

**Willamina City Council Agenda
Regular Meeting**

Tuesday, December 11, 6:00 pm

West Valley Fire

825 NE Main St.

Willamina, OR 97396

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

Public Input: 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.

CORRESPONDENCE/PRESENTATION – Elected Essentials Workshops Flyer

RECESS – Presentation for City Councilors

CONSENT AGENDA “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item is pulled from the Consent Agenda for discussion and separate action. The item is then considered after the Consent Agenda items have been voted upon).”

1. Check Registers – October 1 to 31, 2018 (information only)
2. Financials October 31, 2018
3. Minutes from the November 7, 2018, City Council Meeting
4. Minutes from the November 28, 2018, Special City Council Meeting

REGULAR

5. Thank You Letter
6. Ordinance 675 – An Ordinance Amending Title IX, Chapter 90. Animals Second Reading
7. Planning Commission Appointments
8. 2018 Elections Results/Oath Office

Equal Opportunity Employer TTY Dial 7-1-1 or 1-800-735-2900

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

willaminaoregon.gov

INFORMATIONAL REPORTS (Items that require no Council action) - none

MAYORS REPORT

COUNCIL LIAISON REPORTS

9. Chamber Liaison (Councilor Wooden)
10. Library Liaison (Councilor McKnight)
11. YCOM Board (Councilor Baller)
12. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM/CITY OFFICERS

13. City Manager
14. Sheriff's Report

EVENT CALENDAR- Informational

PUBLIC HEARING - None

Equal Opportunity Employer TTY Dial 7-1-1 or 1-800-735-2900

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CONSENT AGENDA

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

GL	Check Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9880	10/18	10/02/2018	9880	450	AIR DIFFUSION SYSTEM	5349	1	40-11-5137	.00	94.80	94.80
											94.80
											Total 9880:
9881	10/18	10/02/2018	9881	4890	APRIL WOODEN	100118	1	10-13-5310	.00	50.00	50.00
											50.00
											Total 9881:
9882	10/18	10/02/2018	9882	430	ARAMARK UNIFORM SERVICES	863646250	1	10-66-5140	.00	12.78	12.78
10/18	10/02/2018	9882	9882	430	ARAMARK UNIFORM SERVICES	863646250	2	20-11-5140	.00	3.76	3.76
10/18	10/02/2018	9882	9882	430	ARAMARK UNIFORM SERVICES	863646250	3	30-11-5140	.00	21.06	21.06
10/18	10/02/2018	9882	9882	430	ARAMARK UNIFORM SERVICES	863646250	4	40-11-5140	.00	37.60	37.60
											Total 9882:
9883	10/18	10/02/2018	9883	700	BAKER AND TAYLOR BOOKS	4012323446	1	10-65-5100	.00	71.12	71.12
10/18	10/02/2018	9883	9883	700	BAKER AND TAYLOR BOOKS	4012323446	2	10-65-5106	.00	133.99	133.99
10/18	10/02/2018	9883	9883	700	BAKER AND TAYLOR BOOKS	4012324108	1	10-65-5100	.00	7.87	7.87
											Total 9883:
9884	10/18	10/02/2018	9884	5678	Bob Buir	100118	1	10-13-5310	.00	50.00	50.00
											50.00
											Total 9884:
9885	10/18	10/02/2018	9885	1380	CARQUEST	4758-172204	1	10-72-5137	.00	2.19	2.19
10/18	10/02/2018	9885	9885	1380	CARQUEST	4758-172225	1	10-72-5137	.00	6.99	6.99
10/18	10/02/2018	9885	9885	1380	CARQUEST	4758-172898	1	10-72-5137	.00	230.90	230.90
10/18	10/02/2018	9885	9885	1380	CARQUEST	4758-172980	1	10-72-5137	.00	44.00	44.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9892:										
9893	10/18	10/02/2018	9893	5717 Kalmbach Publishing Co.	093018	1	10-65-5321	.00	40.80	40.80
Total 9893:										
Total 9894:										
9894	10/18	10/02/2018	9894	2440 KELLER ASSOCIATES, INC.	16 9-25-18	1	40-11-5204	.00	90.00	90.00
10/18	10/02/2018	9894	2440 KELLER ASSOCIATES, INC.		25 9-25-18	1	10-17-5204	.00	850.00	850.00
10/18	10/02/2018	9894	2440 KELLER ASSOCIATES, INC.		29	1	30-11-5204	.00	6,355.00	6,355.00
10/18	10/02/2018	9894	2440 KELLER ASSOCIATES, INC.		4	1	41-80-6000	.00	1,905.00	1,905.00
10/18	10/02/2018	9894	2440 KELLER ASSOCIATES, INC.		4	2	10-66-6000	.00	200.00	200.00
10/18	10/02/2018	9894	2440 KELLER ASSOCIATES, INC.		4	3	21-80-6000	.00	240.00	240.00
Total 9894:										
9895	10/18	10/02/2018	9895	2670 LOCAL 737 - LABORERS INTL U	100118	1	10-00-2130	.00	190.20	190.20
Total 9895:										
9896	10/18	10/02/2018	9896	5777 Loren Yates	092618	1	30-00-2300	.00	140.26	140.26
Total 9896:										
9897	10/18	10/02/2018	9897	3060 NW NATURAL	1363282-3 9-	1	10-65-5415	.00	15.92	15.92
10/18	10/02/2018	9897	3060 NW NATURAL		1391656-0 0	1	10-67-5415	.00	30.47	30.47
Total 9897:										
9898	10/18	10/02/2018	9898	3590 PGE	092418	1	40-11-5415	.00	2,208.41	2,208.41
10/18	10/02/2018	9898	3590 PGE		092418	2	10-67-5415	.00	72.08	72.08
10/18	10/02/2018	9898	3590 PGE		092418	3	10-12-5415	.00	258.63	258.63
10/18	10/02/2018	9898	3590 PGE		092418	4	30-11-5415	.00	2,971.01	2,971.01

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9905	10/18	10/02/2018	9905	5020 XEROX	094725765	1	10-12-5606	.00	165.97	165.97
Total 9905:										
9906	10/18	10/02/2018	9906	5150 YAMHILL COUNTY SHERIFFS O	100118	1	10-18-5217	.00	16,621.42	16,621.42
Total 9906:										
9907	10/18	10/09/2018	9907	110 A&E SAFE AND ALARM CO.	164617	1	10-12-5200	.00	59.85	59.85
10/18	10/09/2018	9907	110	A&E SAFE AND ALARM CO.	164617	2	10-65-5200	.00	59.85	59.85
10/18	10/09/2018	9907	110	A&E SAFE AND ALARM CO.	164621	1	10-67-5200	.00	59.85	59.85
Total 9907:										
9908	10/18	10/09/2018	9908	1380 CARQUEST	4758-173082	1	10-72-5137	.00	191.76	191.76
Total 9908:										
9909	10/18	10/09/2018	9909	1390 CASCADE COLUMBIA	732683	1	40-11-5108	.00	1,039.98	1,039.98
Total 9909:										
9910	10/18	10/09/2018	9910	940 CASELLE, INC.	90852	1	10-12-5235	.00	1,200.00	1,200.00
Total 9910:										
9911	10/18	10/09/2018	9911	1135 CITY OF YAMHILL	322	1	10-14-5211	.00	250.00	250.00
Total 9911:										
9912	10/18	10/09/2018	9912	1450 DEPT OF ADMINISTRATIVE SV	ARQ19070	1	10-12-5320	.00	500.00	500.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/18	10/09/2018	9918	4110	SHELDON OIL COMPANY	093018	2	20-11-5120	.00	96.52	96.52
10/18	10/09/2018	9918	4110	SHELDON OIL COMPANY	093018	3	40-11-5120	.00	200.84	200.84
10/18	10/09/2018	9918	4110	SHELDON OIL COMPANY	093018	4	10-66-5120	.00	146.52	146.52
10/18	10/09/2018	9918	4110	SHELDON OIL COMPANY	093018	5	10-72-5120	.00	230.93	230.93
10/18	10/09/2018	9918	4110	SHELDON OIL COMPANY	093018	6	30-11-5120	.00	80.99	80.99
Total 9918:										797.37
9919										
10/18	10/09/2018	9919	4160	SKYBERG'S	093018	1	10-12-5137	.00	16.77	16.77
10/18	10/09/2018	9919	4160	SKYBERG'S	093018	2	10-12-5504	.00	120.61	120.61
10/18	10/09/2018	9919	4160	SKYBERG'S	093018	3	10-66-5137	.00	49.96	49.96
10/18	10/09/2018	9919	4160	SKYBERG'S	093018	4	30-11-5137	.00	34.99	34.99
10/18	10/09/2018	9919	4160	SKYBERG'S	093018	5	40-11-5137	.00	2.58	2.58
10/18	10/09/2018	9919	4160	SKYBERG'S	093018	6	10-72-5137	.00	102.73	102.73
Total 9919:										327.64
9920										
10/18	10/09/2018	9920	5516	The Bulletin Board	2927	1	10-12-5230	.00	15.00	15.00
Total 9920:										15.00
9921										
10/18	10/09/2018	9921	4960	WATERLAB CORP.	75681	1	30-11-5250	.00	205.00	205.00
Total 9921:										205.00
9922										
10/18	10/09/2018	9922	5080	YAMHILL COUNTY COMMUNITY	091118	1	10-66-5510	.00	200.00	200.00
Total 9922:										200.00
9923										
10/18	10/09/2018	9923	5150	YAMHILL COUNTY SHERIFFS O	100218	1	10-14-5313	.00	16.00	16.00
Total 9923:										16.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9929:										
								.00		295.72
9930	10/18	10/16/2018	2900	MID-WILLAMETTE VALLEY COU	1819128	1	10-17-5214	.00	4,103.50	4,103.50
Total 9930:										
								.00		4,103.50
9931	10/18	10/16/2018	1320	Mike Crafford	569030	1	10-65-5200	.00	80.00	80.00
Total 9931:										
								.00		80.00
9932	10/18	10/16/2018	3070	NEWS REGISTER	84203	1	10-12-5230	.00	106.34	106.34
Total 9932:										
								.00		106.34
9933	10/18	10/16/2018	3300	ONE CALL CONCEPTS, INC.	8090518	1	30-11-5200	.00	34.40	34.40
Total 9933:										
								.00		34.40
9934	10/18	10/16/2018	3230	OREGON LIBRARY ASSOCIATI	7629	1	10-65-5320	.00	30.00	30.00
Total 9934:										
								.00		30.00
9935	10/18	10/16/2018	3380	OREVAC WEST INC	4162	1	40-11-5504	.00	1,935.00	1,935.00
10/18	10/16/2018	9935	3380	OREVAC WEST INC	4163	1	40-11-5504	.00	1,820.00	1,820.00
10/18	10/16/2018	9935	3380	OREVAC WEST INC	4166	1	40-11-5504	.00	1,430.00	1,430.00
Total 9935:										
								.00		5,185.00
9936	10/18	10/16/2018	3590	PGE	7840710000	1	10-19-5400	.00	1,589.35	1,589.35

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/18	10/23/2018	9943	430	ARAMARK UNIFORM SERVICES	863676945	4	40-11-5140	.00	37.60	37.60
Total 9943:										
75.20										
9944										
10/18	10/23/2018	9944	1380	CARQUEST	4758-173484	1	30-11-5137	.00	6.08	6.08
10/18	10/23/2018	9944	1380	CARQUEST	4758-174168	1	10-72-5137	.00	14.26	14.26
Total 9944:										
20.34										
9945										
10/18	10/23/2018	9945	1020	CENTURYLINK	101118	1	10-12-5413	.00	331.21	331.21
10/18	10/23/2018	9945	1020	CENTURYLINK	101118	2	10-66-5413	.00	12.19	12.19
10/18	10/23/2018	9945	1020	CENTURYLINK	101118	3	10-67-5413	.00	36.25	36.25
10/18	10/23/2018	9945	1020	CENTURYLINK	101118	4	20-11-5413	.00	24.39	24.39
10/18	10/23/2018	9945	1020	CENTURYLINK	101118	5	30-11-5413	.00	185.38	185.38
10/18	10/23/2018	9945	1020	CENTURYLINK	101118	6	40-11-5413	.00	231.16	231.16
10/18	10/23/2018	9945	1020	CENTURYLINK	101118	7	10-65-5413	.00	60.11	60.11
Total 9945:										
760.47										
9946										
10/18	10/23/2018	9946	2160	HONEY BUCKET	550837214	1	10-66-5200	.00	106.00	106.00
10/18	10/23/2018	9946	2160	HONEY BUCKET	550837215	1	10-66-5200	.00	106.00	106.00
10/18	10/23/2018	9946	2160	HONEY BUCKET	550837216	1	10-68-5510	.00	106.00	106.00
Total 9946:										
318.00										
9947										
10/18	10/23/2018	9947	3870	JUSTIN RIGGS	101618	1	20-11-5521	.00	32.00	32.00
Total 9947:										
32.00										
9948										
10/18	10/23/2018	9948	2440	KELLER ASSOCIATES, INC.	26 A	1	10-17-5204	.00	1,260.00	1,260.00
10/18	10/23/2018	9948	2440	KELLER ASSOCIATES, INC.	30 10-19-18	1	30-11-5530	.00	1,915.00	1,915.00
10/18	10/23/2018	9948	2440	KELLER ASSOCIATES, INC.	30 10-19-18	2	30-11-5530	.00	2,800.00	2,800.00
10/18	10/23/2018	9948	2440	KELLER ASSOCIATES, INC.	33	1	20-11-5204	.00	825.00	825.00
10/18	10/23/2018	9948	2440	KELLER ASSOCIATES, INC.	5	1	10-66-5200	.00	40.00	40.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9955	10/18 10/23/2018	9955	4570	TERRY'S AUTO CLINIC	101218	1	10-72-5507	.00	76.00	76.00
	Total 9955:							.00	76.00	76.00
9956	10/18 10/23/2018	9956	4680	UNITED RENTALS NORTHWES	162411281-0	1	10-72-5600	.00	120.00	120.00
	Total 9956:							.00	120.00	120.00
9957	10/18 10/23/2018	9957	5647	US BANK EQUIPMENT FINANC	368667309	1	10-12-5606	.00	210.94	210.94
9957	10/18 10/23/2018	9957	5647	US BANK EQUIPMENT FINANC	368667309	2	10-65-5606	.00	127.57	127.57
	Total 9957:							.00	338.51	338.51
9958	10/18 10/23/2018	9958	5130	YAMHILL COMMUNICATIONS A	FY19-05-336	1	10-18-5302	.00	2,007.25	2,007.25
	Total 9958:							.00	2,007.25	2,007.25
9959	10/18 10/30/2018	9959	1460	DAVISON AUTO PARTS, INC.	924-448062	1	10-72-5137	.00	23.54	23.54
	Total 9959:							.00	23.54	23.54
9960	10/18 10/30/2018	9960	1760	FERGUSON ENTERPRISES, IN	0708207	1	30-11-5531	.00	2,050.00	2,050.00
	Total 9960:							.00	2,050.00	2,050.00
9961	10/18 10/30/2018	9961	1870	FURROW PUMP	4803-IN	1	30-80-6001	.00	1,460.00	1,460.00
9961	10/18 10/30/2018	9961	1870	FURROW PUMP	4803-IN	2	30-11-5530	.00	44.65	44.65
	Total 9961:							.00	1,504.65	1,504.65
9962	10/18 10/30/2018	9962	2040	HACH	11183941	1	40-11-5540	.00	80.15	80.15

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10/18	10/30/2018	9968	4230	SPRINT	101418	2	10-12-5413	.00	11.57	11.57
10/18	10/30/2018	9968	4230	SPRINT	101418	3	10-66-5413	.00	47.68	47.68
10/18	10/30/2018	9968	4230	SPRINT	101418	4	20-11-5413	.00	2.78	2.78
10/18	10/30/2018	9968	4230	SPRINT	101418	5	30-11-5413	.00	62.03	62.03
10/18	10/30/2018	9968	4230	SPRINT	101418	6	40-11-5413	.00	61.10	61.10
Total 9968:									.00	231.45
9969	10/18	10/30/2018	5740	Thomas Holt	102718	1	10-12-5137	.00	149.98	149.98
10/18	10/30/2018	9969	5740	Thomas Holt	7	1	10-12-5209	.00	360.00	360.00
Total 9969:									.00	509.98
9970	10/18	10/30/2018	4600	TRAFFIC SAFETY SUPPLY CO I	INV007324	1	20-11-5523	.00	222.97	222.97
Total 9970:									.00	222.97
9971	10/18	10/30/2018	5784	TS West LLC	102318	1	30-00-2300	.00	42.13	42.13
10/18	10/30/2018	9971	5784	TS West LLC	102318	2	40-00-2400	.00	90.00	90.00
Total 9971:									.00	132.13
9972	10/18	10/30/2018	4680	UNITED RENTALS NORTHWES	162502452-0	1	10-72-5600	.00	251.24	251.24
Total 9972:									.00	251.24
9973	10/18	10/30/2018	5551	Wright Business Graphics	4207928	1	30-11-5230	.00	333.43	333.43
10/18	10/30/2018	9973	5551	Wright Business Graphics	4207928	2	40-11-5230	.00	333.43	333.43
Total 9973:									.00	666.86
9974	10/18	10/30/2018	5050	YAMHILL COUNTY	491503	1	10-12-5320	.00	18.19	18.19

GL Account	Debit	Credit	Proof
10-19-5400	1,589.35	.00	1,589.35
10-65-5040	150.00	.00	150.00
10-65-5100	135.54	.00	135.54
10-65-5106	217.34	.00	217.34
10-65-5200	258.35	.00	258.35
10-65-5320	30.00	.00	30.00
10-65-5321	40.80	.00	40.80
10-65-5413	.00	60.11-	60.11-
10-65-5415	418.90	.00	418.90
10-65-5606	127.57	.00	127.57
10-66-5120	146.52	.00	146.52
10-66-5137	152.03	.00	152.03
10-66-5140	51.12	.00	51.12
10-66-5200	510.94	.00	510.94
10-66-5413	59.87	.00	59.87
10-66-5415	520.81	.00	520.81
10-66-6000	200.00	.00	200.00
10-67-5200	59.85	.00	59.85
10-67-5310	200.00	.00	200.00
10-67-5413	36.25	.00	36.25
10-67-5415	1,074.01	683.70-	390.31
10-68-5510	306.00	.00	306.00
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	230.93	.00	230.93
10-72-5137	572.37	44.00-	528.37
10-72-5415	696.47	.00	696.47
10-72-5507	76.00	.00	76.00
10-72-5600	371.24	.00	371.24
20-00-2000	.00	17,018.70-	17,018.70-
20-11-5120	96.52	.00	96.52
20-11-5140	15.04	.00	15.04
20-11-5204	825.00	.00	825.00
20-11-5413	27.17	.00	27.17
20-11-5521	32.00	.00	32.00
20-11-5522	15,800.00	.00	15,800.00
20-11-5523	222.97	.00	222.97
21-00-2000	.00	2,900.00-	2,900.00-
21-80-6000	2,900.00	.00	2,900.00
30-00-2000	.00	25,032.38-	25,032.38-

Dated: _____
Mayor: _____
City Council: _____

City Recorder: _____

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

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 OCTOBER 31, 2018

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	(172,729.64)
99-00-1015	XPRESS DEPOSIT ACCOUNT		2,073.24
99-00-1020	PAYROLL - CHECKING		18,897.56
99-00-1030	INVESTMENTS-LGIP		90,087.14
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT		.38
	TOTAL COMBINED CASH	(61,671.32)
99-00-1900	COURT CASH CLEARING	(1,029.00)
99-00-1910	MERCHANT SERVICES CLEARING	(1,037.99)
99-00-1009	CASH ALLOCATED		63,738.31
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	(125,197.97)
20	ALLOCATION TO STREET FUND	(70,547.37)
21	ALLOCATION TO STREET SDC FUND		12,100.00
30	ALLOCATION TO WATER FUND		2,190.25
31	ALLOCATION TO WATER SDC FUND	(1,971.00)
40	ALLOCATION TO WASTEWATER FUND		117,050.14
41	ALLOCATION TO WASTEWATER SDC FUND		2,637.64
	TOTAL ALLOCATIONS TO OTHER FUNDS	(63,738.31)
	ALLOCATION FROM GENERAL FUND - 99-00-1009		63,738.31
	ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	278,548.00	278,548.00	.0
10-10-4001 PROPERTY TAX	424.73	5,441.06	369,000.00	363,558.94	1.5
10-10-4002 PROPERTY TAX PRIOR	378.39	9,617.44	10,000.00	382.56	96.2
10-10-4003 INTEREST ON TAXES	13.29	92.00	75.00	17.00	122.7
10-10-4110 STATE CIGARETTE TAX	446.63	922.74	1,800.00	877.26	51.3
10-10-4111 STATE REVENUE SHARING	.00	5,919.48	24,000.00	18,080.52	24.7
10-10-4112 STATE LIQUOR TAX	3,301.30	11,359.09	32,000.00	20,640.91	35.5
10-10-4113 STATE MARIJUANA TAX	.00	1,442.12	5,000.00	3,557.88	28.8
10-10-4501 BUSINESS LICENSES	.00	105.00	3,500.00	3,395.00	3.0
10-10-4511 LIEN SEARCHES	207.00	651.00	1,000.00	349.00	65.1
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	150.55	324.27	1,500.00	1,175.73	21.6
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	13,000.00	13,000.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	62,000.00	62,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	8,000.00	8,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	251.96	1,873.11	5,200.00	3,326.89	36.0
10-10-4605 FRANCHISE FEES ONLINENW	.00	1,087.06	2,000.00	912.94	54.4
10-10-4701 RENT - CENTER MARKET	200.00	1,000.00	2,000.00	1,000.00	50.0
10-10-4816 DONATIONS	.00	.00	3,000.00	3,000.00	.0
10-10-4900 INTEREST INCOME	2,580.77	9,208.37	15,000.00	5,791.63	61.4
10-10-4901 MISCELLANEOUS INCOME	13.00	85.75	1,000.00	914.25	8.6
TOTAL DEPARTMENT 10	7,967.62	49,128.49	837,823.00	788,694.51	5.9
COURT					
10-14-4507 COURT FINES AND FEES	.00	984.00	1,500.00	516.00	65.6
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT	.00	984.00	1,600.00	616.00	61.5
PLANNING					
10-17-4583 PLANNING FEES	.00	.00	10,000.00	10,000.00	.0
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
10-17-4585 DEVELOPMENT FEES PLANNING	.00	2,150.00	.00	(2,150.00)	.0
TOTAL PLANNING	.00	2,150.00	10,500.00	8,350.00	20.5
PUBLIC SAFETY					
10-18-4200 CODE ENFORCEMENT FINES	.00	.00	2,500.00	2,500.00	.0
10-18-4506 PUBLIC SAFETY FEE	.00	.00	50,000.00	50,000.00	.0
TOTAL PUBLIC SAFETY	.00	.00	52,500.00	52,500.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115 BANK CHARGES	117.93	533.21	1,800.00	1,266.79	29.6
10-12-5119 DISCREPENCIES	.00	.00	60.00	60.00	.0
10-12-5123 MERCHANT FEES	.00	.00	200.00	200.00	.0
10-12-5124 PAYROLL PROCESSING FEES	285.67	993.80	4,500.00	3,506.20	22.1
10-12-5126 POSTAGE	26.12	563.63	1,500.00	936.37	37.6
10-12-5137 SUPPLIES	1,191.84	5,301.38	12,000.00	6,698.62	44.2
10-12-5200 CONTRACT SERVICES	1,352.89	2,464.22	22,500.00	20,035.78	11.0
10-12-5201 AUDIT SERVICES	.00	.00	15,000.00	15,000.00	.0
10-12-5203 LEGAL SERVICES	131.00	852.50	11,000.00	10,147.50	7.8
10-12-5207 INSURANCE	.00	20,353.83	25,000.00	4,646.17	81.4
10-12-5209 CLEANING SERVICES	800.00	1,980.00	5,200.00	3,220.00	38.1
10-12-5230 PRINTING AND PUBLISHING	697.87	1,389.98	5,000.00	3,610.02	27.8
10-12-5233 TECHNOLOGY SERVICES	50.00	2,063.00	12,000.00	9,937.00	17.2
10-12-5234 TECHNOLOGY BACK UP	400.00	1,600.00	5,500.00	3,900.00	29.1
10-12-5235 SOFTWARE MAINTENANCE	1,200.00	4,800.00	15,000.00	10,200.00	32.0
10-12-5320 DUES, LICENSE, PERMITS	538.19	3,062.31	6,000.00	2,937.69	51.0
10-12-5342 CONFERENCE/SEMINAR/TRAINING	1,356.90	2,308.66	5,000.00	2,691.34	46.2
10-12-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-12-5355 MISCELLANEOUS EXPENSE	.00	.00	750.00	750.00	.0
10-12-5413 TELEPHONE	342.78	5,544.06	5,000.00	(544.06)	110.9
10-12-5415 UTILITIES	523.64	2,370.89	9,000.00	6,629.11	26.3
10-12-5504 REPAIRS - MAINTENANCE	424.47	3,517.09	8,000.00	4,482.91	44.0
10-12-5600 EQUIPMENT	.00	1,174.68	3,500.00	2,325.32	33.6
10-12-5606 EQUIPMENT LEASE	376.91	1,536.34	6,000.00	4,463.66	25.6
TOTAL ADMIN	9,816.21	62,409.58	180,510.00	118,100.42	34.6
<u>COUNCIL</u>					
10-13-5307 COMMUNITY PROJECT	.00	491.00	1,000.00	509.00	49.1
10-13-5310 STIPEND	400.00	1,600.00	5,000.00	3,400.00	32.0
10-13-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	3,500.00	3,500.00	.0
10-13-5344 TRAVEL	.00	.00	750.00	750.00	.0
10-13-5350 VOLUNTEER APPRECIATION	.00	650.00	800.00	150.00	81.3
10-13-5355 COUNCIL EXPENSE	533.03	972.28	1,000.00	27.72	97.2
TOTAL COUNCIL	933.03	3,713.28	12,050.00	8,336.72	30.8

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	25,000.00	25,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,341.00	8,341.00	.0
TOTAL SPECIAL	.00	.00	33,341.00	33,341.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	4,631.34	13,464.28	39,500.00	26,035.72	34.1
10-65-5020 PAYROLL TAX	352.19	1,020.87	3,950.00	2,929.13	25.8
10-65-5040 BENEFITS	1,338.76	5,355.04	19,500.00	14,144.96	27.5
10-65-5060 PERS	148.85	639.58	2,400.00	1,760.42	26.7
10-65-5090 WORKERS COMP	4.19	11.51	60.00	48.49	19.2
10-65-5100 BOOKS CHILDREN	105.08	1,598.35	2,200.00	601.65	72.7
10-65-5101 AUDIO VISUAL CHILDREN	.00	45.77	800.00	754.23	5.7
10-65-5102 AUDIO VISUAL ADULT	.00	233.58	800.00	566.42	29.2
10-65-5103 AUDIO VISUAL LOST REPLACEMENT	.00	.00	25.00	25.00	.0
10-65-5106 BOOKS ADULTS	319.91	946.62	2,200.00	1,253.38	43.0
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	100.00	100.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	942.17	800.00	(142.17)	117.8
10-65-5112 SPECIAL PROGRAM ADULT	.00	19.96	500.00	480.04	4.0
10-65-5126 POSTAGE	.00	106.88	150.00	43.12	71.3
10-65-5137 SUPPLIES	62.03	468.49	2,200.00	1,731.51	21.3
10-65-5200 CONTRACT SERVICES	312.05	398.75	800.00	401.25	49.8
10-65-5209 CLEANING SERVICES	.00	.00	100.00	100.00	.0
10-65-5233 TECHNOLOGY SERVICES	150.00	599.99	1,750.00	1,150.01	34.3
10-65-5320 DUES, LICENSE, PERMITS	30.00	30.00	550.00	520.00	5.5
10-65-5321 SUBSCRIPTIONS	40.80	40.80	500.00	459.20	8.2
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	10.00	300.00	290.00	3.3
10-65-5344 TRAVEL	.00	.00	100.00	100.00	.0
10-65-5350 PARKING LOT LEASE	.00	.00	500.00	500.00	.0
10-65-5413 TELEPHONE	(60.11)	1,479.01	1,200.00	(279.01)	123.3
10-65-5415 UTILITIES	307.34	1,241.63	3,800.00	2,558.37	32.7
10-65-5504 REPAIRS - MAINTENANCE	.00	.00	1,500.00	1,500.00	.0
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	127.57	510.28	2,000.00	1,489.72	25.5
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
10-65-5913 YOUTH COLLECTION GRANT	.00	2,912.45	3,000.00	87.55	97.1
TOTAL LIBRARY	7,870.00	32,076.01	92,385.00	60,308.99	34.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	24,166.67	71,998.49	209,000.00	137,001.51	34.5
10-70-5002 ADMIN ALLOCATED PAYROLL	(19,218.42)	(76,873.68)	(230,621.00)	(153,747.32)	(33.3)
10-70-5020 PAYROLL TAX	1,782.64	5,332.88	20,900.00	15,567.12	25.5
10-70-5040 BENEFITS	4,767.66	20,427.09	72,000.00	51,572.91	28.4
10-70-5060 PERS	767.74	3,419.91	12,300.00	8,880.09	27.8
10-70-5090 WORKERS COMP	83.40	149.13	1,000.00	850.87	14.9
TOTAL PAYROLL ADMIN	12,349.69	24,453.82	84,579.00	60,125.18	28.9
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	18,266.34	54,823.00	155,500.00	100,677.00	35.3
10-71-5001 PW ALLOCATED PAYROLL	(21,095.84)	(84,383.36)	(253,150.00)	(168,766.64)	(33.3)
10-71-5020 PAYROLL TAX	1,090.09	3,252.24	15,500.00	12,247.76	21.0
10-71-5040 BENEFITS	3,471.18	14,979.04	67,250.00	52,270.96	22.3
10-71-5060 PERS	891.17	3,998.90	13,200.00	9,201.10	30.3
10-71-5090 WORKERS COMP	7.97	24.23	1,700.00	1,675.77	1.4
TOTAL PAYROLL PUBLIC WORKS	2,630.91	(7,305.95)	.00	7,305.95	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	82.97	1,509.75	3,400.00	1,890.25	44.4
10-72-5137 SUPPLIES	157.98	1,135.75	8,000.00	6,864.25	14.2
10-72-5140 UNIFORMS - TOWELS	.00	140.98	1,000.00	859.02	14.1
10-72-5200 CONTRACT SERVICES	.00	.00	500.00	500.00	.0
10-72-5203 LEGAL SERVICES	.00	.00	500.00	500.00	.0
10-72-5207 INSURANCE	.00	12,000.00	12,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	50.00	50.00	500.00	450.00	10.0
10-72-5320 DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00	.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	813.92	1,000.00	186.08	81.4
10-72-5344 TRAVEL	.00	.00	300.00	300.00	.0
10-72-5415 UTILITIES	538.73	1,551.10	10,000.00	8,448.90	15.5
10-72-5504 REPAIRS - MAINTENANCE	.00	457.50	6,000.00	5,542.50	7.6
10-72-5507 EQUIPMENT MAINTENANCE	76.00	117.99	2,500.00	2,382.01	4.7
10-72-5600 EQUIPMENT	371.24	786.21	3,000.00	2,213.79	26.2
10-72-9615 FUND/DEPT ALLOCATIONS	(4,141.67)	(16,566.68)	(49,700.00)	(33,133.32)	(33.3)
TOTAL PUBLIC WORKS OPERATIONS	(2,864.75)	1,996.52	.00	(1,996.52)	.0
<u>CAPITAL</u>					
10-80-6001 CAPITAL OUTLAY -WEBSITE	.00	2,715.00	10,000.00	7,285.00	27.2
10-80-6003 CAPITAL OUTLAY -CH - SIDINGI	.00	.00	8,000.00	8,000.00	.0
TOTAL CAPITAL	.00	2,715.00	18,000.00	15,285.00	15.1

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2018

STREET FUND

<u>ASSETS</u>		
20-00-1009	CASH ALLOCATED	(70,547.37)
	TOTAL ASSETS	(70,547.37)
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
20-00-2000	ACCOUNTS PAYABLE	60.22
	TOTAL LIABILITIES	60.22
<u>FUND EQUITY</u>		
	REVENUE OVER EXPENDITURES - YTD	(70,607.59)
	BALANCE - CURRENT DATE	(70,607.59)
	TOTAL FUND EQUITY	(70,607.59)
	TOTAL LIABILITIES AND EQUITY	(70,547.37)

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	2,697.50	10,790.00	32,370.00	21,580.00	33.3
20-11-5002 ADMIN ALLOCATED PAYROLL	2,457.42	9,829.68	29,489.00	19,659.32	33.3
20-11-5090 WORKERS COMP	755.46	1,510.92	1,000.00	(510.92)	151.1
20-11-5120 GAS - OIL	92.84	366.76	1,500.00	1,133.24	24.5
20-11-5137 SUPPLIES	.00	396.02	1,500.00	1,103.98	26.4
20-11-5140 UNIFORMS - TOWELS	18.80	64.68	500.00	435.32	12.9
20-11-5204 ENGINEERING SERVICES	825.00	11,003.80	10,000.00	(1,003.80)	110.0
20-11-5413 TELEPHONE	27.17	125.54	600.00	474.46	20.9
20-11-5504 REPAIRS - MAINTENANCE	.00	245.00	3,000.00	2,755.00	8.2
20-11-5521 SIDEWALK MAINTENANCE	32.00	32.00	10,000.00	9,968.00	.3
20-11-5522 STREET MAINTENANCE	15,800.00	27,150.59	60,000.00	32,849.41	45.3
20-11-5523 TRAFFIC CONTROL	366.27	498.75	2,000.00	1,501.25	24.9
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	23,072.46	62,013.74	153,459.00	91,445.26	40.4
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20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	.00	52,494.00	50,000.00	(2,494.00)	105.0
TOTAL DEPARTMENT 81	.00	52,494.00	50,000.00	(2,494.00)	105.0
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<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,501.25	6,005.00	18,015.00	12,010.00	33.3
20-90-9615 PW EXPENSE ALLOCATION	529.59	2,118.36	6,355.00	4,236.64	33.3
TOTAL TRANSFER	2,030.84	8,123.36	24,370.00	16,246.64	33.3
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<u>CONTINGENCY</u>					
20-99-9900 CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
TOTAL CONTINGENCY	.00	.00	108,944.00	108,944.00	.0
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TOTAL FUND EXPENDITURES	25,103.30	122,631.10	336,773.00	214,141.90	36.4
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NET REVENUE OVER EXPENDITURES	(10,967.93)	(70,607.59)	.00	70,607.59	.0

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	129,000.00	129,000.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	9,000.00	15,000.00	30,000.00	15,000.00	50.0
TOTAL DEPARTMENT 10	9,000.00	15,000.00	159,000.00	144,000.00	9.4
TOTAL FUND REVENUE	9,000.00	15,000.00	159,000.00	144,000.00	9.4

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2018

WATER FUND

<u>ASSETS</u>			
30-00-1009	CASH ALLOCATED		2,190.25
30-00-1251	UTILITY RECEIVABLE		3,992.92
	TOTAL ASSETS		<u>6,183.17</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-00-2000	ACCOUNTS PAYABLE		25,074.41
30-00-2300	WATER DEPOSITS		243.36
	TOTAL LIABILITIES		<u>25,317.77</u>
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	(19,134.60)	
	BALANCE - CURRENT DATE	(19,134.60)	
	TOTAL FUND EQUITY		<u>(19,134.60)</u>
	TOTAL LIABILITIES AND EQUITY		<u>6,183.17</u>

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	6,942.80	18,703.06	58,000.00	39,296.94	32.3
30-11-5001 PW ALLOCATED PAYROLL	9,683.34	38,733.36	116,200.00	77,466.64	33.3
30-11-5002 ADMIN ALLOCATED PAYROLL	8,621.58	35,286.32	105,859.00	70,572.68	33.3
30-11-5020 PAYROLL TAX	424.21	1,346.54	5,800.00	4,453.46	23.2
30-11-5040 BENEFITS	652.03	2,920.29	10,200.00	7,279.71	28.6
30-11-5060 PERS	552.05	2,388.83	7,000.00	4,611.17	34.1
30-11-5090 WORKERS COMP	709.46	1,424.04	1,500.00	75.96	94.9
30-11-5105 BAD DEBT	83.87	1,823.12	4,000.00	2,176.88	45.6
30-11-5108 CHEMICALS	605.60	3,088.80	20,000.00	16,911.20	15.4
30-11-5120 GAS - OIL	215.82	697.47	3,000.00	2,302.53	23.3
30-11-5123 MERCHANT FEES	295.15	1,180.12	8,000.00	6,819.88	14.8
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	6.08	343.54	3,100.00	2,756.46	11.1
30-11-5140 UNIFORMS - TOWELS	105.30	612.08	2,000.00	1,387.92	30.6
30-11-5200 CONTRACT SERVICES	300.70	463.75	5,000.00	4,536.25	9.3
30-11-5204 ENGINEERING SERVICES	.00	12,525.00	5,000.00	(7,525.00)	250.5
30-11-5230 PRINTING AND PUBLISHING	333.43	1,207.67	3,000.00	1,792.33	40.3
30-11-5250 SYSTEM ANALYSIS	345.00	690.00	6,000.00	5,310.00	11.5
30-11-5320 DUES, LICENSE, PERMITS	210.00	1,387.73	1,000.00	(387.73)	138.8
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,000.00	1,000.00	.0
30-11-5344 TRAVEL	4.50	6.50	500.00	493.50	1.3
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	247.41	1,174.24	5,000.00	3,825.76	23.5
30-11-5415 UTILITIES	3,291.09	12,420.90	45,000.00	32,579.10	27.6
30-11-5504 REPAIRS - MAINTENANCE	.00	1,619.23	5,000.00	3,380.77	32.4
30-11-5530 SUPPLY SYSTEM MAINTENANCE	5,333.23	10,046.83	50,000.00	39,953.17	20.1
30-11-5531 DISTRIBUTION MAINTENANCE	2,050.00	3,050.00	5,500.00	2,450.00	55.5
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	3,879.64	15,215.34	7,000.00	(8,215.34)	217.4
TOTAL EXPENDITURE	45,092.29	168,354.76	485,509.00	317,154.24	34.7
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	25,242.40	27,027.15	50,000.00	22,972.85	54.1
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	25,242.40	27,027.15	55,000.00	27,972.85	49.1
30-82-8030 WATER PRINCIPAL	.00	.00	19,203.00	19,203.00	.0
30-82-8035 WATER INTEREST	.00	.00	33,609.00	33,609.00	.0
TOTAL DEPARTMENT 82	.00	.00	52,812.00	52,812.00	.0

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2018
 WATER SDC FUND

<u>ASSETS</u>		
31-00-1009	CASH ALLOCATED	(1,971.00)
	TOTAL ASSETS	(1,971.00)
<u>LIABILITIES AND EQUITY</u>		
<u>FUND EQUITY</u>		
	REVENUE OVER EXPENDITURES - YTD	(1,971.00)
	BALANCE - CURRENT DATE	(1,971.00)
	TOTAL FUND EQUITY	(1,971.00)
	TOTAL LIABILITIES AND EQUITY	(1,971.00)

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	6,810.00	10,000.00	3,190.00	68.1
TOTAL DEPARTMENT 80	.00	6,810.00	10,000.00	3,190.00	68.1
 <u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	1,100.25	4,401.00	13,203.00	8,802.00	33.3
TOTAL TRANSFER	1,100.25	4,401.00	13,203.00	8,802.00	33.3
 <u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	57,549.00	57,549.00	.0
TOTAL CONTINGENCY	.00	.00	57,549.00	57,549.00	.0
 TOTAL FUND EXPENDITURES	 1,100.25	 11,211.00	 80,752.00	 69,541.00	 13.9
 NET REVENUE OVER EXPENDITURES	 4,443.75	 (1,971.00)	 .00	 1,971.00	 .0

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	135,749.00	135,749.00	.0
40-10-4340 WASTEWATER REVENUE	53,779.96	215,440.93	630,000.00	414,559.07	34.2
40-10-4342 NEW CONNECTION FEE	450.00	750.00	1,500.00	750.00	50.0
40-10-4350 RECOVERY BAD DEBT	.00	708.99	500.00	(208.99)	141.8
TOTAL DEPARTMENT 10	54,229.96	216,899.92	767,749.00	550,849.08	28.3
 TRANSFER					
40-90-9530 INTERFUND LOAN	.00	60,000.00	60,000.00	.00	100.0
TOTAL TRANSFER	.00	60,000.00	60,000.00	.00	100.0
 TOTAL FUND REVENUE	 54,229.96	 276,899.92	 827,749.00	 550,849.08	 33.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	1,575.00	6,300.00	18,900.00	12,600.00	33.3
40-90-9241 TRANSFER IN	(1,979.34)	(7,917.36)	(23,752.00)	(15,834.64)	(33.3)
40-90-9610 OVERHEAD ALLOCATION	4,850.34	19,401.36	58,204.00	38,802.64	33.3
40-90-9615 PW EXPENSE ALLOCATION	1,669.58	6,678.32	20,035.00	13,356.68	33.3
TOTAL TRANSFER	6,115.58	24,462.32	73,387.00	48,924.68	33.3
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	154,332.00	154,332.00	.0
TOTAL CONTINGENCY	.00	.00	154,332.00	154,332.00	.0
TOTAL FUND EXPENDITURES	38,036.94	152,843.03	827,749.00	674,905.97	18.5
NET REVENUE OVER EXPENDITURES	16,193.02	124,056.89	.00	(124,056.89)	.0

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	18,724.00	18,724.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	7,500.00	12,500.00	20,000.00	7,500.00	62.5
TOTAL DEPARTMENT 10	7,500.00	12,500.00	38,724.00	26,224.00	32.3
TOTAL FUND REVENUE	7,500.00	12,500.00	38,724.00	26,224.00	32.3

City of Willamina
Minutes of the Once A Month Meeting of the City of Willamina City Council
November 7, 2018
1:00 PM

Location of Meeting:

Willamina High School
1100 SW Oaken Hills St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor Bob Burr
Councilor Theresa McKnight
Councilor April Wooden
Councilor Craig Johnson
Councilor Jenny Wymore
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Director Jeff Brown
Library Manager Sara Frost
Code Enforcement Dave Morey
Guest: (not Limited To) Willamina High School Students
Vice Principal Tim France
Government Instructor Scott Nelson

Absent from Meeting: Councilor Rita Baller

Prior to calling the meeting to order, City Manager Kenna West asked for introductions from the Mayor and Council. The Mayor and Council introduced themselves and shared a bit of their background on the Council. Also prior to the meeting, instructions to download an app on personal cell phones were handed out for the students and audience members to use to vote on presentations. This meeting was a change in date and location from the regular second Tuesday monthly meeting.

The meeting of the City of Willamina City Council was called to order at 1:00 PM on November 7, 2018, at Willamina High School by Mayor Ila Skyberg. The flag salute was recited. The roll call was taken by Deputy City Recorder and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

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

III. Consideration of Open Issues

November 7, 2018, City Council Meeting Minutes

1. Agenda Additions, Deletions, And Corrections

Mayor Ila Skyberg

Mayor Skyberg introduced agenda item 6.5 to be added under the regular agenda. The title for the addition was City Partnership with Willamina Economic Improvement District and Willamina Coastal Hills Chamber of Commerce.

2. Correspondence

Mayor Ila Skyberg

Mayor Skyberg introduced Ginny Wymore who presented a New Release of Willamina Coastal Hills Art Tour. Ginny passed out advertisement posters and cards for the event which is November 9th, & November 10th, 2018. Ginny shared there will be 30 artists represented at the event. She extended an invitation to everyone and their families to attend. She also shared a News-Register article showcasing Bill Boyson for his ceramic artwork. He had been an art teacher and the Willamina High School. Also, Ginny reported that there will be a bake sale at Mayor Skyberg house during the event.

Kenna asked how long the event has been running.

Ginny said the event has been going for 27 years. It was started by Mr. Frownfelter, Artist Judy Buswell and Artist Walt Mendenhall.

3. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg asked if there were any pulls to the consent agenda. There were none. The Mayor asked for a motion and discussion prior to the final vote.

MOTION: Councilor Burr moved to approve the consent agenda. Councilor Johnson seconded the motion. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

Councilor Burr read the description of the items in the consent agenda.

1. Check Registers from September 1 to 30, 2018 (information only)
2. Financials September 30, 2018
3. Minutes from the October 9, 2018, City Council Meeting

Mayor Skyberg asked for those in favor or opposed. All were in favor.

Councilor Burr then explained to the audience that items on the consent are generally items that do not need a great deal of discussion and therefore are approved or pulled for further discussion.

4. Regular Agenda

5. Ordinance 676 - An Ordinance Amending Title LX, Chapter 90. Animals

Mayor Ila Skyberg

Mayor Skyberg asked for a motion on Ordinance No. 676, An Ordinance Amending Title IX, Chapter 90. Animals of the Willamina Code.

MOTION: Councilor Burr moved to approve Ordinance No. 676. Councilor McKnight seconded. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

Discussion prior to the final vote:

Kenna explained the background and need for the Ordinance. She explained that we have had issues with folks walking their dog and not picking up after themselves. The Ordinance would allow Code Enforcement the authority to ticket those in violation of the new code. The penalty is \$250.00 for those who do not pick up after their animals.

Kenna asked the audience to vote.

City Recorder Debbie Bernard read aloud Ordinance No. 676 in its entirety.

6. Planning Commission appointment to a vacant position.
Mayor Ila Skyberg
Mayor Skyberg asked for a motion.

MOTION: Councilor McKnight moved to approve Debra Jo to the Planning Commission. Councilor Wooden seconded. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

Discussion after the final vote:

Mayor Skyberg asked Debbie to address the staff report. Debbie shared with the audience that the Planning Commission is a 7 member committee whose purpose is to hear land use cases that come before them. Currently, there is a vacancy and a citizen who has applied with interest to serve on the Planning Commission. If the Council approves the applicant by motion, the planning commission will have that seat filled. Debbie said there is another vacant seat, in addition, there are two additional seats that will expire December 31, 2018, therefore, there is a great need at this time to advertise and seek new members. She asked the audience to help by recommending family or friends to contact City Hall if they have an interest in serving.

Kenna asked the audience to vote as to whether or not you would add someone new to the planning commission in order for the city to continue to have a quorum.

7. Revision of Job Description And Job Duties For Code Enforcement Officer
Mayor Ila Skyberg
Mayor Skyberg asked for a motion.

MOTION: Councilor Burr moved to approve the revisions and new job description for a

code enforcement officer. Councilor Wooden seconded the motion. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

Discussion prior to the final vote and amended motion:

Kenna asked Code Enforcement Officer Dave Morey to share what his duties currently entail. Dave said when he was hired 2 years ago he thought he would be issuing citations for tall grass and other code violations. He now has taken over dog control. In addition to working with the Sheriff, office on civil matters to be the go-between. He said he feels more like a psychologist.

Kenna added that Dave also handles fence permits and has to be the one to cite if a fence is out of compliance.

Councilor McKnight asked when Dave will have time to do code enforcement.

Kenna responded and explained that this is a change in job title and not a change in wages. She said that Dave has been doing these duties all along and the job title change better reflects his actual duties.

Councilor Wymore said she had a problem with the title as proposed. She said it sounds like a pastor or therapist; it sounds so soft. She said she would like the word Code added. So it would be Community Code Support officer.

Kenna asked if Ginny wants to amend the motion to add Code to Community & Support Officer Title and asked then asked for a second. Councilor Wooden seconded.

MOTION: Councilor Wooden moved to amend the amended motion to have the City Council approve the revision job title change to Community Code & Support Officer. Councilor Burr seconded. Motion Carried with Councilors, Burr, Johnson, McKnight, Wooden and Wymore. All in favor.

Mayor Skyberg asked for a vote on the amended motion. All were in favor. Kenna said by voting on the second amended motion in takes care of the first one.

8. Chamber Liaison 6.5 on the agenda
Mayor Skyberg
Mayor Skyberg asked for a motion.

MOTION: Councilor Wooden moved to approve the City partnership with the EID, Chamber of Commerce and staff assistance at the Goose. Councilor Johnson seconded the motion. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

Discussion prior to the final vote:

Kenna explained that the Goose is on City Property and has been a part of the community for a long time. It belongs to the EID and the Chamber is the main organization to maintain it. Kenna said the Goose and suffered vandalism from people staying inside the goose leaving bio hazards behind. This security will try to stop the vandalism.

9. City of Willamina Paranormal Investigation Report.

Mayor Ila Skyberg

Mayor Skyberg called on Sara Frost to introduce the topic. Sara had her presentation on a laptop. She showed the Council several pictures of orbs and what the Paranormal Investigation discovered in the Library and City Hall. She gave the Council the background on the paranormal findings. She said that paranormal investigators visited the Library and City Hall with equipment that they use to detect whether entities exist. The pictures of what Sara described as orbs showed that there were entities. Sara said that she has now become a part of the paranormal investigation team who will do future investigations.

Kenna then asked the audience to vote on Sara's presentation.

10. Mayors Report

Mayor Ila Skyberg

Mayor Skyberg gave her report on attending the monthly elected official's breakfast in Dallas Oregon. She said Mayor Skyberg said they normally do a round table and discuss what is going on in their cities. Mayor Skyberg explained that our City is represented by 2 counties Yamhill and Polk. She also complimented the students and told them they were very important. Mayor Skyberg said the main topic at the monthly meeting has been a discussion on the need for a third bridge.

11. Council Liaison

Mayor Ila Skyberg

Mayor Skyberg called on Councilor Wooden Chamber Liaison. Councilor Wooden had several items to report on which are the following:

She said the Christmas lights will not be up for the Art Tour this year. PGE now requires an annual permit that we won't have in time.

The Christmas Light parade will be Saturday, December 1s. Bob Burr is a coordinator again this year.

The Chamber's website is not being administered. It could possibly be done by the Journalism class at WHS.

The small cities meeting will be hosted by Mayor Skyberg on November 8th.

The Library Book Sale will be on November 8 & 9.

The school received \$20,000 Nike Grant for the multi-purpose gym.

Student, Caleb Floyd, is going to State Cross Country. First time in 10 years.

State Football Playoff Game played Saturday at 1:00 pm against Nyssa.

Hampton has begun a bee pollinator program.

Dedication of Connie's Memorial Bench at the Campus will be on April 20th, which is her Birthday.

Mayor Skyberg called on Library Liaison Theresa McKnight. Theresa reported that Tracy Dillan completed a three-year statistical report that gives information comparisons on prior years. The report would also give information on the physical circulation and attendance. In addition, the library has received a new sound system.

Next, Mayor Skyberg called on Yamhill County Transit Authority Board Member Councilor Johnson. Councilor Johnson reported that the Board is working towards improving transit for people to get to their medical appointments. Also, they are working on a Shopper Shuttle that will add more frequent and consistent service. In addition to improving on the bus transportation to Chemeketa Community College.

Kenna reported to the audience how they voted on presentations using the downloaded APP:

VOTING - 38 Total - Students				
		ABSTAIN	NO	AGREED WITH COUNCIL
ORDINANCE 676 - ANIMALS		7	2	29
CODE ENFORCEMENT - TITLE CHANGE		6	1	31
PLANNING - APPOINTMENT TO COMMISSION		4	2	32
LIBRARY -Paranormal Investigation	INTERESTING	NOT INTERESTING	REPEAT	COME BACK
	2	7	9	17

Next, Kenna reported on City Business. She said that the sandbar in Willamina Creek had shifted and put our water intake at risk, causing this to be an emergency. If not fixed it would have caused the citizens to go without water. As a result, the City received grant funding to fix that problem. Also, the City paved 1st Street. In addition, the City will be paving 4th and D St.

The Trunk or Treat Event was a great success with a total of 2000 in attendance of which 500 were kids.

MOTION: Councilor Wooden moved to Adjourn. Councilor McKnight seconded. Motion carried with Councilors, Burr, McKnight, Wooden, Johnson, and Wymore. All in favor.

IV. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on December 11, 2018, at:
West Valley Fire
825 NE Main St.
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 3:00 PM by Mayor Ila Skyberg.

Minutes submitted by Deputy City Recorder, Debbie Bernard

Minutes approved by Mayor Ila Skyberg

**City Of Willamina Special City Council Meeting
Minutes of the Once A Month Meeting of the City Council
Wednesday, November 28, 2018
6:00 PM**

Location of Meeting:

West Valley Fire
825 NE Main St
Willamina, Oregon 97396

Present at Meeting: Mayor Ila Skyberg

Councilor Rita Baller
Councilor Theresa McKnight
Councilor April Wooden
Councilor Ginny Wymore
Councilor Craig Johnson
Councilor Bob Burr
City Manager Kenna West
Deputy City Recorder Debbie Bernard
Public Works Superintendent Jeff Brown
Guest: Chief Kevin Clark

The City of Willamina Special City Council Meeting was called to order at 6:00 PM on November 28, 2018 at West Valley Fire by Mayor Ila Skyberg. The Flag Salute was recited. The roll call was taken by Deputy City Recorder Debbie Bernard and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

None.

III. Consideration of Open Issues

1. Correspondence

Mayor Ila Skyberg

Mayor Skyberg moved to Correspondence as there was no public input.

Mayor Skyberg then turned the meeting over to Kenna who announced that the City of Willamina had been awarded the 2019 Small City Allotments Award of \$87,000. Kenna

added that it was a very competitive selection process. She said that 56 were selected to be funded out of 150 eligible applications from 112 Cities. The Council was very pleased.

Mayor Skyberg then asked Kenna to read aloud a required Public Hearing Statement for the proposed 2018 Community Development Block.

Kenna read in its entirety:

City of Willamina

Public Notice and Notice of Public Hearing

The City of Willamina is eligible to apply for a 2018 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2018. The maximum grant that a city or county can receive is \$2,500,000.

The City of Willamina is preparing an application for a 2018 Community Development Block Grant from the Business Oregon for Willamina Intake Relocation which is located in Willamina Creek on Willamina Creek Road in Yamhill County. It is estimated that the proposed project will benefit at least 2,110 persons of whom 53.97 percent will be low or moderate income.

A public hearing will be held by the City Council at 6:00 p.m. on November 28, 2018, at the West Valley Fire District Fire Hall, 825 NE Main, Willamina, Oregon, 97396. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by November 26, 2018, at Willamina City Hall, 411 NE C Street, Willamina, Oregon, 97396. Both oral and written comments will be considered by the City Council in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact Debbie Bernard, Deputy City Recorder at Willamina City Hall at 503-876-2242 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about the City of Willamina's past use of Community Development Block Grant funds is available for public review at Willamina City Hall, 411 NE C Street, Willamina, Oregon during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Debbie Bernard, Deputy City Recorder

at Willamina City Hall at 503-876-2242 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result of the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low and moderate income housing that is demolished or converted to another use will be replaced.

Mayor Skyberg closed the Regular meeting then opened the public hearing.

2. Public Hearing on the City of Willamina to Apply for a 2018 Community Development Block Grant
Mayor Ila Skyberg
Mayor Skyberg read a prepared public hearing script:

Mayor Skyberg explained that this is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed application for a 2018 Community Development Block Grant.

Mayor Skyberg asked for General Testimony from the audience regarding the application. There were none.

Mayor Skyberg asked for questions or comments from Council.

Councilor Burr said it appears that the grant does not actually fix the problem but a study to tell us how much it will cost to fix the problem.

Kenna responded to Councilor Burr. Kenna said the CDB Grant changed their process to a two part process which is Design and Construction. She said we are applying for the Design part at this time.

Councilor Wooden ask if the Grant application makes us automatically eligible for the next step.

Kenna said it does not automatically, but gives us points. The application is based on points. This part gives us extra points.

Mayor Skyberg Closed the Public Hearing and reopened the Regular session.

Mayor Skyberg asked for a motion on the proposed 2018 Community Development Block Grant Application.

MOTION: Councilor Burr moved that we apply for the CDB Grant. Councilor Johnson seconded.

Mayor Skyberg asked for discussion.

Kenna asked Councilor Burr to amend the motion to include allow the City Manager to apply for the grant and sign any required documents.

AMENDED MOTION: Councilor Burr moved that we apply for the CDB Grant and allow the City Manager to sign any necessary documents. Motion carried with Councilors. Burr, Johnson, Wymore, Baller, McKnight and Wooded. All in favor.

Mayor Skyberg asked for further discussion. There were none.

3. Adjourn

Mayor Ila Skyberg

Mayor Skyberg asked for a motion.

MOTION: Councilor Johnson moved to adjourn. Councilor Wymore seconded. Motion carried with Councilors, Burr, Johnson, Wymore, Baller, McKnight and Wooden All in favor.

IV. Consideration of New Business

1. Small City Allotment Grant Award

City Manager Kenna West

Kenna announced under Correspondence that the City received an email notification of the SCA Small Cities Allotment Grant of \$87,000 award.

V. Agenda and Time of Next Meeting

The next meeting will be held at 6:00 PM on December 11, 2018 at:
West Valley Fire
825 NE Main St.
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 7:00 PM by Mayor Ila Skyberg.

Minutes submitted by: Deputy City Recorder, Debbie Bernard

Minutes approved by: Mayor Ila Skyberg



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- Public records and public meetings
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Dates and locations:

November 28 – McMinnville
November 29 – Tigard
November 30 – Hood River
December 5 – Manzanita
December 6 – Waldport
December 12 – Monroe
December 12-13 – Hermiston
(two evening sessions)

December 13 – Bandon
December 13 – Klamath Falls
December 14 – Grants Pass
January 10 – Sisters
January 18 – Baker City
January 23 – Keizer

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REGULAR AGENDA

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF DECEMBER 11, 2018**

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER
SUBJECT: THANK YOU LETTER

ISSUE

Shall City Council approve the attached letter and authorize Mayor Skyberg to sign that letter on behalf of the City of Willamina?

RECOMMENDATION:

Approve the attached letter and authorize Mayor Skyberg to sign it on behalf of the City of Willamina.

SUMMARY AND BACKGROUND

On November 26, 2018 our Public Works Department in conjunction with the Amity Public Works Department chose, cut down, and delivered two 20+ foot trees – one to Willamina and one to Amity. This was a joint and collaborative effort between the two cities and we look forward to continuing to build a strong working relationship with our neighbor City through this and other joint projects. The trees are now decorated and displayed for the communities to enjoy throughout the Christmas season.

These two, very large, and beautiful Christmas trees were donated by Robert Moxley. The attached letter was prepared for the Council's review and, if appropriate, approval to send a thank you to Mr. Moxley for his kind donation.

FACTS AND FINDINGS

1. In a joint and collaborative effort, the City of Willamina and the City of Amity chose, cut down, and delivered a 20+ foot tree to each City for its community Christmas tree.
2. Those trees were donated by Robert Moxley with no cost to the cities; other than the time to choose, cut down, and deliver the trees to the cities.
3. The attached letter is proposed for signature by the Mayor to show our appreciation of Mr. Moxley's kind donation to our City.

Proposed Motion: *I move to approve the attached letter and authorize Mayor Skyberg to sign that letter on behalf of the City of Willamina.*

Kenna L. West

Kenna L. West, City Manager



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President
Bob Burr
Craig Johnson
Theresa McKnight
April Wooden
Geneva Wymore*

City Management:

*City Manager: Kenna L. West
Finance Manager: Scott Clark
Public Works Director: Jeff Brown
Library Manager: Sarah Frost*

December 11, 2018

Mr. Robert Moxley
16675 SE Woodland Heights Road
Amity, Oregon 97101

RE: City of Willamina Christmas Tree

Mr. Moxley,

The City of Willamina, in partnership with the Willamina Coastal Hills Chamber of Commerce, has a long history of providing a beautifully decorated tree for our community to celebrate the Christmas season. This year, Willamina is home to a beautiful, twenty-one foot Christmas tree, due to your generosity.

This lovely Christmas tree graces our beautiful Garden Spot Park with brilliant lights and sparkling ornaments for our entire community to enjoy.

As said by the estimable Sir Winston Churchill, "We make a living by what we get, but we make a life by what we give." The City Council and City of Willamina thank you for your gift to our beautiful City.

Sincerely,

Mayor Ila Skyberg
City of Willamina

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www.willaminaoregon.gov

**City of Willamina
Staff Report
FOR THE CITY COUNCIL MEETING OF DECEMBER 11, 2018**

TO: MAYOR AND CITY COUNCIL

**FROM: CITY OF WILLAMINA CODE ENFORCEMENT DEPARTMENT
THROUGH KENNA WEST, CITY MANAGER**

**SUBJECT: AMENDMENT OF TITLE IX, CHAPTER 90 OF THE CITY OF
WILLAMINA CITY CODE TO ADD THE OFFENSE OF OFFENSIVE
LITTERING BY AN ANIMAL**

ISSUE

Shall the City Council adopt Ordinance 676, amending the City of Willamina City Code, Title IX, Chapter 90 to add the offense of Offensive Littering by an Animal after the second reading?

RECOMMENDATION:

Adopt Ordinance 676, amending the City of Willamina City Code, Title IX, Chapter 90 to add the offense of Offensive Littering by an Animal.

SUMMARY AND BACKGROUND

At their November 7, 2018, City Council meeting, Council by moved to approve the amendment of Title IX, Chapter 90 of the City of Willamina City Code to add the offense of offensive littering by an animal after the first reading.

The second reading of the amendment is proposed for the December 11, 2018 Council meeting. If Council moves to approve after the second reading, the amendment goes into effect in 30 days.

The amendment is to encourage persons in control of and/or owners of animals to clean up after their animals, staff recommends that an ordinance be enacted which allows city representatives to issue citations for the offense of offensive littering by an animal.

The penalty for a violation within Title IX, Chapter 90 is a fine not to exceed \$250.00 and restitution may be ordered for any property damaged.

FACTS AND FINDINGS

1. This is second reading of Ordinance 676. An Amendment to the Willamina City Code Title IX, Chapter 90 to add the offense of Offensive Littering by an Animal after the second reading.

2. Ordinance No. 676 goes into effect 30 days after the second reading.
3. The ordinance enactment allows city representatives to issue citations for the offense of offensive littering by an animal.
4. Title IX, Chapter 90 contains a penalty clause which would result in a fine not to exceed \$250.00 and restitution may be ordered for any property damages, if convicted.

Proposed Motion: I move that the City Council adopt Ordinance 676.

Kenna West
Kenna West, City Manager

Attachment: Ordinance No. 676

ORDINANCE NO. 676

AN ORDINANCE AMENDING THE CITY OF WILLAMINA CODE OF ORDINANCES, TITLE IX, CHAPTER 90. ANIMALS

WHEREAS, The accumulation of animal feces and other animal solid waste in public areas and on property belonging to people other than the animal's owner or the person in possession and control of an animal constitutes a hazard to public health, safety, and welfare, and

WHEREAS, Owners and people in physical control of animals which defecate on public property or on the property of others are ultimately responsible for their owned animals or animals in their control, and should be responsible for removing, and properly disposing of such animal waste.

NOW THEREFORE, THE CITY OF WILLAMINA, OREGON ORDAINS AS FOLLOWS:

THAT TITLE IX GENERAL REGULATIONS, CHAPTER 90. ANIMALS of the City of Willamina City Code is hereby amended by adding Subsection 90.06 Offensive Littering by an Animal, which shall read as follows:

§ 90.06 OFFENSIVE LITTERING BY AN ANIMAL.

Any person either owning or in control of an animal which defecates upon any public way as defined in ORS 164.805(2)(b), or upon the property of another without permission of the property owner, commits the offense of offensive littering by an animal if said person fails to immediately remove and properly dispose of the animal waste.

This ordinance shall become effective thirty (30) days after adoption.

First Reading: 11-7-18 Second Reading: _____

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA

This _____ day of _____, 2018 by the following vote:
Yea _____
Nay _____
Abstain _____
Absent _____



Ila Skyberg, Mayor

ATTEST:


Debbie Bernard, Deputy City Recorder



**City of Willamina
Staff Report
For the City Council Meeting of December 11, 2018**

To: MAYOR AND CITY COUNCIL
From: DEBBIE BERNARD, DEPUTY CITY RECORDER
Subject: PLANNING COMMISSION APPOINTMENT
Subject: APPOINTMENT TO THE PLANNING COMMISSION AND TWO RE-APPOINTMENTS

Shall the City Council appoint Eric Wagner to the Planning Commission to fill the vacancy left by Martin Attebery; and reappoint Planning Commissioners Ila Schunter and Sheryl Hansen.

RECOMMENDATION

Staff recommends that City Council appoint Eric Wagner to fill the vacant seat expiring December 31, 2018, and re-appoint Planning Commissioners Ila Schunter and Sheryl Hansen who seats also expire December 31, 2018.

SUMMARY AND BACKGROUND

Planning Commissioner Martin Attebery resigned his position as of October 15, 2018. His term expires on December 31, 2018. The seat has not been declared vacant by Council. As a result of the advertising, staff was previously directed to do, the City has received an application from Eric Wagner to fill the vacated seat.

Ordinance No. 643, revised the term of office for Planning Commissioners from four to three years. Due to this change in term of office two additional Commissioners' terms will expire on December 31, 2018. Section 31.30 provides that the Commissioners may be considered for reappointment at the discretion of the City Council. (Attached is a copy of Ordinance No. 643)

Further, Ordinance No. 643, Section 31.20 Membership, part 1) states ... "The Commission shall consist of seven (7) members who are not elected officials, members of the City Budget Committee, or employees of the City. At the discretion of the City Council, appointees to the Commission may reside outside the City Limits. Appointees residing outside the City Limits must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City of Willamina. At no time shall a quorum of the Commission reside outside the City Limits." The applicant resides in Sheridan and has expressed sincere interest by volunteering and owns real-estate in the City of Willamina. Two other Planning Commissioners reside outside the City and four reside within the City.

FACTS AND FINDINGS

1. Planning Commissioner Martin Attebery resigned effective October 15, 2018, leaving a partial term vacancy on the Planning Commission; the unexpired term ends December 31, 2018.

City of Willamina
 Staff Report
 For the City Council Meeting of October 9, 2018

2. The City received an application to the Planning Commission from Eric Wagner who has sincere interest in serving on the Commission and lives outside to City.
3. The Commission has two additional seats expiring. Those Planning Commissioners desire to be reappointed. Per Ordinance No. 643 states..."Commissioners may be considered for reappointment at the discretion of the City Council."

PROPOSED MOTION

1. *I move to appoint Eric Wagner to the City of Willamina Planning Commission for a full term ending December 31, 2021; and, reappoint Sheryl Hansen and Ila Schunter to a full term ending December 31, 2021.*

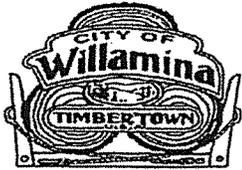
Debbie Bernard

Debbie Bernard, Deputy City Recorder

Attachments:

Exhibit A, Willamina Planning Commission Members & Terms 2017 (below)
 Applications for City Office
 Ordinance No. 643

Seat	Current Term Name	Full Term
		Expires
1	Filled by Debra Jo Summers Vacancy (left by Dennis Ulrich (9/27/18))	12/31/2021
2	Chair Shirley Fitzgerald	12/31/2020
3	Lives in Willamina Rural Susan Richman	12/31/2020
4	Proposed reappointment -Sheryl Christie Hansen	12/31/2021
5	Lives in Amity Patrick Howard Keith	12/31/2020
6	Proposed – reappointment Ila Schunter	12/31/2021
7	Proposed - Application from Eric Wagner who lives in Sheridan Vacant (left by Martin Attebery 10/15/18)	12/31/2021



Timbertown USA

City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Sheryl Christi Hansen

Physical Address _____

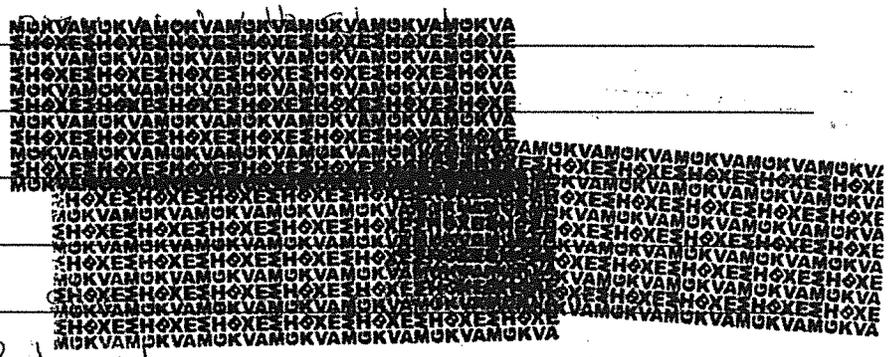
Mailing Address _____

Home Phone Number _____

Cell Phone Number _____

Email _____

Occupation Retired



Years of Residency 2018 first year beginning resident Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council

Select all you wish to apply for

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

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

I'm presently enjoying serving on Planning Commission and I would very much like to continue serving in a capacity that can affect more positive growth for Willamina.

Please share any governmental or volunteer experience you have had

Presently: Library Board member and the planning commission, Carlton CTC member/volunteer

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

I have a vested interest in the Community having built a home here and from what I have learned by serving in the positions above Willamina is poised for more growth. I want to do what I can to promote that healthy growth.

Signature Sheryl Hansen Date 5-30-18

Thank-you for the application opportunity.



Timbertown USA

City of Willamina Application for City Office



See back for position criteria and requirements

Applicant's Full Name Eric Wagner

Physical Address 1464 NE 15th St

Mailing Address 1464 NE 15th St

Home Phone Number None

Cell Phone Number [Redacted]

Email erickwagner@comcast.net

Occupation Real Estate

Years of Residency _____ Registered Voter Yes No

Position(s) Budget Committee Library Board Planning Commission City Council

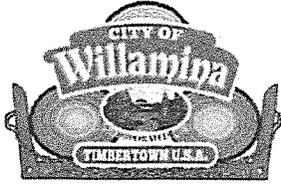
(Attach additional sheets, if desired, when answering the questions below)

Why are you interested in serving the City of Willamina in one or more of the capacities chosen?
I'd like to help give back to the community and see the area grow and improve.

Please share any governmental or volunteer experience you have had
No governmental experience
10+ year experience extremely active in Cub Scouts and Boy Scouts. Have held almost every leadership position.

What do you think makes you the best candidate for this position?
I'm fair in my decisions and very good with breaking down complex information.

Signature Eric Wagner Date 6 Dec 18



City of Willamina

Application for City Office

See back for position criteria and requirements

Applicant's Full Name Ila Schunter

Physical Address [REDACTED]

Mailing Address Same

Home Phone Number [REDACTED]

Cell Phone Number [REDACTED]

Email [REDACTED]

Occupation retired

Years of Residency 1992-25, 1/2 Registered Voter Yes No

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

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

I want to get to know more about how Willamina is ran. I'm looking for volunteer work around Willamina.

Please share any governmental or volunteer experience you have had

Willamina Free Methodist church community kitchen Sat. dinner.
Lions Club, years ago.

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

I am hoping I can make a difference in how the city wants to go in years to come.

Signature Ila Schunter Date 11-22-17

ORDINANCE NO. 643

AN ORDINANCE AMENDING SECTION 31 OF THE WILLAMINA MUNICIPAL CODE

WHEREAS, the City of Willamina has adopted Code of Ordinances (hereinafter called "Code"); and

WHEREAS, the City Council wishes to amend Title III, Section 31 of said Code as set forth in the attached Exhibit A;

NOW THEREFORE THE CITY OF WILLAMINA ORDAINS AS FOLLOWS:

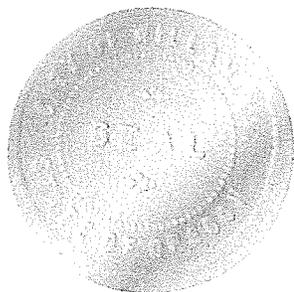
Section 1. Section 31.15 through 31.22 of the Code is hereby replaced in its entirety by the attached Exhibit A Sections 31.10 through 31.500.

First Reading: 03/08/12

Second Reading: 04/12/12

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF WILLAMINA this 12th day of April, 2012, by the following vote and effective on the 30th day following adoption.

YEAS	ADAMS, BALLER, BRAMALL, LONG, SKYBERG, TONEY
NAYS	None
ABSTAIN	None
ABSENT	None



Vernon Mosser
Vernon Mosser, Mayor

ATTEST:

Sue C Hollis
Sue C Hollis, City Recorder

Attachment – Exhibit A

F/ORDINANCES/ORDINANCE.643.ADOPTED

EXHIBIT A – ORDINANCE NO. 643

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31.10 Re-establishment

There is hereby established a city Planning Commission (hereafter called "Commission") which is an advisory committee to the City Council.

31.20 Membership

- (1) The Commission shall consist of seven (7) members who are not elected officials, members of the City Budget Committee, or employees of the City. At the discretion of the City Council, appointees to the Commission may reside outside the City Limits. Appointees residing outside the City Limits must own a business or property within the City Limits, or have demonstrated through other means, such as civic or volunteer activity, that they have a sincere interest in the future of the City of Willamina. At no time shall a quorum of the Commission reside outside the City Limits. The City Manager, or his/her designee, or if no City Manager exists, the City Recorder and other City staff members designated by him/her, including but not limited to the City Planner, Planning Secretary, City Engineer and City Attorney, shall be entitled to sit with the Commission and take part in its discussions, but shall not have the right to vote. Commission members who serve on the Budget Committee at the time of adoption of this amendment to the Municipal Code will be permitted to retain their membership until their term expires.
- 2) No more than two (2) voting members of the Commission may engage principally in buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.
- (3) No voting member shall be related to another voting member of the Commission nor to a member of the City Council closer than the third degree of either blood relationship or through affinity.

EXHIBIT A – ORDINANCE NO. 643

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- (4) Members serve at the will of Council. Members may also be removed by the City Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse approved by the Commission is presumed to be in nonperformance of duty and the City Council shall declare the position vacant unless finding otherwise following the hearing. Upon failure of a member to attend three (3) meetings in a 12-month period, the Commission may recommend termination of that appointment to the City Council and the Council may remove the incumbent from the Commission and declare the position vacant to be filled in the manner of a regular appointment.
- (5) In the event that any member of the Commission changes residence after appointment so that s/he no longer resides within the City, his/her membership on the Commission shall be reviewed by the City Council as to whether termination of their appointment is necessary.

31.30 Term of Office

Commission members shall be appointed by the City Council for terms of up to three (3) years, said terms to end on December 31 of the year of expiration. Terms of Planning Commissioners shall be staggered in order to establish an approximately equal number of expiring terms each year. Commissioners may be considered for reappointment at the discretion of City Council. Appointees to fill a vacancy on the Commission shall serve for the remainder of the unexpired term.

31.40 Method to Fill Vacancies

The City Council shall determine the method to be used for recruiting and filling vacancies on the Commission.

31.50 Presiding Members

The Commission shall elect its own Chairperson and Vice-Chairperson from its members at its first meeting in January of each year. In the event of vacancy or removal in the Chairperson or Vice-Chairperson's position, the Commission shall fill the same by election at its next regular meeting.

EXHIBIT A – ORDINANCE NO. 643

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31.60 **Duties and Powers of Presiding Members**

(1) Chairperson:

- a. Preside at all meetings of the Commission.
- b. Sign all documents of the Commission.
- c. Review Planning Commission agendas with staff.
- d. Encourage active discussion of all items brought before the Commission.
- e. In conjunction with staff, orient new members to the Planning Commission.
- f. Report to the Council on the activities of the Planning Commission at least once a year.
- g. See that all actions of the Commission are properly taken.

(2) Vice-Chairperson:

During the absence, disability, or disqualification of the Chairperson, the Vice-Chairperson shall exercise or perform all the duties and be subject to all the responsibilities of the Chairperson.

31.70 **Meetings**

- (1) One regular monthly meeting will be held on the first Tuesday of each month at 7:00 PM in the Council Chambers at City Hall. If no agenda items are scheduled before the Commission, the regularly scheduled meeting will be cancelled. If the first Tuesday is a legal holiday, the meeting will be held on the 1st Wednesday at the same time and place. The date and time of the regularly scheduled monthly meeting may be changed upon request of the Chairperson or by a majority of the voting members of the Commission. Meetings of the Commission shall be open to the public and are subject to the requirements of Oregon's Public Meeting Laws. Commission meetings are only allowed to be held in Executive Session pursuant to Oregon Public Meetings Law.

EXHIBIT A – ORDINANCE NO. 643

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- (2) Four (4) voting members of the Commission shall constitute a quorum for the transaction of business. The Chairperson has full voting rights as a member of the Commission. A lesser number may adjourn the meeting to a later date.
- (3) Robert's Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules or the Land Use and Development Code.
- (4) Deadline for filing for placement on the agenda for applications shall be in accordance with the requirements of the Land Use and Development Code and other City Ordinances. Every effort shall be made to have written agendas available seven (7) calendar days prior to the meeting.
- (5) When dealing with legislative matters, at its discretion Commission may review and reconsider any issue at any time that material facts surface that were not previously made available.
- (6) Each member of the Commission who has knowledge of the fact that he or she will not be able to attend a scheduled meeting of the Commission shall notify the Planning Secretary at the earliest possible opportunity and, in any event, prior to 4:00 PM on the date of the meeting. The Planning Secretary shall notify the Chairperson of the Commission in the event that the projected absences will produce a lack of a quorum.
- (7) In the event that the Commission does not contain enough members to constitute a quorum, any agenda action item may be referred to the City Council for action, including final disposition as the Council deems appropriate, at the first Council meeting after notice and time requirements have been met. The Commission may also reschedule the action item for a future date and time certain provided that the timeline for a decision on a land use action can still be met. The City Planner will determine whether the timeline can be met in this latter case.

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31.80 Compensation

Members of the Commission shall receive no compensation other than reimbursement of expenses authorized by the City Council.

31.90 Expenditures

The Commission shall have no authority to make expenditures on behalf of the City or to obligate the City for payment of any sums of money except as specifically provided by prior written authorization by the Council authorizing such expenditures by appropriate resolution, which resolution shall provide the administrative method by which such funds shall be drawn and expended. If the Commission requests staff or City Planner assistance for a project, such as a grant application or special study, the City Recorder will determine if the request must be approved by the City Council.

31.100 Staff Services

The Planning Secretary, or his/her designee, shall keep a record of Commission proceedings, prepare and disseminate agendas, and post meeting notifications.

31.200 Training

To the extent that City funds permit, or that land use or other specialists may be willing to provide without charge, training for the Commission or individual members thereof may be made available at the discretion of the City Council.

EXHIBIT A – ORDINANCE NO. 643

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31.300 **Ethics**

Commission members shall abide by all applicable ethical standards and practices, including but not limited to, those required by Oregon Revised Statutes Chapter 244 (Government Ethics).

31.400 **Conflict of Interest**

A member of the Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: The member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two (2) years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.

31.500 **Powers and Duties of the Commission**

The Commission has the power and authority to make recommendations and suggestions to the Council and other public officials and individuals concerning, but not necessarily limited to, the following, as well as to make certain other decisions as outlined in the Development Code. Such recommendations and suggestions shall be in writing.

- (1) Laying out, widening, extending and locating of public thoroughfares, parking of vehicles, relief of traffic congestion;
- (2) Betterment of housing and sanitation conditions;
- (3) Establishment of districts for limiting the use, height, area, bulk and other characteristics of buildings and structures related to land development;

EXHIBIT A – ORDINANCE NO. 643

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- (4) Review of the Comprehensive Plan as directed by City Council, or at the time of Periodic Review as scheduled by the state, and recommend amendments to the Plan to the City Council;
- (5) Determine appeals of Type I development permits and land use actions and accept and determine Type II land use actions pursuant to the Land Use and Development Code;
- (6) Upon holding a public hearing, make a recommendation to the City Council regarding Type III and IV land use actions, including amendments to the Comprehensive Plan, Development Code, and zone changes;
- (7) Review public programs that are referred to it for recommendation, such as property acquisition or disposition, public building or other public facility proposals and transportation or right-of-way plans. Report as to the program's conformity with the Comprehensive Plan and Land Use and Development Code;
- (8) Prepare and periodically review land development regulations at the request of City Council, including but not limited to zoning, subdivision, and land partitioning and make recommendations to the City Council; and
- (9) Formulate and recommend various programs, policies, and ordinances intended to implement the Comprehensive Plan at the request of the City Council;
- (10) Perform other duties related to some aspect of community planning and development at the request of the City Council

**CITY OF WILLAMINA
STAFF REPORT
FOR THE CITY COUNCIL MEETING OF DECEMBER 11, 2018**

TO: MAYOR AND CITY COUNCIL
FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER
SUBJECT: 2018 ELECTION RESULTS

ISSUE

Shall the City Council accept the November 6, 2018 Elections Results?

RECOMMENDATION:

Staff recommends that the Council approve the certified November 6, 2018 Elections Results.

SUMMARY AND BACKGROUND

1. Enclosed in your December 11, 2018, City Council Packets is a copy of the Certified Election Results for the City of Willamina for the General Election held on November 6, 2018. The total Ballots Cast were 434. The City of Willamina has 786 active registered voters in Yamhill County and 537 active voters in Polk County.
2. Chapter III, Section 12, of the City Charter (copy attached) outlines the qualifications of elective officers, and states that the ultimate responsibility for determining the qualifications of its own members is the Council.
3. Chapter VI, Section 24, of the City Charter (copy attached) states ... "The person receiving the greatest number of votes cast for any of the candidates for the office of mayor at the election at which the office is filled is elected to the office of mayor. Incumbent, Mayor Skyberg received the winning 331 votes for the office of Mayor. In addition, the charter states... "The three persons receiving the greatest number of votes cast for any of the candidates for office of councilor at the election at which the office is filled are elected to the office of councilor." Those persons in this election were Roberta Lawson with 220 votes; April Wooden with 256; and James Daley with 233. There were 32 other individuals who received write-in votes in the City Council contest; and 18 write-in votes for Mayor.
4. Chapter VI, Section 25, of the City Charter states... "Before assuming city office, an officer shall take an oath or shall affirm that he or she will faithfully perform the duties of the office and support the constitution and laws of the United States and of the State of Oregon." The Oath of Office is proposed to be given at the December 11, 2018, City Council meeting for incoming Councilors Roberta Lawson, James Daley and returning Councilor April Wooden.
5. Per Chapter III, Section 8, of the City Charter which states... "Members of the council shall be elected for a term of four (4) years. Three council members shall be elected at each biennial general November election. The term of office for a council member elected at a

biennial general November election, and qualified, shall begin at the first regular council meeting of the calendar year immediately after the election and continue until the first regular meeting of the calendar year following the next biennial election. “

5. ORS 254.548 Duties of City Elections after the general election shall prepare and deliver certificate of election to each qualified candidate having the most votes for elections to city office. The Certificates are enclosed in the Council Packet for the new elected officials.

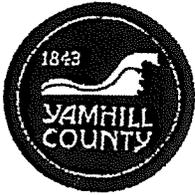
FACTS AND FINDINGS

1. The Certified Election Results for the City of Willamina 2018 General Election held on November 6, 2018 were received from Brian Van Bergen, Yamhill County Clerk.
2. The ultimate responsibility for determining the qualifications of its own members is the Council.
3. Chapter VI, Section 24, of the City Charter states the candidate with the highest number of votes cast is elected to the office of Mayor and Council.
4. Chapter VI, Section 25, of the Charter states that an elected official shall take the oath or shall affirm that he will faithfully perform the duties of the office and obey by the City and State laws.
6. Newly elected members shall take their seat on Council at the first regular council meeting of the calendar year immediately after the election and continue until the first regular meeting of the calendar year following the next biennial election. Their first meeting will be January 8, 2019.
5. Per ORS 254.548 the Elections Officer shall prepare and deliver certificate of elections to each candidate.

Proposed Motion: I move that the City Council approve the 2018 Certified Election results.

Debbie Bernard
Deputy City Recorder

Attachments:
Certified 2018 Elections Results
City Charter
Certificate of Elections



Brian Van Bergen
Yamhill County Clerk

414 NE Evans St, McMinnville, OR 97128-4607 • Ph. 503.434.7518 • Fax 503.434.7520 • clerk@co.yamhill.or.us

Board of Property Tax Appeals • Business Licenses • Elections • Marriage Licenses • Passports • Recording • Voter Registration

Notice of Election Canvass Memorandum

To: Debbie Bernard, City of Willamina
From: Brian Van Bergen, Yamhill County Clerk
CC:
Date: November 26, 2018
RE: Certified Contest Results

Enclosed please find the certified results from the November 6th, 2018 General Election.

These items include:

- Yamhill County's certified Cumulative Results Report ✓
(Statement of Votes Cast by Geography report)
- Yamhill County's certified Canvass Results Report ✓
(Statement of Votes Cast by Geography – Precinct Level report)
- Polk County's certified Results ✓
- Certified aggregated Final Results
- This Notice of Election Canvass memorandum ✓

If you have any questions, please do not hesitate to contact our office.

Sincerely,

Brian Van Bergen
Yamhill County Clerk

Statement of Votes Cast by Geography - Precinct Level - Final
Yamhill County, November 6 2018 General Election

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2018-11-21
15:09:04

All Precincts, All Districts, All ScanStations, Willamina City Councilor - 3 At-Large, City of Willamina
Mayor, All Boxes

Official Results for city of Willamina Contests

Total Ballots Cast: 434, Registered Voters: 68452, Overall Turnout: 0.63%

Choice	Votes	Vote %
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Precinct 027

City of Willamina Mayor (Vote for 1)

434 ballots (0 over voted ballots, 0 overvotes, 101 blank voted), 800 registered voters, turnout 54.25%

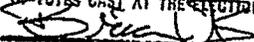
Ila Skyberg	315	94.59%
Write-in	18	5.41%
Total	333	100.00%

Willamina City Councilor - 3 At-Large (Vote for 3)

434 ballots (0 over voted ballots, 0 overvotes, 561 undervotes), 800 registered voters, turnout 54.25%

Robert J Lawson	220	29.69%
April L Wooden	256	34.55%
James M Daley	233	31.44%
Write-in	22	2.97%
Write-in	5	0.67%
Write-in	5	0.67%
Total	741	100.00%

I CERTIFY THAT THE VOTES RECORDED ON THIS
ABSTRACT CORRECTLY SUMMARIZE THE TALLY
OF VOTES CAST AT THE ELECTION INDICATED.


SIGNATURE OF COUNTY CLERK:

11.20.2018

DATE OF ABSTRACT





Yamhill County Clerk
 General Election Vote Canvass
 November 6, 2018

District: City of Willamina
 Contest: Mayor

Yamhill County
 Final Results

Ballots	Candidate	Votes	%	Total	%
434	Ila Skyberg	315	94.59%	315	94.59%
	Write-in	18	5.41%	18	5.41%
		0	0.00%	0	0.00%
	Cast Votes	333	76.73%	333	76.73%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	101	23.27%	101	23.27%
	Totals	434	100.00%	434	100.00%

Shared Contest Results

Polk County
 Final Results

Ballots	Candidate	Votes	%	Total	%
248	Ila Skyberg	194	94.17%	194	94.17%
	Write-in	12	5.83%	12	5.83%
		0	0.00%	0	0.00%
	Cast Votes	206	83.06%	206	83.06%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	42	16.94%	42	16.94%
	Totals	248	100.00%	248	100.00%

Aggregated
 Final Results

Ballots	Candidate	Votes	%	Total	%
682	Ila Skyberg	509	94.43%	509	94.43%
	Write-in	30	5.57%	30	5.57%
		0	0.00%	0	0.00%
	Cast Votes	539	79.03%	539	79.03%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	143	20.97%	143	20.97%
	Totals	682	100.00%	682	100.00%





Yamhill County Clerk
 General Election Vote Canvass
 November 6, 2018

District: City of Willamina
 Contest: City Councilor - 3 At-Large

Yamhill County
 Final Results

Ballots	Candidate	Election	%	Total	%
434					
	Roberta J Lawson	220	29.69%	220	29.69%
	April L Wooden	256	34.55%	256	34.55%
	James M Daley	233	31.44%	233	31.44%
	Write-in	32	4.32%	32	4.32%
		0	0.00%	0	0.00%
	Cast Votes	741	56.91%	741	56.91%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	561	43.09%	561	43.09%
	Totals	434	100.00%	434	100.00%

Shared Contest Results

Polk County
 Final Results

Ballots	Candidate	Election	%	Total	%
744					
	Roberta J Lawson	160	31.31%	160	31.31%
	Rita Baller	177	23.89%	177	34.64%
	Barbara A Leavens	166	22.40%	166	32.49%
	Write-in	8	1.57%	8	1.57%
		0	0.00%	0	0.00%
	Cast Votes	511	22.89%	511	22.89%
	Over Votes	0	0.00%	0	0.00%
	Under Votes	233	31.32%	233	31.32%
	Totals	744	100.00%	744	100.00%

Aggregated	Ballots	Candidate	Election	%	Total	%
Final Results	1178					
		Roberta J Lawson	380	30.35%	380	30.35%
		April L Wooden	433	34.58%	433	34.58%
		James M Daley	399	31.87%	399	31.87%
		Write-in	40	3.19%	40	3.19%
			0	0.00%	0	0.00%
		Cast Votes	1252	35.43%	1252	35.43%
		Over Votes	0	0.00%	0	0.00%
		Under Votes	794	22.47%	794	22.47%
		Totals	1178	100.00%	1178	100.00%



Statement of Votes Cast by Geography - Final
Yamhill County, November 6 2018 General Election

Page: 1 of 1
2018-11-21
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All Precincts, All Districts, All ScanStations, Willamina City Councilor - 3 At-Large, City of Willamina
Mayor, All Boxes

Official Results for city of Willamina Contests

Total Ballots Cast: 434, Registered Voters: 68452, Overall Turnout: 0.63%

Choice	Votes	Vote %
--------	-------	--------

All Precincts

City of Willamina Mayor (Vote for 1)

434 ballots (0 over voted ballots, 0 overvotes, 101 blank voted), 800 registered voters, turnout 54.25%

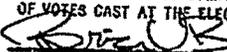
Ila Skyberg	315	94.59%
Write-in	18	5.41%
Total	333	100.00%

Willamina City Councilor - 3 At-Large (Vote for 3)

434 ballots (0 over voted ballots, 0 overvotes, 561 undervotes), 800 registered voters, turnout 54.25%

Roberta J Lawson	220	29.69%
April L Wooden	256	34.55%
James M Daley	233	31.44%
Write-in	22	2.97%
Write-in	5	0.67%
Write-in	5	0.67%
Total	741	100.00%

CERTIFY THAT THE VOTES RECORDED ON THIS
ABSTRACT CORRECTLY SUMMARIZE THE TALLY
OF VOTES CAST AT THE ELECTION INDICATED.


SIGNATURE OF COUNTY CLERK:

11.20.2018
DATE OF ABSTRACT



CHARTER

CHARTER

Section

Preamble

25. Oath of Office
26. Nominations

Chapter I: Name and Boundaries

1. Title of Enactment
2. Name of City
3. Boundaries

Chapter VII: Vacancies in Office

27. Vacancies: Occurrence
28. Vacancies: Filling

Chapter II: Powers

4. Powers of the City
5. Construction of Charter Powers

Chapter VIII: Ordinances

29. Ordaining Clause
30. Adoption by Council
31. When Ordinances Take Effect

Chapter III: Form of Government

6. Distribution of Powers
7. Council
8. Council Members
9. Mayor
10. Other Officers
11. Compensation
12. Qualifications of Elective Officers

Chapter IX: Public Improvements

32. Improvements
33. Special Assessments

Chapter IV: City Council

13. Meetings
14. Quorum
15. Record of Proceedings
16. Proceedings to be Public
17. Mayor's Function at Council Meetings
18. Council President
19. Vote required

Chapter X: Miscellaneous Provisions

34. Debt
35. Existing Ordinances Continued
36. Repeal of Previously Enacted Provisions
37. Procedure for Amendment
38. Time of Effect
39. Severability

Appendix: Legal References

Chapter V: Powers and Duties of Officers

20. Mayor
21. Municipal Court and Judge
22. Recorder

Chapter VI: Elections

23. Elections
24. Votes

CHARTER OF THE CITY OF WILLAMINA, OREGON:

To provide for the government of the City of Willamina, Yamhill/Polk Counties, Oregon: And to repeal all charter provisions of the city enacted prior to the time this charter takes effect.

Be it enacted by the people of the City of Willamina, Yamhill/Polk Counties, Oregon:

Section 11: Compensation

The council shall prescribe the compensation to be received by the council, mayor and other officers and employees.

Section 12: Qualifications of Elective Officers

No person is eligible for an elective office of the city unless at the time of the officer's election, the officer is a qualified elector within the meaning of the state constitution, is a resident of the city and has been a resident of the city during the twelve months immediately preceding the election. No person shall hold an elective office of the city if the person is an employee of the city. The council is the final judge of the qualifications and election of its own members. No person may be a candidate at a single election for more than one elective office of the city.

CHAPTER IV**CITY COUNCIL****Section 13: Meetings**

The council shall hold a regular meeting at least once each month in the city at the time and place which it designates. It shall adopt rules for the government of its members and proceedings. The mayor or three council members may call special meetings of the council by giving written notice to all members of the council then in the city. Special meetings may be held at any time by the common consent of all members of the council at any regular meeting. Meetings shall be held in accordance with applicable state law.

Section 14: Quorum

A majority of members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner prescribed by council.

Section 15: Record of Proceedings

A record of council proceedings shall be kept and authenticated in a manner prescribed by council.

Section 16: Proceedings to be Public

Except as state law provides otherwise, the deliberations and proceedings of the council shall be public.

Section 17: Mayor's Function at Council Meetings

When present at council meetings the mayor shall:

1. Preside over deliberations of the council,
2. Preserve order,
3. Enforce council rules, and
4. Determine the order of business under the rules

The mayor shall vote only to break a tie.

Section 18: Council President

At its first meeting of each odd-numbered year, the council shall elect a council president from its membership. The president shall function as mayor when the mayor is absent from a council meeting, or unable to function as mayor. The president, when acting as Mayor, shall vote only to break a tie.

Section 19: Vote Required

Except as this charter prescribes otherwise, the express concurrence of a majority of the council members present and constituting a quorum is necessary to decide a question before the council.

CHAPTER V**POWERS AND DUTIES OF OFFICERS****Section 20: Mayor**

The mayor shall appoint the committees and chairman of each committee provided by the rules of the council. The mayor may sign all approved records of proceedings of the council and counter sign all orders on the treasury. The mayor shall have no veto power and shall sign all ordinances passed by the council within five days after their passage. Upon the approval of the council, all bonds of city officers and all bonds for licenses, contracts and proposals shall be endorsed by the mayor.

Section 21: Municipal Court and Judge

If the council creates the office of Municipal Judge and fills it by appointment, the appointee shall hold, within the city at a place and time that the council specifies, a court known as the Municipal Court of the City of Willamina, Yamhill/Polk Counties, Oregon.

CHAPTER VII

VACANCIES IN OFFICE

Section 27: Vacancies: Occurrence

The office of a member of the council becomes vacant:

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

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

Section 28: Vacancies: Filling

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

CHAPTER VIII

ORDINANCESSection 29: Ordaining Clause

The ordaining clause of an ordinance shall be:

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

Section 30: Adoption by Council

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

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

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

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

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

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

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

Section 31: When Ordinances Take Effect

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

APPENDIX

LEGAL REFERENCES

This reference list is to be used as a brief guide to laws referred to in the charter. It is not to be construed as complete listing of all pertinent Constitutional, State, Federal and/or case law pertaining to the subjects named.

<i>Section</i>	<i>Subject</i>	<i>Legal Reference</i>
Section 3	Boundaries	O.R.S. 222.460 to 222.750
Sections 4, 5, 6	Powers	Or. Const., art. IV, sec 1(5); art. XI, sec.2 O.R.S. 221.410(1)
Section 12	Qualifications	Or. Const., art II, sec.2
Section 13	Meetings	O.R.S. 192.610 to 192.710
Section 16	Proceedings to be public	O.R.S. 192.660
Section 21	Municipal Court and Judge	O.R.S. 224.140, O.R.S. 226.010, O.R.S. 448.295, O.R.S. 836.205, O.R.S. 3.132, O.R.S. 51.035
Section 23	Elections	Or. Const., art II O.R.S. Chapters 246 to 260
Section 32	Improvements	O.R.S. Chapters 223 and 271
Section 34	Debt limit	O.R.S. Chapters 287 to 288 O.R.S. 223.295
Section 37	Amendment	Or. Const., art II O.R.S. Chapters 246 to 260



City of Willamina, Oregon
Certificate of Election

It appears from the official canvass of the votes cast at the Election for the City of Willamina held within and for the City of Willamina, County of Yamhill and County of Polk, State of Oregon, on Tuesday, the 6th day of November 2018, that

Ila Skyberg

of Willamina, State of Oregon was the candidate receiving the highest number of votes cast for the office of Mayor, Position of the City of Willamina at said Election.

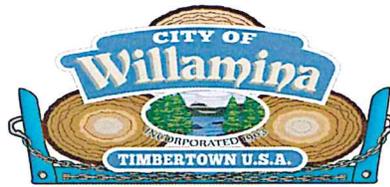
*NOW, THEREFORE, I, Debbie Bernard, City Recorder of the City of Willamina, State of Oregon, by virtue of the authority vested in me under the statute for the State of Oregon, Chapter 254.565, do hereby grant this **Certificate of Election** and declare said Ila Skyberg of Willamina, State of Oregon, to be duly elected to the Office of Mayor, for the City of Willamina, with her two-year term beginning on January 1ST, 2018 and ending December 31, 2020.*

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of said City of Willamina to be hereunto affixed this 11th day of December, 2018.



Debbie Bernard

Debbie Bernard
City Recorder – Elections Officer
City of Willamina, Oregon



City of Willamina, Oregon
Certificate of Election

It appears from the official canvass of the votes cast at the Election for the City of Willamina held within and for the City of Willamina, County of Yamhill and County of Polk, State of Oregon, on Tuesday, the 6th day of November 2018, that

James M. Daley

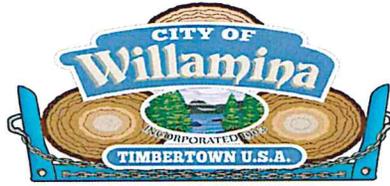
of Willamina, State of Oregon was the candidate receiving the highest number of votes cast for the office of City Council, Position of the City of Willamina at said Election.

*NOW, THEREFORE, I, Debbie Bernard, City Recorder of the City of Willamina, State of Oregon, by virtue of the authority vested in me under the statute for the State of Oregon, Chapter 254.565, do hereby grant this **Certificate of Election** and declare said James M. Daley of Willamina, State of Oregon, to be duly elected to the Office of City Council, for the City of Willamina, with his four-year term beginning on January 1ST, 2018 and ending December 31, 2022.*

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of said City of Willamina to be hereunto affixed this 11th day of December, 2018.



Debbie Bernard
Debbie Bernard
City Recorder – Elections Officer
City of Willamina, Oregon



City of Willamina, Oregon
Certificate of Election

It appears from the official canvass of the votes cast at the Election for the City of Willamina held within and for the City of Willamina, County of Yamhill and County of Polk, State of Oregon, on Tuesday, the 6th day of November 2018, that

April L. Wooden

of Willamina, State of Oregon was the candidate receiving the highest number of votes cast for the office of City Council, Position of the City of Willamina at said Election.

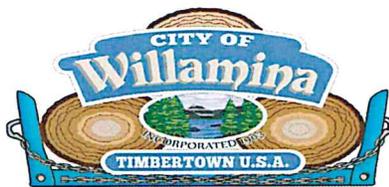
*NOW, THEREFORE, I, Debbie Bernard, City Recorder of the City of Willamina, State of Oregon, by virtue of the authority vested in me under the statute for the State of Oregon, Chapter 254.565, do hereby grant this **Certificate of Election** and declare said April L. Wooden of Willamina, State of Oregon, to be duly elected to the Office of City Council, for the City of Willamina, with her four-year term beginning on January 1ST, 2018 and ending December 31, 2022.*

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of said City of Willamina to be hereunto affixed this 11th day of December, 2018.



Debbie Bernard

Debbie Bernard
City Recorder – Elections Officer
City of Willamina, Oregon



City of Willamina, Oregon
Certificate of Election

It appears from the official canvass of the votes cast at the Election for the City of Willamina held within and for the City of Willamina, County of Yamhill and County of Polk, State of Oregon, on Tuesday, the 6th day of November 2018, that

Roberta J. Lawson

of Willamina, State of Oregon was the candidate receiving the highest number of votes cast for the office of City Council, Position of the City of Willamina at said Election.

*NOW, THEREFORE, I, Debbie Bernard, City Recorder of the City of Willamina, State of Oregon, by virtue of the authority vested in me under the statute for the State of Oregon, Chapter 254.565, do hereby grant this **Certificate of Election** and declare said Roberta J. Lawson of Willamina, State of Oregon, to be duly elected to the Office of City Council, for the City of Willamina, with her four-year term beginning on January 1ST, 2018 and ending December 31, 2022.*

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Seal of said City of Willamina to be hereunto affixed this 11th day of December, 2018.



Debbie Bernard
City Recorder – Elections Officer
City of Willamina, Oregon





**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 11/1/2018 to 11/30/2018**

City	UCR Description	11/1/2017 to 11/30/2017	11/1/2018 to 11/30/2018	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	3	0		5	10
	Arson	0	0		4	1
	Burglary-Business	1	0		3	1
	Burglary-Non-Residence	0	0		4	6
	Burglary-Residence	2	0		5	7
	Larceny	5	1	-80.00 %	63	52
	Motor Vehicle Theft-Auto	0	0		3	5
	Murder	0	0		1	
	Rape	0	0		1	
	Robbery	0	0		1	
	Part 1 Total	11	1	-90.91 %	90	82
Part 2						
	All Other	3	1	-66.67 %	11	14
	Animal Problems	0	0		1	1
	Disorderly Conduct	3	0		10	14
	Drug Laws	1	1		19	33
	DUII	0	0		4	10
	Forgery	0	0		3	1
	Fraud	0	0		1	6
	Kidnapping	0	0		1	
	Liquor Laws	0	0		3	3
	Runaway	1	0		4	3
	Sex Offenses	0	0		5	13
	Simple Assault	5	0		33	34
	Stolen Property	0	0		1	3
	Tresspass/Prowler	3	1	-66.67 %	14	15
	Vandalism	3	2	-33.33 %	33	24
	Total For WILLAMINA	44	19	-56.82 %	491	507



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 11/1/2018 to 11/30/2018**

City	UCR Description	11/1/2017 to 11/30/2017	11/1/2018 to 11/30/2018	Percentage Change	YTD	Prior Year
WILLAMINA						
	Weapons	1	0			3
Part 2 Total		20	5	-75.00 %	143	177
Part 3						
	All Other	7	2	-71.43 %	93	97
	Non-Reportable Offenses	6	11	83.33 %	165	151
Part 3 Total		13	13		258	248
Total For WILLAMINA		44	19	-56.82 %	491	507

Yearly Schedule of Events

Year	Start Day
2019	1 1:Sun, 2:Mon

Yearly Schedule of Events

CITY OF WILLAMNA CITY COUNCIL

January 2019

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		

January

01/01/19 (Tue)	New Year's Day -CITY HALL CLOSED	holiday
01/01/19 (Tue)	Planning Commission - Canceled	holiday
01/8/19 (Tue)	City Council Regular Meeting	meeting
01/21/19 (Mon)	Martin Luther King Jr. Day	holiday
		-
		-

February 2019

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		

February

02/02/19 (Sat)	Groundhog Day	holiday
02/05/19 (Tue)	Planning Commission Regular Meeting	meeting
02/12/19 (Tue)	City Council Regular Meeting	meeting
02/12/19 (Tue)	Lincoln's Birthday	holiday
02/14/19 (Thu)	Valentines Day	holiday
02/18/19 (Mon)	President's Day -CITY HALL CLOSED	holiday

March 2019

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

03/05/19 (Tue)	Planning Commission Regular Meeting	meeting
03/12/19 (Tue)	City Council Regular Meeting	meeting
		-
03/10/19 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/17/19 (Sun)	St. Patrick's Day	holiday

April 2019

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

04/02/19 (Tue)	Planning Commission Regular Meeting	meeting
04/10/19 (Tue)	City Council Regular Meeting	meeting
04/15/19 (Mon)	SEI Filing Deadline - Ethics Commission Filing	deadline
04/01/19 (Mon)	April Fool's Day	holiday
04/22/19 (Mon)	Earth Day	holiday