

Willamina City Council Regular Meeting
Tuesday, December 10, 2019 @ 6:00 PM
West Valley Fire Station
825 NE Main St.
Willamina, OR 97396

AGENDA

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 – None

PRESENTATIONS – None

CONSENT AGENDA “(A listing of routine business items, which are adopted with one motion, without discussion. However, any COUNCILOR may request that an item be pulled from the Consent Agenda for discussion and separate action. The item is then not considered after the Consent Agenda items have been voted upon).”

1. Check Registers – October 1 to 31, 2019 (informational)
2. Financials October 31, 2019 (informational)
3. Minutes from the November 12, 2019 City Council Meeting

REGULAR AGENDA

1. Initiation of Code Amendments

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

PUBLIC HEARING

1. Zone Change Application – ZC/CPMA 2019-02 Zone Change/Comprehensive Plan Map Amendment

INFORMATIONAL REPORTS (Items that require no Council action)

MAYORS REPORT

COUNCIL LIAISON REPORTS

1. Cemetery Committee Liaison (Councilor Baller)
2. Chamber Liaison (Councilor Wooden)
3. Library Liaison (Councilor Lawson)
4. YCOM Board (Councilor Baller)
5. Yamhill County Transit Authority Board Member (Councilor Johnson)

INFORMATIONAL REPORTS FROM CITY OFFICERS

6. City Manager
7. Sheriff's Report

EVENT CALENDAR- Informational

Next Council Meeting Dates

Regular Session – February 11, 2019 (6:00 pm)

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

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 Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
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10830

10/19 10/18/2019 10830 110 A&E SAFE AND ALARM CO. 172686 1 10-67-5200 .00 125.25- 125.25- V

Total 10830:

.00 125.25-

10849

10/19 10/01/2019 10849 4890 APRIL WOODEN 100119 1 10-13-5310 .00 50.00 50.00

Total 10849:

.00 50.00

10850

10/19 10/01/2019 10850 430 ARAMARK UNIFORM SERVICES 864162395 1 10-66-5140 .00 16.47 16.47

10/19 10/01/2019 10850 430 ARAMARK UNIFORM SERVICES 864162395 2 20-11-5140 .00 4.85 4.85

10/19 10/01/2019 10850 430 ARAMARK UNIFORM SERVICES 864162395 3 30-11-5140 .00 27.13 27.13

10/19 10/01/2019 10850 430 ARAMARK UNIFORM SERVICES 864162395 4 40-11-5140 .00 48.45 48.45

10/19 10/01/2019 10850 430 ARAMARK UNIFORM SERVICES 864172266 1 10-66-5140 .00 16.47 16.47

10/19 10/01/2019 10850 430 ARAMARK UNIFORM SERVICES 864172266 2 20-11-5140 .00 4.85 4.85

10/19 10/01/2019 10850 430 ARAMARK UNIFORM SERVICES 864172266 3 30-11-5140 .00 27.13 27.13

10/19 10/01/2019 10850 430 ARAMARK UNIFORM SERVICES 864172266 4 40-11-5140 .00 48.45 48.45

Total 10850:

.00 193.80

10851

10/19 10/01/2019 10851 700 BAKER AND TAYLOR BOOKS 2034779396 1 10-65-5100 .00 176.93 176.93

10/19 10/01/2019 10851 700 BAKER AND TAYLOR BOOKS 2034779396 2 10-65-5106 .00 129.06 129.06

Total 10851:

.00 305.99

10852

10/19 10/01/2019 10852 5678 Bob Burr 100119 1 10-13-5310 .00 50.00 50.00

Total 10852:

.00 50.00

10853

10/19 10/01/2019 10853 1380 CARQUEST 4758-189384 1 10-72-5137 .00 16.78 16.78

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
10/19	10/01/2019	10853	1380	CARQUEST	4758-189749	1	10-66-5504	.00	21.29	21.29
Total 10853:										
10854	10/19	10854	5677	Craig Johnson	100119	1	10-13-5310	.00	50.00	50.00
Total 10854:										
10855	10/19	10855	670	DEBRA J BERNARD	091719	1	10-12-5344	.00	187.25	187.25
Total 10855:										
10856	10/19	10856	1760	FERGUSON ENTERPRISES, IN	804297	1	30-11-5530	.00	926.44	926.44
Total 10856:										
10857	10/19	10857	5834	Heather Branson	091919	1	30-10-4330	.00	95.29	95.29
Total 10857:										
10858	10/19	10858	5706	HRA VEBBA Trust	100119	1	10-70-5040	.00	450.00	450.00
10/19	10/01/2019	10858	5706	HRA VEBBA Trust	100119	2	10-71-5040	.00	375.00	375.00
10/19	10/01/2019	10858	5706	HRA VEBBA Trust	100119	3	10-65-5040	.00	150.00	150.00
10/19	10/01/2019	10858	5706	HRA VEBBA Trust	100119	4	10-66-5040	.00	150.00	150.00
10/19	10/01/2019	10858	5706	HRA VEBBA Trust	100119	5	30-11-5040	.00	75.00	75.00
10/19	10/01/2019	10858	5706	HRA VEBBA Trust	100119	6	40-11-5040	.00	75.00	75.00
Total 10858:										
10859	10/19	10859	2260	ILA SKYBERG	100119	1	10-13-5310	.00	100.00	100.00
Total 10859:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10860	10/19	10860	5733	Jared Nunley	100119	1	40-11-5200	.00	500.00	500.00
Total 10860: 500.00										
10861	10/19	10861	2670	LOCAL 737 - LABORERS INTL U	100119	1	10-00-2130	.00	195.20	195.20
Total 10861: 195.20										
10862	10/19	10862	3070	NEWS REGISTER	100467	1	10-12-5230	.00	141.22	141.22
Total 10862: 141.22										
10863	10/19	10863	1700	OREGON GOVERNMENT ETHIC	AIE10097	1	10-12-5320	.00	548.87	548.87
Total 10863: 548.87										
10864	10/19	10864	5659	Petty Cash	093019	1	10-12-5137	.00	15.56	15.56
10/19	10/01/2019	10864	5659	Petty Cash	093019	2	10-65-5137	.00	140.00	140.00
10/19	10/01/2019	10864	5659	Petty Cash	093019	3	10-12-5820	.00	192.43	192.43
Total 10864: 347.99										
10865	10/19	10865	610	RITA BALLER	100119	1	10-13-5310	.00	50.00	50.00
Total 10865: 50.00										
10866	10/19	10866	5794	Roberta Lawson	100119	1	10-13-5310	.00	50.00	50.00
Total 10866: 50.00										
10867	10/19	10867	5835	Shana Reid	100119	1	10-67-5310	.00	200.00	200.00

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
Total 10867:										
10868	10/19	10868	5833	Storage Etc	092719	1	10-12-5200	.00	504.00	504.00
Total 10868:										
10869	10/19	10869	5606	TERRY'S TIRES & SERVICES LL	092619	1	10-72-5504	.00	25.00	25.00
Total 10869:										
10870	10/19	10870	4540	THERESA MCKNIGHT	100119	1	10-13-5310	.00	50.00	50.00
Total 10870:										
10871	10/19	10871	5740	Thomas Holt	18	1	10-12-5209	.00	560.00	560.00
Total 10871:										
10872	10/19	10872	4700	US BANK	091719	1	10-12-5342	.00	4.50	4.50
10/19	10/01/2019	10872	4700	US BANK	091719	2	10-12-5137	.00	7.99	7.99
10/19	10/01/2019	10872	4700	US BANK	091719	3	10-13-5355	.00	192.43	192.43
10/19	10/01/2019	10872	4700	US BANK	091719	4	10-12-5342	.00	16.75	16.75
10/19	10/01/2019	10872	4700	US BANK	091719	5	10-72-5342	.00	888.88	888.88
10/19	10/01/2019	10872	4700	US BANK	091719	6	10-72-5137	.00	146.05	146.05
10/19	10/01/2019	10872	4700	US BANK	091719	7	40-11-5320	.00	195.00	195.00
10/19	10/01/2019	10872	4700	US BANK	091719	8	10-12-5413	.00	164.05	164.05
10/19	10/01/2019	10872	4700	US BANK	091719	9	10-12-5320	.00	547.00	547.00
10/19	10/01/2019	10872	4700	US BANK	091719	10	10-12-5200	.00	154.77	154.77
10/19	10/01/2019	10872	4700	US BANK	091719	11	10-12-5137	.00	43.99	43.99
10/19	10/01/2019	10872	4700	US BANK	091719	12	40-11-5504	.00	141.05	141.05
10/19	10/01/2019	10872	4700	US BANK	091719	13	10-12-5137	.00	80.93	80.93
10/19	10/01/2019	10872	4700	US BANK	091719	14	10-12-5320	.00	180.00	180.00
10/19	10/01/2019	10872	4700	US BANK	091719	15	10-72-5137	.00	96.80	96.80

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	
Total 10872:											
10873	10/19	10/01/2019	10873	5150	YAMHILL COUNTY SHERIFFS O	100119	1	10-18-5217	.00	24,086.95	24,086.95
Total 10873:											
.00											
Total 10874:											
10874	10/19	10/01/2019	10874	4160	SKYBERGS	093019	1	10-12-5504	.00	269.46	269.46
10/19	10/01/2019	10874	4160	SKYBERGS	093019	2	10-12-5820	.00	14.96	14.96	
10/19	10/01/2019	10874	4160	SKYBERGS	093019	3	10-67-5504	.00	744.31	744.31	
10/19	10/01/2019	10874	4160	SKYBERGS	093019	4	30-11-5137	.00	227.18	227.18	
10/19	10/01/2019	10874	4160	SKYBERGS	093019	5	40-11-5137	.00	227.17	227.17	
Total 10874:											
1,483.08											
Total 10875:											
10875	10/19	10/08/2019	10875	110	A&E SAFE AND ALARM CO.	173005	1	10-12-5200	.00	59.85	59.85
10/19	10/08/2019	10875	110	A&E SAFE AND ALARM CO.	173005	2	10-65-5200	.00	59.85	59.85	
10/19	10/08/2019	10875	110	A&E SAFE AND ALARM CO.	173008	1	10-67-5200	.00	59.85	59.85	
Total 10875:											
179.55											
Total 10876:											
10876	10/19	10/08/2019	10876	5838	APWA	100819	1	40-11-5320	.00	340.00	340.00
Total 10876:											
340.00											
Total 10877:											
10877	10/19	10/08/2019	10877	1380	CARQUEST	4758-189828	1	10-72-5137	.00	10.06	10.06
10/19	10/08/2019	10877	1380	CARQUEST	4758-189888	1	10-72-5137	.00	19.99	19.99	
Total 10877:											
30.05											
Total 10878:											
10878	10/19	10/08/2019	10878	1390	CASCADE COLUMBIA	761137	1	30-11-5108	.00	1,665.58	1,665.58
10/19	10/08/2019	10878	1390	CASCADE COLUMBIA	761138	1	40-11-5108	.00	1,684.00	1,684.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10878:										
10879	10/19	10879	940	CASELLE, INC.	98016	1	10-12-5235	.00	1,200.00	1,200.00
Total 10879:										
Total 10880:										
10880	10/19	10880	1130	CITY OF WILLAMINA	1182.01 9-15	1	30-11-5415	.00	10.01	10.01
10880	10/19	10880	1130	CITY OF WILLAMINA	1442.01 9-15	1	10-12-5415	.00	44.50	44.50
10880	10/19	10880	1130	CITY OF WILLAMINA	1792.00 9-15	1	10-67-5415	.00	146.83	146.83
10880	10/19	10880	1130	CITY OF WILLAMINA	1792.01 9-15	1	10-67-5415	.00	8.78	8.78
10880	10/19	10880	1130	CITY OF WILLAMINA	2234.00 9-15	1	10-66-5415	.00	108.32	108.32
10880	10/19	10880	1130	CITY OF WILLAMINA	2235.01 9-15	1	10-65-5415	.00	149.42	149.42
10880	10/19	10880	1130	CITY OF WILLAMINA	2236.00 9-15	1	10-12-5415	.00	167.45	167.45
10880	10/19	10880	1130	CITY OF WILLAMINA	2238.00 09-1	1	10-12-5415	.00	109.40	109.40
10880	10/19	10880	1130	CITY OF WILLAMINA	6094.00 9-15	1	10-12-5415	.00	108.32	108.32
Total 10880:										
10881	10/19	10881	1760	FERGUSON ENTERPRISES, IN	803121	1	30-11-5530	.00	153.11	153.11
Total 10881:										
Total 10882:										
10882	10/19	10882	2280	INDUSTRIAL WELDING SUPPLY	823020-00	1	10-72-5137	.00	892.18	892.18
10882	10/19	10882	2280	INDUSTRIAL WELDING SUPPLY	823020-01	1	10-72-5137	.00	782.00	782.00
10882	10/19	10882	2280	INDUSTRIAL WELDING SUPPLY	824802-00	1	10-72-5137	.00	160.00	160.00
Total 10882:										
10883	10/19	10883	5600	JONS COMPLETE AUTOMOTIV	28246	1	20-11-5504	.00	3,134.79	3,134.79
Total 10883:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10884	10/19	10/08/2019	10884	2520 KATHY TAYLOR CONSULTING	1040	1	10-12-5200	.00	1,708.80	1,708.80
Total 10884: .00 1,708.80 1,708.80										
10885	10/19	10/08/2019	10885	2440 KELLER ASSOCIATES, INC.	39-27-19	1	20-11-5204	.00	1,222.00	1,222.00
10/19	10/08/2019	10885	2440	KELLER ASSOCIATES, INC.	32-9-27-19	1	10-17-5204	.00	750.00	750.00
10/19	10/08/2019	10885	2440	KELLER ASSOCIATES, INC.	37	1	30-11-5204	.00	975.00	975.00
Total 10885: .00 2,947.00 2,947.00										
10886	10/19	10/08/2019	10886	5709 Kenna West	093019	1	10-12-5344	.00	244.93	244.93
Total 10886: .00 244.93 244.93										
10887	10/19	10/08/2019	10887	5702 Kiwanis	100219	1	10-65-5320	.00	123.00	123.00
Total 10887: .00 123.00 123.00										
10888	10/19	10/08/2019	10888	3060 NW NATURAL	1363282-3-9-	1	10-65-5415	.00	15.96	15.96
10/19	10/08/2019	10888	3060	NW NATURAL	1391658-0-9-	1	10-67-5415	.00	22.84	22.84
Total 10888: .00 38.80 38.80										
10889	10/19	10/08/2019	10889	3300 ONE CALL CONCEPTS, INC.	9090511	1	30-11-5200	.00	26.60	26.60
Total 10889: .00 26.60 26.60										
10890	10/19	10/08/2019	10890	3120 OREGON ASSOCIATION OF WA	100219	1	10-72-5342	.00	335.00	335.00
Total 10890: .00 335.00 335.00										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10891	10/19	10891	3430	OREGON STATE POLICE	100119	1	10-12-5320	.00	10.00	10.00
Total 10891:										
10892	10/19	10892	3380	OREVAC WEST INC	4963	1	30-11-5504	.00	1,170.00	1,170.00
Total 10892:										
10893	10/19	10893	5837	Pacific Excavation	1941.01	1	20-81-5909	.00	65,000.00	65,000.00
10/19	10/08/2019	10893	5837	Pacific Excavation	1941.01	2	20-11-5522	.00	6,682.80	6,682.80
Total 10893:										
10894	10/19	10894	3500	PACIFIC SOLAR	2736	1	30-11-5530	.00	1,064.60	1,064.60
Total 10894:										
10895	10/19	10895	3590	PGE	092519	1	40-11-5415	.00	1,920.08	1,920.08
10/19	10/08/2019	10895	3590	PGE	092519	2	10-67-5415	.00	110.96	110.96
10/19	10/08/2019	10895	3590	PGE	092519	3	10-12-5415	.00	209.31	209.31
10/19	10/08/2019	10895	3590	PGE	092519	4	30-11-5415	.00	1,310.19	1,310.19
10/19	10/08/2019	10895	3590	PGE	092519	5	10-65-5415	.00	205.44	205.44
10/19	10/08/2019	10895	3590	PGE	092519	6	10-66-5415	.00	280.81	280.81
10/19	10/08/2019	10895	3590	PGE	092519	7	10-72-5415	.00	233.06	233.06
Total 10895:										
10896	10/19	10896	3730	PRIMISYS	9958190	1	10-12-5233	.00	3,462.98	3,462.98
10/19	10/08/2019	10896	3730	PRIMISYS	9958190	2	10-12-5234	.00	400.00	400.00
10/19	10/08/2019	10896	3730	PRIMISYS	9958190	3	10-67-5233	.00	500.00	500.00
Total 10896:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
10897										
10/19	10/08/2019	10897	3820	RECOLOGY WESTERN OREGO	12377735	1	10-66-5415	.00	19.72	19.72
10/19	10/08/2019	10897	3820	RECOLOGY WESTERN OREGO	12377743	1	10-12-5415	.00	37.32	37.32
10/19	10/08/2019	10897	3820	RECOLOGY WESTERN OREGO	12377980	1	30-11-5415	.00	11.21	11.21
10/19	10/08/2019	10897	3820	RECOLOGY WESTERN OREGO	12378006	1	10-65-5415	.00	36.74	36.74
10/19	10/08/2019	10897	3820	RECOLOGY WESTERN OREGO	12378014	1	10-72-5415	.00	159.02	159.02
Total 10897:										264.01
10898										
10/19	10/08/2019	10898	4110	SHELDON OIL COMPANY	45019	1	10-18-5120	.00	41.08	41.08
10/19	10/08/2019	10898	4110	SHELDON OIL COMPANY	45019	2	20-11-5120	.00	57.68	57.68
10/19	10/08/2019	10898	4110	SHELDON OIL COMPANY	45019	3	30-11-5120	.00	161.81	161.81
10/19	10/08/2019	10898	4110	SHELDON OIL COMPANY	45019	4	40-11-5120	.00	127.40	127.40
10/19	10/08/2019	10898	4110	SHELDON OIL COMPANY	45019	5	10-66-5120	.00	175.65	175.65
10/19	10/08/2019	10898	4110	SHELDON OIL COMPANY	45019	6	10-72-5120	.00	131.34	131.34
Total 10898:										694.96
10899										
10/19	10/08/2019	10899	5635	SOLUTIONS YES	INV209389	1	10-12-5230	.00	76.43	76.43
10/19	10/08/2019	10899	5635	SOLUTIONS YES	INV209389	2	10-65-5137	.00	56.06	56.06
Total 10899:										132.49
10900										
10/19	10/08/2019	10900	5516	The Bulletin Board	4547	1	10-12-5230	.00	110.50	110.50
Total 10900:										110.50
10901										
10/19	10/08/2019	10901	5740	Thomas Holt	093019	1	10-12-5344	.00	363.80	363.80
Total 10901:										363.80
10902										
10/19	10/08/2019	10902	4600	TRAFFIC SAFETY SUPPLY CO I	INV019138	1	10-67-5504	.00	524.40	524.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10902:										
10903	10/19	10903	4960	WATERLAB CORP.	78261	1	30-11-5250	.00	140.00	140.00
Total 10903:										
10904	10/19	10904	5836	West Coast Metal Buildings, Inc.	100219	1	10-80-6010	.00	4,700.00	4,700.00
Total 10904:										
10905	10/19	10905	5551	Wright Business Graphics	4215092	1	30-11-5230	.00	317.75	317.75
10905	10/19	10905	5551	Wright Business Graphics	4215092	2	40-11-5230	.00	317.76	317.76
Total 10905:										
10906	10/19	10906	5080	YAMHILL COUNTY COMMUNITY	100219	1	10-68-5510	.00	250.00	250.00
Total 10906:										
10907	10/19	10907	320	AMERICAN EXTERMINATION PL	143887	1	10-12-5200	.00	92.00	92.00
Total 10907:										
10908	10/19	10908	430	ARAMARK UNIFORM SERVICES	864182082	1	10-66-5140	.00	16.47	16.47
10908	10/19	10908	430	ARAMARK UNIFORM SERVICES	864182082	2	20-11-5140	.00	4.85	4.85
10908	10/19	10908	430	ARAMARK UNIFORM SERVICES	864182082	3	30-11-5140	.00	27.13	27.13
10908	10/19	10908	430	ARAMARK UNIFORM SERVICES	864182082	4	40-11-5140	.00	48.45	48.45
Total 10908:										
10909	10/19	10909	700	BAKER AND TAYLOR BOOKS	2034802304	1	10-65-5100	.00	92.13	92.13
Total 10909:										

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
	10/1/19	10909	700	BAKER AND TAYLOR BOOKS	2034802304	2	10-65-5106	.00	62.78	62.78
	Total 10909:									
	10/1/19	10910	2160	HONEY BUCKET	551204087-1	1	10-68-5513	.00	157.93	157.93
	Total 10910:									
	10/1/19	10911	2690	LOWES	100219	1	10-12-5504	.00	211.24	211.24
	Total 10911:									
	10/1/19	10912	2900	MID-WILLAMETTE VALLEY COU	1920150	1	10-17-5214	.00	5,205.56	5,205.56
	Total 10912:									
	10/1/19	10913	3070	NEWS REGISTER	100965	1	10-12-5230	.00	122.38	122.38
	10/1/19	10913	3070	NEWS REGISTER	101010	1	10-12-5230	.00	104.40	104.40
	Total 10913:									
	10/1/19	10914	5839	NWSDE	2019-795	1	10-65-5342	.00	125.00	125.00
	Total 10914:									
	10/1/19	10915	3230	OREGON LIBRARY ASSOCIATI	10646	1	10-65-5320	.00	30.00	30.00
	Total 10915:									
	10/1/19	10916	3590	PGE	100719	1	10-19-5400	.00	1,548.98	1,548.98
	Total 10916:									

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10916:										
10/19	10/15/2019	10917	5130	YAMHILL COMMUNICATIONS A	FY20-05-WIL	1	10-18-5302	.00	2,043.58	2,043.58
Total 10917:										
10918										
10/19	10/22/2019	10918	110	A&E SAFE AND ALARM CO.	172686	1	10-67-5200	.00	125.25	125.25
Total 10918:										
10919										
10/19	10/22/2019	10919	430	ARAMARK UNIFORM SERVICES	864191918	1	10-66-5140	.00	16.47	16.47
10/19	10/22/2019	10919	430	ARAMARK UNIFORM SERVICES	864191918	2	20-11-5140	.00	4.85	4.85
10/19	10/22/2019	10919	430	ARAMARK UNIFORM SERVICES	864191918	3	30-11-5140	.00	27.13	27.13
10/19	10/22/2019	10919	430	ARAMARK UNIFORM SERVICES	864191918	4	40-11-5140	.00	48.45	48.45
Total 10919:										
10920										
10/19	10/22/2019	10920	700	BAKER AND TAYLOR BOOKS	2034830124	1	10-65-5106	.00	54.38	54.38
Total 10920:										
10921										
10/19	10/22/2019	10921	720	BEERY, ELSNER & HAMMOND L	20657	1	10-12-5203	.00	67.50	67.50
Total 10921:										
10922										
10/19	10/22/2019	10922	870	BRETTHAUER OIL CO.	CL29065	1	10-72-5120	.00	73.76	73.76
Total 10922:										
10923										
10/19	10/22/2019	10923	1380	CARQUEST	4758-190311	1	10-72-5137	.00	49.56	49.56
10/19	10/22/2019	10923	1380	CARQUEST	4758-190342	1	10-72-5137	.00	2.37	2.37

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10923:										
10/19	10/22/2019	10924	5578	CREDITS INCORPORATED	31261	1	30-10-4330	.00	250.00	250.00
Total 10924:										
10925										
10/19	10/22/2019	10925	1460	DAVISON AUTO PARTS, INC.	479824	1	10-72-5137	.00	3.90	3.90
Total 10925:										
10926										
10/19	10/22/2019	10926	5840	Dennis Werth	101519	1	30-00-2300	.00	65.00	65.00
10/19	10/22/2019	10926	5840	Dennis Werth	101519	2	40-00-2400	.00	90.00	90.00
Total 10926:										
10927										
10/19	10/22/2019	10927	3350	DEPARTMENT OF ENVIRONME	102119	1	10-72-5320	.00	160.00	160.00
Total 10927:										
10928										
10/19	10/22/2019	10928	1760	FERGUSON ENTERPRISES, IN	793354	1	30-11-5530	.00	1,054.32	1,054.32
10/19	10/22/2019	10928	1760	FERGUSON ENTERPRISES, IN	804297-1	1	30-11-5530	.00	2,841.58	2,841.58
10/19	10/22/2019	10928	1760	FERGUSON ENTERPRISES, IN	813860	1	40-11-5137	.00	1,057.21	1,057.21
10/19	10/22/2019	10928	1760	FERGUSON ENTERPRISES, IN	816802	1	30-11-5137	.00	166.97	166.97
10/19	10/22/2019	10928	1760	FERGUSON ENTERPRISES, IN	817031	1	40-11-5137	.00	54.08	54.08
10/19	10/22/2019	10928	1760	FERGUSON ENTERPRISES, IN	817234	1	30-11-5137	.00	150.00	150.00
10/19	10/22/2019	10928	1760	FERGUSON ENTERPRISES, IN	817899	1	40-11-5137	.00	54.08	54.08
Total 10928:										
10929										
10/19	10/22/2019	10929	5719	First Op Manufacturing, Inc.	2528	1	30-11-5504	.00	96.00	96.00
Total 10929:										
5,378.24										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 10929:										
10930	10/19	10/22/2019	10930	2040 HACH			30-11-5108	.00	173.92	173.92
Total 10930:										
10931	10/19	10/22/2019	10931	4690 USABLUEBOOK			30-11-5530	.00	87.66	87.66
Total 10931:										
Grand Totals:										
									158,290.73	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	125.25	61,998.94	61,873.69
10-00-2130	195.20	.00	195.20
10-12-5137	148.47	.00	148.47
10-12-5200	2,519.42	.00	2,519.42
10-12-5203	67.50	.00	67.50
10-12-5209	560.00	.00	560.00
10-12-5230	554.93	.00	554.93
10-12-5233	3,462.98	.00	3,462.98
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	1,285.87	.00	1,285.87
10-12-5342	21.25	.00	21.25
10-12-5344	795.98	.00	795.98
10-12-5413	164.05	.00	164.05
10-12-5415	676.30	.00	676.30
10-12-5504	480.70	.00	480.70
10-12-5820	207.39	.00	207.39
10-13-5310	400.00	.00	400.00

GL Account	Debit	Credit	Proof
10-13-5355	192.43	.00	192.43
10-17-5204	750.00	.00	750.00
10-17-5214	5,205.56	.00	5,205.56
10-18-5120	41.08	.00	41.08
10-18-5217	24,086.95	.00	24,086.95
10-18-5302	2,043.58	.00	2,043.58
10-19-5400	1,548.98	.00	1,548.98
10-65-5040	150.00	.00	150.00
10-65-5100	269.06	.00	269.06
10-65-5106	246.22	.00	246.22
10-65-5137	196.06	.00	196.06
10-65-5200	59.85	.00	59.85
10-65-5320	153.00	.00	153.00
10-65-5342	125.00	.00	125.00
10-65-5415	407.56	.00	407.56
10-66-5040	150.00	.00	150.00
10-66-5120	175.65	.00	175.65
10-66-5140	65.88	.00	65.88
10-66-5415	408.85	.00	408.85
10-66-5504	21.29	.00	21.29
10-67-5200	185.10	125.25-	59.85
10-67-5233	500.00	.00	500.00
10-67-5310	200.00	.00	200.00
10-67-5415	289.41	.00	289.41
10-67-5504	1,268.71	.00	1,268.71
10-68-5510	250.00	.00	250.00
10-68-5513	157.93	.00	157.93
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	205.10	.00	205.10
10-72-5137	2,179.69	.00	2,179.69
10-72-5320	160.00	.00	160.00
10-72-5342	1,223.88	.00	1,223.88
10-72-5415	392.08	.00	392.08
10-72-5504	25.00	.00	25.00
10-80-6010	4,700.00	.00	4,700.00
20-00-2000	.00	76,116.67-	76,116.67-
20-11-5120	57.68	.00	57.68
20-11-5140	19.40	.00	19.40
20-11-5204	1,222.00	.00	1,222.00

GL Account	Debit	Credit	Proof
20-11-5504	3,134.79	.00	3,134.79
20-11-5522	6,682.80	.00	6,682.80
20-81-5909	65,000.00	.00	65,000.00
30-00-2000	.00	13,323.74	13,323.74
30-00-2300	65.00	.00	65.00
30-10-4330	345.29	.00	345.29
30-11-5040	75.00	.00	75.00
30-11-5108	1,839.50	.00	1,839.50
30-11-5120	161.81	.00	161.81
30-11-5137	544.15	.00	544.15
30-11-5140	108.52	.00	108.52
30-11-5200	26.60	.00	26.60
30-11-5204	975.00	.00	975.00
30-11-5230	317.75	.00	317.75
30-11-5250	140.00	.00	140.00
30-11-5415	1,331.41	.00	1,331.41
30-11-5504	1,266.00	.00	1,266.00
30-11-5530	6,127.71	.00	6,127.71
40-00-2000	.00	6,976.63	6,976.63
40-00-2400	90.00	.00	90.00
40-11-5040	75.00	.00	75.00
40-11-5108	1,684.00	.00	1,684.00
40-11-5120	127.40	.00	127.40
40-11-5137	1,392.54	.00	1,392.54
40-11-5140	193.80	.00	193.80
40-11-5200	500.00	.00	500.00
40-11-5230	317.76	.00	317.76
40-11-5320	535.00	.00	535.00
40-11-5415	1,920.08	.00	1,920.08
40-11-5504	141.05	.00	141.05
Grand Totals:	158,541.23	158,541.23	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report Type: GL detail

Check Type = (<>) "Adjustment"

CITY OF WILLAMINA
 COMBINED CASH INVESTMENT
 OCTOBER 31, 2019

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	(81,310.50)
99-00-1015	XPRESS DEPOSIT ACCOUNT		9,637.59
99-00-1020	PAYROLL - CHECKING		845.49
99-00-1030	INVESTMENTS-LGIP	(13,225.36)
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT		.76
99-00-1040	PETTY CASH		200.00
	TOTAL COMBINED CASH	(83,852.02)
99-00-1900	COURT CASH CLEARING	(1,028.00)
99-00-1910	MERCHANT SERVICES CLEARING	(3,475.07)
99-00-1009	CASH ALLOCATED		88,355.09
	TOTAL UNALLOCATED CASH		.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	(289,796.03)
20	ALLOCATION TO STREET FUND	(79,473.93)
21	ALLOCATION TO STREET SDC FUND		9,000.00
30	ALLOCATION TO WATER FUND		81,515.05
31	ALLOCATION TO WATER SDC FUND		5,544.00
40	ALLOCATION TO WASTEWATER FUND		177,355.82
41	ALLOCATION TO WASTEWATER SDC FUND		7,500.00
	TOTAL ALLOCATIONS TO OTHER FUNDS	(88,355.09)
	ALLOCATION FROM GENERAL FUND - 99-00-1009		88,355.09
	ZERO PROOF IF ALLOCATIONS BALANCE		.00

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2019

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(289,796.03)	
10-00-1200	ACCOUNTS RECEIVABLE	(5,528.93)	
10-00-1350	PREPAID EXPENSES	(690.00)	
	TOTAL ASSETS			(296,014.96)

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	(11,676.04)	
10-00-2001	OTHER ACCOUNTS PAYABLE	(690.00)	
10-00-2100	ACCRUED PAYROLL	(1,259.92)	
10-00-2130	UNION DUES PAYABLE		277.97	
10-00-2140	PERS PAYABLE		1,633.48	
	TOTAL LIABILITIES			(11,714.51)

FUND EQUITY

REVENUE OVER EXPENDITURES - YTD	(284,300.45)		
BALANCE - CURRENT DATE	(284,300.45)		
TOTAL FUND EQUITY				(284,300.45)
TOTAL LIABILITIES AND EQUITY				(296,014.96)

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4001 PROPERTY TAX	566.61	6,286.30	410,000.00	403,713.70	1.5
10-10-4002 PROPERTY TAX PRIOR	60.04	1,686.53	10,000.00	8,313.47	16.9
10-10-4003 INTEREST ON TAXES	2.25	85.27	100.00	14.73	85.3
10-10-4110 STATE CIGARETTE TAX	201.96	887.22	2,500.00	1,612.78	35.5
10-10-4111 STATE REVENUE SHARING	.00	6,400.52	25,000.00	18,599.48	25.6
10-10-4112 STATE LIQUOR TAX	3,529.54	9,913.51	40,000.00	30,086.49	24.8
10-10-4113 STATE MARIJUANA TAX	1,885.24	1,885.24	7,000.00	5,114.76	26.9
10-10-4501 BUSINESS LICENSES	901.04	1,239.54	5,000.00	3,760.46	24.8
10-10-4511 LIEN SEARCHES	135.00	706.50	3,000.00	2,293.50	23.6
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	122.55	274.08	500.00	225.92	54.8
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,500.00	12,500.00	.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	9,000.00	9,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	410.32	2,114.50	5,000.00	2,885.50	42.3
10-10-4605 FRANCHISE FEES ONLINENW	.00	3,505.99	3,500.00	(5.99)	100.2
10-10-4701 RENT - CENTER MARKET	.00	.00	2,400.00	2,400.00	.0
10-10-4816 DONATIONS	.00	.00	100.00	100.00	.0
10-10-4900 INTEREST INCOME	3,135.81	13,121.04	20,000.00	6,878.96	65.6
10-10-4901 MISCELLANEOUS INCOME	18,665.77	39,817.39	500.00	(39,317.39)	7963.5
10-10-4905 SALE OF CITY ASSETS	.00	1,000.00	.00	(1,000.00)	.0
TOTAL DEPARTMENT 10	29,616.13	88,923.63	618,300.00	529,376.37	14.4
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	.00	510.00	1,800.00	1,290.00	28.3
10-14-4508 COURT COSTS ASSESSED	.00	.00	100.00	100.00	.0
TOTAL COURT	.00	510.00	1,900.00	1,390.00	26.8
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	2,200.00	11,170.00	10,000.00	(1,170.00)	111.7
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	500.00	500.00	.0
10-17-4585 DEVELOPMENT FEES PLANNING	.00	5,300.00	.00	(5,300.00)	.0
TOTAL PLANNING	2,200.00	16,470.00	10,500.00	(5,970.00)	156.9
 <u>PUBLIC SAFETY</u>					
10-18-4200 CODE ENFORCEMENT FINES	.00	.00	500.00	500.00	.0
10-18-4506 PUBLIC SAFETY FEE	7,866.28	25,675.52	99,500.00	73,824.48	25.8
TOTAL PUBLIC SAFETY	7,866.28	25,675.52	100,000.00	74,324.48	25.7

CITY OF WILLAMINA
REVENUES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	2,434.09	9,683.74	17,500.00	7,816.26	55.3
10-19-4823 UTILITY FEE	.00	.00	7,500.00	7,500.00	.0
TOTAL STREET LIGHTS	2,434.09	9,683.74	25,000.00	15,316.26	38.7
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,983.00	8,983.00	.0
10-60-4755 DOWNTOWN LOAN INTEREST PAY	.00	10.00	125.00	115.00	8.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	140.00	1,015.00	875.00	13.8
TOTAL SPECIAL	.00	150.00	10,123.00	9,973.00	1.5
<u>LIBRARY</u>					
10-65-4560 FINES	.00	191.00	.00	(191.00)	.0
10-65-4705 CCRLS FORMULA PAYMENT	.00	.00	18,790.00	18,790.00	.0
10-65-4711 CCRLS NET LENDING	2.19	2,190.69	.00	(2,190.69)	.0
10-65-4714 CCRLS RURAL PATRON	.00	16.06	.00	(16.06)	.0
10-65-4811 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
10-65-4816 DONATIONS	.00	.00	100.00	100.00	.0
10-65-4901 MISCELLANEOUS INCOME	.00	145.57	200.00	54.43	72.8
TOTAL LIBRARY	2.19	2,543.32	20,090.00	17,546.68	12.7
<u>MUSEUM</u>					
10-67-4816 DONATIONS	.00	16,115.00	17,000.00	885.00	94.8
TOTAL MUSEUM	.00	16,115.00	17,000.00	885.00	94.8
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	1,500.00	1,500.00	.0
TOTAL CEMETERY	.00	.00	1,500.00	1,500.00	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	1,816.58	7,266.32	21,799.00	14,532.68	33.3
10-90-9140 IN LIEU OF FRANCHISE FEE WW	1,643.50	6,574.00	19,722.00	13,148.00	33.3
TOTAL TRANSFER	3,460.08	13,840.32	41,521.00	27,680.68	33.3

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TOTAL FUND REVENUE	45,578.77	173,911.53	845,934.00	672,022.47	20.6

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	.10	185.15	1,800.00	1,614.85	10.3
10-12-5119	.00	.00	60.00	60.00	.0
10-12-5123	.00	.00	200.00	200.00	.0
10-12-5124	240.92	1,259.49	3,600.00	2,340.51	35.0
10-12-5126	.00	568.55	1,700.00	1,131.45	33.4
10-12-5137	1,985.92	4,795.94	15,000.00	10,204.06	32.0
10-12-5200	59.85	3,010.47	18,000.00	14,989.53	16.7
10-12-5201	.00	.00	15,000.00	15,000.00	.0
10-12-5203	67.50	67.50	8,000.00	7,932.50	.8
10-12-5207	.00	22,539.39	22,000.00	(539.39)	102.5
10-12-5209	480.00	2,260.00	5,800.00	3,540.00	39.0
10-12-5230	301.64	2,060.12	4,000.00	1,939.88	51.5
10-12-5233	.00	6,889.98	18,000.00	11,110.02	38.3
10-12-5234	400.00	1,600.00	5,500.00	3,900.00	29.1
10-12-5235	1,200.00	4,800.00	15,000.00	10,200.00	32.0
10-12-5320	10.00	3,836.87	8,000.00	4,163.13	48.0
10-12-5342	760.34	2,490.71	8,500.00	6,009.29	29.3
10-12-5344	240.70	1,356.78	3,600.00	2,243.22	37.7
10-12-5355	12.06	12.06	750.00	737.94	1.6
10-12-5413	450.55	1,559.02	9,000.00	7,440.98	17.3
10-12-5415	857.61	2,902.58	9,000.00	6,097.42	32.3
10-12-5504	808.24	3,520.45	6,500.00	2,979.55	54.2
10-12-5600	.00	1,255.15	4,000.00	2,744.85	31.4
10-12-5606	210.96	843.84	7,200.00	6,356.16	11.7
10-12-5818	.00	127.77	2,000.00	1,872.23	6.4
10-12-5819	397.57	1,601.86	5,000.00	3,398.14	32.0
10-12-5820	1,260.98	1,468.37	600.00	(868.37)	244.7
TOTAL ADMIN	9,744.94	71,012.05	197,810.00	126,797.95	35.9
<u>COUNCIL</u>					
10-13-5307	.00	169.98	1,000.00	830.02	17.0
10-13-5310	400.00	1,600.00	5,000.00	3,400.00	32.0
10-13-5342	.00	550.00	2,000.00	1,450.00	27.5
10-13-5344	.00	.00	750.00	750.00	.0
10-13-5350	.00	.00	1,000.00	1,000.00	.0
10-13-5355	100.00	647.43	2,000.00	1,352.57	32.4
TOTAL COUNCIL	500.00	2,967.41	11,750.00	8,782.59	25.3

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5105	.00	.00	100.00	100.00	.0
10-14-5211	.00	500.00	3,400.00	2,900.00	14.7
10-14-5306	.00	.00	1,000.00	1,000.00	.0
10-14-5313	.00	.00	400.00	400.00	.0
10-14-5320	.00	.00	200.00	200.00	.0
10-14-5342	.00	.00	500.00	500.00	.0
10-14-5344	.00	.00	200.00	200.00	.0
TOTAL COURT	.00	500.00	5,800.00	5,300.00	8.6
<u>PLANNING</u>					
10-17-5203	.00	270.00	500.00	230.00	54.0
10-17-5204	3,500.00	4,750.00	20,000.00	15,250.00	23.8
10-17-5214	5,205.56	15,825.74	60,000.00	44,174.26	26.4
10-17-5230	.00	.00	3,000.00	3,000.00	.0
10-17-5342	266.26	266.26	1,000.00	733.74	26.6
TOTAL PLANNING	8,971.82	21,112.00	84,500.00	63,388.00	25.0
<u>PUBLIC SAFETY</u>					
10-18-5000	3,345.45	9,888.12	29,000.00	19,111.88	34.1
10-18-5020	242.05	726.05	2,200.00	1,473.95	33.0
10-18-5040	1,396.86	5,820.75	15,000.00	9,179.25	38.8
10-18-5060	154.23	461.11	1,700.00	1,238.89	27.1
10-18-5090	1.77	5.55	100.00	94.45	5.6
10-18-5120	81.02	255.42	1,100.00	844.58	23.2
10-18-5137	.00	.00	1,050.00	1,050.00	.0
10-18-5217	24,086.95	96,347.80	290,000.00	193,652.20	33.2
10-18-5233	.00	.00	1,450.00	1,450.00	.0
10-18-5302	2,043.58	10,217.90	25,000.00	14,782.10	40.9
10-18-5342	280.84	555.84	500.00	(55.84)	111.2
10-18-5413	46.78	186.82	700.00	513.18	26.7
10-18-5504	.00	.00	1,000.00	1,000.00	.0
TOTAL PUBLIC SAFETY	31,679.53	124,465.36	368,800.00	244,334.64	33.8
<u>STREET LIGHTS</u>					
10-19-5400	1,548.98	6,195.92	17,000.00	10,804.08	36.5
TOTAL STREET LIGHTS	1,548.98	6,195.92	17,000.00	10,804.08	36.5

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	19,678.00	19,678.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,983.00	8,983.00	.0
TOTAL SPECIAL	.00	.00	28,661.00	28,661.00	.0
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	5,885.98	16,440.64	46,500.00	30,059.36	35.4
10-65-5020 PAYROLL TAX	453.73	1,367.05	3,200.00	1,832.95	42.7
10-65-5040 BENEFITS	1,365.61	5,691.22	19,800.00	14,108.78	28.7
10-65-5060 PERS	214.97	613.02	1,600.00	986.98	38.3
10-65-5090 WORKERS COMP	4.14	11.36	100.00	88.64	11.4
10-65-5100 BOOKS CHILDREN	71.64	799.04	2,000.00	1,200.96	40.0
10-65-5101 AUDIO VISUAL CHILDREN	12.96	57.88	400.00	342.12	14.5
10-65-5102 AUDIO VISUAL ADULT	67.90	224.45	500.00	275.55	44.9
10-65-5106 BOOKS ADULTS	86.91	278.75	1,900.00	1,621.25	14.7
10-65-5111 SPECIAL PROGRAM CHILDREN	197.09	226.87	600.00	373.13	37.8
10-65-5112 SPECIAL PROGRAM ADULT	.00	19.99	200.00	180.01	10.0
10-65-5126 POSTAGE	.00	5.71	200.00	194.29	2.9
10-65-5137 SUPPLIES	395.43	1,147.89	3,000.00	1,852.11	38.3
10-65-5200 CONTRACT SERVICES	241.50	412.30	1,200.00	787.70	34.4
10-65-5233 TECHNOLOGY SERVICES	146.57	346.57	2,500.00	2,153.43	13.9
10-65-5320 DUES, LICENSE, PERMITS	123.00	332.00	600.00	268.00	55.3
10-65-5321 SUBSCRIPTIONS	.00	42.95	150.00	107.05	28.6
10-65-5342 CONFERENCE/SEMINAR/TRAINING	125.00	125.00	600.00	475.00	20.8
10-65-5344 TRAVEL	.00	.00	600.00	600.00	.0
10-65-5350 PARKING LOT LEASE	.00	.00	510.00	510.00	.0
10-65-5413 TELEPHONE	19.53	96.35	1,700.00	1,603.65	5.7
10-65-5415 UTILITIES	583.35	1,589.13	3,700.00	2,110.87	43.0
10-65-5504 REPAIRS - MAINTENANCE	.00	179.99	1,500.00	1,320.01	12.0
10-65-5600 EQUIPMENT	.00	.00	100.00	100.00	.0
10-65-5606 EQUIPMENT LEASE	.00	382.65	2,000.00	1,617.35	19.1
10-65-5912 GRANT EXPENSE READY TO READ	256.69	256.69	1,000.00	743.31	25.7
TOTAL LIBRARY	10,252.00	30,647.50	96,160.00	65,512.50	31.9

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	3,699.66	10,583.27	25,000.00	14,416.73	42.3
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	2,163.00	2,163.00	.0
10-66-5020 PAYROLL TAX	398.04	1,071.44	3,700.00	2,628.56	29.0
10-66-5040 BENEFITS	(160.71)	(305.13)	3,600.00	3,905.13	(8.5)
10-66-5060 PERS	249.13	749.80	1,500.00	750.20	50.0
10-66-5090 WORKERS COMP	2.94	2,109.10	2,300.00	190.90	91.7
10-66-5120 GAS - OIL	136.46	539.83	1,900.00	1,360.17	28.4
10-66-5137 SUPPLIES	60.50	257.93	1,500.00	1,242.07	17.2
10-66-5140 UNIFORMS - TOWELS	79.55	310.13	900.00	589.87	34.5
10-66-5200 CONTRACT SERVICES	329.14	1,783.14	5,000.00	3,216.86	35.7
10-66-5413 TELEPHONE	61.32	287.88	800.00	512.12	36.0
10-66-5415 UTILITIES	194.81	1,550.79	3,000.00	1,449.21	51.7
10-66-5504 REPAIRS - MAINTENANCE	.00	109.07	1,000.00	890.93	10.9
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	500.00	500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	8,500.00	8,500.00	.0
10-66-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-66-6000 CAPITAL OUTLAY	.00	.00	15,000.00	15,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	36.83	147.32	442.00	294.68	33.3
TOTAL PARKS	5,087.67	19,194.57	77,805.00	58,610.43	24.7
<u>MUSEUM</u>					
10-67-5090 WORKERS COMP	.00	.00	65.00	65.00	.0
10-67-5137 SUPPLIES	.00	154.40	500.00	345.60	30.9
10-67-5200 CONTRACT SERVICES	59.85	244.95	.00	(244.95)	.0
10-67-5233 TECHNOLOGY SERVICES	.00	500.00	600.00	100.00	83.3
10-67-5310 STIPEND	200.00	400.00	3,600.00	3,200.00	11.1
10-67-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-67-5413 TELEPHONE	28.07	88.28	2,200.00	2,111.72	4.0
10-67-5415 UTILITIES	346.05	1,186.40	4,250.00	3,063.60	27.9
10-67-5504 REPAIRS - MAINTENANCE	.00	1,448.96	7,500.00	6,051.04	19.3
10-67-5601 COLLECTION ACQUISITION	.00	.00	300.00	300.00	.0
10-67-5820 EVENTS	.00	.00	750.00	750.00	.0
10-67-6000 CAPITAL OUTLAY - PAINT MUSEUM	.00	6,230.00	4,000.00	(2,230.00)	155.8
10-67-9990 RESERVE FOR FUTURE	.00	.00	3,000.00	3,000.00	.0
TOTAL MUSEUM	633.97	10,252.99	26,865.00	16,612.01	38.2
<u>CEMETERY</u>					
10-68-5200 CONTRACT SERVICES	.00	120.00	500.00	380.00	24.0
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	250.00	356.00	2,500.00	2,144.00	14.2
10-68-5513 PORTABLE RESTROOM	272.93	387.93	500.00	112.07	77.6
TOTAL CEMETERY	522.93	863.93	3,600.00	2,736.07	24.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	25,622.40	76,146.14	222,000.00	145,853.86	34.3
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	(238,764.00)	(238,764.00)	.0
10-70-5020 PAYROLL TAX	1,889.73	5,410.21	18,000.00	12,589.79	30.1
10-70-5040 BENEFITS	5,128.11	21,925.08	74,000.00	52,074.92	29.6
10-70-5060 PERS	1,181.18	3,525.02	12,000.00	8,474.98	29.4
10-70-5090 WORKERS COMP	7.87	522.68	700.00	177.32	74.7
TOTAL PAYROLL ADMIN	33,829.29	107,529.13	87,936.00	(19,593.13)	122.3
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	19,491.47	67,277.49	140,000.00	72,722.51	48.1
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	(216,300.00)	(216,300.00)	.0
10-71-5020 PAYROLL TAX	1,352.16	4,396.83	11,000.00	6,603.17	40.0
10-71-5040 BENEFITS	3,708.92	16,295.90	54,000.00	37,704.10	30.2
10-71-5060 PERS	1,552.62	5,581.22	11,000.00	5,418.78	50.7
10-71-5090 WORKERS COMP	8.78	149.39	300.00	150.61	49.8
TOTAL PAYROLL PUBLIC WORKS	26,113.95	93,700.83	.00	(93,700.83)	.0
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	463.04	1,015.60	3,200.00	2,184.40	31.7
10-72-5137 SUPPLIES	906.13	5,895.80	6,000.00	104.20	98.3
10-72-5140 UNIFORMS - TOWELS	.00	.00	1,000.00	1,000.00	.0
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	12,500.00	12,500.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	50.00	50.00	500.00	450.00	10.0
10-72-5320 DUES, LICENSE, PERMITS	160.00	253.00	1,000.00	747.00	25.3
10-72-5342 CONFERENCE/SEMINAR/TRAINING	335.00	1,446.10	1,500.00	53.90	96.4
10-72-5344 TRAVEL	.00	.00	1,000.00	1,000.00	.0
10-72-5415 UTILITIES	679.64	2,165.61	9,000.00	6,834.39	24.1
10-72-5504 REPAIRS - MAINTENANCE	36.00	359.13	5,000.00	4,640.87	7.2
10-72-5507 EQUIPMENT MAINTENANCE	.00	2,023.55	1,000.00	(1,023.55)	202.4
10-72-5600 EQUIPMENT	.00	146.14	1,500.00	1,353.86	9.7
10-72-9615 FUND/DEPT ALLOCATIONS	(3,683.33)	(14,733.32)	(44,200.00)	(29,466.68)	(33.3)
TOTAL PUBLIC WORKS OPERATIONS	(1,053.52)	11,121.61	.00	(11,121.61)	.0
<u>CAPITAL</u>					
10-80-6010 CAPITAL OUTLAY	4,700.00	9,700.00	5,000.00	(4,700.00)	194.0
TOTAL CAPITAL	4,700.00	9,700.00	5,000.00	(4,700.00)	194.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
10-90-9610 OVERHEAD CHARGE	(12,762.83)	(51,051.32)	(153,154.00)	(102,102.68)	(33.3)
TOTAL TRANSFER	(12,762.83)	(51,051.32)	(153,154.00)	(102,102.68)	(33.3)
TOTAL FUND EXPENDITURES	119,768.73	458,211.98	858,533.00	400,321.02	53.4
NET REVENUE OVER EXPENDITURES	(74,189.96)	(284,300.45)	(12,599.00)	271,701.45	(2256.

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2019

STREET FUND

<u>ASSETS</u>			
20-00-1009	CASH ALLOCATED	(79,473.93)	
	TOTAL ASSETS		(79,473.93)
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
20-00-2000	ACCOUNTS PAYABLE	(17,126.65)	
	TOTAL LIABILITIES		(17,126.65)
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	(62,347.28)	
	BALANCE - CURRENT DATE	(62,347.28)	
	TOTAL FUND EQUITY		(62,347.28)
	TOTAL LIABILITIES AND EQUITY		(79,473.93)

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4115 STATE HIGHWAY REVENUE	13,503.66	52,819.19	154,500.00	101,680.81	34.2
TOTAL DEPARTMENT 10	13,503.66	52,819.19	154,500.00	101,680.81	34.2
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20-81-4850 GRANT SMALL CITIES ALLOTMENT	.00	.00	88,700.00	88,700.00	.0
TOTAL DEPARTMENT 81	.00	.00	88,700.00	88,700.00	.0
TOTAL FUND REVENUE	13,503.66	52,819.19	243,200.00	190,380.81	21.7

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	.00	.00	32,328.00	32,328.00	.0
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	35,685.00	35,685.00	.0
20-11-5090 WORKERS COMP	.00	2,900.00	3,000.00	100.00	96.7
20-11-5120 GAS - OIL	99.69	309.26	1,200.00	890.74	25.8
20-11-5137 SUPPLIES	.00	14.99	1,000.00	985.01	1.5
20-11-5140 UNIFORMS - TOWELS	23.41	91.31	500.00	408.69	18.3
20-11-5200 CONTRACT SERVICES	.00	.00	5,000.00	5,000.00	.0
20-11-5204 ENGINEERING SERVICES	1,222.00	.00	10,000.00	10,000.00	.0
20-11-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
20-11-5413 TELEPHONE	29.08	110.32	600.00	489.68	18.4
20-11-5415 UTILITIES	.00	.00	150.00	150.00	.0
20-11-5504 REPAIRS - MAINTENANCE	3,134.79	4,249.79	3,000.00	(1,249.79)	141.7
20-11-5521 SIDEWALK MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
20-11-5522 STREET MAINTENANCE	8,650.00	16,032.80	20,000.00	3,967.20	80.2
20-11-5523 TRAFFIC CONTROL	.00	.00	4,000.00	4,000.00	.0
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
TOTAL EXPENDITURE	13,158.97	23,708.47	129,413.00	105,704.53	18.3
<u>CAPITAL</u>					
20-80-6000 CAPITAL OUTLAY	.00	11,500.00	11,500.00	.00	100.0
TOTAL CAPITAL	.00	11,500.00	11,500.00	.00	100.0
20-81-5909 GRANT EXP SMALLCITIES ALLOTMNT	.00	70,126.00	120,000.00	49,874.00	58.4
TOTAL DEPARTMENT 81	.00	70,126.00	120,000.00	49,874.00	58.4
<u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,907.50	7,630.00	22,890.00	15,260.00	33.3
20-90-9615 PW EXPENSE ALLOCATION	550.50	2,202.00	6,606.00	4,404.00	33.3
TOTAL TRANSFER	2,458.00	9,832.00	29,496.00	19,664.00	33.3
 TOTAL FUND EXPENDITURES	 15,616.97	 115,166.47	 290,409.00	 175,242.53	 39.7
 NET REVENUE OVER EXPENDITURES	 (2,113.31)	 (62,347.28)	 (47,209.00)	 15,138.28	 (132.1)

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2019
 STREET SDC FUND

<u>ASSETS</u>			
21-00-1009	CASH ALLOCATED	9,000.00	
	TOTAL ASSETS		<u>9,000.00</u>
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>9,000.00</u>	
	BALANCE - CURRENT DATE	9,000.00	
	TOTAL FUND EQUITY		<u>9,000.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>9,000.00</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4421 SYSTEM DEVELOPMENT CHARGES	3,000.00	9,000.00	25,000.00	16,000.00	36.0
TOTAL DEPARTMENT 10	3,000.00	9,000.00	25,000.00	16,000.00	36.0
TOTAL FUND REVENUE	3,000.00	9,000.00	25,000.00	16,000.00	36.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
21-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	10,000.00	10,000.00	.0
NET REVENUE OVER EXPENDITURES	3,000.00	9,000.00	15,000.00	6,000.00	60.0

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2019

WATER FUND

<u>ASSETS</u>			
30-00-1009	CASH ALLOCATED		81,515.05
30-00-1251	UTILITY RECEIVABLE	(15,076.09)
30-00-1350	PREPAID EXPENSE	(10,000.00)
	TOTAL ASSETS		<u>56,438.96</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
30-00-2000	ACCOUNTS PAYABLE		11,074.53
30-00-2001	OTHER ACCOUNTS PAYABLE	(10,000.00)
30-00-2100	ACCRUED PAYROLL	(586.00)
30-00-2150	ACCRUED VACATION		47.78
30-00-2300	WATER DEPOSITS	(445.00)
	TOTAL LIABILITIES		91.31
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>56,347.65</u>	
	BALANCE - CURRENT DATE		<u>56,347.65</u>
	TOTAL FUND EQUITY		<u>56,347.65</u>
	TOTAL LIABILITIES AND EQUITY		<u>56,438.96</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4330 WATER REVENUE	56,380.81	247,683.59	718,000.00	470,316.41	34.5
30-10-4332 NEW CONNECTION FEE	550.00	1,650.00	4,000.00	2,350.00	41.3
30-10-4337 DOUBLE CHECK VALVE	200.00	600.00	1,500.00	900.00	40.0
30-10-4350 RECOVERY BAD DEBT	.00	.00	1,000.00	1,000.00	.0
30-10-4581 PENALTY AND FEES	803.80	3,218.80	2,000.00	(1,218.80)	160.9
30-10-4582 NON-SUFFICIENT CHECK FEES	35.00	35.00	125.00	90.00	28.0
TOTAL DEPARTMENT 10	57,969.61	253,187.39	726,625.00	473,437.61	34.8
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30-81-4800 CDBG GRANTS	.00	.00	475,900.00	475,900.00	.0
TOTAL DEPARTMENT 81	.00	.00	475,900.00	475,900.00	.0
TOTAL FUND REVENUE	57,969.61	253,187.39	1,202,525.00	949,337.61	21.1

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	8,631.80	23,508.07	73,250.00	49,741.93	32.1
30-11-5001 PW ALLOCATED PAYROLL	.00	.00	96,587.00	96,587.00	.0
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	106,618.00	106,618.00	.0
30-11-5020 PAYROLL TAX	522.80	1,457.61	4,500.00	3,042.39	32.4
30-11-5040 BENEFITS	694.59	3,128.40	10,500.00	7,371.60	29.8
30-11-5060 PERS	946.16	2,815.62	7,000.00	4,184.38	40.2
30-11-5090 WORKERS COMP	3.50	2,911.01	3,000.00	88.99	97.0
30-11-5105 BAD DEBT	105.46	879.40	3,000.00	2,120.60	29.3
30-11-5108 CHEMICALS	173.92	2,879.79	18,000.00	15,120.21	16.0
30-11-5120 GAS - OIL	187.16	846.30	2,000.00	1,153.70	42.3
30-11-5123 MERCHANT FEES	364.02	1,412.54	5,000.00	3,587.46	28.3
30-11-5126 POSTAGE	.00	.00	750.00	750.00	.0
30-11-5137 SUPPLIES	409.66	1,500.65	2,500.00	999.35	60.0
30-11-5140 UNIFORMS - TOWELS	131.04	510.86	2,000.00	1,489.14	25.5
30-11-5200 CONTRACT SERVICES	41.00	10,363.29	19,000.00	8,636.71	54.5
30-11-5204 ENGINEERING SERVICES	1,227.50	657.50	16,000.00	15,342.50	4.1
30-11-5230 PRINTING AND PUBLISHING	.00	1,295.27	4,000.00	2,704.73	32.4
30-11-5233 TECHNOLOGY SERVICES	.00	.00	1,450.00	1,450.00	.0
30-11-5250 SYSTEM ANALYSIS	515.00	1,280.00	3,000.00	1,720.00	42.7
30-11-5320 DUES, LICENSE, PERMITS	.00	757.84	5,600.00	4,842.16	13.5
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	750.00	750.00	.0
30-11-5344 TRAVEL	.00	.00	750.00	750.00	.0
30-11-5355 MISCELLANEOUS EXPENSE	.00	.00	100.00	100.00	.0
30-11-5413 TELEPHONE	271.71	1,074.40	3,500.00	2,425.60	30.7
30-11-5415 UTILITIES	6,678.57	12,839.44	45,000.00	32,160.56	28.5
30-11-5504 REPAIRS - MAINTENANCE	96.00	1,922.97	10,000.00	8,077.03	19.2
30-11-5530 SUPPLY SYSTEM MAINTENANCE	5,721.93	14,521.55	25,000.00	10,478.45	58.1
30-11-5531 DISTRIBUTION MAINTENANCE	.00	.00	16,000.00	16,000.00	.0
30-11-5535 NEW CONNECTION EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
30-11-5600 EQUIPMENT	660.23	660.23	8,000.00	7,339.77	8.3
30-11-5605 HYDRANT REPLACEMENT	.00	.00	4,000.00	4,000.00	.0
TOTAL EXPENDITURE	27,382.05	87,222.74	497,855.00	410,632.26	17.5
30-80-6000 CAPITAL-VEHICLES	.00	12,000.00	13,000.00	1,000.00	92.3
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	975.00	498,100.00	497,125.00	.2
TOTAL DEPARTMENT 80	.00	12,975.00	511,100.00	498,125.00	2.5
30-82-8030 WATER PRINCIPAL	.00	.00	27,851.00	27,851.00	.0
30-82-8035 WATER INTEREST	.00	.00	33,143.00	33,143.00	.0
TOTAL DEPARTMENT 82	.00	.00	60,994.00	60,994.00	.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9040 INTERFUND LOAN	60,000.00	60,000.00	60,000.00	.00	100.0
30-90-9110 IN LIEU OF FRANCHISE FEE	1,816.58	7,266.32	21,799.00	14,532.68	33.3
30-90-9231 TRANSFER IN	.00	.00	(13,203.00)	(13,203.00)	.0
30-90-9610 OVERHEAD ALLOCATION	5,699.17	22,796.68	68,390.00	45,593.32	33.3
30-90-9615 PW EXPENSE ALLOCATION	1,644.75	6,579.00	19,737.00	13,158.00	33.3
TOTAL TRANSFER	<u>69,160.50</u>	<u>96,642.00</u>	<u>156,723.00</u>	<u>60,081.00</u>	<u>61.7</u>
TOTAL FUND EXPENDITURES	<u>96,542.55</u>	<u>196,839.74</u>	<u>1,226,672.00</u>	<u>1,029,832.26</u>	<u>16.1</u>
NET REVENUE OVER EXPENDITURES	<u>(38,572.94)</u>	<u>56,347.65</u>	<u>(24,147.00)</u>	<u>(80,494.65)</u>	<u>233.4</u>

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2019

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED	5,544.00	
	TOTAL ASSETS		5,544.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	5,544.00	
	BALANCE - CURRENT DATE	5,544.00	
	TOTAL FUND EQUITY		5,544.00
	TOTAL LIABILITIES AND EQUITY		5,544.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4431 SYSTEM DEVELOPMENT CHARGES	1,848.00	5,544.00	15,000.00	9,456.00	37.0
TOTAL DEPARTMENT 10	1,848.00	5,544.00	15,000.00	9,456.00	37.0
TOTAL FUND REVENUE	1,848.00	5,544.00	15,000.00	9,456.00	37.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	5,000.00	5,000.00	.0
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	13,203.00	13,203.00	.0
TOTAL TRANSFER	.00	.00	13,203.00	13,203.00	.0
TOTAL FUND EXPENDITURES	.00	.00	18,203.00	18,203.00	.0
NET REVENUE OVER EXPENDITURES	1,848.00	5,544.00	(3,203.00)	(8,747.00)	173.1

CITY OF WILLAMINA
 BALANCE SHEET
 OCTOBER 31, 2019

WASTEWATER FUND

<u>ASSETS</u>			
40-00-1009	CASH ALLOCATED		177,355.82
40-00-1251	UTILITY RECEIVABLE	(2,622.58)
40-00-1350	PREPAID EXPENSES	(10,000.00)
	TOTAL ASSETS		<u>164,733.24</u>
<u>LIABILITIES AND EQUITY</u>			
<u>LIABILITIES</u>			
40-00-2000	ACCOUNTS PAYABLE		15,803.77
40-00-2001	OTHER ACCOUNTS PAYABLE	(10,000.00)
40-00-2100	ACCRUED PAYROLL	(160.12)
40-00-2150	ACCRUED VACATION		36.46
40-00-2400	SEWER DEPOSITS		842.06
	TOTAL LIABILITIES		<u>6,522.17</u>
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	<u>158,211.07</u>	
	BALANCE - CURRENT DATE		<u>158,211.07</u>
	TOTAL FUND EQUITY		<u>158,211.07</u>
	TOTAL LIABILITIES AND EQUITY		<u>164,733.24</u>

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4340 WASTEWATER REVENUE	55,005.10	211,933.03	655,000.00	443,066.97	32.4
40-10-4342 NEW CONNECTION FEE	150.00	450.00	1,200.00	750.00	37.5
40-10-4350 RECOVERY BAD DEBT	.00	.00	1,200.00	1,200.00	.0
TOTAL DEPARTMENT 10	55,155.10	212,383.03	657,400.00	445,016.97	32.3
 <u>TRANSFER</u>					
40-90-9530 INTERFUND LOAN	60,000.00	60,000.00	60,000.00	.00	100.0
TOTAL TRANSFER	60,000.00	60,000.00	60,000.00	.00	100.0
 TOTAL FUND REVENUE	 115,155.10	 272,383.03	 717,400.00	 445,016.97	 38.0

CITY OF WILLAMINA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,821.36	11,005.35	68,000.00	56,994.65	16.2
40-11-5001 PW ALLOCATED PAYROLL	.00	.00	85,222.00	85,222.00	.0
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	96,461.00	96,461.00	.0
40-11-5020 PAYROLL TAX	352.13	967.69	3,000.00	2,032.31	32.3
40-11-5040 BENEFITS	2,741.15	11,080.22	10,500.00	(580.22)	105.5
40-11-5060 PERS	214.38	633.92	2,000.00	1,366.08	31.7
40-11-5090 WORKERS COMP	2.94	2,108.30	2,200.00	91.70	95.8
40-11-5105 BAD DEBT	75.48	588.53	2,500.00	1,911.47	23.5
40-11-5108 CHEMICALS	.00	1,934.00	15,000.00	13,066.00	12.9
40-11-5120 GAS - OIL	173.99	709.15	2,300.00	1,590.85	30.8
40-11-5123 MERCHANT FEES	364.01	1,412.51	4,000.00	2,587.49	35.3
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	1,259.22	2,127.25	2,100.00	(27.25)	101.3
40-11-5140 UNIFORMS - TOWELS	234.02	912.32	2,000.00	1,087.68	45.6
40-11-5200 CONTRACT SERVICES	500.00	12,157.44	22,000.00	9,842.56	55.3
40-11-5204 ENGINEERING SERVICES	.00	52.50	6,000.00	5,947.50	.9
40-11-5230 PRINTING AND PUBLISHING	.00	1,295.28	3,000.00	1,704.72	43.2
40-11-5233 TECHNOLOGY SERVICES	.00	2,017.99	1,450.00	(567.99)	139.2
40-11-5250 SYSTEM ANALYSIS	.00	225.00	5,000.00	4,775.00	4.5
40-11-5320 DUES, LICENSE, PERMITS	340.00	535.00	4,500.00	3,965.00	11.9
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	480.00	500.00	20.00	96.0
40-11-5344 TRAVEL	.00	.00	500.00	500.00	.0
40-11-5413 TELEPHONE	326.80	1,272.75	4,000.00	2,727.25	31.8
40-11-5415 UTILITIES	2,341.96	8,003.50	34,000.00	25,996.50	23.5
40-11-5504 REPAIRS - MAINTENANCE	4,030.00	7,521.05	20,000.00	12,478.95	37.6
40-11-5540 TREATMENT SYSTEM MAINTENANCE	1,448.38	2,387.37	10,000.00	7,612.63	23.9
40-11-5541 COLLECTION MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
40-11-5600 EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
TOTAL EXPENDITURE	18,225.82	69,427.12	426,733.00	357,305.88	16.3
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40-80-6000 CAPITAL OUTLAY	.00	11,741.20	41,000.00	29,258.80	28.6
TOTAL DEPARTMENT 80	.00	11,741.20	41,000.00	29,258.80	28.6
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40-82-8040 SEWER PRINCIPAL	.00	.00	120,081.00	120,081.00	.0
40-82-8045 SEWER INTEREST	.00	.00	55,421.00	55,421.00	.0
TOTAL DEPARTMENT 82	.00	.00	175,502.00	175,502.00	.0

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
40-90-9110 IN LIEU OF FRANCHISE FEE	1,643.50	6,574.00	19,722.00	13,148.00	33.3
40-90-9241 TRANSFER IN	.00	.00	(24,570.00)	(24,570.00)	.0
40-90-9610 OVERHEAD ALLOCATION	5,156.16	20,624.64	61,874.00	41,249.36	33.3
40-90-9615 PW EXPENSE ALLOCATION	1,451.25	5,805.00	17,415.00	11,610.00	33.3
TOTAL TRANSFER	8,250.91	33,003.64	74,441.00	41,437.36	44.3
TOTAL FUND EXPENDITURES	26,476.73	114,171.96	717,676.00	603,504.04	15.9
NET REVENUE OVER EXPENDITURES	88,678.37	158,211.07	(276.00)	(158,487.07)	57322.

CITY OF WILLAMINA
BALANCE SHEET
OCTOBER 31, 2019

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	7,500.00	
	TOTAL ASSETS		7,500.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
	REVENUE OVER EXPENDITURES - YTD	7,500.00	
	BALANCE - CURRENT DATE	7,500.00	
	TOTAL FUND EQUITY		7,500.00
	TOTAL LIABILITIES AND EQUITY		7,500.00

CITY OF WILLAMINA
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4441 SYSTEM DEVELOPMENT CHARGES	2,500.00	7,500.00	20,000.00	12,500.00	37.5
TOTAL DEPARTMENT 10	2,500.00	7,500.00	20,000.00	12,500.00	37.5
TOTAL FUND REVENUE	2,500.00	7,500.00	20,000.00	12,500.00	37.5

CITY OF WILLAMINA
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2019

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
41-80-6000 CAPITAL OUTLAY	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	5,000.00	5,000.00	.0
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,570.00	24,570.00	.0
TOTAL TRANSFER	.00	.00	24,570.00	24,570.00	.0
TOTAL FUND EXPENDITURES	.00	.00	29,570.00	29,570.00	.0
NET REVENUE OVER EXPENDITURES	2,500.00	7,500.00	(9,570.00)	(17,070.00)	78.4

**City of Willamina City Council
Regular City Council Meeting Minutes
November 12, 2019
6:00 PM**

Location of Meeting:

West Valley Fire Station
825 NE Main St
Willamina, Oregon 97396

Present at Meeting:

Mayor Ila Skyberg
Council President Rita Baller
Councilor Theresa McKnight
Councilor Bob Burr
Councilor Craig Johnson
City Manager Kenna West
Deputy City Recorder Debbie Bernard

City Planner Lisa Brosnan
(Guests not limited to:)
News-Register Reporter Paul Daquilante
Mr. Scott Henning

Absent from Meeting:

Councilor April Wooden - Excused
Councilor Roberta Lawson

Mayor Ila Skyberg called the regular meeting of the City Of Willamina City Council to order at 6:00 PM on November 12, 2019 at West Valley Fire. Mayor Skyberg led in the flag salute. Deputy City Recorder took the roll and a quorum was present.

I. Approval of Agenda

The agenda for the meeting was distributed and unanimously approved.

II. Review of Previous Minutes

Reviewed and unanimously approved were the minutes from the previous meeting.

III. Consideration of Open Issues

1. Additions to the Agenda

Mayor Ila Skyberg

Mayor Skyberg announced the Newberg-Dundee Bypass Completion Letter of Support addition as Item Number 2 under the Regular Agenda.

2. Consent Agenda

Mayor Ila Skyberg

Mayor Skyberg called on Council President Baller for a motion. Also, to read the items within the Consent Agenda.

Councilor Baller read four items:

1. Check Register – September 1 to 30, 2019-informational
2. Financials September 30, 2019-informational
3. Minutes from the October 8, 2019 City Council Meeting
4. Minutes from the October 22, 2019 Special City Council Meeting

MOTION: Councilor Baller moved to approve the items under the Consent Agenda. Councilor Johnson seconded the motion. Motion carried with Councilors Baller, Johnson, Burr, and McKnight all in favor.

IV. Consideration of New Business

1. Application to the Planning Commission

Mayor Ila Skyberg

Mayor Skyberg stated the question and asked for a motion. "Shall the Council appoint Mary Jane Hollinger to the Willamina Planning Commission?"

MOTION: Councilor Burr moved to approve Mary Jane Hollinger to the Planning Commission. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, McKnight, Baller, and Johnson all in favor.

2. Newberg-Dundee Bypass Completion Letter of Support

Mayor Ila Skyberg

Mayor Skyberg stated the question and asked for a motion. "Shall City Council Authorize Mayor Skyberg to sign a letter in support of the completion of the Newberg-Dundee Bypass?"

MOTION: Councilor Baller moved to support the Mayor signing the letter of

support for the completion of the Newberg-Dundee Bypass. Councilor McKnight seconded the motion. Motion carried with Councilor Baller, McKnight, Burr, and Johnson all in favor.

Councilor Burr commented that he was curious as to how the completion can help the many traffic accidents on McKay Rd.

City Manager West responded that Marion County has been concerned for many years regarding the heavy traffic and accidents on McKay Rd; with the expressway being incomplete, many more people who are now traveling the expressway are being funneled down McKay Road. With more people comes the potential for more accidents. This area has long been known as one of the most dangerous roads in Marion County. Although the completion of the expressway is still several years out, funding needs to be in place to continue to move forward, and the completion of this project is definitely needed.

Mayor Skyberg closed the Regular Session.

3. Public Hearing - Zone Change/Comprehensive Plan Map Amendment 2019-01
Mayor Ila Skyberg
Mayor Skyberg read the land use planning public hearing procedures.

LAND USE PLANNING PUBLIC-HEARING PROCEDURES

MAYOR: Good evening, my name is Ila Skyberg. I am the Mayor of the City of Willamina, and I will be presiding over the meeting. The public hearing is now open. This is the time and place set for the public hearing in the matter of Zone Change and Comprehensive Plan Map Amendment 2019-01. Oregon land use law requires several items to be read into the record at the beginning of each public hearing. The city planner will read the material; your patience is appreciated as the statements are read.

PLANNER: The applicable criteria upon which this case will be decided are found in the Development Code, Section 3.102. The specific criteria are summarized in the staff report and will be reviewed during this hearing. [[[Note: the ORS requiring the particular statement is in brackets for each statement.]]]

Testimony, arguments, and evidence must be directed toward the criteria or other criteria in the plan or land use regulation, which you believe to apply to the decision.
[197.763(5)(b)]

Failure to raise an issue accompanied by statements or evidence sufficient to afford the decision maker and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals (LUBA) based on that issue. [197.763(5)(c)]

Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the decision makers to respond to the issue precludes an action for damages in circuit court. [197.796(3)(b)]

The hearing will proceed with the staff report followed by the applicant and those in support of the application. All those who are opposed to the application will then be allowed to speak, followed by those with general comments who are neither for nor against the application. The Council or staff may question the applicant and those who testified. The applicant will be given an opportunity to rebut the testimony or evidence.

If you have any documents, maps or letters that you wish to have considered by this body, they must be formally placed in the record of this proceeding. To do that, either before or after you speak, please leave the material with the Recorder, who will make sure your evidence is identified and placed in the record.

Prior to the conclusion of the hearing, any participant may request an opportunity to present additional evidence or testimony regarding the application. [197.763(6)(a)] If such a request is made, it will be up to this body to determine if the hearing will be continued to a time and date certain, or if the record will be kept open for submission of written evidence or testimony. If the record is kept open, it will be for a minimum of seven days, with a short rebuttal period thereafter afforded to the applicant.

MAYOR: Questions for the audience: Are there objections to the notice that was sent in this case? Are there objections to the jurisdiction of the Council to hear and decide this case? There were none.

MAYOR: Questions for the Council: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council? There were none.

MAYOR: We are now ready for the staff report.

City Planner Lisa Brosnan read the Staff Report in its entirety. Planner Brosnan explained that before the Council, there was a proposal for a zone change. The proposal for the entire lot is C-2. Planner Brosnan said that the case is a Type III action that is decided by the City Council and is quasi-judicial. Notice of the hearing was sent to all property owners within 100 feet of the boundaries of the subject property on October 1, 2019, over twenty days before the scheduled hearing.

Planner Brosnan commented that a request for comment was sent to the City Public Works Department, City Engineer, and the Fire Department. No comments or concerns were noted.

The Willamina Planning Commission held a public hearing on the proposal on October 24, 2019. After a review of the staff report and testimony from the applicant, the Planning Commission voted to recommend approval of the application to the City Council.

Planner Brosnan then reviewed the criteria and findings in their entirety.

Planner Brosnan pointed out the findings need to address whether the proposed is appropriate for a comprehensive plan land use designation of the property and is consistent with the description and policies for the applicable comprehensive plan land use classification. The staff found that the proposal for a zone change is concurrent with a proposal for the comprehensive plan map amendment. The staff found this criteria met.

Planner Brosnan commented that the City looks at whether the proposal would allow the existing use in the proposed zone. The Staff found this criteria met.

Planner Brosnan added that the City also considers if the allowed use complies with the development code. Planner Brosnan indicated that approval of this application will comply with the current development code. The Staff found this criteria met.

Next, Planner Brosnan addressed the statewide planning goals identified in the Staff Report noting Goal 1, Goal 2, Goal 10, and Goal 11, which were in alignment with the application Staff found the criteria met.

After, Planner Brosnan shared the conclusions. Because the application satisfied the required criteria, as noted above, the Planning Commission recommended approval of the request for a Zone Change and Comprehensive Plan Map Amendment to change the zoning and designation of the subject site from split zone R-1/C-2 to C-2.

Planner Brosnan then stated that the City Council has four options. A) Make a motion to approve. B) Make a motion to approve with modified findings. C) Make a motion to continue the public hearing to a date and time specified, or D) Make a motion to deny the application.

Planner Brosnan invited the applicant to speak. The applicant denied the opportunity and there was no other public comment.

Mayor Skyberg closed the Public Hearing and opened the Regular Session. Mayor Skyberg called for a motion.

MOTION: Councilor Burr moved to approve the proposal for Zone Change and Comprehensive Plan Map Amendment 19-01, based on the findings as indicated in the Staff Report. Councilor McKnight seconded the motion. Motion carried with Councilors Burr, McKnight, Baller, and Johnson all in favor.

Additional Discussion:

Councilor Johnson, as a purely informational inquiry, asked what uses are allowed in the proposed zone.

Planner Brosnan responded that the uses allowed are all of the residential uses in the R-1 zone and neighborhood commercial serving uses in the proposed C-2 zone.

5. Mayors Report

Mayor Skyberg reported the following:

Mayor Skyberg attended a lunch meeting in Newberg at the Chehalem Cultural Center for the Family Place Relief Nursery Fundraiser. The Family Place Relief Nursery helps at-risk families when they need a safe place for their children.

Mayor Skyberg attended a presentation on House Bill 2001 in McMinnville at the Taylor Civic Hall. The bill offers more housing choices for Oregonians. Mayor Skyberg explained that the bill applies to cities that are over 25,000 in population and allows people to build duplexes, triplexes, fourplexes, cottage clusters, and townhouses in residential areas. Also, at the same event, House Bill 2003 was presented, which require cities to study needs and create housing production strategies. HB 2003 is for cities that are 10,000 in population plus.

Mayor Skyberg attended the Library Fundraiser during the Art Tour, which raised close to \$500 for the Library.

Last, Mayor Skyberg announced that the LOC Small Cities were meeting at her home from 11:00 to 1:00 on Thursday, November 14, 2019.

6. Council Liaison Reports

Mayor Skyberg

Mayor Skyberg called on Councilor Baller Cemetery Liaison. Councilor Baller reported there had been no meeting.

Next, Mayor Skyberg called for the YCOM Board Liaison Baller. Councilor Baller said, "The folks at 911 never give it a rest and are always on the job and always making a positive difference."

Yamhill County Transit Authority Board Member Liaison Johnson reported. They are conducting interviews.

7. Information Reports From City Officers

Mayor Ila Skyberg

Mayor Skyberg called for a report from Madam City Manager West. Manager West reported on several items:

1. City Manager West reported that the City is being proactive on housing issues and moving forward with the development code updates to look at increased density to allow for less expensive homes for young families, workforce, and aging in place seniors as well downtown overlays to maintain the "feel" of our city's downtown and encourage a stronger economic vitality. She explained that it is expected that either the State will require similar mandates for smaller cities as those the Mayor discussed previously, or that our beautiful City would grow to a point where we would be required to comply with the new housing rules and our City with the currently planned changes would be "ahead of the."
2. Manager West reported on the LOC Small Cities Luncheon hosted by our Mayor. The topic was "one-stop" funding for infrastructure. . Manager West shared that all the potential funders who offer funds to a potential applicant use the One-Stop process. For example, when the City puts out an application for construction of our water intake project all funders will meet in a room with the City and one funder, say the USDA may offer a funding package, Business Oregon may offer a funding package, etc. This process gives the City options from different agencies and assessments of what they are offering us all in one spot, making it a very efficient process for cities looking for funding.
3. Manager West reported on the change of schedule for the City's two deputies. Deputy Schmidt is now our daytime Deputy, and Deputy Skaer is our nighttime Deputy.

4. Trunk or Treat was a HUGE success!!!
5. The Light Parade is Saturday, December 7, 2019. The staff is preparing a float with the theme of "Rudolph and Friends"
6. As of today, the City paid off a loan for an emergency management intake. Which was a grant loan combination to aid the City in removing the gravel bar from our intake.
7. The play equipment for the Tina Miller Park funded by the Nike Community Impact Fund Grant is ordered and on its way!
8. Manager West formally announced that the City received notification that the City of Willamina was awarded the Small Cities Allotment Grant for \$100,000. The funds are allocation for the Fir Street overlay! The City has been awarded this grant for the past three years in a row.

Mayor Skyberg called for a motion to adjourn.

MOTION: Councilor McKnight moved to adjourn. Councilor Burr seconded the motion. Motion carried with Councilors McKnight, Burr, Baller, and Johnson all in favor.

Date and time of the next meeting are at 6:00 PM on December 10, 2019:

West Valley Fire Station
825 NE Main St
Willamina, Oregon 97396

Mayor Ila Skyberg adjourned the meeting at 7:30 PM.

Minutes submitted by Deputy City Recorder Debbie Bernard

Minutes approved by Mayor Ila Skyberg

REGULAR AGENDA

City of Willamina

Staff Report

FOR THE REGULAR CITY COUNCIL MEETING OF DECEMBER 10, 2019

TO: MAYOR AND CITY COUNCIL
FROM: KENNA WEST, CITY MANAGER
SUBJECT: INITIATION OF DEVELOPMENT CODE AMENDMENTS BY THE PLANNING COMMISSION

ISSUE

Shall the Council approve the initiation of a Development Code review with potential amendments to be proposed by the Planning Commission?

RECOMMENDATION

Staff recommends that the City Council approve the initiation of a Development Code review with potential amendments to be proposed by the Planning Commission.

SUMMARY AND BACKGROUND

The City applied for and received, over \$20,000 from the Yamhill County Economic Development Strategic Investment Fund for the update of its Development Code. The majority of the City's Development Code was written well over two decades ago and is in dire need of updating. In addition, as has been well documented, there is a homelessness crisis in our State. One of the main areas of proposed review of the City's Development Code revolves around the potential to provide increased density and provide affordable, quality-built, new homes so the City's aging-in-place population, workforce, and young families can afford to purchase homes. This then opens up much needed rental properties to those who are, as yet, unable to purchase homes. This proposed code update is a Type IV Action which requires initiation by the City Council. The City Council has been updated at many previous meetings on the proposed action and has been participating in the preliminary work of this project through Mayor Skyberg and Councilor Burr attending the preliminary meetings; however, at this time Staff is requesting formal initiation of the of the Development Code review.

The process for this very important project includes noticed meetings of a majority of the Planning Commission, at which time the Planning Commission will review the needs of the City and potential amendments to the Willamina Development Code and Zone Maps. There will be a number of such meetings over the coming year which will be properly noticed via publication in the newspaper of general circulation in the City. It is expected that the City Council will continue to be represented by Mayor Skyberg and Councilor Burr on this important project and that members of the public will attend to watch the proceedings.

The City Planner has recommended a schedule of quarterly meetings in the form of a work session so the Planning Commission and attending Council members can review and provide proposed updates for the City Council's eventual review and, if appropriate, adoption. The expected calendar of meetings is attached. Once the Planning Commission has prepared proposed changes to the City's Development Code and Zone Maps, the entire packet of changes will be brought to the City Council with appropriate Public Hearings for review and, if appropriate,

adoption. The terms of the grant require that this work be completed within one year; and it is fully expected that the Planning Commission will bring the entire proposed packet of changes to the City Council within that required time frame.

FACTS AND FINDINGS

1. The City received an award of over \$20,000 from the Yamhill County Economic Development Strategic Impact Fund to complete an update of the City of Willamina Development Code.
2. Preliminary meetings with the Planning Commission and Council representatives have taken place, and the proposed scheduled (attached) is recommended by City Management and the City Planner. City Council has been updated on this important project at prior Council meetings, and formal initiation of the process is now appropriate.
3. City Management and the City Planner have recommended a schedule of quarterly work sessions which is expected will result in the completion of the project within the one-year time frame provided by the grant.

Kenna West

Kenna West, City Manager

PROPOSED MOTION: *I move to approve initiation of Development Code and Zone Map amendments and the continuation of the work begun by the Planning Commission to provide recommendations for such amendments to the City Council.*

Attachment: Schedule of Meetings for the Code Development and Zone Map updates

TASK	QUARTER	MEETINGS	HEARINGS
Commercial Zones	1 (Oct - Dec)	PC/CC Work Session - October 16	PC Hearing - January 23
*Review and Amend (permitted uses, conditional uses, limitations on use, dimensional standards, development development standards)		PC/CC Work Session - November 19	CC Hearing - February 11
Commercial Zone Overlay	2 (Jan - Mar)	PC/CC Work Session - January 22	PC Hearing - February 27
*Create Overlay (boundaries, permitted uses, conditional uses, limitations on uses, dimensional standards, development standards, design standards)		<i>Extra PC/CC Work Session (If needed)</i>	CC Hearing - March 10
*Review Section 2.311 (Incorporate and remove)			
*GIS map changes			
Community Campus Zone	3 (Apr - Jun)	Campus Board - April	PC Hearing - May 28
* Create zone (permitted uses, conditional uses, dimensional standards, development standards)		PC/CC Work Session - April 23	CC Hearing - June 9
*ZC and CPMA - Campus		<i>Extra Campus Board Meeting (if needed)</i>	
*GIS map changes		<i>Extra PC/CC Work Session (if needed)</i>	
Cottage Clusters/Lot Size/ADUs/Misc.	4 (Jul - Sep)	PC/CC Work Session - July 23	PC Hearing - August 27
*Create section for cottage clusters, under Section 2.3 special standards		<i>Extra PC/CC Work Session (If needed)</i>	CC Hearing - September 8
*Review Section 2.302 PUDs			
*Review lot sizes in all zones			
*Permit ADUs in all residential zones and create standards			

PUBLIC HEARING AGENDA

CITY OF WILLAMINA
411 NE C Street – P O Box 629
Willamina, OR 97396
503-876-2242 fax 503-876-1121

STAFF REPORT
Zone Change/Comprehensive Plan Map Amendment 2019-02
City Council Hearing – December 10, 2019

I. BACKGROUND

REPORT DATE: December 3, 2019
FILE NUMBER: ZC 2019-02/CPMA 2019-02
APPLICANT: Tony and Peter Scherbakor; P.O. Box 436, Mt. Angel, OR 97362
OWNER: Harold Miller; P.O. Box 989, Jefferson, OR 97352
LOCATION: Yamhill County Assessor’s Map/Tax Lot: 6701AC/2200, 2300, 2400, 2500, 2600, 2700
ADDRESS: No situs address
SIZE: Approximately 48,240 square feet
CURRENT USE: One existing single family dwelling
ZONING: Single-Family Residential (R-1)
REQUEST: Proposal is for a Zone Change and Comprehensive Plan Map Amendment. The current zoning is Single family Residential (R-1). The proposed zoning is Two-Family Residential (R-2).

CRITERIA: **Willamina Development Code:**
Section 2.101: Single Family Residential (R-1)
Section 2.102: Two Family Residential (R-2)
Section 3.102: Zone Change

EXHIBITS: A: Location Map
B: Applicant Materials
C: Agency Comment, City Engineer

II. OVERVIEW

Project Description:

Proposal is for a Zone Change and Comprehensive Plan Map Amendment. The current zoning is Single family Residential (R-1). The proposed zoning is Two-Family Residential (R-2).

Zone Change and Comprehensive Plan Map Amendments are Type III actions. A Type III action is a quasi-judicial process in which the City Council applies a mix of objective and subjective standards. The Planning Commission has an advisory role. Public notice is provided and public hearings are held at the Planning Commission and City Council. Section 3.202 lists the notice requirements. Appeal of the decision is to the Land Use Board of Appeals (LUBA).

Notice of the hearings before the Planning Commission and City Council was sent to all property owners within 100 feet of the boundaries of the subject property on November 1, 2019, twenty days before the first scheduled hearing.

Notice of this hearing was published in the News-Register, in accordance with Section 3.202 of the Willamina Development Code.

A request for comment was sent to the City Public Works Department, City Engineer, and the Fire Department. Comments received from the City Engineer are incorporated into the findings and conditions of approval of this staff report, and can be found in their entirety as Exhibits C and D.

The Planning Commission held a duly noticed public hearing on the proposal on November 21, 2019. After review of the staff report, and testimony from the applicant and the public, the Planning Commission deliberated on the proposal and voted to recommend approval to the City Council.

The subject site is an existing subdivision. The current proposal is for a zone change and comprehensive plan map amendment only. The City Attorney has provided an opinion that the applicant must comply with the City's current Development Code standards with any future development of the site, which includes all required street improvements.

III. CRITERIA AND FINDINGS

According to the Willamina Development Code, Section 3.102, zone change proposals shall be approved if the applicant provides evidence substantiating the criteria listed below.

A. The proposed zone is appropriate for the Comprehensive Plan land use designation of the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification

Applicant Response: Proposing to change zone from R1 to R2 so that the side setbacks will change from 7.5 feet to 5 feet which will then allow us to build a wider house.

Findings: The proposal for a Zone Change is concurrent with a proposal for a Comprehensive Plan Map Amendment. If both amendments, to the zoning map and to the Comprehensive Plan map, are approved, the zone will be appropriate for the Comprehensive Plan land use designation. Staff finds this criterion is met.

B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity

Applicant Response: No change to lot lines. No changes to boundaries.

Findings: The proposed zoning for this site will allow for the existing use, which is residential. The subject site is capable of meeting the dimensional requirements of the C-2 Zone for the existing and proposed use. Staff finds this criterion is met.

C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance

Applicant Response: Proposed development meets Ordinance 679, amending Section 2.102 of the Willamina Development Code.

Findings: Development standards for the Two-Family Residential (R-2) zone are outlined in Section 2.102 of the Willamina Development Code. Residential development can be provided in compliance within the development standards. Staff finds this criterion is met.

D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property

Applicant Response: Utility services are provided by the local municipality.

Findings: Adequate public facilities are available to the site as it is adjacent to existing urban development, with the exception of a street to provide access to any future development on the site. The proposal was reviewed by the City Public Works Director, City Engineer, and the Fire Department. Comments from the City Engineer and Fire Department are summarized here and in the conditions of approval, and can be found in their entirety in Exhibits C and D. The applicant plans to develop this property with single-family housing, which will require an extension of 5th Street to provide access to these lots, which are already platted. In order to prevent the potential access to these lots from a future extension of 6th Street, **conditions** of approval are included, requiring access from 5th Street only and the provision of a fence along the northern property lines of the subject site. Requirements for street improvements, as well as improvements related to storm drainage and utility lines and facilities, are listed as conditions of approval to be completed prior to the application of building permits. Staff finds this criterion can be met as conditioned.

E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met

Applicant Response: Because the R2 zone allows 5 foot side setbacks.

Findings: The purpose of the R-2 District is to provide areas for the development of a mixture of single-family, duplex and triplex housing opportunities at densities between 5 and 7 units per acre. The R-2 District is consistent with the Moderate Density Residential

Comprehensive Plan designation. The applicant has no proposal to divide the subject site, as the lots are already platted by subdivision. Staff finds this criterion is met.

STATEWIDE PLANNING GOALS

Goal 1: *Citizen Involvement.* The public will be given the opportunity to voice their concerns at the public hearings before the Planning Commission and the City Council and will be notified of decisions made on the application. Staff finds this criterion is met.

Goal 2: *Land Use Planning.* Establishes a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions. The review of this application is being conducted according to the procedures set forth in the Willamina Development Code, Section 3: Procedure for Type III Review and Section 3.102: Zone Change. The application is being considered for conformance with the standards set forth in Section 2.102: Two-Family Residential Zone, as well as for its adherence to the broader goals of the Comprehensive Plan. Staff finds this criterion is met.

Goals 3: *Agricultural Lands.* This goal is not applicable. The subject property is not agricultural land and is located inside the urban growth boundary.

Goal 4: *Forest Lands.* This goal is not applicable. The subject property is not forest land and is located inside the urban growth boundary.

Goal 5: *Natural Resources, Scenic and Historic Areas, and Open Areas.* This goal aims to protect natural resources and conserve scenic and historic areas and open spaces. This goal is not applicable. The subject property contains no significant natural resources.

Goal 6: *Air, Water and Land Resources.* This goal is not applicable. The subject property contains no significant air, water, or land resources.

Goal 7: *Areas Subject to Natural Disasters and Hazards.* This goal is not applicable. The subject property is not within the flood zone.

Goal 8: *Recreation Needs.* This goal is not applicable. This proposed change does not impact recreational lands within the City.

Goal 9: *Economy of the State.* This goal is not applicable. The proposed change is from a residential zone to a higher density residential zone.

Goal 10: *Housing.* The proposed change to Two-Family Residential (R-2) will allow for all residential uses allowed in the R-1 and R-2 zones. Staff finds this criterion is met.

Goal 11: *Public Facilities and Services.* Goal 11 requires a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban and rural development. The City Public Works Director, City Engineer, and Fire Department have reviewed the proposal and find that public facilities are available to the site, and have made recommendations for improvements that shall be required before the application of building permits. Staff finds this criterion can be met as conditioned.

Goal 12: *Transportation*. No change to the subject site's impact

Goal 13: *Energy Conservation*. The comprehensive plan of the City of Willamina encourages energy efficient development. The property is already within the city's urban growth boundary. Staff finds this criterion is met.

Goal 14: *Urbanization*. Goal 14 provides for an orderly and efficient transition from rural to urban land use, to accommodate urban population and urban employment inside urban growth boundaries, to ensure efficient use of land, and to provide for livable communities. The proposal to rezone the subject site from R-1 to R-2 provides options that will serve the purpose of the R-2 zone as a residential zone. Staff finds this criterion is met.

Goals 15-19. These goals apply to specific geographic locations, none of which are impacted here. Staff finds these goals do not apply.

IV. CONCLUSIONS AND RECOMMENDED CONDITIONS OF APPROVAL

Because the application satisfies the required criteria, as indicated above, staff recommends City Council APPROVAL for a Zone Change and Comprehensive Plan Map Amendment to change the zoning and designation of the subject site from R-1 to R-2, subject to the following conditions of approval.

Conditions of Approval are to be completed before application for a Building Permit

1. The applicant shall make $\frac{3}{4}$ street improvements on 5th Street along the southern frontage of the subject site. Improvements must meet the most recently adopted Public Improvements Design Standards and shall be in accordance with Section 2.202.04 of the Willamina Development Code for a local street. This includes:
 - a. Paved travel lanes: 20 feet
 - b. Paved parallel parking on the north side of the roadway: 8 feet
 - c. Gravel strip: 2 feet
 - d. Sidewalk width: 5 feet
2. A plan for storm drainage and erosion control during construction shall be required to be submitted and approved by the City Engineer.
3. Water service facilities shall be installed and granted the necessary easements.
4. Sanitary sewer facilities shall be installed pursuant to the requirements of the City. Installation of such facilities shall be coordinated with the extension of necessary water services and storm drainage facilities.
5. Easements for public and private utilities shall be provided as deemed necessary by the City and utility companies. Minimum required easement widths and locations

are as outlined in Section 2.205.02 of the Willamina Development Coded. Minimum widths are as follows:

- a. Water: 20 feet
 - b. Sewer: 20 feet
 - c. Storm (piped): 20 feet
 - d. Storm (other): 5 feet
 - e. Private Utilities: 10 feet
6. Future residential development of the subject site shall be orientated toward 5th Street and shall access 5th Street.
 7. A fence or wall shall be constructed along the northern property line of the subject site in order to prevent access from these properties to a future extension of 6th Street.
 8. All improvements shall comply with the requirements of the most recently adopted Public Improvements Design Standards of the City.

V. CITY COUNCIL ACTION

In response to the request for approval of Zone Change (ZC 19-02)/Comprehensive Plan Map Amendment (CPMA 19-02), the City Council may take one of the following actions:

- A. Make a motion for approval of ZC/CPMA, including the findings and conditions of approval as recommended by staff in the staff report; or
- B. Make a motion for approval of ZC/CPMA 19-02 to the City Council with modified findings, conclusions and/or conditions as determined by the City Council; or

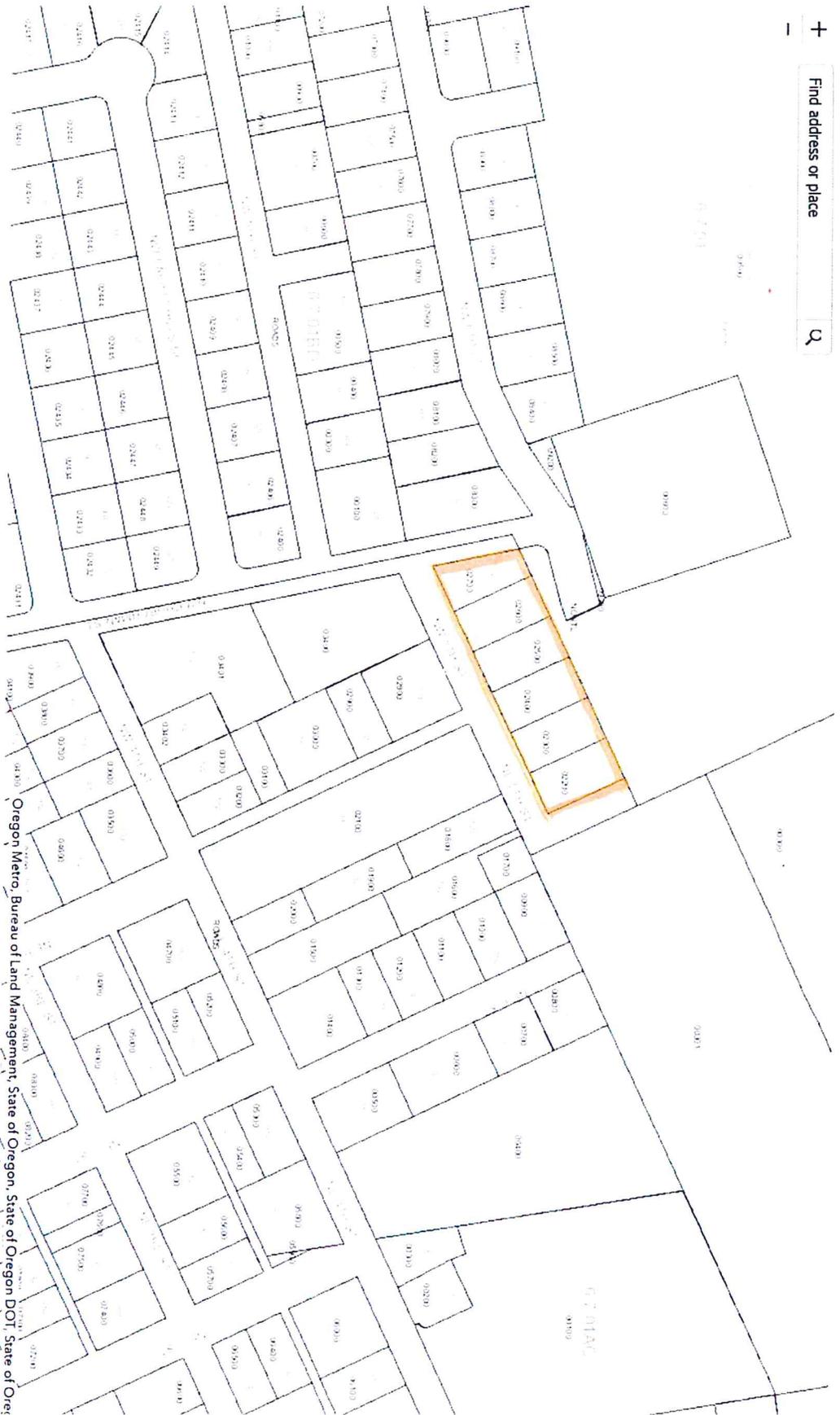
Note: The Council Member making the motion needs to state the reasons for the modifications and any revised conditions of approval.

- C. Make a motion to continue the public hearing to a date and time certain and indicate the additional information needed to allow for a future decision; or
- D. Make a motion to deny the application.

Note: The Council Member making the motion needs to state the reasons for denying the application.

Recommended Motion: *I make a motion for approval of the proposal for Zone Change and Comprehensive Plan Map Amendment 19-02, based upon the findings as indicated in the staff report and including the conditions of approval as presented in the staff report.*

Find address or place



100ft
-123.48545.081 Degrees

EXHIBIT A

City of Willamina
411 NE "C" Street
PO Box 629
Willamina OR 97396
Telephone: 503-876-2242
Fax: 503-876-1121
ci.willamina.or.us

PLANNING APPLICATION FORM

Property Address: Valley View Addition

Assessor's Map & Tax Lot Polk Yamhill
R6701 AC. Tax Lot(s) 02700, 02600, 02500,
Tax Lot(s) 02400,
02300, 02200

Zoning R-1

Project Type (Please check all applicable):

- Annexation
- Conditional Use
- Home Occupation
- Lot Line Adjustment
- Non-Conforming Use
- Partition
- Signs
- Similar Use
- Subdivision and Planned Unit Development
- Variance
 - Minor
 - Major
- Zone Change
- Other: Zone Change

Size of the Project (# of units, lots, sq. ft., etc.):

6 existing lots rezoned from R-1 to R-2

Attachments:

- (4) folded Maps/Site Plan to scale (if larger than 11" x 17")
- (1) 8 1/2" x 11" reduced copy of site plan
- Written Narrative/Response to Criteria
- Power of Attorney (if applicable)

Description of Request

(include name of project and proposed uses)

Applicant is requesting the six existing
tax lots to be rezoned from R-1
zoning to R-2 zoning.

(For Office Use)

COMPLETE PER: Engineering _____
(Req'd Zn Chg, SPR, & Land Divisions)
Planning _____

Property Owner: Harold Miller
Address: PO BOX 989
Jefferson OR 97352
Phone: _____

Applicant: Tony Scherbakov
Address: PO Box 436
Mt. Angel OR 97362
Phone: 503-510-9183
Peter Scherbakov 503-956-0390

Authorized Representative (if different from applicant):

Tony Scherbakov
Address: Same as Applicant
Peter Scherbakov
Phone: _____

Surveyor or Engineer (if applicable):

Fortey Five North Surveying LLC
Address: 1583 Country Glen Ave
NE Keizer OR 97302
Phone: 503-558-3330

CERTIFICATION: I hereby certify that the information on this application is correct and that I own the property or the owner has executed a Power of Attorney authorizing me to pursue this application (attached).

Harold M. Miller 10-27-19
(Signature of Owner or Attorney-in-Fact) Date

(Signature of Additional Owner) Date

(For Office Use)

Date Application Received: 10-28-19

Date Application Complete: _____

Pre-app required? Y N Pre-app # _____

Fee Paid: _____ Initials: (DB)

File Number: _____

A Zone Change Application Includes:

- Application cover page (submitted to City)
- Explanation of Type III Action (copy for applicant)
- Site plan or drawings, as applicable (submitted to City)
- Written explanation of zone change request:
Applicant would like to change the current R-1 zoning
to R-2 zoning for the purpose of maximizing the yard
setbacks to accommodate home placement with the current grade
of land. (The land is sloped, wider home width rather than deeper
to accommodate design & construction needs.)

- Written response to criteria (attached)
- Deposit Fee: \$1500.00 (Resolution No.16-17-013, May 9, 2017)

Applicants are required to reimburse the City for any and all costs associated with their Land Use Applications. Deposit amounts are based on City Planner, City Engineer, City Attorney and other occurred costs or fees associated with land use applications, must be paid in full by the applicant prior to the City of Willamina signing off on any land use decision. In the event that costs do not exceed the initial application deposit, the City shall reimburse the unused portion of the applicant's deposit.

Zone Change – Written Response to Criteria

Criteria the City Council uses to make a decision.

The applicant is required to submit written responses that provide evidence substantiating all of the following:

Willamina Development Code, Section 3.102.03

- A. The proposed zone is appropriate for the Comprehensive Plan land use designation on the property and is consistent with the description and policies for the applicable Comprehensive Plan land use classification.

Response: Purposing to change zone from R1 to R2 so that the side set backs will change from 7.5' to 5' which will then allow us to build a wider house.

- B. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.

Response: No change to lot lines, no changes to boundaries.

- C. Allowed uses in the proposed zone can be established in compliance with the development requirements in this Ordinance.

Response: Purposed development meets ordinance 679 amending section 2.102 of the Willamina development code

- D. Adequate public facilities, services, and transportation networks are in place or are planned to be provided concurrently with the development of the property.

Response: Utilities services are provided by local municipality

- E. For residential zone changes, the criteria listed in the purpose statement for the proposed zone shall be met.

Response: Because the R2 zone allows 5' side set backs

- F. The following additional criteria shall be used to review all non-residential changes:

1. The supply of vacant land in the proposed zone is inadequate to accommodate the projected rate of development of uses allowed in the zone during the next 5 years, or the location of the appropriately zoned land is not locationally or physically suited to the particular uses proposed for the subject property, or lack site specific amenities required by the proposed use.
2. The supply of vacant land in the existing zone is adequate, assuming the zone change is granted, to accommodate the projected rate of development of uses allowed in the zone during the next 5 years.
3. The proposed zone, if it allows uses more intensive than other zones appropriate for the land use designation, will not allow uses that would destabilize the land use pattern of the area or significantly adversely affect adjacent properties.

Response: _____

N/A

If additional space is needed, please attach an additional page(s).

Process Sheet: Type III Action Summary

City Council Decision

A Type III action is a quasi-judicial review in which the City Council applies objective and subjective standards that allow considerable discretion. The Planning Commission provides a recommendation to the City Council. Public notice is provided for the Planning Commission and City Council public hearings.

Application Submittal

The applicant submits an application that includes the following:

- Cover page,
- Any required written responses, and
- Any required or supplemental drawings or maps.

Application Review

Although the City tries to take less than the allowed time, City staff has 30 days to review the application to determine its completeness.

Incomplete Application

If the application is deemed incomplete, the City contacts the applicant regarding the missing information. The incomplete letter explains the process and timing to submit the additional details.

Application Deemed Complete

When the application is deemed complete, the City schedules a public hearing before the Planning Commission at their next available meeting date. The Commission meets on the first Tuesday of every month. The City also schedules another public hearing before the City Council. Council's regular meeting date is the second Thursday of the each month.

Public Notice

The City publishes a newspaper notice, and mails a written notice of the hearings to property owners within 100 feet of the subject property at least 10 days prior to the Commission hearing and at least 20 days prior to the Council hearing.

Timing of Application Submittal

It is advisable to submit an application a minimum of 30 days prior to Commission hearing dates to allow time for its review and the preparation of required public notices. If an application is incomplete, the City schedules a hearing based upon submittal of the additional information.

Decision

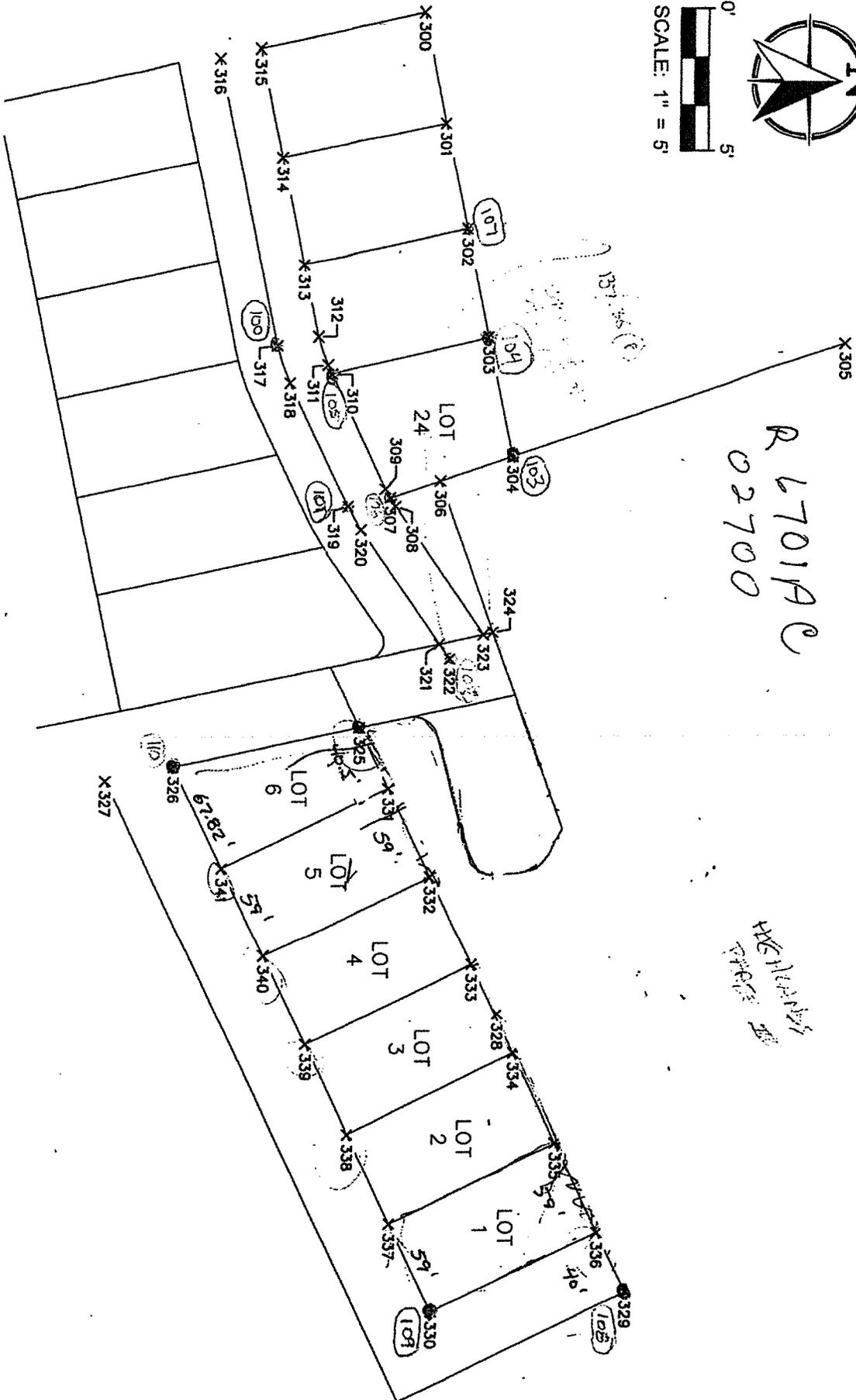
The Planning Commission makes a recommendation to the City Council. City Council usually makes an oral decision after conducting and then closing the public hearing. Based on the oral decision a written resolution is prepared and passed at the next meeting, or an ordinance is prepared and passed by the Council at their next two (2) meetings. A notice of the decision is mailed to the applicant and those parties who participated in the public hearing process. The process allows a 21-day period to submit a Notice of Intent to Appeal to the Oregon Land Use Board of Appeals (LUBA). If no Notice of Intent to Appeal is submitted, the decision is final on the 22nd day.



0'
5'
SCALE: 1" = 5'

R 6701A C
02700

THE HENRY
SPRING



shape
shown

EXHIBIT MAP

IN THE XX 1/4 OF SECTION XX,
T.XX., R.XX., W.M.
XXXX COUNTY, OREGON
DATE: XXXX

SURVEYED FOR: XXXX



FORTY FIVE NORTH
SURVEYING, LLC

1583 Country Glen Ave. NE, Kelizer, OR 97303
P: (503) 558-3330 E: info@ffnsurveying.com

JOB NO.
XX-XXX

SHEET
1/X

Debbie Bernard

From: Emily Flock <eflock@Kellerassociates.com>
Sent: Thursday, November 7, 2019 3:41 PM
To: Brosnan, Lisa; Debbie Bernard
Cc: Peter Olsen
Subject: RE: Willamina - Request for Comment

Lisa,
There are existing water and storm lines along Churchman Street extending up to 6th Street. There are existing sanitary sewer lines on 6th Street and south of the south lots on 6th Street, stopping just west of Churchman Street. These existing utilities are shown on the record drawings of Highlands Of Willamina – Phase II (Feb. 1999). The existing road improvements on 6th Street are also shown on these drawings. The existing roadway on 5th Street, east of Churchman Street is unimproved.

City of Willamina Development Code Section 2.201.03 Application of Public Facility Standards indicates that single-family dwellings are responsible for the provision of public facilities for water hookup, sewer hookup, storm drain, and conditional street improvements. The conditional street improvements are as such, new single-family dwellings that require a street extension must provide street improvements to City street standards. For new single family homes on unimproved right-of-ways as appropriate width half street of paving shall be required. The paving shall comply with City Public Work standards and begin at the end of the existing street improvement and extend to the farthest point on the property fronting the right-of-way. Given the Valley View properties, the following public facility improvements will be required per City of Willamina Development Code.

- Street Improvements
 - 6th Street – a street extension would be required to extend to the Valley View properties
 - Section 2.202.04, Local street
 - Improvement width (curb to curb) = 34 feet
 - Sidewalk width = 5 feet
 - Right-of-way width = 50 feet
 - Improvements must meet most recently adopted Public Improvements Design Standards of the City
 - If properties of Valley View are to have access to 6th Street extension, they will need access easements to connect with 6th Street right-of-way.
 - 5th Street – unimproved right-of-way, half street of paving required
 - Section 2.202.04, Local street – half street of paving
 - Improvement width (curb to edge) = 17 feet
 - Sidewalk width = 5 feet
 - Right-of-way width = 50 feet
 - Improvements must meet most recently adopted Public Improvements Design Standards of the City
- Off-street parking
 - 2.203.05 1 family dwellings are required to have 2 spaces per dwelling
 - Parking area development requirements are listed in Section 2.203.08
- Storm drainage
 - 2.204.03 a plan for storm drainage and erosion control during construction will be required
 - 2.204.04 Development shall be planned, designed, constructed, and maintained to the general standards listed in this Section.
- Utility lines and facilities
 - 2.205.02.A. All improvements shall comply with the requirements of the most recently adopted Public Improvements Design Standards of the City.

- 2.205.02.C. All development which has a need for water service shall install water facilities and grant necessary easements.
- 2.205.02.E. All development which has a need for public/private sanitary sewers shall install the facilities pursuant to the requirements of the City. Installation of such facilities shall be coordinated with the extension of necessary water services and storm drainage facilities.
- Easements for public and private utilities shall be provided as deemed necessary by the City and utility companies. Minimum required easement widths and locations are as outlined in 2.205.02.I. Minimum widths are summarized below.
 - Water – 20 feet
 - Sewer – 20 feet
 - Storm (piped) – 20 feet
 - Storm (other) – 5 feet
 - Private utility – 10 feet

Please let us know if you have questions or clarifications on these items. Thank you.

Emily



EMILY FLOCK, PE
Project Engineer
CELL 503-347-4149 | OFFICE 503-364-2002
245 Commercial St SE, Suite 210, Salem, OR 97301
kellerassociates.com

From: Brosnan, Lisa <LBrosnan@mwvcog.org>
Sent: Wednesday, November 06, 2019 11:56 AM
To: Emily Flock <eflock@Kellerassociates.com>; Debbie Bernard <bernardd@ci.willamina.or.us>
Cc: Peter Olsen <polsen@Kellerassociates.com>
Subject: RE: Willamina - Request for Comment

Hi Emily,

Thank you for your quick response. As this is just a zone change now, with building permits in the future, we will need to make sure that improvements are done before building permits are applied for.

In order to make the findings, I will need discussion from you about current conditions. Things like if utilities are currently available to the site, where they are located, the present condition of the road, and any other conditions that may not be up to code standards.

Also, I will need your recommendations for conditions of approval. These should be clear requirements with no future interpretation or discretion needed. I will need conditions from you that I can paste into the staff report, regarding all utilities and especially roads. The applicant has an unimproved road to the south with ROW already dedicated, but wants the six lots to access a future extension of 6th Street to the north. He thinks he can just throw some gravel down. We do not want the applicant "interpreting" code that is only referenced in the conditions of approval. We need to spell everything out for them. For instance, one condition would be that the applicant must dedicate 50 feet of ROW. Another would spell out the paving width required, and if a sidewalk is required. This all has to be spelled out in such a way as that any non-engineer, including the applicant, can read and understand them.

Please let me know if you have any questions or if I can be of any assistance.

Lisa

From: Emily Flock <eflock@Kellerassociates.com>
Sent: Tuesday, November 5, 2019 6:12 PM
To: Brosnan, Lisa <LBrosnan@mwvcog.org>; Debbie Bernard <bernardd@ci.willamina.or.us>

Cc: Peter Olsen <polsen@kellerassociates.com>

Subject: RE: Willamina - Request for Comment

Lisa,
Please see the revised comments below on the Valley View Zone Change Application for the City of Willamina.

Valley View Zone Change Application - Comments

1. Existing properties are not contiguous with existing 6th Street ROW. If properties are to have access onto a future extension of 6th St, owner will be responsible for providing access with 6th St ROW.
2. All future, proposed public facilities, services, and transportation network shall be designed per City of Willamina Development Code and approved by the City, including, but not limited to the following.
 - a. 2.102 Two-family residential (R-2)
 - i. Ordinance 679
 - b. 2.201.03 Application of public facility standards
 - c. 2.202 Street standards
 - d. 2.203 Off-street parking and loading
 - e. 2.204 Storm drainage
 - f. 2.205 Utility lines and facilities
 - g. 2.206 Signs
 - h. 2.207 Site and landscaping design
 - i. 2.209 Yard and lot standards
 - j. 2.400 General standards
3. The proposed zone change application should show that existing lots will meet the required density for R-2 zoning per City of Willamina Development Code.

Please let me know if you have any questions or clarifications on these. Thank you.

Emily



EMILY FLOCK, PE
Project Engineer
CELL 503-347-4149 | OFFICE 503-364-2002
245 Commercial St SE, Suite 210, Salem, OR 97301
kellerassociates.com

From: Brosnan, Lisa <LBrosnan@mwvcog.org>

Sent: Tuesday, November 05, 2019 3:34 PM

To: Emily Flock <eflock@kellerassociates.com>

Subject: RE: Willamina - Request for Comment

Hi Emily,
Please provide more detail on what would be required of the developer concerning 6th Street. We think this may be challenged, so would like everything spelled out regarding ROW dedication and improvements required.
And you may want to change Amity to Willamina.
Thanks much,

Lisa

Lisa Brosnan
Associate Planner

Mid-Willamette Valley Council of Governments
100 High Street, SE, Suite 200
Salem, OR 97301
Phone: 503.540.1616
FAX: 503.588.6094
www.mwvcog.org



From: Emily Flock <eflock@Kellerassociates.com>
Sent: Tuesday, November 5, 2019 3:18 PM
To: Brosnan, Lisa <LBrosnan@mwvcog.org>; Jeff Brown <brownj@ci.willamina.or.us>; Peter Olsen <polsen@Kellerassociates.com>; fhertel@sheridanfd.org
Cc: Debbie Bernard <bernardd@ci.willamina.or.us>
Subject: RE: Willamina - Request for Comment

External: Please report suspicious email to
security@wsed.org

Lisa,
Please see the comments below on the Valley View Zone Change Application for the City of Amity.

Valley View Zone Change Application - Comments

1. Existing properties are not contiguous with existing 6th Street ROW. If properties are to have access onto a future extension of 6th St, owner will be responsible for providing access with 6th St ROW.
2. All future, proposed public facilities, services, and transportation network shall be designed per City of Willamina Development Code and approved by the City.
3. The proposed zone change application should show that existing lots will meet the required density for R-2 zoning per City of Willamina Development Code.

Please let me know if you have any questions.

Could you please send me the recent Ordinance that was approved and makes adjustments to the City Development Code, 2.1 Zoning Districts that we had discussed during the Ridgeview Heights review and I believe is referenced in this application? Are there any other recent Ordinances that we should be aware of and have a copy of? Thank you.

Emily



EMILY FLOCK, PE
Project Engineer
CELL 503-347-4149 | OFFICE 503-364-2002
245 Commercial St SE, Suite 210, Salem, OR 97301
kellerassociates.com

From: Brosnan, Lisa <LBrosnan@mwvcog.org>
Sent: Wednesday, October 30, 2019 10:28 AM
To: Jeff Brown <brownj@ci.willamina.or.us>; Peter Olsen <polsen@Kellerassociates.com>; Emily Flock <eflock@Kellerassociates.com>; fhertel@sheridanfd.org

Cc: Debbie Bernard <bernardd@ci.willamina.or.us>

Subject: Willamina - Request for Comment

Hello All,

Please see the attached request for comment for a zone change in Willamina. The applicant is planning to develop six lots, already platted, with single family homes. The lots are to face 6th Street, which will need conditions requiring the applicant to construct.

Thanks for your help.

Lisa

Lisa Brosnan
Associate Planner
Mid-Willamette Valley Council of Governments
100 High Street, SE, Suite 200
Salem, OR 97301
Phone: 503.540.1616
FAX: 503.588.6094
www.mwvcog.org



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Debbie Bernard

From: Debbie Bernard <BernardD@ci.willamina.or.us>
Sent: Thursday, November 21, 2019 11:14 AM
To: Brosnan, Lisa
Subject: FW: SR ZC CPMA 19-02 Zone Change

External: Please report suspicious email to
security@wesd.org

From: Damon Schulze [mailto:dschulze@sheridanfd.org]
Sent: Thursday, November 21, 2019 11:00 AM
To: Debbie Bernard <BernardD@ci.willamina.or.us>
Cc: Fred Hertel <fhertel@sheridanfd.org>
Subject: RE: SR ZC CPMA 19-02 Zone Change

Hi Debbie,

Per our discussion regarding the Valley View Subdivision, and the plans to build the homes facing 5th St. instead of 6th. The fire district can support that with the understanding that 5th street be brought up to code including, the full street, to allow access and egress in the event of an emergency.



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 11/1/2019 to 11/30/2019**

City	UCR Description	11/1/2018 to 11/30/2018	11/1/2019 to 11/30/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
Part 1						
	Aggravated Assault	0	1		3	5
	Arson	0	0		2	4
	Burglary-Business	0	0		1	3
	Burglary-Non-Residence	0	0		1	4
	Burglary-Residence	0	0		8	6
	Larceny	1	2	100.00 %	51	67
	Motor Vehicle Theft-Auto	0	0		3	3
	Murder	0	0			1
	Rape	0	0			2
	Robbery	0	0			1
	Part 1 Total	1	3	66.67 %	69	96
Part 2						
	All Other	1	2	100.00 %	12	11
	Animal Problems	0	0			1
	Disorderly Conduct	0	0		11	10
	Drug Laws	1	3	200.00 %	31	21
	DUII	0	2		10	4
	Forgery	0	0		2	5
	Fraud	0	0		6	1
	Kidnapping	0	0			1
	Liquor Laws	0	0		2	3
	Runaway	0	0		5	4
	Sex Offenses	0	0		6	6
	Simple Assault	1	5	400.00 %	34	36
	Stolen Property	0	0			1
	Trespass/Prowler	1	1		10	14
	Vandalism	2	1	-50.00 %	29	33
	Total For WILLAMINA	21	42	50.00 %	453	532



**Yamhill County Sheriff's Office
Crime Summary for WILLAMINA
From 11/1/2019 to 11/30/2019**

City	UCR Description	11/1/2018 to 11/30/2018	11/1/2019 to 11/30/2019	Percentage Change	YTD	Prior Year
WILLAMINA						
	Weapons	0	1		3	
Part 2 Total		6	15	60.00 %	161	151
Part 3						
	All Other	3	15	400.00 %	97	101
	Non-Reportable Offenses	11	9	-18.18 %	126	184
Part 3 Total		14	24	41.67 %	223	285
Total For WILLAMINA		21	42	50.00 %	453	532

YEARLY SCHEDULE OF EVENTS

Year

2020

1

Yearly Schedule of Events

January 2020						
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		
01/01/20 (Wed)	New Year's Day	holiday
01/20/20 (Mon)	Martin Luther King Jr. Day	holiday
01/14/20 (Tues)	Appoint a Budget Officer	note
01/14/20 (Tue)	City Council Regular Meeting	meeting
01/22/20 (Tues)	Planning Commission Work Session	meeting
01/23/20 (Thu)	Planning Commission Regular Meeting	meeting
01/29/20 (Wed)	Appoint a Budget Committee	-

February 2020						
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

February		
02/11/20 (Tue)	City Council Regular Meeting	meeting
02/12/20 (Wed)	Lincoln's Birthday	holiday
02/14/20 (Fri)	Valentines Day	holiday
02/17/20 (Mon)	President's Day	holiday
02/27/20 (Thurs)	Planning Commission Regular Meeting	meeting

March 2020						
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		
03/10/20 (Tue)	City Council Regular Meeting	meeting
03/08/20 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/17/20 (Tue)	St. Patrick's Day	holiday
03/19/20 (Thu)	Publish the First Notice of the Budget Committee	deadline
03/26/20 (Thu)	Planning Commission Meeting	meeting

April 2020						
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		
04/01/20 (Wed)	Public Second Notice Budget	meeting
04/14/20 (Tue)	City Council Regular Meeting	meeting
04/22/20 (Wed)	Earth Day	holiday
04/23/20 (Thu)	Planning Commission Regular Meeting	meeting
04/15/20 (Wed)	SEI Filing Deadline	note

May 2020						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May		
05/25/20 (Mon)	Memorial Day	holiday
05/10/20 (Sun)	Mother's Day	holiday
05/20/20 (Wed)	Budget Hearing	meeting

June 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June		
06/09/20 (Tues)	City Council Regular Meeting	meeting
06/25/20 (Thurs)	Planning Commission Regular Meeting	meeting
06/14/20 (Sun)	Flag Day	holiday
06/21/20 (Sun)	Father's Day	holiday