

WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, March 10, 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 – February 29, 2016
2. Check Registers – February 1-31, 2016 (information only)

CORRESPONDENCE-see memo from Dan Goff/Library Board

REGULAR AGENDA

3. Approve Budget Officer – Ross Schultz
4. Oath of Office - Robert Bur
5. Innovate Oregon – April 6, 2016 Make-a-thon – Grant
6. Discussion Old Department Store – Structural Engineer Report
7. Update on meeting with Secretary of State and Audits – no attachment

BUSINESS CARRIED FORWARD-UPDATE – No documents attached.

8. Library Façade
9. Senior Center – Resolution to accept the organization as an Entity
10. Discussion on Change of Time and Day of Regular City Council Meetings
11. Discussion – Project Work Sheet
12. Events Calendar

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

REPORTS FROM CITY OFFICERS - see Attachments

ADJOURN
MEETING

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

City Of Willamina
Minutes of the 2nd Thursday of the Month Meeting of the City of Willamina
City Council
February 29, 2016
7:00pm PM

Location of Meeting:

City Of Willamina
411 "C" Street
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
City Council President Rita Baller
Councilor Allan Bramall
Councilor Katie Vinson
Councilor Heather Stritzke
City Manager Ross Schultz
City Recorder Debbie Bernard
Code Enforcement Sara Frost
Other Present:
Paul Dalquilante News Register
Monty and Cynthia Freeman

Absent from Meeting: Councilor Theresa McKnight

The regular meeting of the City of Willamina City Council was called to order at 7:00pm on February 29, 2016 at City Of Willamina by Mayor Ila Skyberg.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

1. Call To Order

Mayor Ila Skyberg

Mayor Skyberg called the City of Willamina City Council Meeting which was rescheduled from February 11, 2016 to order at 7:00pm. Debbie Bernard, City Recorder called the roll call and announced a quorum was present. The Mayor led in the Flag

Salute. Mayor Skyberg noted that there was a revised agenda. The Mayor addressed the Freemans who were in the audience and were signed in on the sign in sheet as a visitor. She asked the Freemans for their comments they said they came to the meeting to hear what happens with Oaken Hills which would be discussed later.

2. Consent Agenda

Mayor Skyberg

Mr. Shultz responded and explained the consent agenda was a new item agenda and explained that one motion would take care of both the minutes and the check registers. The Mayor asked for a motion.

MOTION: Councilor Vinson made the motion to approve the minutes of January 14, 2016 and Check Register of January 1-31, 2016. Councilor Bramall seconded the motion. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

3. City Fact Sheet

Mayor Skyberg

Mr. Schultz spoke to this subject and responded to the Mayor that the City Fact Sheet was added to the agenda for information only and there was no discussion necessary. The Mayor moved to the next agenda item.

4. Oaken Hills Turn Lane

Mayor Skyberg

City Manager Schultz responded to this agenda item and stated that the Staff does recommend to Council to not move forward and table the item. Ross explained that Staff does not find a reason do the striping or moving forward as the City does not have a valid traffic study; He said the City has spent \$2500 for the Engineering expenses so far and still does not have a valid traffic study. Katie asked if the School knew about that. Ross responded that they would be notified.

MOTION: Councilor Baller made the motion to table the issue and possibly look at it in the future for any possible changes to Oaken Hills Drive as per the direction of staff; in addition to contacting the High School. Councilor Stritzke seconded the Motion. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

Councilor Baller continued and stated that it is certainly a good idea to contact all the folks involved such as the residence.

5. Approval of Water System SCADA System Upgrade - Resolution R15-16-008

Mayor Skyberg

Mr. Schultz responded to this agenda item. He explained that the city's water system has several locations that need to be monitored to provide water to the citizens. currently these stations are connected via a wired system that is leased. He explained that SCADA was a hard wire connection and the attached proposal that would replace the current

system would be a purchase of the radio system which would take 1 year and 3 months' worth of payback. He said it was reasonable thing to do and other cities do that; it was not new technologies. Staff recommendation is to accept the resolution as written. Katie asked are both the chart attached representing what it costing the city. Ross responded yes.

MOTION: Councilor Stritzke motion to approve Resolution R15-16-008 as written approving Councilor Baller seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

6. Approve Re-appointments To The Budget Committee

City Manager Ross Schulz

Mr. Schultz said that before Council are 3 applications for the budget committee and per the Charter that Mayor can appoint and the Council can approve.

Mayor asked for a motion

MOTION: Councilor Stritzke motion to approve the re-appointment of Vern Holstand, Greg Kruchock and Craig Johnson to the budget committee. Councilor Bramall seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

Ross asked the City Recorder to notify the Candidates they were official.

7. BEW CONTRACT

City Manager Ross Schultz

Ross noted that the contract rates had not changed from prior 2013 approval.

MOTION: Councilor Bramall motion to approve resolution 15.16-009 to renew personal services agreement with Beery Elsner & Hammond, LLP. Councilor Stritzke seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

8. Declare City Council Vacancy

Mayor Ila Skyberg

MOTION: Councilor Baller motion to accept the resignation of Gary Hill and approve Resolution 15.16.010 declaring a City Council Vacancy. Council Bramall seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

9. Appointment of Robert Burr to City Council

Mayor Ila Skyberg

MOTION: Councilor Vinson motion to approve Robert Burr's application for City Council. Council Vinson Seconded. Motion carried unanimously, with Councilors Stritzke, Baller, Bramall, and Vinson voting aye. Councilor McKnight was absent.

The City Recorder will notify Mr. Burr.

IV. Consideration of New Business

1. Reports From City Officers

City Manager Ross Schultz

Ross introduced changing the day of which Council meets from the 2nd Thursday of the month to different day. Ross shared with Council that the Council is not held to the second Thursday of the month. Councilor Stritzke added she can do Wednesdays or Thursdays only. Council Baller stated she would be ok with a change for 6 months. Ross then asked the City Recorder to move this item for further discussion to the next meeting.

The Council asked about the Senior Center and the Old Department store. Ross asked that the City Recorder bring a resolution to accept the entity to the next City Council meeting; also the City Recorder responded that the City did receive the structural engineers report on the Old Department Store and would add that report for review to the March 10, 2016 agenda.

V. Agenda and Time of Next Meeting

The next meeting will be held at 7:00 PM on March 10, 2016 at:

City of Willamina City Hall

411 "C" Street

Willamina, Oregon 97396

The agenda for the next meeting is as follows:

Changing the Day the City Council meets each month.

City Mangers Weekly Report

Old Department Store Structural Engineering Report

Senior Center - Resolution to Accept the Senior Center as an Entity

Councilor Vinson Request for gravel to laid in the road that run next to Center market

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

Report Criteria:
Report type: GL detail
Check Type = (<-) "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7280	02/16	02/05/2016	7280	420 Applied Industrial Technologies	Q 502866216	1	40-11-5540	.00	273.38	273.38
										<u>273.38</u>
										<u>273.38</u>
7281	02/16	02/05/2016	7281	460 ART REID TRUCKING LLC	84115	1	10-72-5200	.00	71.00	71.00
										<u>71.00</u>
										<u>71.00</u>
7282	02/16	02/05/2016	7282	1380 CARQUEST	4758125643	1	30-11-5137	.00	9.59	9.59
	02/16	02/05/2016	7282	1380 CARQUEST	4758125713	1	40-11-5137	.00	36.99	36.99
	02/16	02/05/2016	7282	1380 CARQUEST	4758126033	1	10-72-5507	.00	28.47	28.47
	02/16	02/05/2016	7282	1380 CARQUEST	4758126435	1	10-72-5137	.00	14.67	14.67
										<u>89.72</u>
7283	02/16	02/05/2016	7283	1390 CASCADE COLUMBIA	659885	1	40-11-5108	.00	1,298.20	1,298.20
	02/16	02/05/2016	7283	1390 CASCADE COLUMBIA	659886	1	30-11-5108	.00	1,685.80	1,685.80
										<u>2,984.00</u>
7284	02/16	02/05/2016	7284	940 CASELLE, INC.	71197	1	10-12-5235	.00	960.00	960.00
										<u>960.00</u>
7285	02/16	02/05/2016	7285	1135 CITY OF YAMHILL	00251	1	10-14-5211	.00	250.00	250.00
										<u>250.00</u>

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7286	02/16 02/05/2016	7286	4640	CONST & GEN LABORERS UNI	02/2016 DUE	1	10-00-2130	.00	222.24	222.24
	Total 7286:									
7287	02/16 02/05/2016	7287	1270	COPY CATS	123474	1	10-12-5137	.00	226.00	226.00
	Total 7287:									
7288	02/16 02/05/2016	7288	1460	DAVISON AUTO PARTS, INC.	7924369001	1	30-11-5137	.00	10.95	10.95
	Total 7288:									
7289	02/16 02/05/2016	7289	5340	HEIDI'S HELPING HANDS	82	1	10-12-5209	.00	250.00	250.00
7289	02/16 02/05/2016	7289	5340	HEIDI'S HELPING HANDS	82	2	10-65-5209	.00	250.00	250.00
	Total 7289:									
7290	02/16 02/05/2016	7290	3870	JUSTIN RIGGS	EXPENSE 0	1	30-11-5344	.00	62.56	62.56
	Total 7290:									
7291	02/16 02/05/2016	7291	2520	KATHY TAYLOR CONSULTING	STMT 01/201	1	10-12-5200	.00	6,179.60	6,179.60
	Total 7291:									
7292	02/16 02/05/2016	7292	5529	McMinnville Gas Inc.	557959	1	10-72-5415	.00	348.63	348.63
	Total 7292:									
7293	02/16 02/05/2016	7293	2900	MID-WILLAMETTE VALLEY COU	1516240	1	10-13-5342	.00	68.00	68.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7293:										
7294	02/16	02/11/2016	7294	3070 NEWS REGISTER	49399 1.31.1	1	10-12-5230	.00	186.00-	186.00- V
	02/16	02/05/2016	7294	3070 NEWS REGISTER	49399 1.31.1	1	10-12-5230	.00	186.00	186.00
Total 7294:										
7295	02/16	02/05/2016	7295	3060 NW NATURAL	13632823 1.	1	10-65-5415	.00	143.06	143.06
	02/16	02/05/2016	7295	3060 NW NATURAL	13916580 1.	1	10-67-5415	.00	218.77	218.77
Total 7295:										
7296	02/16	02/05/2016	7296	5548 Ogden Publications	OTHER EAR	1	10-65-5113	.00	17.00	17.00
Total 7296:										
7297	02/16	02/05/2016	7297	3550 PETROLEUM ENERGY PRODU	114637	1	20-11-5120	.00	6.58	6.58
	02/16	02/05/2016	7297	3550 PETROLEUM ENERGY PRODU	114648	1	10-72-5120	.00	25.08	25.08
Total 7297:										
7298	02/16	02/05/2016	7298	3590 PGE	8074233 1.2	1	40-11-5415	.00	74.58	74.58
Total 7298:										
7299	02/16	02/05/2016	7299	3590 PORTLAND GENERAL ELECTRI	1614431 1.2	1	10-67-5415	.00	81.21	81.21
	02/16	02/05/2016	7299	3590 PORTLAND GENERAL ELECTRI	3242538 1.2	1	10-12-5415	.00	448.55	448.55
	02/16	02/05/2016	7299	3590 PORTLAND GENERAL ELECTRI	4668590 1.2	1	10-67-5415	.00	16.38	16.38
	02/16	02/05/2016	7299	3590 PORTLAND GENERAL ELECTRI	4960203 1.2	1	30-11-5415	.00	279.72	279.72
	02/16	02/05/2016	7299	3590 PORTLAND GENERAL ELECTRI	5071216 1.2	1	10-65-5415	.00	126.48	126.48
	02/16	02/05/2016	7299	3590 PORTLAND GENERAL ELECTRI	5072008 1.2	1	10-12-5415	.00	12.58	12.58
	02/16	02/05/2016	7299	3590 PORTLAND GENERAL ELECTRI	5134337 1.2	1	10-66-5415	.00	22.07	22.07

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	6101749 1.2	1	10-12-5415	.00	16.38	16.38
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	6411189 1.2	1	30-11-5415	.00	1,411.96	1,411.96
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	7442324 1.2	1	30-11-5415	.00	722.08	722.08
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	7503422 1.2	1	30-11-5415	.00	17.64	17.64
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	7505336 1.2	1	30-11-5415	.00	1,842.68	1,842.68
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	80506065 1.	1	40-11-5415	.00	536.05	536.05
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	8057642 1.2	1	40-11-5415	.00	499.37	499.37
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	8110573 1.2	1	40-11-5415	.00	946.74	946.74
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	8412508 1.2	1	10-66-5415	.00	140.75	140.75
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	8647822 1.2	1	10-72-5415	.00	346.65	346.65
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	8928404 1.2	1	10-66-5415	.00	16.38	16.38
02/16	02/05/2016	7299	3590	PORTLAND GENERAL ELECTRI	99972.127.1	1	40-11-5415	.00	480.79	480.79
Total 7299:										7,964.46
7300										
02/16	02/05/2016	7300	3740	PRINT NW	17279	1	40-11-5200	.00	24.50	24.50
02/16	02/05/2016	7300	3740	PRINT NW	17279	2	30-11-5200	.00	24.50	24.50
Total 7300:										49.00
7301										
02/16	02/05/2016	7301	5549	Ross Schultz	01	1	10-12-5200	.00	2,338.00	2,338.00
02/16	02/05/2016	7301	5549	Ross Schultz	01	1	10-12-5200	.00	2,338.00-	2,338.00- V
Total 7301:										.00
7302										
02/16	02/05/2016	7302	4110	SHELDON OIL COMPANY	7786	1	30-11-5120	.00	61.20	61.20
02/16	02/05/2016	7302	4110	SHELDON OIL COMPANY	7786	2	10-72-5120	.00	92.05	92.05
02/16	02/05/2016	7302	4110	SHELDON OIL COMPANY	7786	3	20-11-5120	.00	39.71	39.71
Total 7302:										192.96
7303										
02/16	02/05/2016	7303	5547	Shilo T Fechtner	REFUND 28	1	30-00-2300	.00	6.91	6.91
02/16	02/05/2016	7303	5547	Shilo T Fechtner	REFUND 28	2	40-00-2400	.00	9.77	9.77

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7303:										
7304	02/16 02/05/2016	7304	4160 SKYBERG'S		STMT 1.31.1	1	10-12-5137	.00	710.66	710.66
	02/16 02/05/2016	7304	4160 SKYBERG'S		STMT 1.31.1	2	40-11-5137	.00	81.69	81.69
	02/16 02/05/2016	7304	4160 SKYBERG'S		STMT 1.31.1	3	30-11-5137	.00	182.78	182.78
	02/16 02/05/2016	7304	4160 SKYBERG'S		STMT 1.31.1	4	10-72-5137	.00	73.14	73.14
Total 7304:										
7305	02/16 02/05/2016	7305	4410 WILLAMINA SAW SHOP		492272	1	10-72-5200	.00	15.95	15.95
	02/16 02/05/2016	7305	4410 WILLAMINA SAW SHOP		618814	1	10-72-5200	.00	34.95	34.95
	02/16 02/05/2016	7305	4410 WILLAMINA SAW SHOP		618941	1	10-72-5200	.00	12.95	12.95
	02/16 02/05/2016	7305	4410 WILLAMINA SAW SHOP		618973	1	10-72-5200	.00	122.78	122.78
	02/16 02/05/2016	7305	4410 WILLAMINA SAW SHOP		782835	1	10-72-5200	.00	59.25	59.25
Total 7305:										
7306	02/16 02/05/2016	7306	5020 XEROX		083271238	1	10-65-5606	.00	194.56	194.56
	02/16 02/05/2016	7306	5020 XEROX		083271240	1	10-12-5606	.00	478.43	478.43
Total 7306:										
7307	02/16 02/05/2016	7307	5549 Ross Schuitz		01	1	10-12-5200	.00	2,338.00	2,338.00
Total 7307:										
7308	02/16 02/12/2016	7308	110 A&E SAFE AND ALARM CO.		138880	1	10-12-5200	.00	402.04	402.04
Total 7308:										
7309	02/16 02/12/2016	7309	830 ALAN BRAMALL		12	1	10-13-5310	.00	40.00	40.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7309:										
7310	02/16	02/12/2016	7310	AMAZON	0048427	1.1	10-65-5100	.00	284.25	284.25
	02/16	02/12/2016	7310	AMAZON	0048427	1.1	10-65-5106	.00	81.00	81.00
	02/16	02/12/2016	7310	AMAZON	0048427	1.1	10-65-5102	.00	103.62	103.62
	02/16	02/12/2016	7310	AMAZON	0048427	1.1	10-65-5107	.00	7.99	7.99
Total 7310:										
7311	02/16	02/12/2016	7311	BAKER AND TAYLOR BOOKS	4011476	184	10-65-5106	.00	116.84	116.84
	02/16	02/12/2016	7311	BAKER AND TAYLOR BOOKS	4011476	184	10-65-5102	.00	45.74	45.74
	02/16	02/12/2016	7311	BAKER AND TAYLOR BOOKS	4011490	222	10-65-5106	.00	78.87	78.87
	02/16	02/12/2016	7311	BAKER AND TAYLOR BOOKS	4011490	222	10-65-5102	.00	21.99	21.99
	02/16	02/12/2016	7311	BAKER AND TAYLOR BOOKS	4011492	817	10-65-5106	.00	70.26	70.26
	02/16	02/12/2016	7311	BAKER AND TAYLOR BOOKS	4011492	817	10-65-5102	.00	20.34	20.34
Total 7311:										
7312	02/16	02/12/2016	7312	BEERY, ELSNER & HAMMOND	12820		10-12-5203	.00	1,139.50	1,139.50
Total 7312:										
7313	02/16	02/12/2016	7313	BRETTHAUER OIL CO.	CL29008		40-11-5120	.00	48.54	48.54
	02/16	02/12/2016	7313	BRETTHAUER OIL CO.	CL29008		10-72-5120	.00	48.28	48.28
	02/16	02/12/2016	7313	BRETTHAUER OIL CO.	CL29008		30-11-5120	.00	45.08	45.08
Total 7313:										
7314	02/16	02/12/2016	7314	HACH	9770957		30-11-5530	.00	5,714.19	5,714.19
Total 7314:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7315										
02/16	02/12/2016	7315	4300	HEATHER STRITZKE	12	1	10-13-5310	.00	40.00	40.00
	Total 7315:							.00		40.00
7316										
02/16	02/12/2016	7316	2260	ILA SKYBERG	12	1	10-13-5310	.00	100.00	100.00
	Total 7316:							.00		100.00
7317										
02/16	02/12/2016	7317	4760	KATIE VINSON	12	1	10-13-5310	.00	40.00	40.00
	Total 7317:							.00		40.00
7318										
02/16	02/12/2016	7318	3730	PRIMISYS	009984	1	10-12-5233	.00	1,804.00	1,804.00
	Total 7318:							.00		1,804.00
7319										
02/16	02/12/2016	7319	3820	Recology Western Oregon	1080068163	1	10-66-5415	.00	2.70	2.70
02/16	02/12/2016	7319	3820	Recology Western Oregon	1080116228	1	10-12-5415	.00	34.15	34.15
02/16	02/12/2016	7319	3820	Recology Western Oregon	1080204289	1	10-66-5415	.00	14.66	14.66
02/16	02/12/2016	7319	3820	Recology Western Oregon	1080218560	1	10-65-5415	.00	2.70	2.70
02/16	02/12/2016	7319	3820	Recology Western Oregon	1080242222	1	10-72-5415	.00	145.51	145.51
	Total 7319:							.00		199.72
7320										
02/16	02/12/2016	7320	610	RITA BALLER	8	1	10-13-5310	.00	40.00	40.00
	Total 7320:							.00		40.00
7321										
02/16	02/12/2016	7321	5550	Stability Engineering	3536	1	10-81-5912	.00	694.20	694.20
	Total 7321:							.00		694.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7322	02/16	02/12/2016	7322	4380 SUPPLYWORKS	357401082	1	10-72-5137	.00	162.79	162.79
										162.79
										162.79
7323	02/16	02/12/2016	7323	4540 THERESA MCKNIGHT	12	1	10-13-5310	.00	40.00	40.00
										40.00
										40.00
7324	02/16	02/12/2016	7324	4960 WATERLAB CORP.	68517	1	40-11-5250	.00	760.00	760.00
										760.00
										760.00
7325	02/16	02/12/2016	7325	5030 XYLEM DEWATERING SOLUTIO	400563665	1	30-11-5600	.00	6,706.82	6,706.82
										6,706.82
										6,706.82
7326	02/16	02/12/2016	7326	5150 YAMHILL COUNTY SHERIFF'S O	01.2016 POL	1	10-18-5217	.00	15,692.87	15,692.87
										15,692.87
										15,692.87
										31,385.74
7327	02/16	02/16/2016	7327	5551 Wright Imaging	POSTAGED	1	30-11-5126	.00	173.00	173.00
										173.00
										173.00
										346.00
7328	02/16	02/17/2016	7328	4720 USPS	STAMPS 2.1	1	30-11-5126	.00	208.25	208.25
										208.25
										208.25
										73.50
										490.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7329										
02/16	02/19/2016	7329	430	ARAMARK UNIFORM SERVICES	862133383	1	10-72-5140	.00	98.34	98.34
02/16	02/19/2016	7329	430	ARAMARK UNIFORM SERVICES	862144570	1	10-72-5140	.00	98.34	98.34
02/16	02/19/2016	7329	430	ARAMARK UNIFORM SERVICES	862155679	1	10-72-5140	.00	98.34	98.34
02/16	02/19/2016	7329	430	ARAMARK UNIFORM SERVICES	862166817	1	10-72-5140	.00	98.34	98.34
Total 7329:										393.36
7330										
02/16	02/19/2016	7330	330	CITY OF AMITY	CITY/COUNT	1	10-13-5342	.00	150.00	150.00
Total 7330:										150.00
7331										
02/16	02/19/2016	7331	1135	CITY OF YAMHILL	00254	1	10-14-5344	.00	50.00	50.00
Total 7331:										50.00
7332										
02/16	02/19/2016	7332	2160	HONEY BUCKET	21544458	1	10-66-5200	.00	106.00	106.00
02/16	02/19/2016	7332	2160	HONEY BUCKET	21547061	1	10-66-5200	.00	106.00	106.00
Total 7332:										212.00
7333										
02/16	02/19/2016	7333	2540	LAKESIDE INDUSTRIES, INC.	11019519MB	1	20-11-5522	.00	419.20	419.20
02/16	02/19/2016	7333	2540	LAKESIDE INDUSTRIES, INC.	11019519MB	2	30-11-5530	.00	104.80	104.80
Total 7333:										524.00
7334										
02/16	02/19/2016	7334	5528	Marilyn Coates	EXPENSE 2/	1	10-12-5137	.00	34.95	34.95
Total 7334:										34.95
7335										
02/16	02/19/2016	7335	3550	PETROLEUM ENERGY PRODU	114773	1	10-72-5120	.00	3.99	3.99

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7335:										
7336	02/16	02/19/2016	7336	3590 PORTLAND GENERAL ELECTRI	2045700 2.9.	1	10-19-5400	.00	1,532.53	1,532.53
Total 7336:										
7337	02/16	02/19/2016	7337	4290 STAPLES CREDIT PLAN	1473426271	1	10-12-5137	.00	28.95	28.95
02/16	02/19/2016	7337	4290	STAPLES CREDIT PLAN	1479102351	1	10-12-5137	.00	50.96	50.96
02/16	02/19/2016	7337	4290	STAPLES CREDIT PLAN	1485275241	1	10-12-5137	.00	51.45	51.45
02/16	02/19/2016	7337	4290	STAPLES CREDIT PLAN	1485275431	1	10-12-5137	.00	59.18	59.18
02/16	02/19/2016	7337	4290	STAPLES CREDIT PLAN	1493130451	1	10-12-5137	.00	134.13	134.13
02/16	02/19/2016	7337	4290	STAPLES CREDIT PLAN	1493517461	1	10-12-5137	.00	65.16	65.16
02/16	02/19/2016	7337	4290	STAPLES CREDIT PLAN	1498475101	1	10-12-5137	.00	96.82	96.82
Total 7337:										
7338	02/16	02/19/2016	7338	4330 STUCK ELECTRIC CO	10128	1	10-12-5200	.00	81.40	81.40
Total 7338:										
7339	02/16	02/19/2016	7339	4790 WILLAMINA BUSINESS GROUP/	DISCOVER	1	10-12-5230	.00	200.00	200.00
Total 7339:										
7340	02/16	02/26/2016	7340	660 BROWN'S AUTOMOTIVE CAR C	12956	1	10-66-5504	.00	20.00	20.00
02/16	02/26/2016	7340	660	BROWN'S AUTOMOTIVE CAR C	13099	1	10-66-5504	.00	20.00	20.00
Total 7340:										
7341	02/16	02/26/2016	7341	1020 CENTURYLINK	313013154 2	1	40-11-5413	.00	45.08	45.08
02/16	02/26/2016	7341	1020	CENTURYLINK	313054538 2	1	10-12-5413	.00	99.37	99.37
02/16	02/26/2016	7341	1020	CENTURYLINK	313054538 2	2	10-66-5413	.00	11.92	11.92

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
02/16	02/26/2016	7341	1020	CENTURYLINK	313054538 2	3	20-11-5413	.00	23.85	23.85
02/16	02/26/2016	7341	1020	CENTURYLINK	313054538 2	4	30-11-5413	.00	135.15	135.15
02/16	02/26/2016	7341	1020	CENTURYLINK	313054538 2	5	40-11-5413	.00	127.20	127.20
02/16	02/26/2016	7341	1020	CENTURYLINK	313164607 2	1	10-67-5413	.00	61.29	61.29
02/16	02/26/2016	7341	1020	CENTURYLINK	313409135 2	1	30-11-5413	.00	44.05	44.05
02/16	02/26/2016	7341	1020	CENTURYLINK	313480540 2	1	40-11-5413	.00	93.82	93.82
02/16	02/26/2016	7341	1020	CENTURYLINK	313485013 2	1	10-12-5413	.00	260.55	260.55
02/16	02/26/2016	7341	1020	CENTURYLINK	313929229 2	1	30-11-5413	.00	195.62	195.62
02/16	02/26/2016	7341	1020	CENTURYLINK	314009711 2	1	30-11-5413	.00	86.07	86.07
02/16	02/26/2016	7341	1020	CENTURYLINK	314141888 2	1	10-12-5413	.00	13.15	13.15
02/16	02/26/2016	7341	1020	CENTURYLINK	314141888 2	2	10-66-5413	.00	1.72	1.72
02/16	02/26/2016	7341	1020	CENTURYLINK	314141888 2	3	10-65-5413	.00	.57	.57
02/16	02/26/2016	7341	1020	CENTURYLINK	314141888 2	4	10-67-5413	.00	.57	.57
02/16	02/26/2016	7341	1020	CENTURYLINK	314141888 2	5	20-11-5413	.00	3.43	3.43
02/16	02/26/2016	7341	1020	CENTURYLINK	314141888 2	6	30-11-5413	.00	19.44	19.44
02/16	02/26/2016	7341	1020	CENTURYLINK	314141888 2	7	40-11-5413	.00	18.30	18.30
02/16	02/26/2016	7341	1020	CENTURYLINK	314301458 2	1	10-65-5413	.00	91.88	91.88
Total 7341:										1,333.03
7342	02/16	02/26/2016	7342	1050	CHEMEKETA COOPERATIVE R PO 2016-206	1	10-65-6000	.00	1,000.00	1,000.00
Total 7342:										1,000.00
7343	02/16	02/26/2016	7343	1260	CONSOLIDATED SUPPLY COM S7643637.00	1	30-11-5531	.00	110.26	110.26
Total 7343:										110.26
7344	02/16	02/26/2016	7344	1910	GOODMAN'S TRUE VALUE 77297	1	40-11-5540	.00	35.48	35.48
Total 7344:										35.48
7345	02/16	02/26/2016	7345	2040	HACH 9790394	1	40-11-5540	.00	366.34	366.34

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7345:										
7346	02/16	02/26/2016	7346	2160 HONEY BUCKET	2-1552984	1	10-66-5200	.00	106.00	106.00
Total 7346:										
7347	02/16	02/26/2016	7347	5552 Oregon Code Enforcement Associ	MEMBERSHI	1	10-12-5320	.00	75.00	75.00
Total 7347:										
7348	02/16	02/26/2016	7348	3230 OREGON LIBRARY ASSOCIATI	2016 CONF	1	10-65-5342	.00	155.00	155.00
Total 7348:										
7349	02/16	02/26/2016	7349	3420 OREGON WATER RESOURCES	72190	1	10-72-5320	.00	85.00	85.00
Total 7349:										
7350	02/16	02/26/2016	7350	3740 PRINT NW	17315	1	10-12-5137	.00	62.00	62.00
02/16	02/26/2016	7350	3740	PRINT NW	17360	1	30-11-5200	.00	24.50	24.50
02/16	02/26/2016	7350	3740	PRINT NW	17360	2	40-11-5200	.00	24.50	24.50
Total 7350:										
7351	02/16	02/26/2016	7351	5553 Robin Ashley	REFUND 72	1	30-00-2300	.00	65.00	65.00
02/16	02/26/2016	7351	5553	Robin Ashley	REFUND 72	2	40-00-2400	.00	90.00	90.00
Total 7351:										
7352	02/16	02/26/2016	7352	4230 SPRINT	5696223313-	1	10-12-5413	.00	11.81	11.81
02/16	02/26/2016	7352	4230	SPRINT	5696223313-	2	10-14-5413	.00	1.67	1.67

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
02/16	02/26/2016	7352	4230	SPRINT	5696223313-	3	10-66-5413	.00	40.54	40.54
02/16	02/26/2016	7352	4230	SPRINT	5696223313-	4	10-65-5413	.00	.24	.24
02/16	02/26/2016	7352	4230	SPRINT	5696223313-	5	10-67-5413	.00	.24	.24
02/16	02/26/2016	7352	4230	SPRINT	5696223313-	6	20-11-5413	.00	3.35	3.35
02/16	02/26/2016	7352	4230	SPRINT	5696223313-	7	30-11-5413	.00	50.54	50.54
02/16	02/26/2016	7352	4230	SPRINT	5696223313-	8	40-11-5413	.00	49.63	49.63
Total 7352:										158.02
7353										
02/16	02/26/2016	7353	4330	STUCK ELECTRICK CO	10136	1	30-11-5530	.00	190.50	190.50
Total 7353:										190.50
7354										
02/16	02/26/2016	7354	2920	TOM NICKERSON	PO 22416A	1	10-72-5504	.00	275.00	275.00
Total 7354:										275.00
7355										
02/16	02/26/2016	7355	4690	USABLUBOOK	804276	1	30-11-5530	.00	211.29	211.29
02/16	02/26/2016	7355	4690	USABLUBOOK	804981	1	30-11-5530	.00	276.79-	276.79-
02/16	02/26/2016	7355	4690	USABLUBOOK	868916	1	30-11-5530	.00	344.12	344.12
Total 7355:										278.62
Grand Totals:										84,480.32

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	2,524.00	59,735.74-	57,211.74-
10-00-2130	222.24	.00	222.24
10-12-5126	73.50	.00	73.50
10-12-5137	1,520.26	.00	1,520.26
10-12-5200	11,339.04	2,338.00-	9,001.04

GL Account	Debit	Credit	Proof
10-12-5203	1,139.50	.00	1,139.50
10-12-5209	250.00	.00	250.00
10-12-5230	386.00	186.00-	200.00
10-12-5233	1,804.00	.00	1,804.00
10-12-5235	960.00	.00	960.00
10-12-5320	75.00	.00	75.00
10-12-5413	384.88	.00	384.88
10-12-5415	511.66	.00	511.66
10-12-5606	478.43	.00	478.43
10-13-5310	300.00	.00	300.00
10-13-5342	218.00	.00	218.00
10-14-5211	250.00	.00	250.00
10-14-5344	50.00	.00	50.00
10-14-5413	1.67	.00	1.67
10-18-5217	31,385.74	.00	31,385.74
10-19-5400	1,532.53	.00	1,532.53
10-65-5100	284.25	.00	284.25
10-65-5102	191.69	.00	191.69
10-65-5106	346.97	.00	346.97
10-65-5107	7.99	.00	7.99
10-65-5113	17.00	.00	17.00
10-65-5209	250.00	.00	250.00
10-65-5342	155.00	.00	155.00
10-65-5413	92.69	.00	92.69
10-65-5415	272.24	.00	272.24
10-65-5606	194.56	.00	194.56
10-65-6000	1,000.00	.00	1,000.00
10-66-5200	318.00	.00	318.00
10-66-5413	54.18	.00	54.18
10-66-5415	196.56	.00	196.56
10-66-5504	40.00	.00	40.00
10-67-5413	62.10	.00	62.10
10-67-5415	316.36	.00	316.36
10-72-5120	169.40	.00	169.40
10-72-5137	250.60	.00	250.60
10-72-5140	393.36	.00	393.36
10-72-5200	316.88	.00	316.88
10-72-5320	85.00	.00	85.00
10-72-5415	840.79	.00	840.79
10-72-5504	275.00	.00	275.00

GL Account	Debit	Credit	Proof
10-72-5507	28.47	.00	28.47
10-81-5912	694.20	.00	694.20
20-00-2000	.00	496.12-	496.12-
20-11-5120	46.29	.00	46.29
20-11-5413	30.63	.00	30.63
20-11-5522	419.20	.00	419.20
30-00-2000	276.79	20,747.05-	20,470.26-
30-00-2300	71.91	.00	71.91
30-11-5108	1,685.80	.00	1,685.80
30-11-5120	106.28	.00	106.28
30-11-5126	381.25	.00	381.25
30-11-5137	203.32	.00	203.32
30-11-5200	49.00	.00	49.00
30-11-5344	62.56	.00	62.56
30-11-5413	530.87	.00	530.87
30-11-5415	4,274.08	.00	4,274.08
30-11-5530	6,564.90	276.79-	6,288.11
30-11-5531	110.26	.00	110.26
30-11-5600	6,706.82	.00	6,706.82
40-00-2000	.00	6,302.20-	6,302.20-
40-00-2400	99.77	.00	99.77
40-11-5108	1,298.20	.00	1,298.20
40-11-5120	48.54	.00	48.54
40-11-5126	381.25	.00	381.25
40-11-5137	118.68	.00	118.68
40-11-5200	49.00	.00	49.00
40-11-5250	760.00	.00	760.00
40-11-5413	334.03	.00	334.03
40-11-5415	2,537.53	.00	2,537.53
40-11-5540	675.20	.00	675.20
Grand Totals:	90,081.90	90,081.90-	.00

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____

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

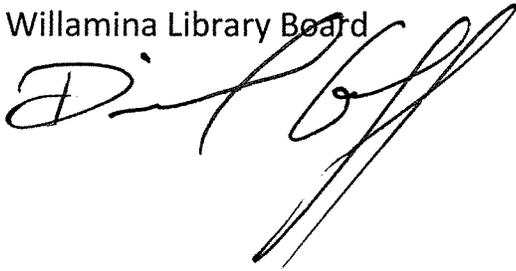
17 Feb 16

To Ross Schultz and the Willamina City Council,

The Willamina Library Board supports the idea of allowing Amber to close the library for lunch during Melissa's vacation absence. This will be announced in the weekly newspaper and on posters at the library well in advance of the closure.

Dan Goff

President
Willamina Library Board

A handwritten signature in black ink, appearing to read "Dan Goff", written in a cursive style. The signature is positioned below the typed name and title.

City of Willamina
Staff report

Date Thursday March 10th, 2016
From Debbie Bernard
Willamina City Recorder
Subject Appoint Ross Schultz as Budget Officer

Background:

The City has experienced positive changes in the past year with the completion of implementing the new Caselle Financial software which will generate financials that will create and manage the cities budget. Because of the addition of the city's new City Manager Ross Schultz who has the extensive experience with budgets, he is the most logical person to be the budget officer. And to follow the enclosed budget calendar, it is time to appoint a budget officer.

The ORS states:

Budget officer

ORS § 294.331¹ The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body. [1963 c.576 §5]

The Budget officer will write the budget message.

Action:

Appoint Ross Schultz, City Manager as the Budget Officer for the preparation and presentation of the 2016/2017 Budget.

An Equal Opportunity Employer

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.

City of Willamina
Budget Calendar

February 11 th	Council First Discussion Goals and Objectives
Feb. 11	Council Appoint Budget committee Members
March 2 nd	Staff proposed Budget Format Complete
March 10	Appoint Budget Officer Council Approve 18 months' project list Council Approve any Budget Assumptions
March 14 th	Projections for Beginning Balances Complete
March 22 nd	Preliminary Budget Completed and reviewed by staff
April 1 st	Non mandatory Budget Committee meeting to discuss any changes to budget document and other orientation. Not a public meeting.
April 13 th	First Budget Committee Meeting held – Proposed Budget and budget message Delivered.
April 20 th	Second Budget Committee Meeting Held Budget approved for submission to Council
May 12 th	Council Holds Budget hearing on the approved document
June 9 th	Council Adopts Budget and Sets appropriations
July 1 st	Finance Manager Completes LB Forms and Delivers to County Files Budget with the State



OATH OF OFFICE

STATE OF OREGON)
COUNTY OF POLK) ss
COUNTY OF YAMHILL)

I, Robert Burr, do solemnly swear or affirm that I will support the constitution and laws of the United States and of Oregon, and the Charter and Ordinances of the City of Willamina, and that I will faithfully perform the duties of City Councilor for the City of Willamina, Oregon, to the best of my ability, so help me God.

Signature

Signed and sworn or affirmed before me this 10th day of March, 2016.

*Debbie Bernard, City Recorder
City of Willamina*

City of Willamina
Staff report

Date Thursday March 10th, 2016
From Debbie Bernard
Willamina City Recorder
Subject Innovate Oregon

Background:

On Monday February 29, 2016 at West Valley Fire at 4:00pm Mayor Skyberg, City Manager Ross Schultz, City Recorder Debbie Bernard, Councilor Katie Vinson and Councilor Rita Baller attended a meeting with Innovate Oregon. It was my perception that the meeting would be on the subject of fiber optics. However, it was more centered on connecting with the community and the youth or next generation who will become our work force.

The discussion was led by Mr. Thompson Morrison from Innovate Oregon, and the Manager of Online NW. The speech was very informative and specific to the new ways students learn called agile learning. In the end we were asked to participate in an event to help engage our youth and community in problem solving together.

Attendees:

Name	Title	email address	phone
Debbie Bernard	City Recorder of Willamina	bemardd@ci.willamina.or.us	503-876-2242
Ila Skyberg	City of Willamina Mayor	ilaskyberg@gmail.com	503-876-2242
Rita Baller	City of Willamina Councilor	nel5hill@hotmail.com	503-876-2242
Katie Vinson	City of Willamina Councilor	wildwoodhotel@gmail.com	530-876-2242
Dick Paay	Owner of Willamina Old High School Property	dickpaay@nwonline.com	
Ross Schultz	City Manager City of Willamina	shultzr@ci.willamina.or.us	503-876-2242
AJ	Sedcor	afoscoli@sedcor.com	
Carie Zimbrick	Willamina High School Superintendent	carie.zimbrick@willamina.k12.or.us	503-876-1501
Stan Primozych	Yamhill County Commissioner	primozichs@co.yamhill.or.us	

At this meeting it was discussed that those present were in agreement to participate in what Mr. Thompson called a Make-a-thon (part of Innovate Yamhill). That project was proposed for 20 Students, 20 business people and 20 teams to work together and make circuit boards. Commissioner Stan Primozych proposed that the City of Willamina apply for a small cities grant which would pay for the project (the kits cost \$80 each). The Grant application is attached for your information.

It was a surprise to some present that the topic was to participate in a project or program and apply for a grant to pay for that project. The opportunity for the City to participate would of course be positive; however, more suited for Willamina High School to lead.

Action:

Council to give staff direction.

An Equal Opportunity Employer

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

willaminaoregon.gov

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Yamhill County
 Board of Commissioners' Office
 535 NE Fifth St.
 McMinnville, OR 97128

YAMHILL COUNTY ECONOMIC DEVELOPMENT SMALL GRANT PROGRAM

COMPANY INFORMATION		
Company/Organization Name: City of Willamina		
Street Address: 411 NE C Street		
Mailing Address: Willamina Oregon 97396-0629		
Web Address: ci.willamina.or.us	Phone: 5038764913	Fax:
Primary Contact: Debbie Bernard	Title: City Recorder	
Phone:	Email: bernardd@ci.willamina.or.us	
<input checked="" type="checkbox"/> I hereby grant permission for my information to be shared among the Commissioners and Economic Development personnel.		

SMALL GRANT PROJECT/ORGANIZATION INFORMATION*	
Project/Organization Name: Make Athon for Willamina	
Amount Requested: \$4,800 (10,000 max)	Amount of Matching Funds:
Source of Matching Funds:	
Applicable Criteria: (check one) <input checked="" type="checkbox"/> Economic Benefit <input checked="" type="checkbox"/> Job Creation <input type="checkbox"/> Business Expansion	
Please describe how the grant funds will be used and the resulting economic development benefit:	
The Innovative Yamhill, Agile training initiative for Gig-E County per Commissioner Stan Primozich	
The money will be used to support the "make athon" planned for April 16th in Willamina, with participation from the City and the School District.	
Current plans anticipate 60 participants and "make athon" kits cost roughly \$80 each. this event is meant to help engage our youth and community in problem solving together.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Ross Schultz <small>Digitally signed by Ross Schultz Date: 2016.03.01 11:05:06 -08'00'</small></p> <p>_____ <i>Signature of Applicant</i></p> </div> <div style="width: 45%; text-align: right;"> <p>3/1/2016</p> <p>_____ <i>Date Submitted</i></p> </div> </div>	
<i>(For office use only)</i>	
<input type="checkbox"/> Approve <input type="checkbox"/> Deny	

*Annual operating support for certain types of organizations may be allowed. *Applicants may include 1-2 pages of additional information.

Please submit application to the Board of Commissioners' Office by March 1, 2016
Attn: Laura Tschabold, County Administrator
E-mail: tschabold@co.yamhill.or.us

January 26, 2016

City of Willamina
PO Box 629
Willamina, OR 97396

RE: Structural inspection of building at 122 SW Main St., Willamina, OR 97396

To whom it concerns:

At your request, we inspected the building at the address above on December 10th and found the following:

The floor appeared to be in fairly good condition. It consists of decking over 2x framing that is bearing on concrete stemwalls. The framing is running east to west and the concrete stemwalls are running north to south. It does not appear that there are footings under the existing concrete stemwalls supporting the floor framing. The floor is not level and it appears to have some high spots and low spots.

The exterior walls consist of 6" wide unreinforced clay brick and overall appear to be in fair condition. The south wall of the building has some large cracks at various locations. It appears that the wall has experienced some significant settlement. There is a downspout emptying right next to the foundation where the wall has experienced significant settlement. The south exterior wall is supported by a concrete stemwall but no footing. This is probably contributing to the settlement/movement of the wall. In general, the existing unreinforced clay brick walls would likely not perform well in a seismic event.

The roof is leaking in a few areas but overall appeared to be in fair condition. There is a very flat cricket on the east side of the roof that drains the northeast corner. The roof sheathing and truss ends on the east side of the building appear to have experienced some rot because of the leaks. A few of the trusses appear to have failed do to the rot and have been temporarily supported. Near the west end, it appears that a few of the trusses have failed and been repaired and/or reinforced at some point in the past.

Overall, the structural integrity of the building appears to be in fair condition. As discussed on site, per the code a complete seismic upgrade would be required if a change of use was desired for the building that results in a higher occupant load. (i.e. library) It is assumed that a business or retail use was the last known use of the building. A library is an assembly use and would likely trigger the code upgrade. In our opinion, it would not be economical to upgrade the building to the current code.

If, however, future uses were restricted to office space (i.e. city hall, etc.) the seismic upgrade would likely not be required and the building could be repaired and occupied. The minimum recommended actions/repairs prior to occupancy are as follows:

- 1.) A contractor should be contacted to check floor levelness. A helical/push pier contractor could come and take elevations of all areas in the building. If there are significant areas of the building with an 1 1/2" or greater of elevation difference it may be too expensive to justify an attempt to bring the floor to level.
- 2.) The south wall of the building should be supported by helical piers to prevent future settlement/movement. The roof drain water from the existing downspout at the southeast corner of

the building should be piped a minimum of 5' away from the foundation to help prevent future loss of soil and additional settlement.

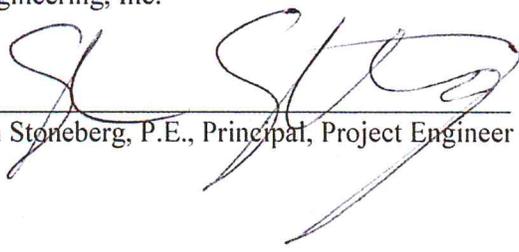
- 3.) It is recommended that a wood sheathed wall be installed on the interior of the south and east walls to provide lateral support for the existing unreinforced brick walls.
- 4.) The damaged/dry rotted areas of the roof trusses should be repaired.
- 5.) The existing roof leaks should be repaired as soon as possible to protect the building from more decay.
- 6.) The cricket on the east side of the roof should be reframed at a greater slope to prevent future leaks along the east side of the building.

If you have any questions regarding this letter, please contact us.

Sincerely,

Stability Engineering, Inc.

By:


Shawn Stoneberg, P.E., Principal, Project Engineer



the building should be piped a minimum of 5' away from the foundation to help prevent future loss of soil and additional settlement.

- 3.) It is recommended that a wood sheathed wall be installed on the interior of the south and east walls to provide lateral support for the existing unreinforced brick walls.
- 4.) The damaged/dry rotted areas of the roof trusses should be repaired.
- 5.) The existing roof leaks should be repaired as soon as possible to protect the building from more decay.
- 6.) The cricket on the east side of the roof should be reframed at a greater slope to prevent future leaks along the east side of the building.

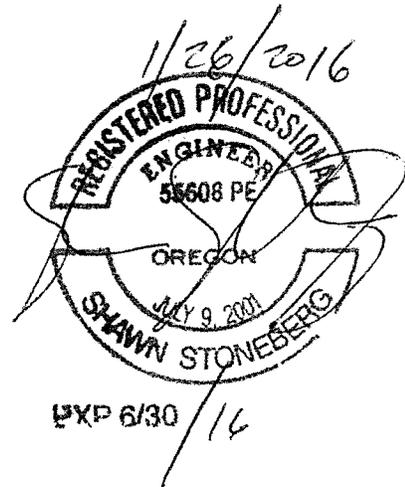
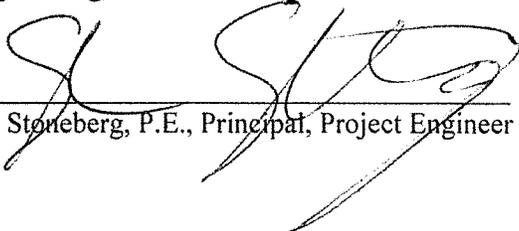
If you have any questions regarding this letter, please contact us.

Sincerely,

Stability Engineering, Inc.

By: _____

Shawn Stoneberg, P.E., Principal, Project Engineer



Code Enforcement Monthly Status Report
February 2016

I started on 24th, 2016. My first week was spent familiarizing myself with the City of Willamina and common Code Violations. I worked closely with Debbie Bernard to evaluate the work load for the Code Enforcement position. I did a ride along with Deputy Trombla. I met the City Council. I met with and reviewed 2 open/active files with Judge Terrence Mahr.

As part of my Action Plan I will start an inventory of City Code Violations during my Observation time. I have 2 Active Case Files that require immediate attention and follow-up that I have begun work on.

1) 685 Main Street: (JUNK/DEBRIS/GARBAGE) Update: I delivered a letter of violation and order to report to court with Deputy Druery on 3/3/16. It appears that there has been no one at the residence since 3/2/16 and the neighbors are under the impression they have left/moved to Washington State. Further investigation and follow-up required.

2) 237 Yamhill St (JUNK/DEBRIS/GARBAGE)

In February I opened two new files:

- 1) Missy's Creatables: Required Business Permit and Banner Signage Code
- 2) Dog Barking Complaint

In March I will start my Code inventory/tracking and have more to report in April.

Sarah Frost, Code Enforcement

**WILLAMINA LIBRARY BOARD
MINUTES**

16 Feb 2016

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

Absent:

Guests:

Dan called the meeting to order at 8:15. The minutes of 19 Jan 2016 were approved.

Old Business

New Business

Melissa handed out the report for January.

Melissa said th City had approved the purchase of 5 computers for \$200 each. CCRLS will bring them out and install them. One of our circulation computers quit working. Melissa sent it to CCRLS and the repaired PC was back in a day and Melissa reinstalled it (trial and error).

The Board asked what was being done with the grant money for the library façade. It was felt that any improvement in the front (on C Street) would help. The library also needs new carpeting. The carpeting Jeff installed is falling apart and people have tripped over it. Entry carpets are being used to cover some of the worst spots for now.

Melissa said her vacation has been approved. She suggested closing the library for lunch (as the Post Office does) while she is gone. The Board approved and asked that a letter be written stating their approval of the idea.

Melissa apologized for the messy Monthly Report. She is waiting for Debbie to make a 2016 Excel form for her to use. Neither she nor Amber know how to create reports in Excel.

The meeting adjourned at 8:40

The next meeting is 15 Mar 2016 at 8:15 am.

WILLAMINA PUBLIC LIBRARY

1st Quarter

Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Loan ILL	Out of Dist.	Other
			J	71 J			J				
			2 Y	5 Y			Y				
677	98	364	71	561	147	198	38	294	502		
			J				J				
			Y				Y				
			J				J				
			Y				Y				
			0 J	71 J			0 J				
			2 Y	5 Y			0 Y				
677	98	364	71	561	147	198	38	294	502		0

I	MONTH
N	Fines
C	Cards
O	Copies
M	Lost Books
E	Other
	Other
	TOTAL

Volunteer Hours

BRARY MONTHLY REPORT 2016

Percent of District Borrow ILL	Percent of District Loan ILL	Reference Answered	Attendance	Item Add	Patron Add	Total Ck Out	Total Ck In	CCRLS
								1,611.00
71	865	160	9	1,887	1,148	NET LOANS		
71	865	160	9	1,887	1,148	\$	1,611.00	7,090

71
0

WILLAMINA PUBLIC LIBRARY INCOME REPORT

Jan-16	Feb-16	Mar-16
\$ 181.64		
123		
49.5		
15		
		Annual Lost Book
		Reimb-CCRLS
\$ 369.14	\$ -	\$ -

City of Willamina Project Report January 2016

2	Src	Approve /Mngr	Approv/ Council	Approve / Voters	R3 - Proj. Lead	Departm ent	Project Type	PROJECT STATUS REPORT FOR OCTOBER 15	Start Date	Current Est. for Comp.	Initial Due Date	Status
4 New Projects added this Report												
1	Cncl	CM				Admin	Place Holder	Review opportunities for a second exit for the High School				
2	Cncl.		CC			Admin	Review	Review issues around restriping Oaken Hills Intersection	Jan. 16	Feb. 16	Feb.16	Project will be reviewed and prepared for Council discussion on Feb. 11. Will ask Council for direction at that time.
3	Cncl.	CM				Fin.	Finance	Project Review all utility rates for proposal to Council for increase	Mar. 16	3rd Q 2016		This project will be completed as part of the Budget Process.
4	Cncl.	CM				Code	Action	Code Compliance on parked Cars Oaken Hills... Citizen Complaint	Feb. 2016	Feb. 16	Feb.16	Hire Code Compliance Officer
5	Cncl.	CR				State	Action	Review State Police Audit , fix deficiencies and respond	Jun-15	Mar. 16	Mar. 16	Should be completed by our Compliance Officer (CR)
6	Man.	CM				CM	Admin	Resrch Review Water Rates Charged to Lumber Co.	Jan. 16	Mar. 16	Mar. 16	Project has not yet been kicked off
7	Man.					CM	Admin	Policy Review Volunteer Process to make sure it is in compliance with state and federal rules	Jan. 16	1st Q 2016	1st Q 2016	Project has not yet been kicked off
8	Man.	CM				CM	Admin	Review Review Current Court process and receipts for presentation to City Council	Jan. 16	2nd Q 2016	2nd Q 2016	Project has not yet been kicked off
9	Man.	CM				CM	Admin	Review Review Current Workmans Comp. Process for presentation to Council	Jan. 16	2nd Q 2016	2nd Q 2016	Project has not yet been kicked off
10	Man.	CM				Fin.	Finance	Project Review all debt and refinance as appropriate.	16-Jun	4th Q 2016	4th Q 2016	This project depends on getting clean audit.
11	Man.	CM				CR	Admin	Review Review all City Ordances to ensure they are current with Council wishes	Mar. 16	Ongoing		This project will involve a systematic review of the City's Ordinances to make sure they address any Council / Public Concerns. A process for this review has yet to be established.
12	Man.	CM				CM	PW	Review This project will involve a systematic review of all City owned Building stock for presentation to Council.	Feb. 2016	2nd Q 2016	2nd Q 2016	Some information is available but needs to be set up as a project.
13	Man.	CM					Payback	Action Replace Land Lines for Water System SCADA with Radio	Feb. 2016	Apr-16	Apr-16	Project needs to be authorized at Council on Feb. 11 and then implemented
14	May.	CM					PW	Cross Walk on Main across from Galloping Goose	Apr-16	Apr-16	Apr-16	Waiting for Council Approval
15	PWM	PWM					Capacity	Plan Construct a shelter for current sand filter and add a second filter				
16	PWM	PWM						GIS Mapping of Water System				
17	PWM	PWM					Maint	Revamp effluent flow meter				Currently consulting with engineer
18	PWM	PWM					Maint	Create and implement a parks master maintenance schedule				
19	PWM	PWM					Maint	Hampton Pond - Extend Concreat walk ways				
20	PWM	PWM					Maint	New Windows for City Hall				
21	PWM	PWM					Maint	Replace Siding at City Hall and Insulate				
22	PWM	PWM					Maint	Replace water Lines for Park Restrooms				
23	PWM	PWM					Maint	Garden Spot Park - Landscape and repair Fountain				
24	PWM	PWM					Maint	Garden Spot Park Build enclosure around Port o port...Power Gazebo Extend irrigation lines				
25	PWM	PWM					Maint	Lamson Park New Restrooms				
26	PWM	PWM					Maint	Oaken Hills - Landscape sign				
27	PWM	PWM					Maint	Install security Lighting				
28	PWM	PWM					Maint	Oaken Hills - Permenant Restrooms				
29	PWM	PWM					Maint	Oaken Hills - Replace or repair skate board ramps				
30	PWM	PWM					Maint	Triangle Park - install irrigation system				
31	PWM	PWM					Maint					
32	PWM	PWM					Maint					
33	PWM	PWM					Maint					
34	PWM	PWM					Maint	Hampton Pond Walking Trail Impoovements				
35							Place Holder	Disaster Preperadness report				

36						Place Holder	WVCC Community Campus					
37	On Going Projects											
38	Cncl.		CC		CR	Finance	Council Requirement	This project involves the implementation and setup of a new Financial System for the City.	2014	6/1/2016		This project is well under way with software implemented. Software is now being tested.
39	Cncl.		CC		CR	Finance	Council Requirement	This project involves getting the City a clean Audit	2014	3rd Q 2016	Jun-15	Staff has hired a consultant who has created a path to a clean audit by 3rd Q 2016. Project has received State Approval and is well underway
40	Man.		CC		CM	Finance	Annual Budget	This project represents the Budget Process for the City of Willamina	Jan. 2016	16-Jun	Jun-16	This is an annual project. Budget Calendar should be available for review on Feb. 11th.
41	Man.	CM			Jef	PW	PW	This project involves creating alternatives and making a recommendation to resolve problems with the City's water intake.		3rd Q 2016		This project has been reviewed by staff but not yet presented to Council.
42	Man.	CM						This project is for the Library Façade	Jan. 2016		Jun-16	This project has \$5000.00 Green for Growth Grant monies to spend. Project has not started.
43	Man.	CM						Trailer Ordinance	Jun-15		Apr-16	This project is pending review by Council and approval of the Trailer ordinance.
44	Man.	CM			Planning	Development Code	Convert City Development Code to State Model	Jan. 2014			16-Dec	This working project is to cover the city development code to the state mode. Commissioners meet on Monday each wk.
45	Man.	CM			Senior Center		Acquire Senior Center and Propert	Jan. 2016			Dec. 2016	This project has not been proposed to Council.
46	PWM	PWM					Replace one water meter per year					
47	PWM	PWM				Routine	Clean and inspect water reserviors					
48	PWM	PWM				Routine	Paint Reserviors					
49	PWM	PWM				Routine	Upgrade Water Meters					
50	PWM					Routine	Repair Water Leaks					
51	PWM					Routine	I & I					
52	Rec.		CC		CR	Admin	Staff	This project is the solicitation and Hiring a code compliance Officer	Dec. 2015	1st Q 2016		Recruitment underway.
53												
54	Completed Projects											
55	CC		CC		CR	Admin	Staff	This project involved hiring a Interim Part time City Manager	Nov. 2014			Manager On Board.
56												
57												
58												

City Council Schedule of Events Jan-June 2016

Year Start Day 1:Sun, 2:Mon

City Council 2016 Schedule of Events FEB TO JULY

February 2016						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February	Budget Calendar	
02/12/16 (Fri)	Lincoln's Birthday	holiday
02/14/16 (Sun)	Valentines Day	holiday
02/15/16 (Mon)	President's Day-UNION EMPLOYEES DAY OFF	holiday
02/11/16 (Thurs)	City Council Meeting at 7:00pm	
02/11/16 (Thurs)	Approval of the Budget Committee	
02/11/16 (Thurs)	Discuss Budget Calendar	
02/11/16 (Thurs)	City Council Work Session at 5:30pm	
02/18/16 (Thurs)	Amity City County Dinner	
02/23/16 (Thurs)	Rich Winkel Audit Review Test	

March	2016 2017 BUDGET	
03/17/16 (Thu)	St. Patrick's Day	holiday
03/13/16 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/10/16(Thu)	Present to Council Delegated Authority	
03/10/16(Thu)	Present to Council Supplemental Budget	
03/10/16(Thu)	Meeting w/Secretary of State regarding 2014/2015 audit review	
03/10/16(Thu)	Regular City Council Meeting @ & 7:00pm (may change)	
03/10/16(Thu)	SEI - Councilors to file an Annual Verified Statement of Economic Interest (SEI)	

April	BUDGET 2016 2017	
04/01/16 (Fri)	April Fool's Day	holiday
04/22/16 (Fri)	Earth Day	holiday
04/13/16 (Wed)	Budget Committee Meeting @ 6:00pm	
04/20/16 (Thur)	Second Budget Committee Meeting Held	
04/15/16 (Thur)	City Council Regular Meeting	
04/15/16 (Fri)	Deadline SEI Annual Verified Statement of Economic Interest	

May	CONTRACTS 2016 2017	
05/30/16 (Mon)	Memorial Day	holiday
05/08/16 (Sun)	Mother's Day	holiday
05/12/16 (Thu)	CCRLS Contract	
05/12/16 (Thu)	MWVCOG Contract Renewal	
05/12/16 (Thu)	WESTERN OREGON proposed rate increase resolution	
05/12/16 (Thu)	CITY OF WILLAMINA WATER PROPOSED WATER RATE INCREASE	
05/12/16 (Thu)	City Council Regular Meeting (new location and day)	
05/12/16 (Thu)	WAVE BROADBAND rate increase notificaiton	
05/12/16 (Thu)	Council Holds Budget hearing on the approved doucment	

June	ADOPT BUDGET 2016 2017	
06/14/16 (Tue)	Flag Day	holiday
06/19/16 (Sun)	Father's Day	holiday
06/09/16 (Thu)	Council Adopts Budget and Sets appropriations	

July		
07/04/16 (Mon)	Independence day	holiday
07/01/16 (Fri)	Local Governing Body to file with County Elections Official: Elections	
	Statement of Candidates- City	



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 2/1/2016 to 2/29/2016**

City	UCR Description	2/1/2015 to 3/1/2015	2/1/2016 to 2/29/2016	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	0		1	2
	Burglary-Business	1	0			8
	Burglary-Non-Residence	0	0			9
	Burglary-Residence	2	0		1	16
	Larceny	5	5		8	75
	Motor Vehicle Theft-Auto	0	1		1	8
	Rape	0	0			4
	Robbery	0	0			3
	Part 1 Total	8	6	-25.00 %	11	125
Part 2						
	All Other	1	1		1	7
	Disorderly Conduct	0	0		1	11
	Drug Laws	2	3	50.00 %	8	30
	DUII	2	2		3	7
	Forgery	0	0			3
	Fraud	0	0			4
	Liquor Laws	0	0			4
	Runaway	1	0			2
	Sex Offenses	0	0			3
	Simple Assault	5	2	-60.00 %	5	42
	Stolen Property	0	0			2
	Tresspass/Prowler	1	0		3	28
	Vandalism	4	0		1	37
	Weapons	0	1		1	3
	Part 2 Total	16	9	-43.75 %	23	183
Part 3						
	All Other	7	13	85.71 %	25	89
	Total For WILLAMINA	39	33	-15.38 %	73	493



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 2/1/2016 to 2/29/2016**

City	UCR Description	2/1/2015 to 3/1/2015	2/1/2016 to 2/29/2016	Percentage Change	YTD	Prior Year
WILLAMINA						
	Non-Reportable Offenses	8	5	-37.50 %	14	96
	Part 3 Total	15	18	16.67 %	39	185
	Total For WILLAMINA	39	33	-15.38 %	73	493

