

WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, May 12, 2016
6:00PM COUNCIL CHAMBERS

6:00PM
CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE – Saturday Market Sage Baller

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 – April 12, 2016 (handout at the meeting)
2. Check Registers – April 1-31, 2016 (information only)

CORRESPONDENCE – none

REGULAR AGENDA

1. City Manager Notice to Council
 - a. Council to Declare a vacancy
 - b. City Manager Job Description and Posting
2. Resignation of Allan Bramall
 - a. Council to Declare a vacancy
3. Abatement on 685 NE Main St.

BUSINESS CARRIED FORWARD –UPDATE –NO DOCUMENTS ATTACHED.

4. Library Façade
5. Events Calendar updated
6. Senior Center – Willamina Civic Center Ticor Title Search

REPORTS FROM CITY OFFICERS - see Attachments

7. Code Enforcement Update

BUSINESS FROM THE COUNCIL – Committee Reports – No documents attached

ADJOURN

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.

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7448	04/16	04/11/2016	7448	5563 Elizabeth Turner	REFUND 33	1	40-00-2400	.00	39.35	39.35
Total 7448:										
7449	04/16	04/11/2016	7449	5564 Harold Whitney	REFUND 65	1	30-00-2300	.00	35.99	35.99
04/16	04/11/2016	7449	5564	Harold Whitney	REFUND 65	2	40-00-2400	.00	49.92	49.92
Total 7449:										
7450	04/16	04/11/2016	7450	4300 HEATHER STRITZKE	14	1	10-13-5310	.00	40.00	40.00
Total 7450:										
7451	04/16	04/11/2016	7451	2260 ILA SKYBERG	14	1	10-13-5310	.00	100.00	100.00
Total 7451:										
7452	04/16	04/11/2016	7452	2520 KATHY TAYLOR CONSULTING	STATEMENT	1	10-12-5200	.00	6,294.40	6,294.40
Total 7452:										
7453	04/16	04/11/2016	7453	4760 KATIE VINSON	14	1	10-13-5310	.00	40.00	40.00
Total 7453:										
7454	04/16	04/11/2016	7454	2440 Keller Associates Inc	STATEMENT	1	30-11-5204	.00	135.00	135.00
04/16	04/11/2016	7454	2440	Keller Associates Inc	STATEMENT	2	40-11-5204	.00	607.50	607.50
04/16	04/11/2016	7454	2440	Keller Associates Inc	STATEMENT	3	20-11-5204	.00	217.50	217.50
Total 7454:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7455	04/16	04/11/2016	7455	2700 LES SCHWAB TIRE CENTER	21601149 3.	1	20-11-5504	.00	41.75	41.75
Total 7455:										
7456	04/16	04/11/2016	7456	2070 MELISSA HANSEN	EXPENSE 4.	1	10-65-5106	.00	18.00	18.00
Total 7456:										
7457	04/16	04/11/2016	7457	3070 NEWS REGISTER	3661 4.19.16	1	10-12-5230	.00	30.00	30.00
Total 7457:										
7458	04/16	04/11/2016	7458	3060 NW NATURAL	13632823 3.	1	10-65-5415	.00	99.97	99.97
04/16	04/11/2016	7458	3060	NW NATURAL	13916580 3.	1	10-67-5415	.00	175.14	175.14
Total 7458:										
7459	04/16	04/11/2016	7459	3590 PGE	1614431 6.2	1	10-67-5415	.00	66.04	66.04
04/16	04/11/2016	7459	3590	PGE	3242538 3.2	1	10-12-5415	.00	354.47	354.47
04/16	04/11/2016	7459	3590	PGE	4668590 3.2	1	10-67-5415	.00	16.48	16.48
04/16	04/11/2016	7459	3590	PGE	4960203 3.2	1	30-11-5415	.00	353.46	353.46
04/16	04/11/2016	7459	3590	PGE	5071216 3.2	1	10-65-5415	.00	117.87	117.87
04/16	04/11/2016	7459	3590	PGE	5134337 3.2	1	10-66-5415	.00	29.24	29.24
04/16	04/11/2016	7459	3590	PGE	6101749 3.2	1	10-12-5415	.00	16.48	16.48
04/16	04/11/2016	7459	3590	PGE	6411189 3.2	1	30-11-5415	.00	1,074.19	1,074.19
04/16	04/11/2016	7459	3590	PGE	7442324 3.2	1	30-11-5415	.00	679.46	679.46
04/16	04/11/2016	7459	3590	PGE	7503422 6.2	1	30-11-5415	.00	17.77	17.77
04/16	04/11/2016	7459	3590	PGE	7505336 3.2	1	30-11-5415	.00	1,562.02	1,562.02
04/16	04/11/2016	7459	3590	PGE	8056065 3.2	1	40-11-5415	.00	317.00	317.00
04/16	04/11/2016	7459	3590	PGE	8057642 3.2	1	40-11-5415	.00	427.59	427.59
04/16	04/11/2016	7459	3590	PGE	8074233 3.2	1	40-11-5415	.00	62.02	62.02
04/16	04/11/2016	7459	3590	PGE	8110573 3.2	1	40-11-5415	.00	1,375.47	1,375.47
04/16	04/11/2016	7459	3590	PGE	8412508 3.2	1	10-66-5415	.00	125.35	125.35
04/16	04/11/2016	7459	3590	PGE	8647822 3.2	1	10-72-5415	.00	287.98	287.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/16	04/11/2016	7459	3590	PGE	8928404	3.2	10-66-5415	.00	16.48	16.48
04/16	04/11/2016	7459	3590	PGE	99972	3.25.1	40-11-5415	.00	479.94	479.94
Total 7459: 7379.31										
7460										
04/16	04/11/2016	7460	2860	RICHARD MOWER	EXPENSE 4/		10-72-5137	.00	49.59	49.59
Total 7460: 49.59										
7461										
04/16	04/11/2016	7461	610	RITA BALLER	10		10-13-5310	.00	40.00	40.00
Total 7461: 40.00										
7462										
04/16	04/11/2016	7462	5549	Ross Schultz	W03		10-12-5200	.00	5,627.60	5,627.60
Total 7462: 5,627.60										
7463										
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1527670191		10-12-5137	.00	253.18	253.18
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1527698231		10-12-5137	.00	32.46	32.46
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1533213121		10-12-5137	.00	449.99	449.99
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1533224871		10-12-5137	.00	49.59	49.59
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1533224871	2	10-72-5137	.00	20.99	20.99
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1533520751		10-72-5137	.00	25.09	25.09
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1540345201		10-12-5137	.00	134.99	134.99
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1540357861		10-12-5137	.00	42.56	42.56
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1540509581		10-12-5137	.00	764.97	764.97
Total 7463: 1,773.82										
7464										
04/16	04/11/2016	7464	4330	STUCK ELECTRICK CO	10183		30-11-5530	.00	363.00	363.00
04/16	04/11/2016	7464	4330	STUCK ELECTRICK CO	10184		40-11-5540	.00	339.50	339.50
Total 7464: 702.50										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7465	04/16	04/11/2016	7465	5516 The Bulletin Board	630	1	10-12-5230	.00	15.00	15.00
	Total 7465:									
7466	04/16	04/11/2016	7466	4540 THERESA MCKNIGHT	14	1	10-13-5310	.00	40.00	40.00
	Total 7466:									
7467	04/16	04/11/2016	7467	5551 Wright Imaging	4185695	1	30-11-5200	.00	334.86	334.86
04/16	04/11/2016	7467	5551 Wright Imaging		4185695	2	30-11-5200	.00	57.95	57.95
04/16	04/11/2016	7467	5551 Wright Imaging		4185695	3	30-11-5200	.00	251.16	251.16
04/16	04/11/2016	7467	5551 Wright Imaging		4185695	4	40-11-5200	.00	334.86	334.86
04/16	04/11/2016	7467	5551 Wright Imaging		4185695	5	40-11-5200	.00	57.95	57.95
04/16	04/11/2016	7467	5551 Wright Imaging		4185695	6	40-11-5200	.00	251.15	251.15
	Total 7467:									
7468	04/16	04/11/2016	7468	5020 XEROX	84089059	1	10-65-5606	.00	183.58	183.58
04/16	04/11/2016	7468	5020 XEROX		84089060	1	10-12-5606	.00	442.56	442.56
	Total 7468:									
7469	04/16	04/20/2016	7469	110 A&E SAFE AND ALARM CO.	140664	1	30-11-5200	.00	59.85	59.85
04/16	04/20/2016	7469	110 A&E SAFE AND ALARM CO.		140668	1	10-12-5200	.00	119.70	119.70
	Total 7469:									
7470	04/16	04/20/2016	7470	430 ARAMARK UNIFORM SERVICES	862233947	1	10-72-5140	.00	129.14	129.14
04/16	04/20/2016	7470	430 ARAMARK UNIFORM SERVICES		862245028	1	10-72-5140	.00	129.14	129.14
04/16	04/20/2016	7470	430 ARAMARK UNIFORM SERVICES		862256207	1	10-72-5140	.00	129.14	129.14
04/16	04/20/2016	7470	430 ARAMARK UNIFORM SERVICES		862267307	1	10-72-5140	.00	129.14	129.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7470:										
7471	04/16	04/20/2016	7471	700 BAKER AND TAYLOR BOOKS	4011530821	1	10-65-5106	.00		516.56
	04/16	04/20/2016	7471	700 BAKER AND TAYLOR BOOKS	4011541648	1	10-65-5106	.00	34.66	34.66
	04/16	04/20/2016	7471	700 BAKER AND TAYLOR BOOKS	4011541648	2	10-65-5102	.00	68.33	68.33
	04/16	04/20/2016	7471	700 BAKER AND TAYLOR BOOKS	4011544565	1	10-65-5106	.00	21.99	21.99
	04/16	04/20/2016	7471	700 BAKER AND TAYLOR BOOKS	4011554927	1	10-65-5106	.00	16.42	16.42
	04/16	04/20/2016	7471	700 BAKER AND TAYLOR BOOKS	4011554927	2	10-65-5102	.00	155.87	155.87
Total 7471:										
								.00		319.26
7472	04/16	04/20/2016	7472	870 BRETTHAUER OIL CO.	CL34312	1	40-11-5120	.00	133.01	133.01
	04/16	04/20/2016	7472	870 BRETTHAUER OIL CO.	CL34312	2	10-72-5120	.00	54.16	54.16
	04/16	04/20/2016	7472	870 BRETTHAUER OIL CO.	CL34312	3	20-11-5120	.00	21.95	21.95
	04/16	04/20/2016	7472	870 BRETTHAUER OIL CO.	CL34312	4	30-11-5120	.00	56.47	56.47
Total 7472:										
								.00		265.59
7473	04/16	04/20/2016	7473	1380 CARQUEST	4758-128479	1	10-72-5504	.00	44.90	44.90
	04/16	04/20/2016	7473	1380 CARQUEST	4758-129005	1	10-72-5504	.00	7.51	7.51
	04/16	04/20/2016	7473	1380 CARQUEST	4758-129047	1	10-72-5137	.00	9.49	9.49
Total 7473:										
								.00		61.90
7474	04/16	04/20/2016	7474	1270 COPY CATS	123786	1	10-12-5137	.00	226.00	226.00
Total 7474:										
								.00		226.00
7475	04/16	04/20/2016	7475	1460 DAVISON AUTO PARTS, INC.	7924364582	1	10-72-5507	.00	10.56	10.56
	04/16	04/20/2016	7475	1460 DAVISON AUTO PARTS, INC.	7924365080	1	40-11-5504	.00	26.88	26.88
Total 7475:										
								.00		37.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7476	04/16 04/20/2016	7476	1530 DEMCO		5838874	1	10-12-5137	.00	50.69	50.69
Total 7476:										
7477	04/16 04/20/2016	7477	2160 HONEY BUCKET		2-1616087	1	10-66-5200	.00	106.00	106.00
04/16 04/20/2016	7477	2160 HONEY BUCKET			2-1618431	1	10-66-5200	.00	106.00	106.00
Total 7477:										
7478	04/16 04/20/2016	7478	3160 OREGON DEPARTMENT OF RE		10583406 3.	1	10-14-5306	.00	94.00	94.00
Total 7478:										
7479	04/16 04/20/2016	7479	3590 PGE		2045700 4.7.	1	10-19-5400	.00	1,532.53	1,532.53
Total 7479:										
7480	04/16 04/20/2016	7480	3730 PRIMISYS		10290	1	10-72-5233	.00	989.00	989.00
04/16 04/20/2016	7480	3730 PRIMISYS			10290	2	10-12-5233	.00	3,284.00	3,284.00
Total 7480:										
7481	04/16 04/20/2016	7481	3820 RECOLOGY WESTERN OREGO		1080068163	1	10-66-5415	.00	28.77	28.77
04/16 04/20/2016	7481	3820 RECOLOGY WESTERN OREGO			1080116228	1	10-12-5415	.00	86.71	86.71
04/16 04/20/2016	7481	3820 RECOLOGY WESTERN OREGO			1080204289	1	30-11-5415	.00	25.15	25.15
04/16 04/20/2016	7481	3820 RECOLOGY WESTERN OREGO			1080218560	1	10-65-5415	.00	29.32	29.32
04/16 04/20/2016	7481	3820 RECOLOGY WESTERN OREGO			1080242222	1	10-72-5415	.00	291.02	291.02
Total 7481:										
7482	04/16 04/20/2016	7482	4110 SHELDON OIL COMPANY		9133	1	10-18-5120	.00	48.24	48.24
04/16 04/20/2016	7482	4110 SHELDON OIL COMPANY			9133	2	10-72-5120	.00	58.41	58.41

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/16	04/20/2016	7482	4110	SHELDON OIL COMPANY	9133	3	20-11-5120	.00	55.50	55.50
04/16	04/20/2016	7482	4110	SHELDON OIL COMPANY	9133	4	30-11-5120	.00	66.77	66.77
04/16	04/20/2016	7482	4110	SHELDON OIL COMPANY	9133	5	10-66-5120	.00	59.21	59.21
Total 7482:										288.13
7483										
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	1	10-72-5137	.00	162.36	162.36
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	2	10-12-5137	.00	15.56	15.56
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	3	40-11-5137	.00	36.63	36.63
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	4	30-11-5137	.00	54.47	54.47
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	5	10-72-5137	.00	108.32	108.32
Total 7483:										377.34
7484										
04/16	04/20/2016	7484	4960	WATERLAB CORP.	68913	1	40-11-5250	.00	1,135.00	1,135.00
Total 7484:										1,135.00
7485										
04/16	04/20/2016	7485	5130	YAMHILL COMMUNICATIONS A	2838	1	10-18-5302	.00	1,596.42	1,596.42
Total 7485:										1,596.42
7486										
04/16	04/20/2016	7486	5150	YAMHILL COUNTY SHERIFF'S O	10583406.3	1	10-14-5313	.00	32.00	32.00
Total 7486:										32.00
7487										
04/16	04/22/2016	7487	1120	CITY OF SHERIDAN	DINNER 4.11	1	10-13-5342	.00	21.00	21.00
04/16	04/22/2016	7487	1120	CITY OF SHERIDAN	DINNER 4.11	1	10-13-5342	.00	21.00-	21.00- V
Total 7487:										.00
7488										
04/16	04/22/2016	7488	1120	CITY OF SHERIDAN	DINNER 04.1	1	10-13-5342	.00	210.00	210.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7488:										
Grand Totals:										
								.00		210.00
								.00		39,387.03

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	21.00	28,279.99-	28,258.99-
10-00-2130	272.24	.00	272.24
10-12-5137	2,019.99	.00	2,019.99
10-12-5200	12,041.70	.00	12,041.70
10-12-5230	45.00	.00	45.00
10-12-5233	3,284.00	.00	3,284.00
10-12-5235	960.00	.00	960.00
10-12-5415	457.66	.00	457.66
10-12-5606	442.56	.00	442.56
10-13-5310	340.00	.00	340.00
10-13-5342	231.00	21.00-	210.00
10-14-5211	250.00	.00	250.00
10-14-5306	94.00	.00	94.00
10-14-5313	32.00	.00	32.00
10-18-5120	48.24	.00	48.24
10-18-5302	1,596.42	.00	1,596.42
10-19-5400	1,532.53	.00	1,532.53
10-65-5102	43.98	.00	43.98
10-65-5106	293.28	.00	293.28
10-65-5415	247.16	.00	247.16
10-65-5606	183.58	.00	183.58
10-66-5120	59.21	.00	59.21
10-66-5200	212.00	.00	212.00
10-66-5415	199.84	.00	199.84
10-67-5310	500.00	.00	500.00
10-67-5415	257.66	.00	257.66
10-72-5120	112.57	.00	112.57
10-72-5137	375.84	.00	375.84

GL Account	Debit	Credit	Proof
10-72-5140	516.56	.00	516.56
10-72-5233	989.00	.00	989.00
10-72-5415	579.00	.00	579.00
10-72-5504	52.41	.00	52.41
10-72-5507	10.56	.00	10.56
20-00-2000	.00	336.70	336.70
20-11-5120	77.45	.00	77.45
20-11-5204	217.50	.00	217.50
20-11-5504	41.75	.00	41.75
30-00-2000	.00	5,127.57	5,127.57
30-00-2300	35.99	.00	35.99
30-11-5120	123.24	.00	123.24
30-11-5137	54.47	.00	54.47
30-11-5200	703.82	.00	703.82
30-11-5204	135.00	.00	135.00
30-11-5415	3,712.05	.00	3,712.05
30-11-5530	363.00	.00	363.00
40-00-2000	.00	5,673.77	5,673.77
40-00-2400	89.27	.00	89.27
40-11-5120	133.01	.00	133.01
40-11-5137	36.63	.00	36.63
40-11-5200	643.96	.00	643.96
40-11-5204	607.50	.00	607.50
40-11-5250	1,135.00	.00	1,135.00
40-11-5415	2,662.02	.00	2,662.02
40-11-5504	26.88	.00	26.88
40-11-5540	339.50	.00	339.50
Grand Totals:	39,439.03	39,439.03	.00

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____

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

Letter to Council

To: Willamina City Council

From: Ross Schultz - City Manager

Subject: Resignation

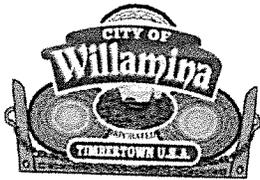
Your Honor, Council Members,

Although, it has been a pleasure serving the Citizens of Willamina, please be advised it is my intention to vacate the position of City Manager as soon as a suitable replacement can be found. Further it is my advice that you declare the position vacant at this time and begin recruitment forthwith.

I will be pleased to help you with the transition as we may schedule together.

Thanks again for your support during my tenure,

Ross Schultz



Mayor Ha Skyberg

Council Members:

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

Job Duties and Announcement: City Manager

Start Date/Time: TBA

Salary: Depending on Experience \$55,000 to \$63,000 plus benefits

Job Type/group: Full time Non-Represented

Location: City of Willamina, Oregon

PURPOSE OF POSITION CITY MANAGER

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

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

ESSENTIAL JOB FUNCTIONS

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

City Manager:

- Develops, implements and oversees goals and policies. Work closely with elected official and provide information required to make informed decision making.
 - Provide staff assistance to the City Council
 - Prepare and present staff reports and other necessary correspondence
 - Provide advice and consultation to the City Council on the development and implementation of City programs and services.
 - Direct the development and implementation of the Council goals, objectives, policies, and priorities.
- Fiscally responsible for monitoring and supervising all financial aspects of the City.
 - Lead the City budget process; directly supervise the budget officer.
 - Direct staff to prepare and present timely budget and financial reports.
 - Work closely with staff to develop finance and accounting policies and procedures; encourages development of efficient, effective business processes

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and systems.

- Approve contracts and expenditures consistent with policy.
- Deliver information to City leaders and the public regarding financial conditions, program progress, and present and future needs of the City.
- Manage external City operations
 - Responsible for hearing the concerns and requests of their community and bringing them to the City Council.
 - Anticipate municipality needs and create programs to address them.
 - Based on research and community insight, advise the City Council and the mayor.
 - Explain, justify, and defend City programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
 - Represent the City to outside groups and agencies; Coordinate City activities with those of other cities, counties, and outside agencies and organizations.
 - Respond to media inquiries, City Council concerns and issues, and community needs.
 - Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Manage internal City operations.
 - Determine the best organizational structure to provide services needed by the City. Establish appropriate service and staffing levels. Assign projects and areas of responsibility.
 - Plan, direct, and coordinate, through department heads, the work plan for the City. Departments include accounting, City recorder and public works. The oversight of these department heads allows for continuity of standards and policies across all City departments.
 - Confer with department heads concerning administrative and operational problems, work plans, and strategic plans. Lead regular department head meetings.
 - Conduct annual evaluations of department heads.
 - Establish guidelines to encourage a positive and productive environment

Qualification/Knowledge of:

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Principles and practices of policy development and implementation.
- Principles and practices of program development and administration.
- Government, Council, and local and state legislative processes.
- Organizational and management practices as applied to the analysis and evaluation of City programs, policies and operational needs.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

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- Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

Ability to:

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

Education/Training:

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

Experience:

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

Salary and Benefits

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

Physical Demands:

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this

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Job include close vision and the ability to adjust focus.

Tools used and Equipement:

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

Work Environment:

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

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

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

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

Employee _____ Date _____

Mayor Ila Skyberg _____ Date _____

May 5th2016

Mayor and city council:

Do to personal reasons I am tendering my resignation from council effective immediately, it has been a very interesting 8 years I have learned a lot of things, it saddens me to do this I have enjoyed working with each and everyone of you I will truly miss everyone and I wish Willamina and all of you the best in future endeavors.

Thanks for everything

A handwritten signature in black ink, appearing to read 'Allan Bramall', written in a cursive style.

Allan Bramall

City of Willamina
Staff report

Date Wednesday, May 4, 2016
From Sarah Frost
Code Enforcement
Subject 685 NE Main Street

Background

When I started in February of 2016 I was given an open case file on 685 NE Main Street. The file dates back to June 2015. The renter, David Birge, was cited September 2015 for accumulation of Junk and Debris on Private Property. The renters failed to correct the violations and I delivered a letter on March 3rd, 2016 for further violation and an order to appear to court.

On March 9th, 2016 it was brought to my attention that the renters had moved to Washington. In my research I identified the property was still owned by Jeremy Casby. I have been in contact with Mr. Casby on several occasions regarding the property clean up. Mr. Casby made arrangements for the Junk and Debris to be cleared from the front of house on March 30th.

Since March 30th I have attempted to get Mr. Casby to arrange for further property management and continued preservation. Mr. Casby has made it clear that he has no intentions of maintaining the property moving forward. I contacted Property Preservation companies to give me quotes for City Abatement and Clean-up of the property.

I met with Luna's Property Preservation on May 4th, 2016 for a quote.

Financials

Trash Clean-up and Haul - \$75 per load

*Estimates 4 loads

*Includes trash accumulation on the side and the back of the house

*Includes clean-up of torn down shed hazard

*Includes securing access hole to under the house

Grass Cut - \$200

*Grass measure 4ft – 5ft in height

Grass Haul - \$75 per load

*Estimates 1 load

Estimate Total \$575

*estimate would be more if additional loads are required to be hauled at \$75 per load.

Approximate Code Enforcement time associated with this property since February 24th, 2016: 10hours

Council Options

Council can choose to;

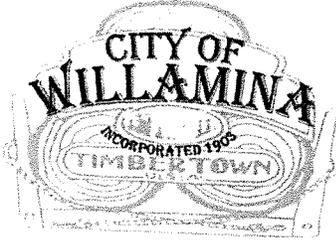
1. Move to cause the nuisance to be abated;
2. Council can refer the abatement back to staff for more information;
3. Council can choose to table the abatement until some future time to reconsider.

Staff Recommendation

At this time Code Enforcement recommends for Abatement by City.







Mayor Ila Skyberg

Council Members:

Rita Baller, Council President
Allan Bramall
Bob Burr
Theresa McKnight
Heather Stritzke
Katie Vinson

City Staff:

City Recorder: Debra Bernard
Accountant: Marifyn Coates
Librarian: Melissa Hansen
Library Admin Clerk: Amber Deibel
Public Works Director: Jeff Brown
Billing Clerk: Rania Conover
Code Enforcement Officer: Sarah Frost

NOTICE TO ABATE

Date of Notice:
(DATE)

Jeremy Casby

1. **Description of Property on Which the Violation Exists/Responsible Party's Name.**
685 NE Main St, Keizer, Oregon, 97303.
Map Tax Lot: _R6701AD09500_
Responsible Party's Name: _Jeremy Casby_.

2. **Direction to Abate Nuisance.**
YOU ARE HEREBY DIRECTED TO ABATE AND WHERE APPLICABLE, LEGALLY DISPOSE OF THE NUISANCES REFERENCED BELOW NO LATER THAN TEN (10) DAYS (_____) FROM THE DATE OF THIS NOTICE.

3. **Description of Violations.**

- a) All solid waste, debris and junk being stored in the front, side, and back yards is not stored correctly. These items must be disposed of and/or placed in an approved receptacle for collection and disposal or properly stored in a building that is entirely enclosed except for doors used for ingress and egress.
- b) Odor associated with accumulation of waste and debris.
- c) Grass, weeds and noxious growth shall not be allowed to grow to a height of over 12 inches in the front, side and back yards.
- d) All owners of abandoned residential property are obligated to continuously comply with the registration, security, maintenance and inspection of the property.

Willamina Municipal Code 93.06(B)(2)
Willamina Municipal Code 93.06(B)(6)
Willamina Municipal Code 93.07(B)(5)
Willamina Municipal Code 93.07(B)(11)
Willamina Municipal Code 95.02

4. **City May Abate Nuisance.**

Unless the nuisances are abated within ten (10) days (_____) of the date of this Notice, the City may abate the nuisances and the cost of the abatement will be charged to you as the Responsible Person. In such case, if the costs are not paid within 30 days, the costs may become a lien against the property.

5. **Court Prosecution/Fine.**

Failure to abate the nuisance within the time stated herein may result in court prosecution and imposition of a fine, up to \$300 per day, per violation.

6. **Judicial Review.**

You, as the Responsible Person, may protest that no nuisance in fact exists with the City Recorder in a written statement which shall specify the basis for contending that no nuisance exists. Such request shall then be referred to the Council as a part of the Council's regular agenda at its next succeeding meeting. At the time set for the consideration of the abatement, the person may appear and be heard by the Council. This Request for Review must be RECEIVED by the City Recorder no later than 5:00 p.m. on (_____)_.

Summary:

ON OR BEFORE (_____), you must either: a) file a written request for Review, or b) correct the listed violations. Failure to do so may result in a citation and fine and/or abatement by the City and lien against your property.

(503) 876-2242

frosts@ci.willamina.or.us

Sincerely,

Sarah Frost
Code Enforcement
City of Willamina

CC: Debbie Bernard, City Recorder
CC: Ross Schultz, City Manager
CC: City Council

City Council Schedule of Events Jan-June 2016

Year **2016** Start Day **1** 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					

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						
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		

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 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

April	BUDGET 2016 2017	
04/01/16 (Fri)	April Fool's Day	holiday
04/22/16 (Fri)	Earth Day	holiday
04/12/16 (Thur)	City Council Regular Meeting	
04/15/16 (Fri)	Deadline SEI Annual Verified Statement of Economic Interest	
04/12/16 (Tue)	Proposed Budget Complete (Staff)	
04/20/16 (Wed)	Budget Committee Training (no notice required)	

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				

May	CONTRACTS 2016 2017	
05/05/16 (Thu)	Proposed Budget presented (noticed) Advertise Budget Hearing	
05/11/16 (Thu)	Second Budget Committee Meeting	
05/12/16 (Thu)	City Council Meeting	
05/26/16 (Thu)	Special Council Meeting to Hear Approved Budget (Noticed)	
05/30/16 (Mon)	Memorial Day	holiday

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		

June	ADOPT BUDGET 2016 2017	
06/9/16 (Thu)	CITY OF WILLAMINA WATER PROPOSED WATER RATE INCREASE	
06/9/16 (Thu)	CCRLS Contract	
06/9/16 (Thu)	MWVCOG Contract Renewal	
06/9/16 (Thu)	WESTERN OREGON proposed rate increase resolution	
06/9/16 (Thu)	WAVE BROADBAND rate increase notification	
06/09/16 (Thu)	Council Adopts Budget and Sets appropriations Hearing on State Revenue Sharing	

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						

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

**WILLAMINA LIBRARY BOARD
MINUTES**

19 April 2016

Present: Dan Goff, Vickie Goff, Darlene Brown, Amber Deibel and Melissa Hansen
Absent: Joyce Zimbrick (excused)
Guests: Heather Stritzke

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

Old Business

New Business

Melissa handed out the report for March.

Amber gave a report on Storytime and children's activities.

Melissa said Soup Night was a great success. She saw friends she hasn't seen in a long time and everyone enjoyed visiting over a cup of soup. Soup was donated by Grand Ronde Tribal Library and Wildwood. Author Maggie Stuckey gave a very interesting talk about publishing and about Soup Nights taking place across the country. Melissa shared a thank you note she received from Maggie.

The 100th Beverly Cleary birthday party was fun. Both Melissa and Amber brought cupcakes and the library was decorated with balloons and flowers.

Heather explained that the Board should decide what to do with the grant money. The Board wants to put wood on the exterior and paint the building. There was talk on whether the small alley behind the library could be blocked off. Heather will talk to her husband about getting contractors involved, and someone will look into a donation from Hampton for some lumber. Estimates will be gotten from Lowes, Home Depot and ProBuild. Melissa said she got estimates for awnings over the doors and gave the information to Debbie.

Melissa shared an article out of The Atlantic about the correlation between funding and library usage.

The meeting adjourned at 8:55

The next meeting is 19 Apr 2016 at 8:15 am.

**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT
1st Quarter 2016**

Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow Ill	Loan Ill	Out of District Borrow Ill	Out of District Loan Ill	Reference Answered	Attendance	Item Add	Patron Add	Total Ch Out	Total Ch In	CCRLS
677	98	364	71	561	147	198	38	294	502			71	865	160	9	1,887	1,148	1,611.00
668	115	279	47	479	144	113	174	292	474			76	825	135	2	1,933	1,100	NET LOANS
642	63	230	63	506	175	203	56	269	641			99	950	150	10	1,653	1,497	
1,987	276	873	181	1,546	466	514	268	855	###	0	246	2,640	445	21	5,473	3,745	\$ 1,611.00	

WILLAMINA PUBLIC LIBRARY INCOME REPORT

MONTH	Jan-16	Feb-16	Mar-16
I	Fines \$ 181.64	\$ 77.70	\$ 95.75
N	Cards 123	120	\$ 150.00
C	Copies 49.5	28.25	\$ 52.50
O	Lost Books 15	10	
M	Other		
E	Other		Reimb-CCRLS
TOTAL	\$ 369.14	\$ 235.95	\$ 298.25
Volunteer Hours			17

F:\LIBRARY\REPORTS\MONTHLY REPORT.2014

239
0
21,153



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 4/1/2016 to 4/30/2016**

City	UCR Description	4/2/2015 to 5/1/2015	4/1/2016 to 4/30/2016	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	1	0		1	2
	Burglary-Business	1	0			7
	Burglary-Non-Residence	2	1	-50.00 %	1	9
	Burglary-Residence	2	0		3	16
	Larceny	7	4	-42.86 %	17	77
	Motor Vehicle Theft-Auto	0	1		4	8
	Rape	0	0			4
	Robbery	0	0			3
	Part 1 Total	13	6	-53.85 %	26	126
Part 2						
	All Other	2	0		1	7
	Disorderly Conduct	2	1	-50.00 %	3	11
	Drug Laws	1	1		11	30
	DUII	0	0		3	7
	Forgery	0	0			4
	Fraud	0	0			4
	Liquor Laws	1	0			4
	Runaway	0	0			2
	Sex Offenses	0	0			3
	Simple Assault	4	1	-75.00 %	6	42
	Stolen Property	0	1		1	2
	Tresspass/Prowler	2	2		8	28
	Vandalism	6	4	-33.33 %	5	37
	Weapons	0	0		2	3
	Part 2 Total	18	10	-44.44 %	40	184
Part 3						
	All Other	4	3	-25.00 %	34	89
	Total For WILLAMINA	39	24	-38.46 %	128	495



Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 4/1/2016 to 4/30/2016

City	UCR Description	4/2/2015 to 5/1/2015	4/1/2016 to 4/30/2016	Percentage Change	YTD	Prior Year
WILLAMINA						
	Non-Reportable Offenses	4	5	25.00 %	28	96
	Part 3 Total	8	8		62	185
	Total For WILLAMINA	39	24	-38.46 %	128	495

Report run date: 5/3/2016

CITY OF WILLAMINA CITY COUNCIL MEETING MINUTES of the meeting
April 12, 2016 @ 6:00pm

6:00PM
CALL TO ORDER
ROLL CALL

Page | 1

Location of Meeting:

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

Present:

Governing Body	
Councilor Allan Bramall	absent
Mayor Skyberg	present
Councilor Bob Burr	present
Councilor Heather Stritzke	present
Councilor Katie Vinson	present
Councilor Rita Baller	present
Councilor Theresa McKnight	present
Others Present:	
City Manager, Ross Schultz	present
City Recorder, Debbie Bernard	present
Public Works Director, Jeff Brown	present
<u>Paul Daquilante</u> , News Register	present
April Wooden	present
Marlena Bertram, Executive Director of your community mediators	present
Ron Gibson	present
Harold Lyon	present

The regular meeting of the City of Willamina City Council was called to order at 6:00PM on April 12, 2016 at the City of Willamina by Mayor Ila Skyberg there were no additions or corrections.

I. Flag Salute

The Pledge of Allegiance was recited.

Public Input

Public Input and Business from the Audience.

5P
The may read to the visitors that presentation 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 to the item of the Regular Agenda will need to sign in on the Sign in Form.

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The Mayor called Ron Gibson to speak. He stated his address in 9155 Lapter Ln. in Amity Oregon. He said the reason he was present was that his sister-in law Karen Tamblyn purchased the property and the end of Cedar Alley between Ash St. and the County Line and desires a small home on the property. The home would be 580 square feet. Theresa asked is that what you call a tiny house. Ron responded no; it is not on wheels. Katie asked if the building would be finished off. Ron responded yes. Ron said he built one in Beaverton. The City Manager noted that this is time for public comment and not the application process. Ron Gibson came to Council to ask where we are with the issue of his request to place a home at 452 Cedar Alley. A letter was attached to the Council Packet addressed to the City Manager from Ron Gibson. Ross stated that first off we need to address the water issue which he has not a clue what went on there; he also was referring to the letter addressed to Ross Schultz City Manager. Bob asked Mr. Gibson if he was present regarding the letter. He responded yes. Ross stated that he really can't comment at this point until the City Attorney ways in on it. Ron asked the council if they had a copy of the letter. Their response was yes. Ross directed Ron Gibson to come into City Hall and apply for a building permit.

April Wooden stated her address 472 NE Main St. She is a member of the Yamhill County Coalition and would like to have their annual meeting on April 27, 2016 at the museum and has a request to Council to serve wine. April received permission with a head nod from the council.

Next to speak was Marlena Bertram, 621 SE Brummel McMinnville Oregon. She visits each spring to ask the City to donate funding and give them an annual update. Marlena explained what professional mediation is and the people they serve. She thanked the Council for support in the 2016-17 Budget. Ross noted \$1000 was included in this year's budget and they will have the opportunity to review and or approve.

Next Harold Lyon spoke. He asked permission to put up some Duck Nesting boxes for ducks that nest in boxes in trees. He asked to put up 3 boxes. He also noted there is a screech owl that nests in boxes like the one he held up as an example. Ross stated it works for staff.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

MOTION: Councilor Baller motion to approve the consent agenda. Councilor Stritzke seconded the motion. Motion carried unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

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

III. Consideration of Open Issues.

Letter from Doug Colton. Ross stated he sent Doug Colton a letter that his water will be shut off if he short pays. Ross advised the council that there really is nothing we can do.

Katie asked at this point how long it would be before he is shut off. Debbie responded customers have a threshold of \$25.00 to go over before they are shut off.

Next on regular agenda. Police Service Contract

Mayor Skyberg asked for a motion to approve. Ross responded that the police service contract is increasing a nominal amount and they have been doing a good job and recommend Councils approval. Debbie read a letter from Todd Whitlow. He wanted to share with the Council that deputy Trombla was hurt and fractured his vertebra and will be out of several weeks. The Mayor asked Debbie to send some get well wishes from the City.

MOTION: Councilor Stritzke motion to approve 2016-17 Yamhill County Police Services Contract. Councilor Vinson seconded. Motion carried with unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

Mayor Skyberg addressed the Emergency Management resolution enclosed in the packet and asked Staff to prepare that. Ross added that Debbie had prepared resolution.

MOTION: Councilor Vinson motion to adopt Resolution 12.16.011 in the matter of Emergency Management. Councilor Burr seconded the motion. Motion carried unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

Next Updated Budget Calendar. Ross addressed the dates on the Calendar. He noted April 20, 2016 there will be a meeting to talk about what the budget will look like. May 26 there will be a special council meeting that will be publicly noticed for the approved document. That will be a public hearing. Ross said he believes there will be comments regarding an increase in water rates as the water fund is under water and staff has been looking at ways to improve that deficit. There has to be a quorum for that approved hearing. June 9th is the Regular meeting when we adopt the budget and set the appropriations. Ross noted that Kathy Taylor had been meeting with Debbie and Jeff on a regular basis.

Next on the agenda was new carpet for the Library. Ross responded that he had planned to do a recommendation of new carpet but will do that at a later date. Ross noted that there are two bids attached and we would recommend the low bid. Ross moved that he would like to talk about street repair and potholes. He said Jeff prepared an estimate of \$18,000 bill to do all of that and believes the money is available in the street fund. He said he is not asking for authorization tonight but may be calling councilors individually. Page | 4

Ross said Jeff came up with a bid for the roofing of the old department store of \$13,000 for repairs. Ross asked about the library façade. Debbie responded that Dan Goff offered Debbie an update today, that he talked to Jeff and they want to pursue siding then paint. Heather confirmed that Dan did stop and talk to her and feels that paint would be dressing up something that would not be an improvement. She added that the Library board feels that a better improvement like siding is what they desire. Ross said just the material for the siding is \$4,500. Ross recommended he felt the city would be in better shape to spend the grant of \$5,000. He stated let's get that monies spent.

Mayor Skyberg introduced the Events Calendar. Rita asked Debbie about the City County Dinner. Debbie responded it is May 21, 2016. Debbie asked Councilor Burr if he would be attending he said yes add two.

Mayor Skyberg moved to the Senior Center and asked questions about the second page number nine. She asked if it is really a clean title. Debbie responded that she would follow up with the attorney on this subject and would get back to Council.

Ross moved to discuss attachments from Code Enforcement. Heather responded that she has received positive comments from citizens.

Mayor asked for reports from Council. Rita stated YCOM is working on the Budget.

Mayor Skyberg addressed the library minutes. Funds that were donated in memoriam for Frank Morgan in the amount \$850 for the purchase of a chair have been unaccounted. This happened around 2001. The Mayor asked if there were \$850 somewhere that we could spend on a chair. Ross said he thinks that the family is owed the consideration. He asked if there were anything else. Heather added background. She said that in the past Melissa used to have a checking account out for the library. That account was moved over to Finance and she never had an account of where that money went. Rita added 15 or 17 years have passed. Ross said that monies probably would have to come out of the general fund.

Motion: Mayor Skyberg made motion to adjourn at 8:00pm. Councilor Vinson seconded the motion. Motion carried with unanimously, with Councilors Baller, Stritzke, Burr, McKnight and Vinson voting aye. Councilor Bramall was absent. All in favor.

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

Next meeting Thursday May 12, 2016 at 6:00pm.

Minutes submitted by: City Recorder Debbie Bernard _____

Minutes approved by: Mayor Ila Skyberg  _____



WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, May 12, 2016
6:00PM COUNCIL CHAMBERS

6:00PM
CALL TO ORDER
ROLL CALL
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE – Saturday Market Sage Baller

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 – April 12, 2016 (handout at the meeting) ✓
2. Check Registers – April 1-31, 2016 (information only) ✓

CORRESPONDENCE – none

REGULAR AGENDA

1. City Manager Notice to Council
 - a. Council to Declare a vacancy
 - b. City Manager Job Description and Posting
2. Resignation of Allan Bramall
 - a. Council to Declare a vacancy
3. Abatement on 685 NE Main St.

BUSINESS CARRIED FORWARD –UPDATE –NO DOCUMENTS ATTACHED.

4. Library Façade
5. Events Calendar updated
6. Senior Center – Willamina Civic Center Ticor Title Search

REPORTS FROM CITY OFFICERS - see Attachments

7. Code Enforcement Update

BUSINESS FROM THE COUNCIL – Committee Reports – No documents attached

ADJOURN

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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.

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
7441	04/16	04/11/2016	7441	830 ALAN BRAMALL	14	1	10-13-5310	.00	40.00	40.00
Total 7441:										
7442	04/16	04/11/2016	7442	4890 APRIL WOODEN	STIPEND 20	1	10-67-5310	.00	250.00	250.00
Total 7442:										
7443	04/16	04/11/2016	7443	5554 Burr, Bob	2	1	10-13-5310	.00	40.00	40.00
Total 7443:										
7444	04/16	04/11/2016	7444	940 CASELLE, INC.	72474	1	10-12-5235	.00	960.00	960.00
Total 7444:										
7445	04/16	04/11/2016	7445	890 CHARLENE BROWN	STIPEND 20	1	10-67-5310	.00	250.00	250.00
Total 7445:										
7446	04/16	04/11/2016	7446	1135 CITY OF YAMHILL	258	1	10-14-5211	.00	250.00	250.00
Total 7446:										
7447	04/16	04/11/2016	7447	4640 CONST & GEN LABORERS UNI	DUES 4.201	1	10-00-2130	.00	272.24	272.24
Total 7447:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7448	04/16	04/11/2016	7448	5563 Elizabeth Turner	REFUND 33	1	40-00-2400	.00	39.35	39.35
Total 7448:										
7449	04/16	04/11/2016	7449	5564 Harold Whitney	REFUND 65	1	30-00-2300	.00	35.99	35.99
04/16	04/11/2016	7449	5564 Harold Whitney		REFUND 65	2	40-00-2400	.00	49.92	49.92
Total 7449:										
7450	04/16	04/11/2016	7450	4300 HEATHER STRITZKE	14	1	10-13-5310	.00	40.00	40.00
Total 7450:										
7451	04/16	04/11/2016	7451	2260 ILA SKYBERG	14	1	10-13-5310	.00	100.00	100.00
Total 7451:										
7452	04/16	04/11/2016	7452	2520 KATHY TAYLOR CONSULTING	STATEMENT	1	10-12-5200	.00	6,294.40	6,294.40
Total 7452:										
7453	04/16	04/11/2016	7453	4760 KATIE VINSON	14	1	10-13-5310	.00	40.00	40.00
Total 7453:										
7454	04/16	04/11/2016	7454	2440 Keller Associates Inc	STATEMENT	1	30-11-5204	.00	135.00	135.00
04/16	04/11/2016	7454	2440 Keller Associates Inc		STATEMENT	2	40-11-5204	.00	607.50	607.50
04/16	04/11/2016	7454	2440 Keller Associates Inc		STATEMENT	3	20-11-5204	.00	217.50	217.50
Total 7454:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7455	04/16	04/11/2016	7455	2700 LES SCHWAB TIRE CENTER	21601149 3.	1	20-11-5504	.00	41.75	41.75
Total 7455:										
7456	04/16	04/11/2016	7456	2070 MELISSA HANSEN	EXPENSE 4.	1	10-65-5106	.00	18.00	18.00
Total 7456:										
7457	04/16	04/11/2016	7457	3070 NEWS REGISTER	3661 4.19.16	1	10-12-5230	.00	30.00	30.00
Total 7457:										
7458	04/16	04/11/2016	7458	3060 NW NATURAL	13632823 3.	1	10-65-5415	.00	99.97	99.97
04/16	04/11/2016	7458	3060 NW NATURAL		13916580 3.	1	10-67-5415	.00	175.14	175.14
Total 7458:										
7459	04/16	04/11/2016	7459	3590 PGE	1614431 6.2	1	10-67-5415	.00	66.04	66.04
04/16	04/11/2016	7459	3590 PGE		3242538 3.2	1	10-12-5415	.00	354.47	354.47
04/16	04/11/2016	7459	3590 PGE		4688590 3.2	1	10-67-5415	.00	16.48	16.48
04/16	04/11/2016	7459	3590 PGE		4960203 3.2	1	30-11-5415	.00	353.46	353.46
04/16	04/11/2016	7459	3590 PGE		5071216 3.2	1	10-65-5415	.00	117.87	117.87
04/16	04/11/2016	7459	3590 PGE		5134337 3.2	1	10-66-5415	.00	29.24	29.24
04/16	04/11/2016	7459	3590 PGE		6101749 3.2	1	10-12-5415	.00	16.48	16.48
04/16	04/11/2016	7459	3590 PGE		6411189 3.2	1	30-11-5415	.00	1,074.19	1,074.19
04/16	04/11/2016	7459	3590 PGE		7442324 3.2	1	30-11-5415	.00	679.46	679.46
04/16	04/11/2016	7459	3590 PGE		7503422 6.2	1	30-11-5415	.00	17.77	17.77
04/16	04/11/2016	7459	3590 PGE		7505336 3.2	1	30-11-5415	.00	1,562.02	1,562.02
04/16	04/11/2016	7459	3590 PGE		8056065 3.2	1	40-11-5415	.00	317.00	317.00
04/16	04/11/2016	7459	3590 PGE		8057642 3.2	1	40-11-5415	.00	427.59	427.59
04/16	04/11/2016	7459	3590 PGE		8074233 3.2	1	40-11-5415	.00	62.02	62.02
04/16	04/11/2016	7459	3590 PGE		8110573 3.2	1	40-11-5415	.00	1,375.47	1,375.47
04/16	04/11/2016	7459	3590 PGE		8412508 3.2	1	10-66-5415	.00	125.35	125.35
04/16	04/11/2016	7459	3590 PGE		8647822 3.2	1	10-72-5415	.00	287.98	287.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/16	04/11/2016	7459	3590	PGE	8928404	3.2	10-66-5415	.00	16.48	16.48
04/16	04/11/2016	7459	3590	PGE	99972	3.25.1	40-11-5415	.00	479.94	479.94
Total 7459: 7,379.31										
7460										
04/16	04/11/2016	7460	2860	RICHARD MOWER	EXPENSE 4/		10-72-5137	.00	49.59	49.59
Total 7460: 49.59										
7461										
04/16	04/11/2016	7461	610	RITA BALLER	10		10-13-5310	.00	40.00	40.00
Total 7461: 40.00										
7462										
04/16	04/11/2016	7462	5549	Ross Schultz	W03		10-12-5200	.00	5,627.60	5,627.60
Total 7462: 5,627.60										
7463										
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1527670191		10-12-5137	.00	253.18	253.18
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1527698231		10-12-5137	.00	32.46	32.46
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1533213121		10-12-5137	.00	449.99	449.99
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1533224871		10-12-5137	.00	49.59	49.59
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1533224871	2	10-72-5137	.00	20.99	20.99
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1533520751	1	10-72-5137	.00	25.09	25.09
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1540345201	1	10-12-5137	.00	134.99	134.99
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1540357861	1	10-12-5137	.00	42.56	42.56
04/16	04/11/2016	7463	4290	STAPLES CREDIT PLAN	1540509581	1	10-12-5137	.00	764.97	764.97
Total 7463: 1,773.82										
7464										
04/16	04/11/2016	7464	4330	STUCK ELECTRICK CO	10183		30-11-5530	.00	363.00	363.00
04/16	04/11/2016	7464	4330	STUCK ELECTRICK CO	10184		40-11-5540	.00	339.50	339.50
Total 7464: 702.50										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7465	04/16	04/11/2016	7465	5516 The Bulletin Board	630	1	10-12-5230	.00	15.00	15.00
Total 7465:										
7466	04/16	04/11/2016	7466	4540 THERESA MCKNIGHT	14	1	10-13-5310	.00	40.00	40.00
Total 7466:										
7467	04/16	04/11/2016	7467	5551 Wright Imaging	4185695	1	30-11-5200	.00	334.86	334.86
04/16	04/11/2016	7467	5551 Wright Imaging	4185695	4185695	2	30-11-5200	.00	57.95	57.95
04/16	04/11/2016	7467	5551 Wright Imaging	4185695	4185695	3	30-11-5200	.00	251.16	251.16
04/16	04/11/2016	7467	5551 Wright Imaging	4185695	4185695	4	40-11-5200	.00	334.86	334.86
04/16	04/11/2016	7467	5551 Wright Imaging	4185695	4185695	5	40-11-5200	.00	57.95	57.95
04/16	04/11/2016	7467	5551 Wright Imaging	4185695	4185695	6	40-11-5200	.00	251.15	251.15
Total 7467:										
7468	04/16	04/11/2016	7468	5020 XEROX	84089059	1	10-65-5606	.00	183.58	183.58
04/16	04/11/2016	7468	5020 XEROX	84089060	84089060	1	10-12-5606	.00	442.56	442.56
Total 7468:										
7469	04/16	04/20/2016	7469	110 A&E SAFE AND ALARM CO.	140664	1	30-11-5200	.00	59.85	59.85
04/16	04/20/2016	7469	110 A&E SAFE AND ALARM CO.	140668	140668	1	10-12-5200	.00	119.70	119.70
Total 7469:										
7470	04/16	04/20/2016	7470	430 ARAMARK UNIFORM SERVICES	862233947	1	10-72-5140	.00	129.14	129.14
04/16	04/20/2016	7470	430 ARAMARK UNIFORM SERVICES	862245028	862245028	1	10-72-5140	.00	129.14	129.14
04/16	04/20/2016	7470	430 ARAMARK UNIFORM SERVICES	862256207	862256207	1	10-72-5140	.00	129.14	129.14
04/16	04/20/2016	7470	430 ARAMARK UNIFORM SERVICES	862267307	862267307	1	10-72-5140	.00	129.14	129.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7470:										
								.00		516.56
7471										
04/16	04/20/2016	7471	700	BAKER AND TAYLOR BOOKS	4011530821	1	10-65-5106	.00	34.66	34.66
04/16	04/20/2016	7471	700	BAKER AND TAYLOR BOOKS	4011541648	1	10-65-5106	.00	68.33	68.33
04/16	04/20/2016	7471	700	BAKER AND TAYLOR BOOKS	4011541648	2	10-65-5102	.00	21.99	21.99
04/16	04/20/2016	7471	700	BAKER AND TAYLOR BOOKS	4011544565	1	10-65-5106	.00	16.42	16.42
04/16	04/20/2016	7471	700	BAKER AND TAYLOR BOOKS	4011554927	1	10-65-5106	.00	155.87	155.87
04/16	04/20/2016	7471	700	BAKER AND TAYLOR BOOKS	4011554927	2	10-65-5102	.00	21.99	21.99
Total 7471:										
								.00		319.26
7472										
04/16	04/20/2016	7472	870	BRETTTHAUER OIL CO.	CL34312	1	40-11-5120	.00	133.01	133.01
04/16	04/20/2016	7472	870	BRETTTHAUER OIL CO.	CL34312	2	10-72-5120	.00	54.16	54.16
04/16	04/20/2016	7472	870	BRETTTHAUER OIL CO.	CL34312	3	20-11-5120	.00	21.95	21.95
04/16	04/20/2016	7472	870	BRETTTHAUER OIL CO.	CL34312	4	30-11-5120	.00	56.47	56.47
Total 7472:										
								.00		265.59
7473										
04/16	04/20/2016	7473	1380	CARQUEST	4758-128479	1	10-72-5504	.00	44.90	44.90
04/16	04/20/2016	7473	1380	CARQUEST	4758-129005	1	10-72-5504	.00	7.51	7.51
04/16	04/20/2016	7473	1380	CARQUEST	4758-129047	1	10-72-5137	.00	9.49	9.49
Total 7473:										
								.00		61.90
7474										
04/16	04/20/2016	7474	1270	COPY CATS	123786	1	10-12-5137	.00	226.00	226.00
Total 7474:										
								.00		226.00
7475										
04/16	04/20/2016	7475	1460	DAVISON AUTO PARTS, INC.	7924364582	1	10-72-5507	.00	10.56	10.56
04/16	04/20/2016	7475	1460	DAVISON AUTO PARTS, INC.	7924365080	1	40-11-5504	.00	26.88	26.88
Total 7475:										
								.00		37.44

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
7476	04/16	04/20/2016	7476	1530 DEMCO	5838874	1	10-12-5137	.00	50.69	50.69
Total 7476:										
7477	04/16	04/20/2016	7477	2160 HONEY BUCKET	2-1616087	1	10-66-5200	.00	106.00	106.00
04/16	04/20/2016	7477	2160 HONEY BUCKET		2-1618431	1	10-66-5200	.00	106.00	106.00
Total 7477:										
7478	04/16	04/20/2016	7478	3160 OREGON DEPARTMENT OF RE	10583406 3.	1	10-14-5306	.00	94.00	94.00
Total 7478:										
7479	04/16	04/20/2016	7479	3590 PGE	2045700 4.7.	1	10-19-5400	.00	1,532.53	1,532.53
Total 7479:										
7480	04/16	04/20/2016	7480	3730 PRIMISYS	10290	1	10-72-5233	.00	989.00	989.00
04/16	04/20/2016	7480	3730 PRIMISYS		10290	2	10-12-5233	.00	3,284.00	3,284.00
Total 7480:										
7481	04/16	04/20/2016	7481	3820 RECOLOGY WESTERN OREGO	1080068163	1	10-66-5415	.00	28.77	28.77
04/16	04/20/2016	7481	3820 RECOLOGY WESTERN OREGO		1080116228	1	10-12-5415	.00	86.71	86.71
04/16	04/20/2016	7481	3820 RECOLOGY WESTERN OREGO		1080204289	1	30-11-5415	.00	25.15	25.15
04/16	04/20/2016	7481	3820 RECOLOGY WESTERN OREGO		1080218560	1	10-65-5415	.00	29.32	29.32
04/16	04/20/2016	7481	3820 RECOLOGY WESTERN OREGO		1080242222	1	10-72-5415	.00	291.02	291.02
Total 7481:										
7482	04/16	04/20/2016	7482	4110 SHELDON OIL COMPANY	9133	1	10-18-5120	.00	48.24	48.24
04/16	04/20/2016	7482	4110 SHELDON OIL COMPANY		9133	2	10-72-5120	.00	58.41	58.41

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/16	04/20/2016	7482	4110	SHELDON OIL COMPANY	9133	3	20-11-5120	.00	55.50	55.50
04/16	04/20/2016	7482	4110	SHELDON OIL COMPANY	9133	4	30-11-5120	.00	66.77	66.77
04/16	04/20/2016	7482	4110	SHELDON OIL COMPANY	9133	5	10-66-5120	.00	59.21	59.21
Total 7482:										288.13
7483										
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	1	10-72-5137	.00	162.36	162.36
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	2	10-12-5137	.00	15.56	15.56
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	3	40-11-5137	.00	36.63	36.63
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	4	30-11-5137	.00	54.47	54.47
04/16	04/20/2016	7483	4160	SKYBERG'S	STATEMENT	5	10-72-5137	.00	108.32	108.32
Total 7483:										377.34
7484										
04/16	04/20/2016	7484	4960	WATERLAB CORP.	68913	1	40-11-5250	.00	1,135.00	1,135.00
Total 7484:										1,135.00
7485										
04/16	04/20/2016	7485	5130	YAMHILL COMMUNICATIONS A	2838	1	10-18-5302	.00	1,596.42	1,596.42
Total 7485:										1,596.42
7486										
04/16	04/20/2016	7486	5150	YAMHILL COUNTY SHERIFFS O	10583406 3.	1	10-14-5313	.00	32.00	32.00
Total 7486:										32.00
7487										
04/16	04/22/2016	7487	1120	CITY OF SHERIDAN	DINNER 4.11	1	10-13-5342	.00	21.00	21.00
04/16	04/22/2016	7487	1120	CITY OF SHERIDAN	DINNER 4.11	1	10-13-5342	.00	21.00-	21.00- V
Total 7487:										.00
7488										
04/16	04/22/2016	7488	1120	CITY OF SHERIDAN	DINNER 04.1	1	10-13-5342	.00	210.00	210.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 7488:										
								.00		210.00
Grand Totals:										
								.00		39,397.03

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	21.00	28,279.99	28,258.99-
10-00-2130	272.24	.00	272.24
10-12-5137	2,019.99	.00	2,019.99
10-12-5200	12,041.70	.00	12,041.70
10-12-5230	45.00	.00	45.00
10-12-5233	3,284.00	.00	3,284.00
10-12-5235	960.00	.00	960.00
10-12-5415	457.66	.00	457.66
10-12-5606	442.56	.00	442.56
10-13-5310	340.00	.00	340.00
10-13-5342	231.00	21.00-	210.00
10-14-5211	250.00	.00	250.00
10-14-5306	94.00	.00	94.00
10-14-5313	32.00	.00	32.00
10-18-5120	48.24	.00	48.24
10-18-5302	1,596.42	.00	1,596.42
10-19-5400	1,532.53	.00	1,532.53
10-65-5102	43.98	.00	43.98
10-65-5106	293.28	.00	293.28
10-65-5415	247.16	.00	247.16
10-65-5606	183.58	.00	183.58
10-66-5120	59.21	.00	59.21
10-66-5200	212.00	.00	212.00
10-66-5415	199.84	.00	199.84
10-67-5310	500.00	.00	500.00
10-67-5415	257.66	.00	257.66
10-72-5120	112.57	.00	112.57
10-72-5137	375.84	.00	375.84

GL Account	Debit	Credit	Proof
10-72-5140	516.56	.00	516.56
10-72-5233	989.00	.00	989.00
10-72-5415	579.00	.00	579.00
10-72-5504	52.41	.00	52.41
10-72-5507	10.56	.00	10.56
20-00-2000	.00	336.70-	336.70-
20-11-5120	77.45	.00	77.45
20-11-5204	217.50	.00	217.50
20-11-5504	41.75	.00	41.75
30-00-2000	.00	5,127.57-	5,127.57-
30-00-2300	35.99	.00	35.99
30-11-5120	123.24	.00	123.24
30-11-5137	54.47	.00	54.47
30-11-5200	703.82	.00	703.82
30-11-5204	135.00	.00	135.00
30-11-5415	3,712.05	.00	3,712.05
30-11-5530	363.00	.00	363.00
40-00-2000	.00	5,673.77-	5,673.77-
40-00-2400	89.27	.00	89.27
40-11-5120	133.01	.00	133.01
40-11-5137	36.63	.00	36.63
40-11-5200	643.96	.00	643.96
40-11-5204	607.50	.00	607.50
40-11-5250	1,135.00	.00	1,135.00
40-11-5415	2,662.02	.00	2,662.02
40-11-5504	26.88	.00	26.88
40-11-5540	339.50	.00	339.50
Grand Totals:	39,439.03	39,439.03-	.00

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____

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

Letter to Council

To: Willamina City Council

From: Ross Schultz - City Manager

Subject: Resignation

Your Honor, Council Members,

Although, it has been a pleasure serving the Citizens of Willamina, please be advised it is my intention to vacate the position of City Manager as soon as a suitable replacement can be found. Further it is my advice that you declare the position vacant at this time and begin recruitment forthwith.

I will be pleased to help you with the transition as we may schedule together.

Thanks again for your support during my tenure,

Ross Schultz



Mayor Ila Skyberg

Council Members:

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

Job Duties and Announcement: City Manager

Start Date/Time: TBA

Salary: Depending on Experience \$55,000 to \$63,000 plus benefits

Job Type/group: Full time Non-Represented

Location: City of Willamina, Oregon

PURPOSE OF POSITION CITY MANAGER

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

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

ESSENTIAL JOB FUNCTIONS

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

City Manager:

- Develops, implements and oversees goals and policies. Work closely with elected official and provide information required to make informed decision making.
 - Provide staff assistance to the City Council
 - Prepare and present staff reports and other necessary correspondence
 - Provide advice and consultation to the City Council on the development and implementation of City programs and services.
 - Direct the development and implementation of the Council goals, objectives, policies, and priorities.
- Fiscally responsible for monitoring and supervising all financial aspects of the City.
 - Lead the City budget process; directly supervise the budget officer.
 - Direct staff to prepare and present timely budget and financial reports.
 - Work closely with staff to develop finance and accounting policies and procedures; encourages development of efficient, effective business processes

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- and systems.
 - Approve contracts and expenditures consistent with policy.
 - Deliver information to City leaders and the public regarding financial conditions, program progress, and present and future needs of the City.
- Manage external City operations
 - Responsible for hearing the concerns and requests of their community and bringing them to the City Council.
 - Anticipate municipality needs and create programs to address them.
 - Based on research and community insight, advise the City Council and the mayor.
 - Explain, justify, and defend City programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
 - Represent the City to outside groups and agencies; Coordinate City activities with those of other cities, counties, and outside agencies and organizations.
 - Respond to media inquiries, City Council concerns and issues, and community needs.
 - Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Manage internal City operations.
 - Determine the best organizational structure to provide services needed by the City. Establish appropriate service and staffing levels. Assign projects and areas of responsibility.
 - Plan, direct, and coordinate, through department heads, the work plan for the City. Departments include accounting, City recorder and public works. The oversight of these department heads allows for continuity of standards and policies across all City departments.
 - Confer with department heads concerning administrative and operational problems, work plans, and strategic plans. Lead regular department head meetings.
 - Conduct annual evaluations of department heads.
 - Establish guidelines to encourage a positive and productive environment

Qualification/Knowledge of:

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Principles and practices of policy development and implementation.
- Principles and practices of program development and administration.
- Government, Council, and local and state legislative processes.
- Organizational and management practices as applied to the analysis and evaluation of City programs, policies and operational needs.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

- Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.

Ability to:

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

Education/Training:

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

Experience:

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

Salary and Benefits

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

Physical Demands:

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this

Job include close vision and the ability to adjust focus.

Tools used and Equipement:

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

Work Environment:

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

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

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

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

Employee _____ Date _____

Mayor Ila Skyberg _____ Date _____

May 5th2016

Mayor and city council:

Do to personal reasons I am tendering my resignation from council effective immediately, it has been a very interesting 8 years I have learned a lot of things, it saddens me to do this I have enjoyed working with each and everyone of you I will truly miss everyone and I wish Willamina and all of you the best in future endeavors.

Thanks for everything

A handwritten signature in black ink, appearing to read 'Allan Bramall', written in a cursive style.

Allan Bramall

City of Willamina
Staff report

Date Wednesday, May 4, 2016
From Sarah Frost
Code Enforcement
Subject 685 NE Main Street

Background

When I started in February of 2016 I was given an open case file on 685 NE Main Street. The file dates back to June 2015. The renter, David Birge, was cited September 2015 for accumulation of Junk and Debris on Private Property. The renters failed to correct the violations and I delivered a letter on March 3rd, 2016 for further violation and an order to appear to court.

On March 9th, 2016 it was brought to my attention that the renters had moved to Washington. In my research I identified the property was still owned by Jeremy Casby. I have been in contact with Mr. Casby on several occasions regarding the property clean up. Mr. Casby made arrangements for the Junk and Debris to be cleared from the front of house on March 30th.

Since March 30th I have attempted to get Mr. Casby to arrange for further property management and continued preservation. Mr. Casby has made it clear that he has no intentions of maintaining the property moving forward. I contacted Property Preservation companies to give me quotes for City Abatement and Clean-up of the property.

I met with Luna's Property Preservation on May 4th, 2016 for a quote.

Financials

Trash Clean-up and Haul - \$75 per load

*Estimates 4 loads

*Includes trash accumulation on the side and the back of the house

*Includes clean-up of torn down shed hazard

*Includes securing access hole to under the house

Grass Cut - \$200

*Grass measure 4ft – 5ft in height

Grass Haul - \$75 per load

*Estimates 1 load

Estimate Total \$575

*estimate would be more if additional loads are required to be hauled at \$75 per load.

Approximate Code Enforcement time associated with this property since February 24th, 2016: 10hours

Council Options

Council can choose to;

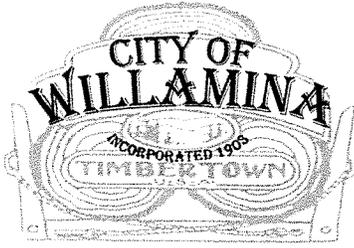
1. Move to cause the nuisance to be abated;
2. Council can refer the abatement back to staff for more information;
3. Council can choose to table the abatement until some future time to reconsider.

Staff Recommendation

At this time Code Enforcement recommends for Abatement by City.







Mayor Ila Skyberg

Council Members:

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

City Staff:

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

NOTICE TO ABATE

Date of Notice:
(DATE)

Jeremy Casby

1. **Description of Property on Which the Violation Exists/Responsible Party's Name.**
685 NE Main St, Keizer, Oregon, 97303.
Map Tax Lot: _R6701AD09500_.
Responsible Party's Name: _Jeremy Casby_.
2. **Direction to Abate Nuisance.**
YOU ARE HEREBY DIRECTED TO ABATE AND WHERE APPLICABLE, LEGALLY DISPOSE OF THE NUISANCES REFERENCED BELOW NO LATER THAN TEN (10) DAYS (_____) FROM THE DATE OF THIS NOTICE.
3. **Description of Violations.**
 - a) All solid waste, debris and junk being stored in the front, side, and back yards is not stored correctly. These items must be disposed of and/or placed in an approved receptacle for collection and disposal or properly stored in a building that is entirely enclosed except for doors used for ingress and egress.
 - b) Odor associated with accumulation of waste and debris.
 - c) Grass, weeds and noxious growth shall not be allowed to grow to a height of over 12 inches in the front, side and back yards.
 - d) All owners of abandoned residential property are obligated to continuously comply with the registration, security, maintenance and inspection of the property.

Willamina Municipal Code 93.06(B)(2)
Willamina Municipal Code 93.06(B)(6)
Willamina Municipal Code 93.07(B)(5)
Willamina Municipal Code 93.07(B)(11)
Willamina Municipal Code 95.02

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4. **City May Abate Nuisance.**

Unless the nuisances are abated within ten (10) days (_____) of the date of this Notice, the City may abate the nuisances and the cost of the abatement will be charged to you as the Responsible Person. In such case, if the costs are not paid within 30 days, the costs may become a lien against the property.

5. **Court Prosecution/Fine.**

Failure to abate the nuisance within the time stated herein may result in court prosecution and imposition of a fine, up to \$300 per day, per violation.

6. **Judicial Review.**

You, as the Responsible Person, may protest that no nuisance in fact exists with the City Recorder in a written statement which shall specify the basis for contending that no nuisance exists. Such request shall then be referred to the Council as a part of the Council's regular agenda at its next succeeding meeting. At the time set for the consideration of the abatement, the person may appear and be heard by the Council. This Request for Review must be RECEIVED by the City Recorder no later than 5:00 p.m. on _(_____)_.

Summary:

ON OR BEFORE (_____), you must either: a) file a written request for Review, or b) correct the listed violations. Failure to do so may result in a citation and fine and/or abatement by the City and lien against your property.

(503) 876-2242

frosts@ci.willamina.or.us

Sincerely,

Sarah Frost
Code Enforcement
City of Willamina

CC: Debbie Bernard, City Recorder
CC: Ross Schultz, City Manager
CC: City Council

City Council Schedule of Events Jan-June 2016

Year **2016** Start Day **1** 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					

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						
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		

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 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

April	BUDGET 2016 2017	
04/01/16 (Fri)	April Fool's Day	holiday
04/22/16 (Fri)	Earth Day	holiday
04/12/16 (Thur)	City Council Regular Meeting	
04/15/16 (Fri)	Deadline SEI Annual Verified Statement of Economic Interest	
04/12/16 (Tue)	Proposed Budget Complete (Staff)	
04/20/16 (Wed)	Budget Committee Training (no notice required)	

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				

May	CONTRACTS 2016 2017	
05/05/16 (Thu)	Proposed Budget presented (noticed) Advertise Budget Hearing	
05/11/16 (Thu)	Second Budget Committee Meeting	
05/12/16 (Thu)	City Council Meeting	
05/26/16 (Thu)	Special Council Meeting to Hear Approved Budget (Noticed)	
05/30/16 (Mon)	Memorial Day	holiday

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		

June	ADOPT BUDGET 2016 2017	
06/9/16 (Thu)	CITY OF WILLAMINA WATER PROPOSED WATER RATE INCREASE	
06/9/16 (Thu)	CCRLS Contract	
06/9/16 (Thu)	MWVCOG Contract Renewal	
06/9/16 (Thu)	WESTERN OREGON proposed rate increase resolution	
06/9/16 (Thu)	WAVE BROADBAND rate increase notification	
06/09/16 (Thu)	Council Adopts Budget and Sets appropriations Hearing on State Revenue Sharing	

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						

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

WILLAMINA LIBRARY BOARD MINUTES

19 April 2016

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

Absent: Joyce Zimbrick (excused)

Guests: Heather Stritzke

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

Old Business

New Business

Melissa handed out the report for March.

Amber gave a report on Storytime and children's activities.

Melissa said Soup Night was a great success. She saw friends she hasn't seen in a long time and everyone enjoyed visiting over a cup of soup. Soup was donated by Grand Ronde Tribal Library and Wildwood. Author Maggie Stuckey gave a very interesting talk about publishing and about Soup Nights taking place across the country. Melissa shared a thank you note she received from Maggie.

The 100th Beverly Cleary birthday party was fun. Both Melissa and Amber brought cupcakes and the library was decorated with balloons and flowers.

Heather explained that the Board should decide what to do with the grant money. The Board wants to put wood on the exterior and paint the building. There was talk on whether the small alley behind the library could be blocked off. Heather will talk to her husband about getting contractors involved, and someone will look into a donation from Hampton for some lumber. Estimates will be gotten from Lowes, Home Depot and ProBuild. Melissa said she got estimates for awnings over the doors and gave the information to Debbie.

Melissa shared an article out of The Atlantic about the correlation between funding and library usage.

The meeting adjourned at 8:55

The next meeting is 19 Apr 2016 at 8:15 am.

**WILLAMINA PUBLIC LIBRARY MONTHLY REPORT
1st Quarter 2016**

Adult Books	Young Adult Books	Juvenile Books	Audio	Video	PC Use	Copies	Periodicals	Borrow ILL	Loan ILL	Out of District Borrow ILL	Out of District Loan ILL	Reference Answered	Attendance	Item Add	Patron Add	Total Ck Out	Total Ck In	CCRLS
677	98	364	71	561	147	198	38	294	502			71	865	160	9	1,887	1,148	1,611.00
668	115	279	47	479	144	113	174	292	474			76	825	135	2	1,933	1,100	NET LOANS
642	63	230	63	506	175	203	56	269	641			99	950	150	10	1,653	1,497	
1,987	276	873	181	1,546	466	514	268	855	###	0	246	2,640	445	21	5,473	3,745	\$ 1,611.00	

WILLAMINA PUBLIC LIBRARY INCOME REPORT

MONTH	Jan-16	Feb-16	Mar-16
I	Fines \$ 181.64	\$ 77.70	\$ 95.75
N	Cards 123	120	\$ 150.00
C	Copies 49.5	28.25	\$ 52.50
O	Lost Books 15	10	
M	Other		
E	Other		Reimb-CCRLS
TOTAL	\$ 369.14	\$ 235.95	\$ 298.25
Volunteer Hours			17

F:/LIBRARY/REPORTS/MONTHLY REPORT.2014



239
0
21,153



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 4/1/2016 to 4/30/2016**

City	UCR Description	4/2/2015 to 5/1/2015	4/1/2016 to 4/30/2016	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	1	0		1	2
	Burglary-Business	1	0			7
	Burglary-Non-Residence	2	1	-50.00 %	1	9
	Burglary-Residence	2	0		3	16
	Larceny	7	4	-42.86 %	17	77
	Motor Vehicle Theft-Auto	0	1		4	8
	Rape	0	0			4
	Robbery	0	0			3
	Part 1 Total	13	6	-53.85 %	26	126
Part 2						
	All Other	2	0		1	7
	Disorderly Conduct	2	1	-50.00 %	3	11
	Drug Laws	1	1		11	30
	DUII	0	0		3	7
	Forgery	0	0			4
	Fraud	0	0			4
	Liquor Laws	1	0			4
	Runaway	0	0			2
	Sex Offenses	0	0			3
	Simple Assault	4	1	-75.00 %	6	42
	Stolen Property	0	1		1	2
	Tresspass/Prowler	2	2		8	28
	Vandalism	6	4	-33.33 %	5	37
	Weapons	0	0		2	3
	Part 2 Total	18	10	-44.44 %	40	184
Part 3						
	All Other	4	3	-25.00 %	34	89
	Total For WILLAMINA	39	24	-38.46 %	128	495



**Yamhill County Sheriff's Office
 Crime Summary for WILLAMINA
 From 4/1/2016 to 4/30/2016**

City	UCR Description	4/2/2015 to 5/1/2015	4/1/2016 to 4/30/2016	Percentage Change	YTD	Prior Year
WILLAMINA						
	Non-Reportable Offenses	4	5	25.00 %	28	96
	Part 3 Total	8	8		62	185
	Total For WILLAMINA	39	24	-38.46 %	128	495

