turn channelization on Oaken Hills Drive from NE 3rd St to NW Main St (OR 18B) appears to be a feasible and adequate solution to the recurring congestion at this location. Furthermore, the striping at this location would not significantly impact school bus operation. However, this assumes that the current and future traffic volumes do not require the need for storage lengths greater than the minimum. The striping of a minimum length left-turn channelization pocket approaching OR 18B on NE Oaken Hills Drive can be achieved by removing on-street parking on both sides of NE Oaken Hills Drive for the block between NE 3rd St to NW Main St (OR 18B).



NOTE: SEE ODOT STANDAD
 DETAIL NO. DET4561 FOR
 DETAILS NOT SHOWN

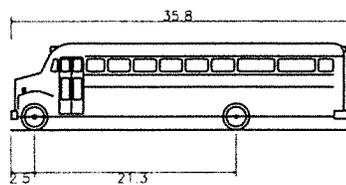
R7 SERIES NO.
 PARKING SIGN



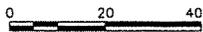
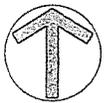
 KELLER associates <small>707 13th Street SE, Suite 280 Salem, Oregon 97301 (503) 364-2002</small>	OWNER:	Oaken Hills Drive Left-Turn Channelization	PROJECT NO. 213018-04
	CITY OF WILLAMINA, OREGON <small>411 NE C STREET, WILLAMINA, OR 97396</small>	LAYOUT	FIGURE NO. 1



DESIGN VEHICLE



S--BUS-36 - Conventional School Bus (65 pass.)
 Overall Length 35.800ft
 Overall Width 8.000ft
 Overall Body Height 9.063ft
 Min Body Ground Clearance 1.184ft
 Track Width 8.000ft
 Lock-to-lock time 5.00s
 Max Steering Angle (virtual) 37.60°



Ross Schultz

From: Robert Rippee <rrippee@Kellerassociates.com>
Sent: Thursday, January 21, 2016 3:48 PM
To: Debbie Bernard
Cc: Peter Olsen; Jeff Brown
Subject: Willamina Council Meeting Questions/Concerns

Hello Debbie,

Thank you for allowing us to attend the Willamina council meeting last Thursday and giving us a chance to respond to resident questions and concerns about the left-turn channelization project at Oaken Hills Drive. Below is a summary of some of the questions and concerns that were voiced during the meeting and a few responses for your use and reference.

- Question/Concern: Oaken Hills Drive resident raised a concern that they will not have adequate parking for their second vehicle and trailer once parking restrictions are put in place along Oaken Hills Drive in front of their property.
- Response: There appears to be adequate parking on both sides of NE 3rd Street, which is less than 150 feet from any affected residential property and connected by a pedestrian path (sidewalk). However the City of Willamina is interested in trying to accommodate the needs of the effected residences as much as possible. The City will work with the resident in identifying an alternative solution to their parking issue.
- Question/Concern: Removing parking will remove a barrier from the cars in the travel lane and children on the sidewalks, potentially leading to more pedestrian-vehicle accidents.
- Response: It is understandable how this would be a concern. The purpose of this striping channelization project is to increase the operational efficiency of the intersection during peak hour. We are not aware of any crash report history that supports pedestrian-vehicle conflicts are an issue at this location. Additionally the removal of parking should remove a sight obstruction between traffic and pedestrians, potentially leading to increased pedestrian visibility/safety at this location.
- Question/Concern: Could we install a blinking caution light at this location to increase the safety?
- Response: The purpose of this striping channelization project is to increase the operational efficiency of the intersection during peak hour. We are not aware of any crash report history that supports there is a safety issue at this location. A blinking caution light is most likely currently not warranted per the MUTCD and is outside the scope of this project. We will however keep this option in mind, should safety become a concern at this location.
- Question/Concern: Could we install time restricted prohibited parking signs at this location, prohibiting parking only during peak hours?
- Response: Signs with prohibited parking times could lead to enforcement and operational issues, as well as initial confusion, leading to undesired financial impacts to residents.
- Question/Concern: The striping channelization design appears to invite speeding.

EXHIBIT C

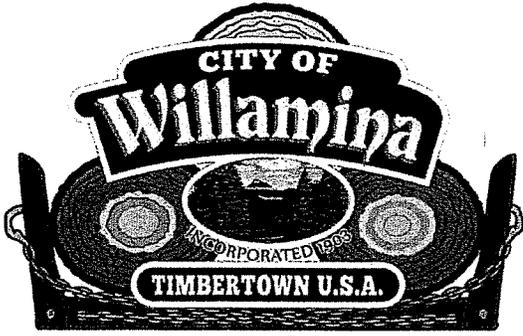
- Response: This is a good point. The striping design has taken this into consideration and uses a formula to develop the 15:1 taper rate. This taper rate should allow a vehicle to make lane transitions safely at the design speed but not at faster travel speeds.
- Question/Concern: Given the width of Oaken Hills Drive and the addition of a left-turn-lane, buses may not be able to make the turning movements at this intersection while cars are legally parked near the intersection.
- Response: We certainly agree with your concern, identified this potential issue during design, and performed a turning analysis to ensure that the intersection geometry could accommodate a conventional length bus (AASHTO 2011 S-BUS-36), even while cars are legally parked nearby (see figure 2 of the '*NE Oaken Hills Drive Left-Turn Channelization Approaching NW Main Street (OR 18B)*' Technical Memorandum).
- Question/Concern: The crosswalk striping location will not allow for proper sight distance while trying to turn left or right from Oaken Hills onto NW Main Street.
- Response: Our intention is to replace the existing crosswalk striping with a crosswalk that meets MUCD (Manual of Uniform Traffic Control Devices) standards but still maintains the existing configuration and alignment of the current crosswalk. We are not aware of any existing sight distance issues at this intersection and so we do not anticipate any being created with this project.

Hopefully that clears a few things up and assists you in being able to answer questions. Thank you again.

Respectfully,
Robert

Robert E. Rippee, P.E.
Project Manager | Keller Associates, Inc.

P 503.364.2002 | C 541.225.7157
707 13th Street SE, #280 | Salem | Oregon 97301
rrippee@kellerassociates.com | www.kellerassociates.com



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

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 14th day of January, 2016, 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. Removing on-street parking on both sides of NE Oaken Hills Drive for the block between NE 3rd St to NW Main St. (OR 18B)

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 14th day of January, 2016.

Ila Skyberg

Debbie Bernard

Mayor ATTEST:

City Recorder

Z:\CITY COUNCIL\CC_Agendas\2015-2016\2016.01.14.16.CC.REGULAR MEETING\R15.16-006.Oaken Hills Resolution.docx



Mayor Ila Skyberg

Council Members:

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

**CITY OF WILLAMINA, OREGON
RESOLUTION NO: 15.16-010**

**A RESOLUTION OF THE WILLAMINA CITY COUNCIL)
DECLARING VACANCY)
IN ONE OFFICE OF THE CITY COUNCIL)
PURSUANT TO SECTION 27 OF)
THE WILLAMINA CITY CHARTER)**

WHEREAS, Gary Hill was elected at the November 4, 2012 general election as a member of the Willamina City Council for a four(4) year term starting January 7, 2013.

WHEREAS, Gary Hill resigned his position as a City Councilor on February 1, 2016.

WHEREAS, Chapter VII of the Willamina City Charter addresses the determination, declaration and filling of vacancies in City Council offices.

WHEREAS, Section 27(2)(F) of the Willamina Charter provides is to declare that a vacancy in the office of city councilor occurs when the incumbent thereof resigns from the office

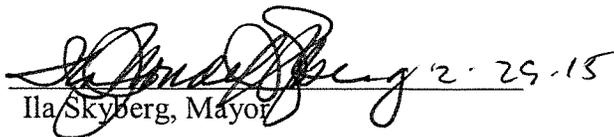
NOW THEREFORE, BASED ON THE FOREGOING, the Willamina City Council hereby resolves as follows:

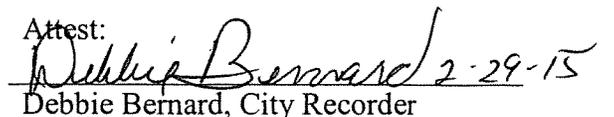
Section 1. The Willamina City Council hereby declares, consistent with the terms of Willamina City Charter Sections 27(2)(F), the offices of City Councilor held by Gary Hill are vacant inasmuch as Gary Hill has tendered his resignation for her city council position – which the Council hereby accepts.

Section 2. This resolution is effective immediately upon its passage by the Council.

ADOPTED this 29th day of February, 2016.




Ila Skyberg, Mayor

Attest:

Debbie Bernard, City Recorder

CHAPTER VII

VACANCIES IN OFFICE

Section 27: Vacancies: Occurrence

The office of a member of the council becomes vacant:

1. Upon the incumbent's
 - A. Death;
 - B. Adjudicated incompetence;
 - C. Recall from the office; or

2. Upon declaration of the council of the vacancy in case of the incumbent's:
 - A. Failure, following election or appointment to qualify for the office within ten (10) days after the time for the office to begin;
 - B. Absence from the city for 30 days without the council's consent or from all meetings of the council within a 60 day period;
 - C. Ceasing to reside in the city;
 - D. Ceasing to be a qualified elector under state law;
 - E. Conviction of a criminal offense; or
 - F. Resignation from the office.

Section 28: Vacancies: Filling

A vacancy in the council shall be filled by appointment by a majority of the council. The appointee's term of office runs from the time of his or her qualifying for the office after the appointment and until expiration of the term of the predecessor who has left the office vacant. During a council member's absence from the city, a majority of the other council members may, by appointment, fill the vacancy pro-tem.

CHAPTER VIII

ORDINANCESSection 29: Ordaining Clause

The ordaining clause of an ordinance shall be:

"The City of Willamina, Oregon ordains as follows:"

Section 30: Adoption by Council

1. Except as subsection (2) of this section allows adoption at a single meeting and subsection (3) of this section allows reading by title only, an ordinance shall be fully and distinctly read in open council meeting on two different days before being adopted by council.

2. Except as subsection (3) of this section allows reading by title only, the council may adopt an ordinance at a single meeting by the express unanimous vote of all council members present, provided the ordinance is read first in full and then by title.

3. A reading of an ordinance may be by title only if:

- A. No council member present at the reading requests, that the ordinance be read in full or
- B. At least one week before the reading:
 - (1) A copy of the ordinance is provided for each council member,
 - (2) Three copies of the ordinance are available for public inspection in the office of the custodian of city records, and;
 - (3) Notice of their availability is given by written notice posted at the city hall and two other public places in the city.

4. An ordinance read by title only has no legal effect if it differs substantially from its terms as it was filed prior to the reading unless each section so differing is read fully and distinctly in open council meeting before the council adopts the ordinance.

5. Upon the adoption of an ordinance, the ayes and nays of the council members shall be entered in the record of council proceedings.

6. After adoption of an ordinance, the custodian of city records and the mayor shall endorse it with its date of adoption and the endorsers' names and titles of office.

Section 31: When Ordinances Take Effect

An ordinance enacted by the council shall take effect on the thirtieth day after its enactment. When the council deems it advisable, however, an ordinance may provide a later time for it to take effect, and in case of an emergency, it may take effect immediately.

CHAPTER IX

PUBLIC IMPROVEMENTSSection 32: Improvements

The procedure for making, altering, vacating or abandoning a public improvement shall be governed by ordinance, or the applicable general laws of the state. Action on any proposed public improvement, except an improvement unanimously declared by the council to be needed at once because of an emergency, shall be suspended for six months upon a remonstrance thereto by the owners of two-thirds of the land to be specially assessed therefor. In this section, "owner" shall mean the record holder of legal title or where land is being purchased under a land sale contract recorded in writing by the record holder of legal title to the land, the purchaser shall be deemed the "owner."

Section 33: Special Assessments

The procedure for levying, collecting and enforcing the payment of special assessments for public improvements or other services to be charged against real property shall be governed by general ordinance.

CHAPTER X

MISCELLANEOUS PROVISIONSSection 34: Debt

The city's indebtedness shall not exceed debt limits imposed by state law.

Section 35: Existing Ordinances Continued

All ordinances of the city consistent with this charter and in force when it takes effect shall remain in effect until amended or repealed.

Section 36: Repeal of Previously Enacted Provisions

All charter provisions of the city enacted prior to the time that this charter takes effect are hereby repealed.

Section 37: Procedure for Amendment

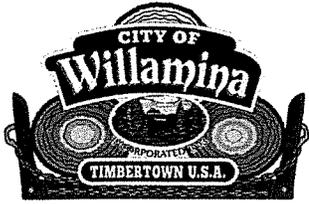
Amendments to this charter may be made by procedures as specified under applicable state election laws.

Section 38: Time of Effect

This charter takes effect immediately upon its approval by a majority of the voters of the city.

Section 39: Severability

The terms of this charter are severable. If a part of the charter is held invalid, that invalidity does not affect another part of the charter, except as the logical relation between the two parts requires.



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Robert N. Burr
Physical Address 900 NE Main
Mailing Address P.O. Box 37
Home Phone Number 503 876 4742
Cell Phone Number 503-510-2820
Email willaminaburrs@gmail.com
Occupation retired pharmacist
Years of Residency 42 (in May) Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council
Select all you wish to apply for
(Attach additional sheets, if desired, when answering the questions below)

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

I am interested in the livability of Willamina as a resident property owner and commercial property owner.

Please share any governmental or volunteer experience you have had

Planning commission, budget committee, currently on the economic improvement district advisory committee (for the past 25 years), member of the chamber of commerce.

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

I am a fiscal conservative with over 30 years of running my own business.

DEADLINE FOR APPLICATIONS: NONE

Signature Robert Burr Date 2/18/2016

Budget Committee

The Budget Committee is appointed annually by the Mayor of the City of Willamina. The role of this committee is to meet annually to approve the City's budget for the following fiscal year. Applicants for this position must be available to attend one (1) or more meetings during the months of April, May and/or June. There is no residency or length of residence requirements for this position.

Library Board

The Library Board is appointed by the Mayor of the City of Willamina to four year terms but may not hold office for more than two consecutive terms. If the vacancy is caused by anything but expiration of term, the appointee shall serve for the remainder of the unexpired term. The role of this board is to establish and alter rules, regulations and procedure of the Library to be submitted for City Council approval. Applicants for this position must be available to attend one (1) regular morning meeting each month scheduled on the third Tuesday along with various other meetings and work sessions. There is no residency or length of residence requirements for this position.

Planning Commission

The Planning Commission is appointed by the Mayor of the City of Willamina to four year terms. If the vacancy is caused by anything but expiration of term, the appointee shall serve for the remainder of the unexpired term. The role of the Planning Commission is to administer the subdivision and zoning ordinances and make recommendations to the City Council concerning land use issues. Applicants for this position must be available to attend one (1) regular meeting scheduled for the first Tuesday of each month along with various other meetings and work sessions. At the discretion of City Council, appointees to the Commission may reside outside the City Limits, but must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City. At no time shall a quorum of the Commission reside outside the City Limits. Other restrictions apply based upon occupation and family relationships.

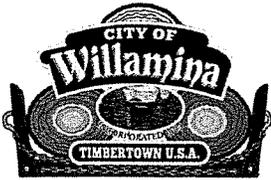
City Council

The term for the City Council seat vacancy is from the date of appointment through the end of the term of the vacant position. A qualified applicant must reside within the City limits and have been residing within those limits during the twelve (12) months immediately preceding this application. Applicants will be available to attend two (2) evening meetings per month scheduled for the second and last Thursday and various other meetings, work sessions, and training sessions as scheduled. The appointment to this seat will also be appointed to serve on one of the two standing committees. The Willamina City Council is the final judge of the qualifications and appointment of its own members.

An Equal Opportunity Employer

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

www.willaminaoregon.gov



Mayor Ila Skyberg

Council Members:

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

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

RESOLUTION Number: 15.16-009

In the Matter of the City of Willamina approving)
a resolution to renew personal services agreement)
with Beery Elsner & Hammond, LLP)

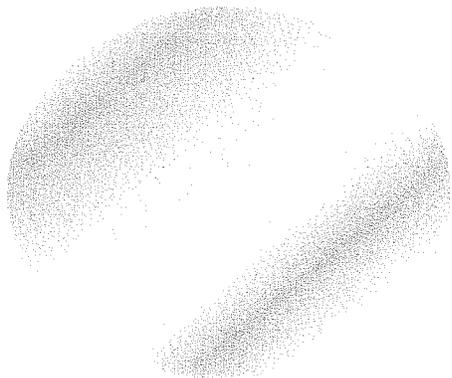
The City Council of the City of Willamina, on the 29th day of February 2016 sat in regular session for the transaction of City Business.

WHEREAS, The City Council of the City of Willamina, Oregon, has reviewed the agreement

WHEREAS, due consideration has been given to all relevant factors;

NOW THEREFORE, BE IT RESOLVED that the Personal Services Agreement of the City Willamina and Beery Elsner & Hammond, LLP is effective February 29, 2016 and will expire December 31, 2018 terms shall be as listed on the attached Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF WILLAMINA this 29th day of February 2016.



Ila Skyberg 2-29-16
Ila Skyberg, Mayor

Attest:

Debbie Bernard 2-29-16
Debbie Bernard, City Recorder

**CITY OF WILLAMINA
BEERY ELSNER & HAMMOND, LLP**

PERSONAL SERVICES AGREEMENT

This Contract is made and entered into effective this 29 day of February, 2016, by and between the City of Willamina, a municipal corporation in the State of Oregon ("CITY"), and Beery Elsner & Hammond, LLP ("ATTORNEY").

WHEREAS, CITY has need for legal services with the particular training, ability, knowledge, and experience possessed by ATTORNEY; and

WHEREAS, CITY has determined that ATTORNEY is qualified and capable of performing the professional services as CITY hereinafter requires, under the terms and conditions set forth below

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Term

The term of this Contract shall become effective on the date above and will continue until December 31, 2018 unless terminated consistent with the provisions of Section 11 of this Agreement.

2. Services

ATTORNEY shall provide general and specialized municipal legal services to CITY as the same may be requested by the City Manager, City Council, Mayor or other consultants representing CITY.

3. Attorney Identification

ATTORNEY shall furnish CITY WITH its employer identification number, as designated by the Internal Revenue Service.

4. Compensation

A. Payment will be made to ATTORNEY for services identified based upon a detailed monthly billing showing work performed. Payment will be made within thirty (30) days of CITY's receipt of the detailed monthly billing from ATTORNEY.

B. Current hourly rates are:

▪ Partners and Of Counsel	\$215.00 per hour
▪ Senior Associates	\$205.00 per hour
▪ Associates	\$190.00 per hour
▪ Paralegals	\$125.00 per hour
▪ Legal Assistants	\$100.00 per hour

It is understood that the above rates may be adjusted or changed by ATTORNEY on not more than a yearly basis with not less than sixty (60) days written notice to CITY. It is anticipated that these rates will be adjusted July 1, 2017.

C. Costs. CITY shall reimburse ATTORNEY for out-of-pocket expenses at ATTORNEY'S direct cost without additional markup.

5. Project Managers
CITY'S Project Manager is Russ Schultz and Lead Attorney will be David F. Doughman. Each party shall give the other written notification of any change.
6. Project Information
ATTORNEY agrees to share all project information, to fully cooperate with all corporations, firms, contractors, governmental entities, and persons involved in or associated with matters assigned to ATTORNEY. No information, news, or press releases shall be made to representatives of newspapers, magazines, television and radio stations, or any other news medium without the prior written or oral authorization of the CITY's Project Manager.
7. Indemnity and Insurance
 - A. Indemnity: ATTORNEY acknowledges responsibility for any and all liability arising out of its performance under the terms of this Agreement and shall hold CITY harmless from, defend and indemnify CITY as against any and all liability, settlements, loss, costs and expenses in connection with any action, suit or claim resulting or allegedly resulting from Attorney's acts, omissions, activities or services in the course of performing this contract.
 - B. Liability Insurance: ATTORNEY shall maintain professional liability insurance insuring ATTORNEY against errors or omissions in the amount and on the conditions required by the Professional Liability Fund of the Oregon State Bar.
8. Law of Oregon
The contract shall be governed by the laws of the State of Oregon. Venue shall be in the Circuit Court, Yamhill County, Oregon.
9. Successors and Assignments
 - A. ATTORNEY shall not assign any of its obligations hereunder without the prior consent of CITY.
 - B. In the event the ATTORNEY assigns, transfers or subcontracts any of the work contemplated or necessitated by the terms of this contract to some third party, ATTORNEY will ensure that said third party is made subject to all the terms and conditions of this Agreement.
10. Records
 - A. ATTORNEY shall retain all books, documents, papers, and records that are directly pertinent to this Agreement and any work done under its term for at least three (3) years.
 - B. ATTORNEY shall allow the CITY, or any of its authorized representatives, to audit, examine, copy, take excerpts from, or transcribe any books, documents, papers, or records that are subject to the foregoing retention requirement.
11. Termination for Convenience
 - A. The CITY may terminate all or part of this Agreement at any time for its own convenience by written notice to ATTORNEY. Upon termination under this paragraph, ATTORNEY shall be entitled to compensation for all services

rendered prior to ATTORNEY'S actual notice of the termination or the receipt of the CITY's written notice of termination, whichever is earlier, plus ATTORNEY'S reasonable costs actually incurred in closing out the contract.

B. In the event, ATTORNEY terminates this Agreement, it may do so with or without cause but shall give not less than sixty (60) days written notice of its intent to do so to the City.

12. Payment of Claims by the CITY

If ATTORNEY fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to ATTORNEY or a subcontractor by any person in connection with this contract as the claim becomes due, the CITY may pay the claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due to ATTORNEY pursuant to this contract. The CITY's payment of a claim under this Paragraph shall not relieve ATTORNEY or Attorney's surety, if any, from responsibility for those claims.

13. Modification

Any modification of the provisions of this contract shall be reduced to writing and signed by the parties.

14. No Waiver of Legal Rights

A waiver by a party of any breach by the other shall not be deemed to be a waiver of any subsequent breach.

CITY OF WILLAMINA

By:

Debbie Bernard

Title:

City Recorder

Date:

2-29-16

BEERY, ELSNER & HAMMOND, LLP

By: _____

Title: _____

Date: _____

City of Willamina
Staff report

Date Thursday February 11th, 2016
From Ross Schultz
Willamina City Manager
Subject Water System SCADA system upgrade

Background

The City's water system has several locations that need to be monitored to provide water to the Citizens of Willamina. Currently these stations are connected via a wired system that is leased from Century Link. The rates for this connection paid to Century Link continue to increase.

Further, in the future should staff require water SCADA (supervisory control and data acquisition) information from any other locations in the City it will only require adding a new radio which will be far cheaper then turning up a data line and the subsequent equipment.

Staff's projection indicates that the payback for purchasing new radio's to replace the current land lines that we lease will have less than a 1 ½ year payback.

Financials

Currently we pay \$567 per month for our Land Line Service. The new equipment quote for the Staff recommended option is \$7,786 please see Exhibit A pp4. This provides for a 14-month payback.

Other Issues or Concerns

None

Council Options

Council can choose to;

1. Move to approve the Staff recommendation.
2. Deny the staff recommendation.

Staff Recommendation

Staff recommends approval of the resolution to replace our current telephone lines connecting our SCADA system with radio equipment.

11

12

Proposed Replacement Of land Line Data Transmission Lines
With Radio In-House Owned and Operated Equipment For The
City of Willamina's Water Treatment Plant

Submitted for approval by Justin Riggs City of Willamina Water Treatment Operator

EXHIBIT A

From the start up of the Water Treatment Plant in 2000 it was the previous operators(s) idea to remove the phone lines associated with the SCADA telemetry controllers located at each water treatment facility. To this date the City of Willamina has been utilizing phone lines for data transmissions costing \$567.03 per month for the services that could be replaced with in-house radio data transmission equipment. I have taken the liberty and investigated two sources that could potentially replace the continual service that the city currently is using.

1. Verizon wireless which provides an equipment package for purchase but a monthly fee per unit would be required for use of their network. The city would require 4 units.
2. Schneider electric, (Cb-Pacific) who bought the Control Microsystems SCADA system that the city currently has controlling the water plant facilities offers a radio telemetry system which can be purchased operated in-house utilizing radio frequencies. Which has been advised if deciding on this option to obtain an FCC radio frequency designated for the water treatment plant to communicate.
 - a. Within one year of purchasing the in-house radio system the package would be bought and paid by trading the monthly cost with century link phone lines for the data transmissions with the water treatment plant.

Thank You for your time and consideration.

BILL DATE: 9/11/2015
 MONTH: SEPT OCT
 VENDOR #: CENIK
 CENTURYLINK MONTHLY BILLING (6075)

ACCOUNT #	TELEPHONE NUMBER	LOCATION	LINE ITEM CHARGE	AMOUNT DUE	DEPARTMENT TOTALS									
					010-150	010-300	010-350	010-400	010-450	010-550	020-100	030-100	040-100	
314009711	503-876-1010	MAIN H/AUTO D	030-100-6075	87.12								87.12		
313013154	503-876-8424	WWT E ST PUMP	040-100-6075	45.29								45.29		
313054538	503-876-2242	CITY HALL	VARIOUS	526.70	100.07	15.80	15.80		15.80		31.60	179.08	168.54	
	503-876-2504	ISDN CHANNEL												
	503-876-2504	ISDN CHANNEL												
	503-876-7362	7377												
	503-876-7519	MODEM												
	503-876-8282	SECOND LINE												
313164607	503-876-9000	MUSEUM	010-550-6075	61.62								61.62		
313409135	503-876-4000	WTR	030-100-6075	44.24								44.24		
313929229		WATER TELEMETRY	030-100-6075	195.62								195.62		
313480540	503-876-8541	WWT CONTROL RM	040-100-6075	94.68								94.68		
313485013	503-876-4913	WTR COMPUTER	030-100-6075	240.05								240.05		
313438888	503-876-3333	CTRY HALL FAX	VARIOUS	84.84	9.87	1.76	1.76	0.39	1.76	0.39	3.32	19.29	18.77	
31301058	503-876-6182	LIBRARY	010-400-6075					84.84						
	503-876-2529	WWT S PUMP												
	503-876-8542	WWT OFFICE												
TOTALS \$				1,438.83	\$ 110.05	\$ 17.56	\$ 17.56	\$ 85.43	\$ 17.56	\$ 62.21	\$ 35.12	\$ 766.06	\$ 327.29	

FAACCOUNTS PAYABLE/CENTURYLINK/CENTURYLINK BILLINGS.15-16

PROOF: \$ 1,438.83

Phone Bill for Water Treatment Plant 15 years average expenditure

Year	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Jan.	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
Feb.	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
March	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
April	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
May	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
June	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
July	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
Aug.	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
Sept.	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
Oct.	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
Nov.	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
Dec.	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03	567.03
Total	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36	6804.36
Grand Total	108869.76															

Attn: Justin Riggs

Qty.	Part Number	Description	Cost	Total	Location
1	TBURER450-65F01EH0	ER Serial 5W HDX Rem 455-470MHz 12.5kHz FCC AES CSA	\$1,575.00	\$1,575.00	Base
3	TBURMR450-H003DH0	MR450 Serial 5W 450-520MHz 12.5kHz 9.6kbps FCC CSA	\$979.00	\$2,937.00	
3	TBUM297441	YAGI, 10 dBd, 450-470 MHz, N-Female connector, (1) Clamp	\$229.00	\$687.00	
1	TBUM297388	OMNI, 5 dBd, 460-470 MHz, N-Female connector, (1) Clamp	\$499.00	\$499.00	Base
3	TBUM297294	25 ft. (7.62m) LMR 400 feedline, N-Male connectors on both ends, (5) ty-wraps	\$175.00	\$525.00	
1	TBUM297296	75 ft. (22.86m) LMR 400 feedline, N-Male connectors on both ends, (15) ty-wraps	\$260.00	\$260.00	Base
3	TBUM297882	M-Series Port Splitter, provided with M-Series radio, splits User port & Diag. port into two connectors	\$94.00	\$282.00	
1	TBUM297817	M-Series Programming and User Data Cable, 6.5 feet (2m)	\$125.00	\$125.00	
4	TBUM297819	Antenna Cable, N-Male to N-Male (from E-Series Trio to a N-Female connection), 3 ft. (0.91m)	\$73.00	\$292.00	
4	TBUM297273	Surge suppressor, bulkhead mount, N-Female connector on both sides, 125MHz to 1000MHz	\$151.00	\$604.00	

Total \$7,786.00

Radio Path Study

Willamina, Oregon Area

S/N: 729
18 August 2015

This study presumes the use of 460 MHz Trio M Series serial licensed radios at a 9600 bps radio data rate.

It is required to communicate from the Base Water Treatment site to three remote sites in the Willamina area. The terrain in the area does include some hills but the paths are fairly free of such obstacles. There are quite a few tall trees but on these short paths the loss caused by the trees is not of significant concern.

The Base Water Treatment Master site includes two water storage tanks. The height of these have not been stated. The path analysis presumed a 30 foot antenna height at the Master, but it is important for reliability that the antenna here be mounted **above** the top of the tanks, as such large water-filled metal structures are very effective at blocking radio signals.

The antenna at the Base Water Treatment facility was presumed to be a 5 dBd omnidirectional type, fed by Times Microwave LMR-400 coaxial cable.

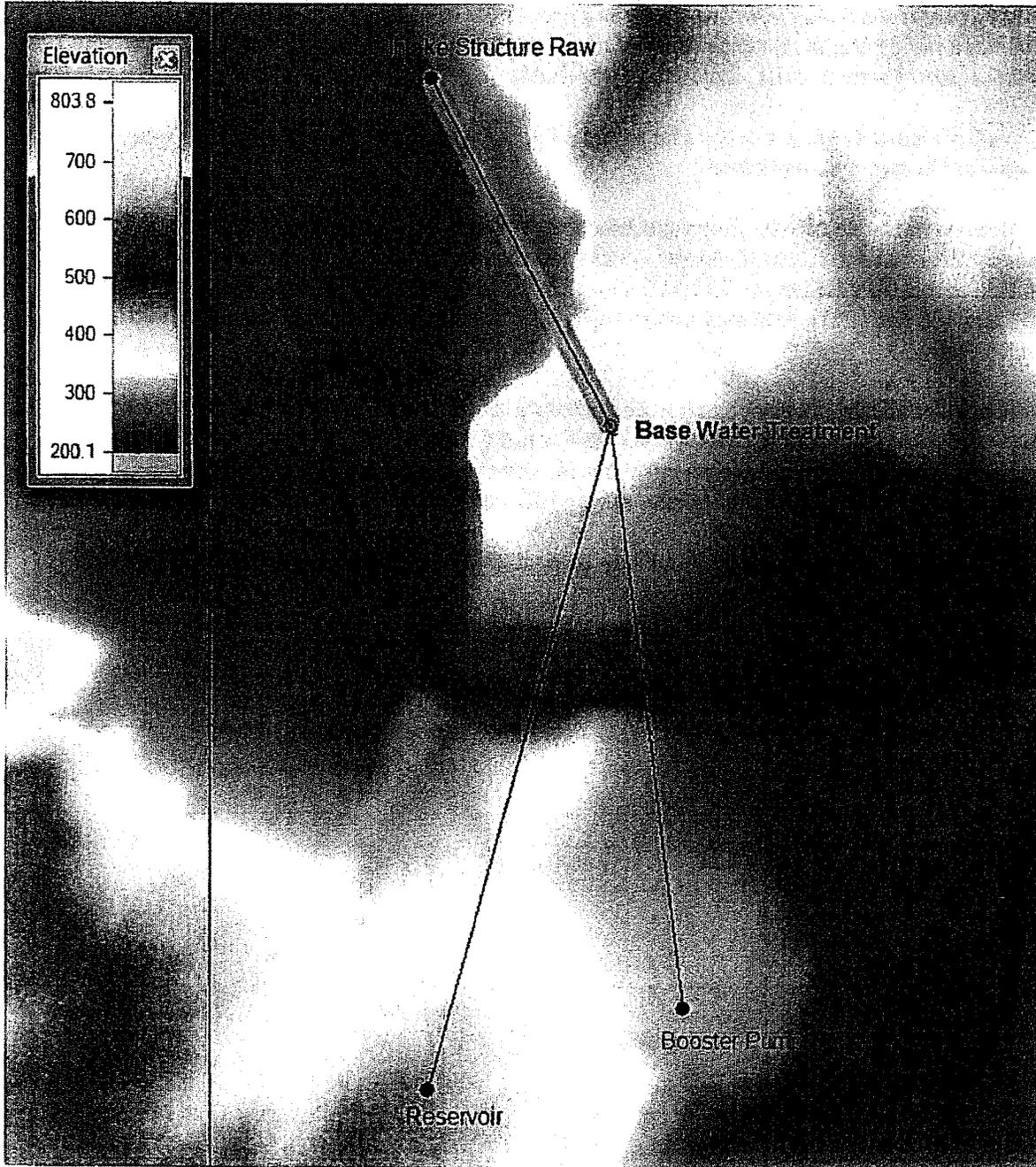
Testing presumed the use of 10 foot masts and 10 dBd yagi (directional) antennas at the three Remote sites. It was found that the Intake Structure Raw site is in heavy trees and the path is partially obstructed so the 10 dBd yagi antenna is strongly recommended there.

However, the paths to the Reservoir and Booster Pump sites are fairly clear of major obstacles. These were found to have a very high fade margin. These two sites will operate well with even a no-gain 0 dBd whip type antenna if that is preferable to the larger yagi type.

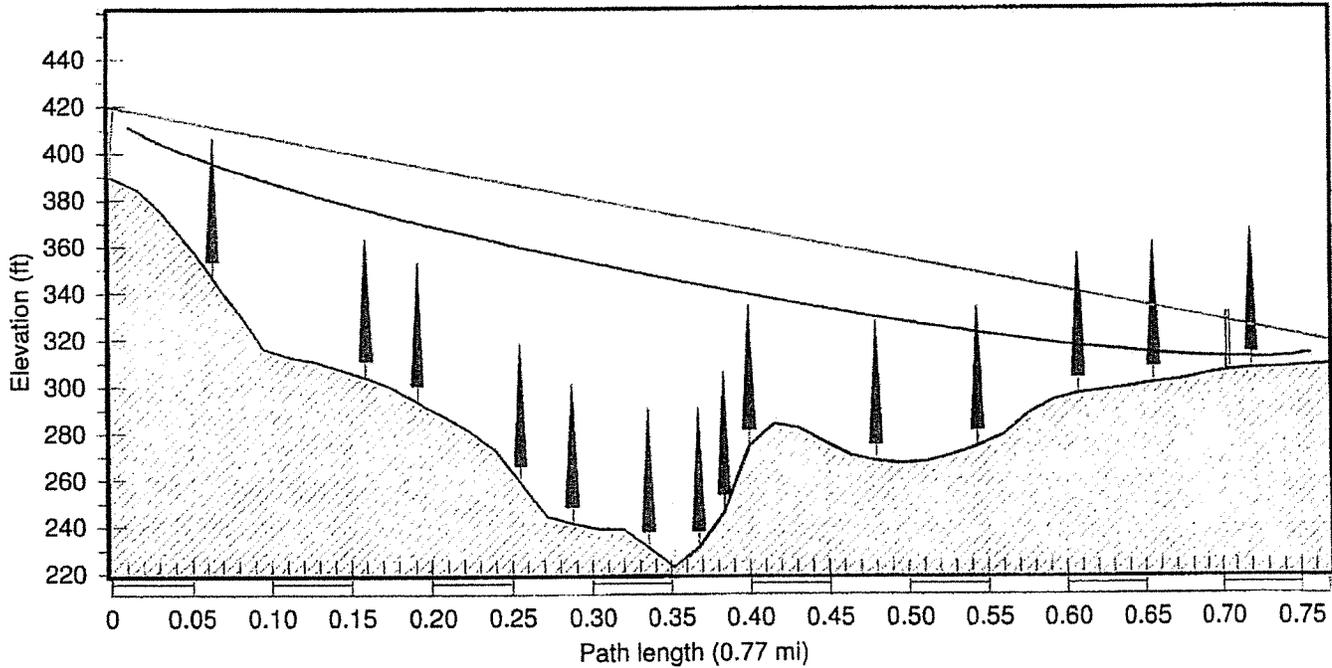
General Notes:

- 1) If any unforeseen taller structures such as buildings or trees are in the immediate vicinity of a site in a radio path, the antenna must be raised above these structures. Unreported structures or trees may otherwise cause a path to be unreliable.
- 2) Antenna azimuth (direction to aim a remote site's yagi antenna) is reported as "True Azimuth" in each link worksheet.
- 3) The coaxial cable type has been specified for each site. At 460 MHz it is critical that low-loss cable be used to minimize losses. Times Microwave LMR-400 cable or equivalent is sufficient for cable lengths of 75 feet or less. LMR-600 is required for cable lengths between 75 and 125 feet. LMR-900 may be used up to 200 feet. The cable type is stated on each worksheet.
- 4) Schneider Electric does not guarantee the results of this path study. This study is a free sales tool which is meant to demonstrate the feasibility of the desired radio system. If guaranteed results are required the customer (or sales rep) must contact a radio systems contractor who will perform an on-site survey and may also perform their own path study.
- 5) It is strongly recommended that all sites be equipped with a good quality surge (lightning) arrester to protect the site.

Willamina System Overview Map:



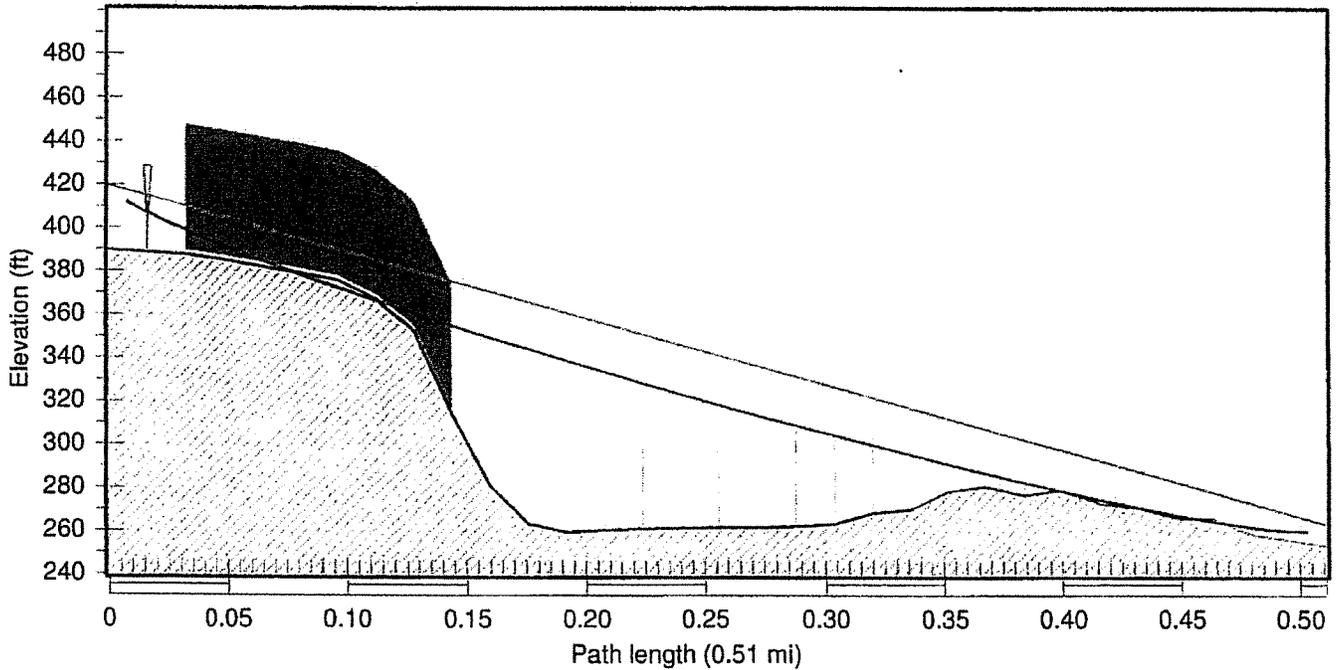
Transmission summary (Base Water Treatment-Booster Pump.pl5)



F = 460.00 MHz K = 1.33 %F1 = 60.0, 60.0

	Base Water Treatment	Booster Pump
Latitude	45 04 58.42 N	45 04 18.66 N
Longitude	123 29 21.11 W	123 29 14.24 W
True azimuth (°)	173.03	353.03
Vertical angle (°)	-1.43	1.42
Elevation (ft)	389.58	308.85
Antenna gain (dBd)	5.00	10.00
Antenna height (ft)	30.00	10.00
TX line model	LMR-400	LMR-400
TX line length (ft)	50.00	25.00
TX line loss (dB)	1.41	0.70
Connector loss (dB)	1.00	1.00
Frequency (MHz)	460.00	
Path length (mi)	0.77	
Free space loss (dB)	87.57	
Diffraction loss (dB)	19.68	
Net path loss (dB)	92.19	92.19
Radio model	M Series	M Series
TX power (dBm)	37.00	37.00
EIRP (dBm)	39.59	45.30
Receive signal (dBm)	-55.19	-55.19
Receive signal (µv)	388.92	388.92
Thermal fade margin (dB)	50.81	50.81
Annual location availability (%)	100.00000	100.00000

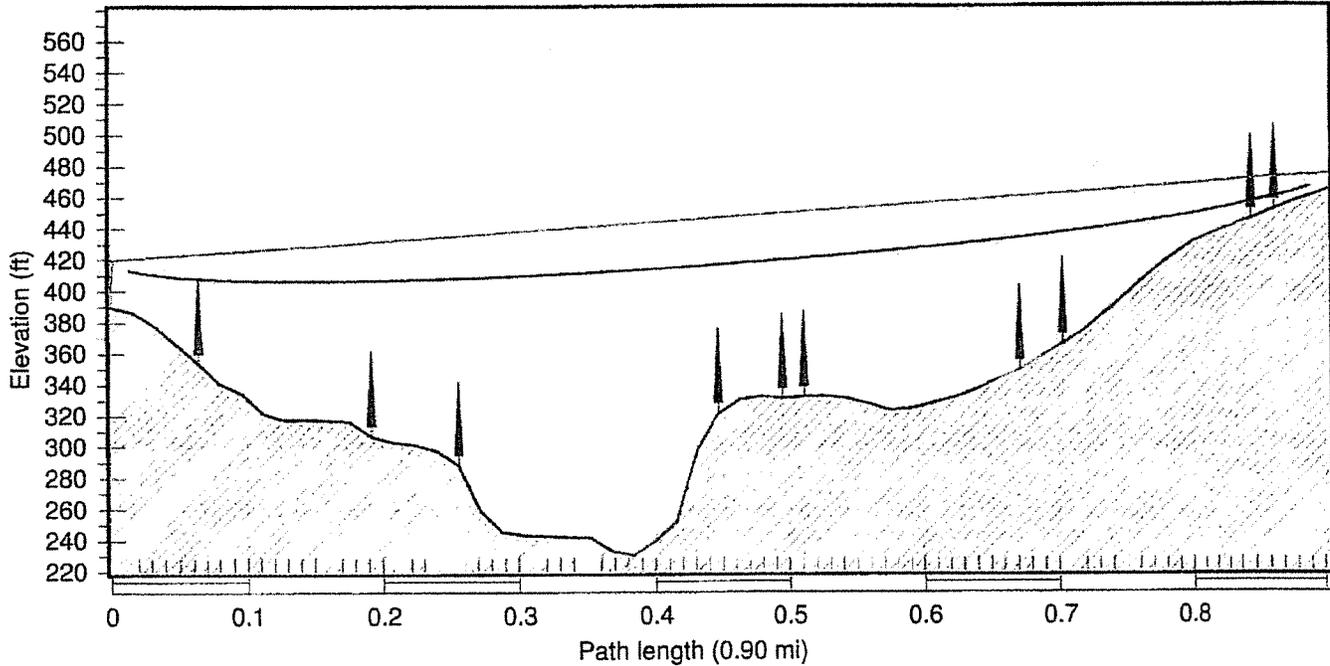
Transmission summary (Base Water Treatment-Intake Structure Raw.pl5)



F = 460.00 MHz K = 1.33 %F1 = 60.0, 60.0

	Base Water Treatment	Intake Structure Raw
Latitude	45 04 58.42 N	45 05 22.05 N
Longitude	123 29 21.11 W	123 29 38.43 W
True azimuth (°)	332.55	152.55
Vertical angle (°)	-3.32	3.31
Elevation (ft)	389.58	253.30
Antenna gain (dBd)	5.00	10.00
Antenna height (ft)	30.00	10.00
TX line model	LMR-400	LMR-400
TX line length (ft)	50.00	25.00
TX line loss (dB)	1.41	0.70
Connector loss (dB)	1.00	1.00
Frequency (MHz)		460.00
Path length (mi)		0.51
Free space loss (dB)		84.03
Diffraction loss (dB)		44.72
Net path loss (dB)	113.97	113.97
Radio model	M Series	M Series
TX power (dBm)	37.00	37.00
EIRP (dBm)	39.59	45.30
Receive signal (dBm)	-76.97	-76.97
Receive signal (µV)	31.70	31.70
Thermal fade margin (dB)	29.03	29.03
Annual location availability (%)	99.99993	99.99993

Transmission summary (Base Water Treatment-Reservoir.pl5)



F = 460.00 MHz K = 1.33 %F1 = 60.0, 60.0

	Base Water Treatment	Reservoir
Latitude	45 04 58.42 N	45 04 13.07 N
Longitude	123 29 21.11 W	123 29 39.12 W
True azimuth (°)	195.72	15.72
Vertical angle (°)	0.65	-0.66
Elevation (ft)	389.58	464.04
Antenna gain (dBd)	5.00	10.00
Antenna height (ft)	30.00	10.00
TX line model	LMR-400	LMR-400
TX line length (ft)	50.00	25.00
TX line loss (dB)	1.41	0.70
Connector loss (dB)	1.00	1.00
Frequency (MHz)	460.00	
Path length (mi)	0.90	
Free space loss (dB)	88.98	
Diffraction loss (dB)	18.40	
Net path loss (dB)	92.22	92.22
Radio model	M Series	M Series
TX power (dBm)	37.00	37.00
EIRP (dBm)	39.59	45.30
Receive signal (dBm)	-55.22	-55.22
Receive signal (µv)	387.54	387.54
Thermal fade margin (dB)	50.78	50.78
Annual location availability (%)	100.00000	100.00000



Quote No:

July 15, 2015
151507

Encore Networks - City of Willamina

Item	Product Name	Part Number	Quantity	Unit Price	Discount	EXT. Price
1	BANDIT 3 IP Commercial Router Base Platform	B3000-XXXX-XXXX-1	1	\$1,400.00		\$1,400.00
2	B3-V92-Modem (factory Installed)	B30M0	1	\$125.00		\$125.00
3	Verizon CDMA EVDO cellular radio. Includes dual antennas	CEVM	1	\$1,200.00		\$1,200.00
4	Rack Mount Kit	B30RM	1	\$100.00		\$100.00
5	Ordering Part Number	B30M0-CEVM-B30RM-1	1			
TOTAL						\$2,825.00
OPTIONS						
Item	Product Name	Part Number	Quantity	Unit Price	Discount	EXT. Price
1	Software Assurance - Cover all patches, fixes, new Encore features. (Does not cover custom development) - Price Per Year/Per Unit	BISWA	1	\$100.00		\$100.00
2	Product Extended Warranty - Ordered after shipment but before the original 3 year warranty expires - Price Per Year/Per Unit	BVEW-Ewarranty	2	\$100.00		\$100.00

QUOTE SUMMARY

- Basic platform with universal card slot, 3 port Ethernet switch (10/100) 1 RS-232 serial port, V92 modem, Verizon Wireless CDMA/EVDO cellular modem, routing and firewall software and IPsec VPN (3DES/AES/SLE) Encryption, IP+Legacy. AC power supply 0-50°C—Metal Enclosure and dual cellular antennas
 - Standard Three (3) year hardware and software warranty.
- Order terms and conditions are attached. Pricing is valid until 5/22/15. If you should have any questions please feel free to contact me.
- No payment terms extended unless a credit application is completed and approved by Encore Networks.

The Price is exclusive of all freight charges and applicable federal, state or local sales, use or similar taxes (collectively "Taxes"), all of which shall be paid by BUYER upon invoice therefore Taxes will be applied to all Orders shipped to a state with a resident EN office, unless a tax exempt certificate is supplied. In the event that EN does not invoice for Taxes, Buyer acknowledges that it may owe Taxes and accordingly is responsible for paying Taxes directly to the appropriate taxing authority.

ENCORE NETWORKS, INC. STANDARD TERMS AND CONDITIONS OF SALE

ORDERING INFORMATION

To place an order, please email P.O. to gholt@encorenetworks.com or fax all orders to 703-787-4625. Please reference any valid Encore quotation when placing your order.

PRICING

Encore is constantly striving to improve its products to meet the needs of its customers. In doing so, our products may change from time to time. As a result, model names, part numbers and prices are subject to change at Encore's sole discretion.

PAYMENT TERMS

The equipment prices contained herein are in U.S. dollars and are exclusive of any agent fees, duties, taxes, on-site expenses or shipping charges. Payment terms are pre-paid unless net 30 days is agreed upon from date of shipment for domestic orders, solely contingent on Encore's evaluation of the credit worthiness of the buyer. Alternative payment terms offered by Encore are wire transfer in advance of shipment or documentary irrevocable letter of credit confirmed by a U.S. banking institution payable at time of shipment. Please contact your sales agent for information required to open an account. Overdue invoices are subject to a service charge of one and one-half percent per month on all unpaid balances.

ORDER ACCEPTANCE

Orders are only accepted at Encore's corporate headquarters in Chantilly, Virginia. Neither the buyer's order or correspondence pertaining to the same, nor Encore's shipment of the ordered products shall be construed as acknowledgment or acceptance of terms contained in buyer's order. In all cases, the terms and conditions of Encore, as presented herein, apply. Encore reserves the right to refuse any order.

WARRANTY

All products manufactured by Encore are backed by a three (3) year in factory limited warranty. The product warranty commences from the date of shipment. If Encore provides on-site installation and testing, the warranty will commence from satisfactory completion of on-site testing. Please refer to the Encore warranty statement.

DELIVERY

Encore products are packaged in commercial containers built to best commercial standards. Overseas packaging can be provided per specification for an additional charge. Encore strives to ship orders as soon as practicable using commercially reasonable efforts. Delivery of standard products is FOB factory typically within 30 to 60 days after receipt of written order.

INSURANCE

Encore Networks, Inc. and the common carriers used by Encore carry normal transport insurance on shipments based on material weights when applicable. If additional insurance is required, the buyer should make the necessary arrangements to obtain this coverage.

RIGHT OF POSSESSION

Encore retains the right to withhold shipments, recall goods in transit, or otherwise repossess goods in storage should the buyer default on payment, or for any other credit reasons. These goods become the sole property of Encore, providing the buyer is notified of said action and given any applicable credit.

Industrially Hardened Security Appliance

The BANDIT 3™, the latest addition to the Encore's BANDIT™ (Broadband Access Network Device for Intelligent Termination™) family, is an industrially hardened cyber security appliance with integrated router, firewall, terminal server, serial to IP converter, legacy protocol conversion, and VPN functionality. Ideally suited for electric, gas, oil and water utilities, AMI/AMR, transportation, green energy, and traffic control system applications, the BANDIT 3™ ensures system data and SCADA network connections directly to the Internet, secure Wide Area Network (WAN) and/or Local Area Network (LAN), or commercial cellular data IP services.

Cyber security is an urgent issue in industries where advanced automation and communications networks have mission critical applications and high reliability is of paramount importance. These industries have mandated industry specific requirements to ensure their data networking and cyber assets are reliable and secure. The BANDIT 3™ has the necessary features to comply with the most stringent security requirements.

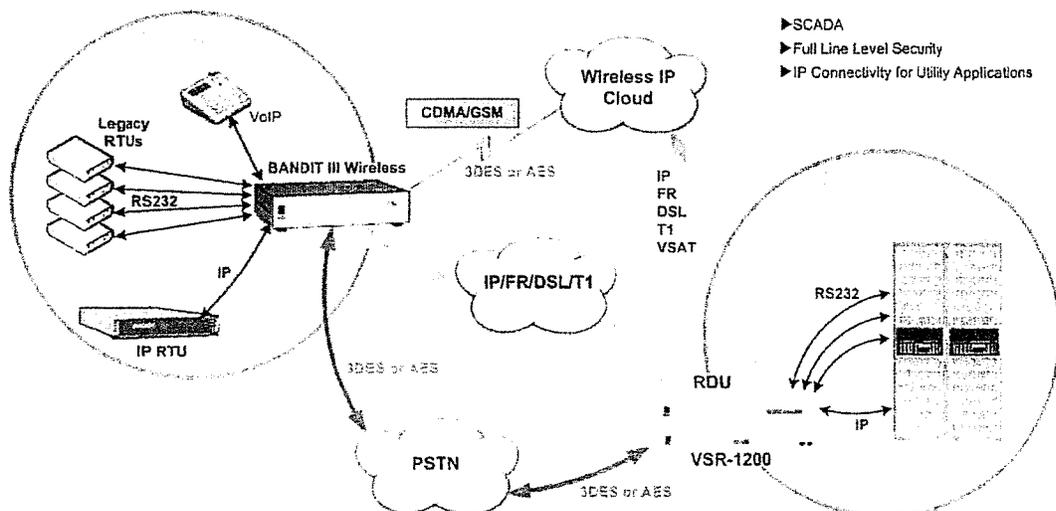
The BANDIT 3™ supports up to 6 serial RS232 ports, integrated four port fully managed Ethernet switch, selectable power supplies and redundancy options, and an optional integrated V.92 modem. In addition, the BANDIT 3™ supports two expansion slots supporting optional digital connectivity modules such as Fiber, Ethernet DMZ, T1/E1 CSU/DSUs, 56/64K CSU/DSU, or 4 wire E&M, allowing for connectivity to microwave, satellite, IP, Frame Relay/MPLS services, analog radio and/or cellular connectivity modules allowing connectivity to public carrier secure cellular data services. Supported cellular interfaces include CDMA 1X/EVDO Rev A and GSM GPRS/EDGE/UMTS/HSDPA/HSPA.

Industrially hardened or commercial grade cyber security appliance with integrated router, firewall, terminal server, serial-to-IP conversion, legacy-protocol conversion, and VPN functionality.

Summary Points

- ▶ Industrial hardened cyber security appliance
- ▶ IP Sec with DES, 3DES, and AES (256)
- ▶ Manageability (Monitoring and Configuration)
- ▶ Provides connectivity over any network (MPLS/Frame Relay or IP network to include Fiber, Ethernet, VSAT)
- ▶ Cellular connectivity option
- ▶ Up to 6 serial ports for legacy traffic support
- ▶ Alarm Ports
- ▶ Legacy protocol support - serial and IP conversion

Application Example - Multi-Network



ENCORE NETWORKS

General Features

- ▶ Protocol management (spoofing) and translation
- ▶ NERC CIP (003, 005, 007, 009) compliant firewall security
- ▶ Secure Wireless Cellular connection
- ▶ SNMP manageability (Monitoring and Config)
- ▶ Operating System (OS) and Configuration Servers
- ▶ Disaster Recovery and Load Sharing
- ▶ QoS Enforcement
- ▶ VPN

Security Appliance Features

- ▶ Integrated router/firewall/VPN
- ▶ DMZ LAN port
- ▶ NAT
- ▶ VPN (up to 30 tunnels)
 - IP Sec (RFC 2401) with DES, 3DES and AES (256)
 - GRE (RFC 1701)
 - Internet Key Exchange - IKE (RFC 2409)
- ▶ Selective Layer Encryption (SLE)

Protocols

- ▶ WAN
 - Frame Relay (RFC1490)
 - Asynchronous PPP
 - Synchronous PPP
 - X.25
 - MLPPP
- ▶ IP
 - IP Routing (RIP v1/v2) or static routing
 - DHCP client/server/BootP/Relay
 - IP QoS and traffic prioritization
 - IP fragmentation/reassembly
 - IP routing over VPN
 - VRRP (RFC3768)
- ▶ Ethernet
 - 802.1q VLAN tagging
 - PPPoE

Serial Legacy Support

- ▶ Up to 5 DB25 ports supporting EIA/TIA RS485, RS232, RS422
- ▶ Supports any asynchronous or synchronous traffic over IP.
- ▶ Protocol support for DNP3, IEC 60870-5-101/103/104, MODBUS, CDC, S/NET, CONITEL, ABB, and most electrical industry proprietary protocols; inquire for additional protocols

Physical Ports

- ▶ Serial
 - 1 universal DB25 port (RS232)
 - Optional four DB25 ports (RS232)
 - 1 RS232 console
- ▶ Modem - Optional
 - integrated 56Kbps V.90/92 with PPP support (PAP/CHAP)
- ▶ Ethernet
 - 4 10/100 Base T - 3 switched and 1 configurable
- ▶ Expansion Slot
 - Dual Port Fiber Module – Multimode or Single Mode SFPs
 - Single T1/E1 CSU/DSU channelized/unchannelized
 - Dual T1/E1 CSU/DSU channelized/unchannelized
 - 56/64k CSU/DSU
 - Ethernet DMZ
 - Single Port High Speed Serial (V.35, RS 485, RS 422)
 - Dual Port 4 wire E&M
- ▶ Alarm Port
 - Programmable alarm indicators
- ▶ Optional
 - CDMA (1xRTT), EVDO
 - GSM, GPRS, EDGE, UMTS, HSDPA, HSPA

Electrical

- ▶ 10 Watts maximum
- ▶ DC: 12VDC, 24VDC, 48VDC, 130VDC, 250VDC
- ▶ AC: 100-240VAC, 50-60Hz (with external adapter)

Environmental

- ▶ Operating: -40°C to +85°C
- ▶ Storage: -40°C to +85°C
- ▶ Humidity: 5 to 95%, non-condensing

Mechanical

- Height: 2.375" (6.0 cm)
- Width: 10.375" (26.4 cm)
- Depth: 7.5" (219.1 cm)
- Weight: 2.25 lb. (1.02 kg)

Standards Compliance

RoHS Compliant

- EMC
 - FCC Part 15
 - EN 55011/CISPR II
 - IEC 61850-3
 - IEEE 1613

Product Safety

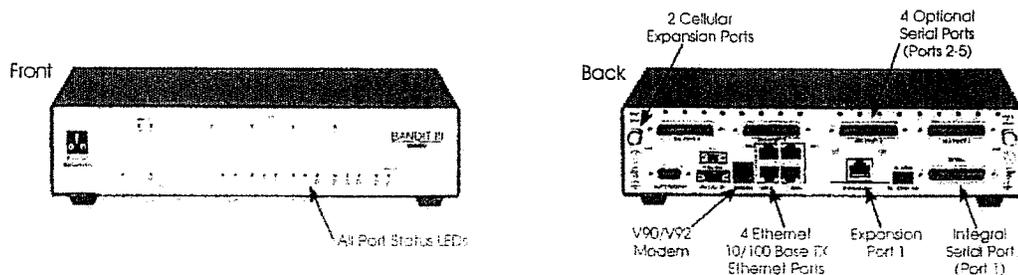
- UL/CSA 60950-1
- CAN/CSA-C22.2 No. 60950-1-03
- EN 60950-1

Part Number

- B3000-0000-0000-0

BANQUET 3™

Consult your area sales representative for available features and optional modules.



Specifications subject to change

encore-networks™

Encore Networks, Inc.

3800 Concorde Parkway | Suite #1500 | Chantilly, VA 20151 | Phone: 703-318-7750

Email: sales@encorenetworks.com | Web: www.encorenetworks.com

INSTALLATION

The equipment prices do not include on-site assistance. On-site installation, testing and training services can be provided by Encore at an additional charge. Please contact Encore or one of our authorized agents for the cost for your application. Normal installation and test time should be in the order of two days per chassis per site. In the event the site equipment interfaces are not complete or reprogramming is required, additional on-site time may be required.

CANCELLATION

An accepted order for Encore standard products can only be canceled with Encore's written consent, and only on terms that will indemnify Encore against any resulting losses. A cancellation charge may be assessed to the buyer.

RETURN MATERIALS

No return of Products will be accepted by Encore without a return material authorization number (RMA No.), which will be issued at Encore's sole discretion. Returned Products must be in original shipping cartons and must be complete with all packing materials. All Products for return must be freight prepaid. If Products are claimed to be defective, a complete description regarding the nature of the defect must be included with all returned products. All items not eligible for credit will be returned to Buyer, transportation collect. A fee of 25% of the purchase price will be applied.

FORCE MAJEURE

Encore Networks, Inc. shall not be held responsible for any delay or failure in performance of its obligations due to circumstances beyond its control including, but not limited to: fire, flood, explosion, strikes, embargo, inability to secure materials, acts of God, acts of any government or agency thereof, judicial action or other external circumstances.

APPLICABLE LAW

An order, upon acceptance by Encore Networks, Inc., shall constitute a binding contract governed by and construed in accordance with the laws of the Commonwealth of Virginia, regardless of the laws that might otherwise govern under applicable principles of conflicts of laws thereof

Attn: Justin Riggs

Trio Radio Quote City of Willamina

Qty.	Part Number	Description	Cost	Total
4	TBURQR4HH-F00E1L00	QR4 Ser-Eth 10W HDplx 450-518MHz	\$1,740.00	\$6,960.00
3	TBUM297441	YAGI, 10 dBd, 450-470 MHz, N-Female connector, (1) Clamp	\$229.00	\$687.00
1	TBUM297388	OMNI, 5 dBd, 460-470 MHz, N-Female connector, (1) Clamp	\$499.00	\$499.00
3	TBUM297294	25 ft. (7.62m) LMR 400 feedline, N-Male connectors on both ends, (5) ty-wraps	\$175.00	\$525.00
1	TBUM297296	75 ft. (22.86m) LMR 400 feedline, N-Male connectors on both ends, (15) ty-wraps	\$260.00	\$260.00
3	TBUM297882	M-Series Port Splitter, provided with M-Series radio, splits User port & Diag. port into two connectors	\$94.00	\$282.00
1	TBUM297817	M-Series Programming and User Data Cable, 6.5 feet (2m)	\$125.00	\$125.00
4	TBUM297818	Antenna Cable, TNC-Male to N-Male (from QR/KR/JR to a N-Female connection), 3 ft. (0.91m)	\$73.00	\$292.00
4	TBUM297273	Surge suppressor, bulkhead mount, N-Female connector on both sides, 125MHz to 1000MHz	\$151.00	\$604.00
			Cost	\$10,234.00
			Discount	\$9,210.60

Attn: Justin Riggs

Trio Radio Quote City of Willamina

Qty.	Part Number	Description	Cost	Total
4	TBURQR4HH-F00E1L00	QR4 Ser-Eth 10W HDplx 450-518MHz	\$1,740.00	\$6,960.00
3	TBUM297441	YAGI, 10 dBd, 450-470 MHz, N-Female connector, (1) Clamp	\$229.00	\$687.00
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Cost \$10,234.00
Discount \$9,210.60

Attn: Justin Riggs

Trio Radio Quote City of Willamina

Qty.	Part Number	Description	Cost	Total
4	TBURQR4HH-F00E1L00	QR4 Ser-Eth 10W HDplx 450-518MHz	\$1,740.00	\$6,960.00
3	TBUM297441	YAGI, 10 dBd, 450-470 MHz, N-Female connector, (1) Clamp	\$229.00	\$687.00
1	TBUM297388	OMNI, 5 dBd, 460-470 MHz, N-Female connector, (1) Clamp	\$499.00	\$499.00
3	TBUM297294	25 ft. (7.62m) LMR 400 feedline, N-Male connectors on both ends, (5) ty-wraps	\$175.00	\$525.00
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4	TBUM297273	Surge suppressor, bulkhead mount, N-Female connector on both sides, 125MHz to 1000MHz	\$151.00	\$604.00

Cost \$10,234.00
Discount \$9,210.60

Attn: Justin Riggs

Trio Radio Quote City of Willamina

Qty.	Part Number	Description	Cost	Total
4	TBURQR4HH-F00E1L00	QR4 Ser-Eth 10W HDplx 450-518MHz	\$1,740.00	\$6,960.00
3	TBUM297441	YAGI, 10 dBd, 450-470 MHz, N-Female connector, (1) Clamp	\$229.00	\$687.00
1	TBUM297388	OMNI, 5 dBd, 460-470 MHz, N-Female connector, (1) Clamp	\$499.00	\$499.00
3	TBUM297294	25 ft. (7.62m) LMR 400 feedline, N-Male connectors on both ends, (5) ty-wraps	\$175.00	\$525.00
1	TBUM297296	75 ft. (22.86m) LMR 400 feedline, N-Male connectors on both ends, (15) ty-wraps	\$260.00	\$260.00
3	TBUM297882	M-Series Port Splitter, provided with M-Series radio, splits User port & Diag. port into two connectors	\$94.00	\$282.00
1	TBUM297817	M-Series Programming and User Data Cable, 6.5 feet (2m)	\$125.00	\$125.00
4	TBUM297818	Antenna Cable, TNC-Male to N-Male (from QR/KR/JR to a N-Female connection), 3 ft. (0.91m)	\$73.00	\$292.00
4	TBUM297273	Surge suppressor, bulkhead mount, N-Female connector on both sides, 125MHz to 1000MHz	\$151.00	\$604.00

Cost \$10,234.00
Discount \$9,210.60

Attn: Justin Riggs

Part Number

TBURQR4HH-F00E1L00

Trio Radio Quote City of Willamina

Description

Qty.	Part Number	Description	Cost	Total
4	TBURQR4HH-F00E1L00	QR4 Ser-Eth 10W HDpix 450-518MHz	\$1,740.00	\$6,960.00
3	TBUM297441	YAGI, 10 dBd, 450-470 MHz, N-Female connector, (1) Clamp	\$229.00	\$687.00
1	TBUM297388	OMNI, 5 dBd, 460-470 MHz, N-Female connector, (1) Clamp	\$499.00	\$499.00
3	TBUM297294	25 ft. (7.62m) LMR 400 feedline, N-Male connectors on both ends, (5) ty-wraps	\$175.00	\$525.00
1	TBUM297296	75 ft. (22.86m) LMR 400 feedline, N-Male connectors on both ends, (15) ty-wraps	\$260.00	\$260.00
3	TBUM297882	M-Series Port Splitter, provided with M-Series radio, splits User port & Diag. port into two connectors	\$94.00	\$282.00
1	TBUM297817	M-Series Programming and User Data Cable, 6.5 feet (2m)	\$125.00	\$125.00
4	TBUM297818	Antenna Cable, TNC-Male to N-Male (from QR/KR/JR to a N-Female connection), 3 ft. (0.91m)	\$73.00	\$292.00
4	TBUM297273	Surge suppressor, bulkhead mount, N-Female connector on both sides, 125MHz to 1000MHz	\$151.00	\$604.00

Cost \$10,234.00
Discount \$9,210.60



Mayor Ila Skyberg

Council Members:

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

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

RESOLUTION NUMBER: 15.16-008

*In the Matter of Approving a resolution for staff to
purchase a Radio SCADA system in a form approved
by the City Attorney*)
)
)
)

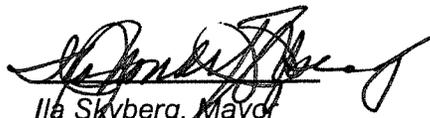
WHEREAS, the City Council of the City of Willamina, Oregon, has reviewed the Staff Report for a new Wireless SCADA system to operate our water sytem; and

WHEREAS, the City Council desires to authorize the City Manager to approve nessecary documents to effect the transaction;

NOW, THEREFORE, BE IT RESOLVED by the Willamina City Council as follows:

1. **THAT** the City Manager is authorized to sign needed documents to procure and install the Wireless SCADA system per the Staff report presented.

PASSED and **ADOPTED** by the City Council of the City of Willamina this **11th** day of February, 2016.


Ila Skyberg, Mayor

ATTEST:

Debbie, City Recorder

F/RESOLUTIONS/2015-2016/15-16-008

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City of Willamina
Staff report

Date Thursday February 11th, 2016
To Mayor Ila Skyberg
From Debbie Bernard
Willamina City Recorder
Subject Budget Committee Appointments

Background

The Budget Committee is a requirement of Chapter 294 of Oregon Revised Statutes and consists of the City Council and an equal number of electors of the municipal corporation. Citizen members are appointed by the City Council and serve terms of three years. The current Budget Committee has 3 members requesting re-appointment.

According to Title III Administration section 32.01 Duties of the Mayor (C) Mayor's committee authority (1) The Mayor appoints committees and committee chairs on all committees.

The City Recorder contacted each budget committee member below to alert them that it is Budget time and the Budget Calendar will soon follow. Every member below responded that yes they will serve. There are 3 seats that need a re- appointment; Vern Holstad, Greg Kruchock and Craig Johnson's request and application for City Office is attached.

**Budget Committee -
Members list**

	Start Date	Term Expires
Holstad, Vern	4/9/2013	12/31/2015
Johnson, Craig	4/1/2014	12/31/2016
Kruchock, Greg	4/9/2013	12/31/2015
Hollinger, Robert	4/13/2015	12/31/2018
Toney, Lorie	4/13/2015	12/31/2018
Wooden, April	4/13/2015	12/31/2018
Haworth, Jacqueline	4/13/2015	12/31/2018

Staff Recommendation

Mayor re-appoint Vern Holstand, Greg Kruchock and Craig Johnson

Z:\CITY COUNCIL\CC Agendas\2015-2016\2016.02.11.16.CC.REGULAR MEETING

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City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name LAVEN KEITH HOLSTAD
Physical Address 541 NW. CHURCHMAN
Mailing Address PO BOX 590
Home Phone Number 503-876-7600
Cell Phone Number NOPE
Email cpadeadeye@yahoo.com
Occupation CPA

Years of Residency 29 Registered Voter Yes No

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

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

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?
SOMEONE SHOULD DO IT - MIGHT AS WELL BE ME.

Please share any governmental or volunteer experience you have had
SOME MUNICIPAL AUDITING LONG AGO

What do you think makes you the best candidate for this position?
TIME ON MY HANDS.

Signature *Ven Hiles* Date 2-2-16

Budget Committee

The Budget Committee is appointed annually by the Mayor of the City of Willamina. The role of this committee is to meet annually to approve the City's budget for the following fiscal year. Applicants for this position must be available to attend one (1) or more meetings during the months of April, May and/or June. There is no residency or length of residence requirements for this position.

Library Board

The Library Board is appointed by the Mayor of the City of Willamina to four year terms but may not hold office for more than two consecutive terms. If the vacancy is caused by anything but expiration of term, the appointee shall serve for the remainder of the unexpired term. The role of this board is to establish and alter rules, regulations and procedure of the Library to be submitted for City Council approval. Applicants for this position must be available to attend one (1) regular morning meeting each month scheduled on the third Tuesday along with various other meetings and work sessions. There is no residency or length of residence requirements for this position.

Planning Commission

The Planning Commission is appointed by the Mayor of the City of Willamina to four year terms. If the vacancy is caused by anything but expiration of term, the appointee shall serve for the remainder of the unexpired term. The role of the Planning Commission is to administer the subdivision and zoning ordinances and make recommendations to the City Council concerning land use issues. Applicants for this position must be available to attend one (1) regular meeting scheduled for the first Tuesday of each month along with various other meetings and work sessions. At the discretion of City Council, appointees to the Commission may reside outside the City Limits, but must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City. At no time shall a quorum of the Commission reside outside the City Limits. Other restrictions apply based upon occupation and family relationships.

City Council

The term for the City Council seat vacancy is from the date of appointment through the end of the term of the vacant position. A qualified applicant must reside within the City limits and have been residing within those limits during the twelve (12) months immediately preceding this application. Applicants will be available to attend two (2) evening meetings per month scheduled for the second and last Thursday and various other meetings, work sessions, and training sessions as scheduled. The appointment to this seat will also be appointed to serve on one of the two standing committees. The Willamina City Council is the final judge of the qualifications and appointment of its own members.

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