

**WILLAMINA CITY COUNCIL PUBLIC HEARINGS AND REGULAR AGENDA  
And Executive Session**

**Tuesday, June 13, 2017 @ 6:00pm**

**West Valley Fire District  
825 NE Main St, Willamina**

CALL TO ORDER  
ROLL CALL  
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

**CONSENT AGENDA**

- 1. Approval of Minutes – May 4, & 9, 2017
- 2. Check Registers – April 25, 2017 (information only)
- 3. Financials April, 2017 and Check Register for 4/1/17 to 4/30/17

**PRESENTATIONS** - Chris Scholten – horseshoe tournament

**CORRESPONDENCE** -none

**PUBLIC HEARING**

- 4. Public Hearings – (2017-18 Budget Document is a separate handout)

FY 2017/18 Budget Hearing – 6:15 pm

The City Council will conduct a Budget Hearing to obtain public comment on the budget for the fiscal year beginning July 1, 2017 as approved by the Budget Committee.

Proposed Use of State Revenue Sharing Funds in FY 2017/18 Budget

The City Council will conduct a Public Hearing to obtain public comment on the proposed uses of State Revenue Sharing Funds in the budget for the fiscal year beginning July 1, 2017.

The City of Willamina City Council will conduct a Public Hearing to obtain public comment on a request for an annual rate increase for Recology Western Oregon which is proposed to be effective July 1, 2017. (Financial report separate handout)

*An Equal Opportunity Employer*

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

[willaminaoregon.gov](http://willaminaoregon.gov)

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

5. Consideration of Resolution [16-17-016](#). A Resolution Adopting the FY 2017/18 Budget, Make Appropriations & Imposing and Categorizing Taxes.
6. Consideration of Resolution [16-17-017](#). A resolution declaring the City's Election to receive State Funds.
7. Consideration of Resolution [16-17-018](#). A Resolution declaring 4 or more services.
8. Consideration of Resolution [16-17-019](#). A Resolution Approving Proposed 2017/18 Rate Schedule for Recology Western Oregon.

## REGULAR AGENDA

9. Contract Renewals
  - a. CCRLS Contract #10196600, Amendment #01
  - b. 2017/18 Police Services Contract Renewal
10. Sage Baller Sunday Market
  - a. Approval of Saturday Market and Street Closure from Main to 1<sup>st</sup> on "C" Street
11. Dick Paay
  - a. Request approval to use City of Willamina's, Willamina Creek Water Rights
12. Consideration of Interim City Manager Contract
  - a. Consideration of Resolution [16-17-020](#). A Resolution to award paving contract.
13. Consideration of Approval of the Cherry Street Contract

## BUSINESS CARRIED FORWARD

## MAYOR'S REPORT

## BUSINESS FROM THE COUNCIL

14. Chamber Liaison (Mayor Skyberg)
15. YCOM Board(Council President Baller)
16. Library Board (Councilor Heather Stritzke)

## REPORTS FROM/CITY OFFICERS

17. City Recorder
18. Sherriff Office
19. Report from Public Works
20. Senior Librarian Report
21. Code Enforcement Report

## ADJOURN TO EXECUTIVE SESSION

22. Executive Session – PURSUANT TO ORS 192.660(2), EXECUTIVE SESSION (e) To conduct deliberations with person designated by the governing body to negotiate real property transaction.

## RETURN TO REGULAR SESSION

## ADJOURN

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# CONSENT AGENDA

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(FOLLOWING PAGES INCLUDE)

## **CONSENT AGENDA**

1. Approval of Minutes – May 4 & 9, & 2017
2. Check Registers – April 25, 2017 (information only)
3. Financials April, 2017 and Check Register for 4/1/17 to 4/30/17

**City Of Willamina**  
**Minutes of the Once A Month Meeting of the City Council Special Meeting**  
**May 4, 2017**  
**6:00 PM (recorded meeting)**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Craig Johnson  
Councilor Heather Stritzke  
Councilor Rita Baller  
Councilor Theresa McKnight

**Absent from Meeting:**

Councilor Bob Burr  
Councilor April Wooden

**Others Present:**

Mary Jane Hollinger  
Shirley Fitzgerald  
Kathy Tate  
Martin Atteberry  
Paul Daquilante New Register

The regular meeting of the City Council Special Meeting of City of Willamina was called to order at 6:00 PM on May 4, 2017 at West Valley Fire by Mayor Ila Skyberg. The City Recorder Debbie Bernard called for roll call and a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

There were no minutes of the previous meeting to be reviewed.

**III. Consideration of Open Issues**

1. Public Input

Mayor Ila Skyberg

Mary Jane Hollinger at address 242 SE Lamson St, Willamina. Mary Jane was present to ask the Councilor for permission to go door to door and ask for 2 bits. She called it the "Two Bit Campaign". Donations would go to the 4th of July Committee.

Shirley Fitzgerald at 531 SE Washington St, Willamina, addressed the Council regarding her concerns for uniform expenditures that appeared on the March Check Register. She also questioned the Check to Poseyland Florist, and a check to a Nursery. She wanted the detail of those expenditures.

## 2. Regular Agenda - City Manager Recruitment

Mayor Ila Skyberg

Mayor Skyberg introduced Nancy Boyer, acting Director of Council of Governments. Nancy explained to the Council that she returned from retirement to her position pending the new hire of the next acting Director of COG and hopes that there would be a smooth transition for that person to continue the Job Search for the City of Willamina City Manager.

Nancy presented the profile and job announcement which the Council went over paragraph by paragraph.

Nancy presented the City Manager Recruitment Draft Schedule which detailed the process of steps, estimated time and targeted completion.

<b>Steps</b>	<b>Estimated Time</b>	<b>Targeted Completion</b>
1. Develop position profile		Council Meeting May 4 <sup>th</sup> , Approved May 4 <sup>th</sup>
2. Prepare advertisement and determine placement		Approved May 4 <sup>th</sup> , Placed May 5 <sup>th</sup>
3. Closing Date	Position should be advertised for at least four weeks/acknowledgement letters will be sent	Monday, June 5 <sup>th</sup>
4. Screen applicants	One week after closing	June 12 <sup>th</sup>
5. Council to select candidates for backgrounds or interview		Tuesday, June 13 <sup>th</sup> (regular Council meeting)
6. Conduct backgrounds and reference checks (if conducted before interviews)	Approx. 3 to 4 <sup>th</sup> weeks	July 11 <sup>th</sup> Contacting Reference check degree
7. Finalize candidates for interview	Interviews	Tuesday, July 11 <sup>th</sup> (regular Council meeting)
8. Candidate Interviews End of July		End of July

Councilor Baller asked how many places would the job be advertised.

Nancy responded with the following list:

League of Oregon Cities (LOC) Website  
Association of Washington Cities Website  
Engaging Local Government Leaders (ELGL) Website (no charge)  
City of Willamina Website  
MWVCOG Website  
Local Newspaper  
ICMA (International City Managers Association) Website/Newsletter (\$450) member rate - 60 days/renewable at no cost)

Nancy suggested that the job experience should be at least 5 years of Local Professional Government Experience and a Bachelor's Degree.

Councilor Johnson proposed that we go with someone that has an internship.

Nancy responded that could happen with Education and Experience of a Master Degree and one year experience. Someone that has worked as an assistant.

Councilor Stritzke asked if we should place an expectation that the City Manager live in the City limits.

Nancy cautioned about that requirement; it has a lot of pros and cons. Nancy questioned whether or not it was legal.

Shirley Fitzgerald asked if the new employee can earn their employee benefits. Nancy responded that was not an option as employee benefits are set for all employees.

Nancy recommended a salary of \$70,000 to \$80,000.

Councilor Heather is unconformable with compromising.

Councilor Johnson would want to honor the candidate for their experience and have the salary reflect that.

Nancy responded that "small cities are sometimes training grounds."

Shirley spoke again. She wants a city Manager that wants to be here.  
Shirley added that she wants someone who is young and energetic.

Nancy responded to the comments that we are going to look at the requirements.

Kathy Tate from Online NW spoke from the audience and said that she hires a lot of people and wanted to share that "The wider the salary range the more people will come" "if you cast a wide net you will catch more people.

Kathy suggested \$70,000 to \$80,000.

Nancy concluded and asked the Council to ask the audience if they have any additional comments. Also, asked the Council for a motion to approve the job profile and the recruitment.

Corey Farmer from 435 SW Hill Dr, Willamina addressed the Council. She said that she couldn't be happier that the dollar amount was agreed and she looks forward to the process and hopes that the citizens get to be involved and included. She said "we have a pretty awesome city."

**MOTION:** Councilor Stritzke move to adopt the City Manager job profile. Councilor Johnson seconded the motion. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

**MOTION:** Councilor Stritzke moved to adopt the City Manager Recruitment schedule. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

3. Adjourn

Mayor Ila Skyberg

**MOTION:** Councilor Baller motion to adjourn. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

**Agenda and Time of Next Meeting**

The next meeting will be held at on at:

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

Minutes submitted by:

City Recorder, Debbie Bernard \_\_\_\_\_.

Minutes approved by:

Mayor Ila Skyberg \_\_\_\_\_.

**City of Willamina**  
**Minutes of the Meeting of the City of Willamina City**  
**Council**  
**May 9, 2017**  
**6:00 PM (recorded meeting)**

**Location of Meeting:**

West Valley Fire  
825 West Valley Highway  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Heather Stritzke  
Councilor Craig Johnson  
Councilor Bob Burr  
Councilor Rita Baller  
Councilor Theresa McKnight  
Councilor April Wooden  
City Manager Bob Sivick  
City Recorder Debbie Bernard  
Others present (not limited to):  
Edwin Sharer  
Steve Draper  
John Replinger  
Andrew Stamp Attorney at Law  
Cheryl Aughenbaugh  
Jay Aughenbaugh  
Bethany Escalera

The regular meeting of the City of Willamina City Council of City of Willamina was called to order at 6:00 PM on May 9, 2017 at West Valley Fire by Mayor Ila Skyberg. The Flag Salute was recited and the City Recorder Debbie Bernard called roll call and a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

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

**III. Consideration of Open Issues**

1. Agenda Additions And Corrections  
Mayor Ila Skyberg

The Mayor announced the additions to the agenda which were a transportation impact analysis from Clemow Associates LLC, and a Memo to Mayor Skyberg and Willamina City Council Members submitted for the record by Ed Sharer in reference to Planning Docket Number 2017-01.

**MOTION:** Councilor Baller moved to accept the additions to the agenda. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

2. Public Input  
Mayor Ila Skyberg

Bethany Escalera lives 940 SW Barber Avenue, Willamina address the City Council. She said that she did not see the notice for the meeting. She moved to Willamina because it is a small town she. She was present to talk about the Water increase. She said her bill has gone from \$86 to over \$200.00 in the last 6 months. Bethany said it is not affordable. She is the mother of three children.

Jay Aughenbaugh lives at 686 Pioneer Dr. He spoke about the water rate increase. He wants Council to look into an alternative to what is happening with the increase. He asked the Council to listen to citizens and said “we are not all crazy”.

Cheryl Aughenbaugh lives at 686 Pioneer Dr. She said she recently lost her job and is on a fixed income. She said she heard from a good source that there used to be money to pay for things and the Council does not know where it went. She asked the Council why it is on the citizens. She said people are going to have to move. She asked Council to sit and meet and talk about it. She asked if it could be put on an agenda to talk.

Bob Sivick responded to Cheryl and said that there was a public meeting a few weeks ago. Also, there were several people at the meeting that voiced their opinion. He said having another meeting to revisit the issue is not necessary at this time. He added that the matter has been approved by the Council and the only thing that can be done would be for the Council to reverse the decision. Bob said he would not recommend that to the Council.

3. Consent Agenda  
Mayor Ila Skyberg

**MOTION:** Councilor Stritzke moved to accept the consent agenda that included April 17, 2017 Minutes, Check Registers for April 25, 2017 and financials for April 2017. Councilor Burr seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

Mayor Skyberg made reference to the April 17, 2017 minutes and brought to everyone attention that the notes stated that Council Stritzke asked to be present on a phone call to Mr. Labar. Heather responded that she did ask to be present for a phone call or a meeting which ever ended up happening.

Mayor Skyberg said she had contacted Mr. Labar but had not heard back from him.

Councilor Baller wanted it stated that she was not necessary wanting a work session and understands Bob time is limited, however, was asking for an update on what she was asking for.

Councilor Burr added a comment to address the water bills. He said he knows there is help for electric bills and was wondering if there was help with water bills. Cheryl Aughenbaugh said there is nothing for water.

4. Regular Agenda Public Hearing - The Public Hearing On Annexation/Zone Comprehensive Plan Map Amendment 2017-01 As Recommended By Willamina City Planning Commission  
Mayor Ila Skyberg  
The Public Hearing on Annexation/Zone Comprehensive Plan Map Amendment 2017-01 as Recommended by Willamina City Planning Commission

Mayor Skyberg opened the Public Hearing and read the following:

#### LAND USE PLANNING PUBLIC HEARING PROCEDURES

**MAYOR**: Good evening, my name is Mayor Ila Skyberg. I am the Mayor for 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 Annexation, Zone Change and Comprehensive Plan Map Amendment 2017-01, requesting the annexation of approximately 17.12 acres into the city limits with a zone change and corresponding comprehensive plan map amendment. 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 3.111.02 and Section 3.102.03, as well as the Oregon Statewide Planning Goals and Guidelines. [ORS 197.763(5)(a)]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 Oregon Land Use Board of Appeals 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 Commission 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 Commission to hear and decide this case?

There were no questions from the audience.

**MAYOR**: Questions for the Councilors: Are there any declarations of ex-parte contact, conflict of interest, or bias by any members of the Council?

1. Mayor Ila Skyberg stated that she herself declares ex-parte. She visited with a Mayor from Jim Fairchild. The Mayor stated she has a copy of the discussions for anyone who may be interested.
2. Councilor Rita Baller said she has known Mr. Drapper for some time. They had not seen each other until the first planning meeting possibly 10 years ago or longer. During his time logging, he was asked to come in for informal meetings. He was found to follow the rules and was a good neighbor and easy to work with. She corrected a previous statement about living next to his granddaughter as it was actually his great granddaughter. She enjoys the company of his granddaughter and great granddaughter and they speak several times a week. They have spoken about concerns with the water and roads. She stated she went to city hall to discuss the property. While at city hall she viewed a map and spoke with Debbie about the concerns. She stated she received a letter from the city manager stating Mr. Drapper had an opportunity to speak to the Grand Round water. They apparently stated they would provide water service if needed. Later she stated she talked to her neighbor Lew Younger regarding the city manager and "immanent domain". She then commented on her visit with Jim Fairchild regarding the Planning Commission making decisions. City Manager Bob Sivick responded to Counselor Rita Baller about the letter. The letter was not intended to force the counsel to annex anything but if houses are built he would prefer they be built in the city limits. If not, the city would not receive the additional tax revenue. She further stated she did some reading and found concerns with the Transportation plan. Specifically places in Willamina that only have one access point, therefore placing them at risk.

3. April Wooden discussed the case with the head of the Planning Commission and discovered that R-1 has been turned down.
4. Attorney Andrew Stamp asked Counselor Rita Baller to clarify if she asked Lew Younger to create the document she mentioned. Her response was that she did not.

**MAYOR:** We are now ready for the staff report.

The City Planner Lisa Brosnan read the Staff report in its entirety. She then opened the floor to the applicant.

1. Andrew Stamp 4248 Galewood Street, Lake Oswego, OR 97035 a land use Attorney from Lake Oswego announced he is present to represent Steve Draper the applicant. He is also accompanied by John Replinger 1582 Fetters Loop, Eugene, OR a traffic engineer with Clemow and Associates and Edwin Sharer a land use consultant. Andrew Stamp commented he was in agreement with the Staff Report and its analysis.
2. Edwin Sharer of 16500 SE Lafayette HWY, OR said he is a local developer and is not a Portland developer. He is really looking for a plan that works. He owns property on Pioneer Drive. He stated that he gets to see all the traffic on both Pioneer and Bales. He states some stop and some don't. He is aware that some of the streets are not in great shape such as Hill. He comments that Mr. Draper has owned the property since 1978 and is at an age to let the property go and move on. He stated two problems with that property are slope and a seasonal creek. He says if he can get two crossings in there with culverts it will cause the least disturbance. He referred to the Concept maps and if there was consideration in regards to R1 and R2 zoning. He also suggested the possibility of a PUD. Mayor Ila Skyberg asked if R2 would be possible. Edwin Sharer responded yes, with ease, because of the lots come with a narrower width. She then asked what the max number of units for R1 and R2. Edwin Sharer responded with a max of 102 for R1 and 119 for R2. Councilor Rita Baller asked whether or not Edwin would protect the creek from storm water. Edwin responded saying a water retention plan would be in place. Councilor Rita Baller then asked if you could put in winding streets in your subdivision she truly believes it makes a community. She then asked about the wetlands and how will they be protected. Edwin Sharer stated he would respect the law around wetlands to avoid mitigation. Again, R2 would give them more flexibility. Councilor Rita Baller then asked if there is a setback for wetlands in state law, like 31 feet. Edwin Sharer said he is not aware of any. Mayor Ila Skyberg stated she would like to hear different comments. She hopes that there was a comment from the school district. City Manager Bob Sivick stated the school Superintendent was present and offered no comments. Mayor Ila Skyberg then asked if Mr. Drapper sells his land as R2 can a person come in and go for the max. City Planner Lisa Brosnan commented that R1 allows between 4 and 6 units per acre and R2 allows between 5 and 7 units acre. He said a DEQ permit is also required when moving large amounts of dirt. City Planner Lisa Brosnan commented that in the "Conditions of Approval" letter E that the State Land and Development must approve prior to any onsite developments. Edwin Sharer then asked to move on to the topic of taxation. He commented about the letter to Lew Younger. He said the letter was very inappropriate. Next, he went through and

- found nine properties, some familiar, to discuss. One of the properties was owned by Mayor Ila Skyberg. Her property is tax assed at close to real market value. That's good because that is the tax revenue. One possible reason the Mayor's property is assessed at real market value is the remodeling. Under Oregon's Measure 50, once your property is on the tax roll it can only go up 3% per year unless there's a bonding issue. Edwin commented that building new houses is a great way to increase tax revenue.
3. John Replenger a traffic engineer from Clemow and Associates is commenting and stated he is working for the applicant. He commented that he supported the staff report. He is here to discuss the action being taken for annexing, zoning and comprehensive plan amendment. He commented that by state law he was obligated to assess the impact of the proposed zone change and the worst case condition. He stated that there have been comments that the current zoning on the property is county zoning 1 unit per acre totaling 17. After looking at the R1 with a potential increase of 112 and R2 of 119, the conclusion was adding the addition does not alter the functions of the street being served, specifically Hill and Pioneer. It would also not lend to the deterioration of the standards specified in the transportation system code. This conclusion is backed up in the Staff Report. He stated there is no reason to not approve.

- Councilor Rita Baller commented she was told that the slopes were too steep and could not be used. She asked if there are plans to do grading into the slopes for access. If so, do you see that as a problem? John Replenger replied that these are issues that the sight civil engineer will have to wrestle with. The engineer will have to abide by code and good engineering practices. Councilor Bob Burr asked who would pay for the improvements on Hill Drive. Attorney Andrew Stamp responded saying typically this is handled with SDC credits. Also, the developer will be responsible for costs within their development. Costs outside the development are usually covered by some sort of credit or give and take. We won't really know until the developer actually starts to develop. Councilor Rita Baller asked if more water storage is needed is that a cost to the city. Attorney Andrew Stamp responded stating most water improvements are Capital projects. Typically a SDC is set up to help repay that cost. If it's a small facility just for that development, the developer would be responsible. It's not uncommon to see water SDC charges around \$4000 as well as Sewer around \$4000. Storm water is usually around \$1000. It's not uncommon now to see SDC charges around \$30000 for a building permit.
4. Attorney Andrew Stamp stated that a lot of what he has been doing as of late has been with rezoning properties. Taking traditional single family properties to zones that allow a broader range of housing choices. He commented that because of the topography issues R2 makes the most sense. He also commented that a homeowners association in smaller communities can make a big difference. He commented that he agreed with Edwin Sharer on the letter from Lew Younger and that it was plagiarized from the internet and contains false information. He then commented on taxes and that you get "more bang for your buck" with new houses. Attorney Andrew Stamp then commented that they would accept a R1 "Condition of Approval" if there were concerns of sales to a third party. This could limit the R1 standards until such a time a PUD is established. There really are no limits to the conditions imposed as long as there are not unconstitutional.
  5. Mayor Ila Skyberg asked if there are any questions. There were none.
  6. Attorney Andrew Stamp concludes the application.

7. City Planner Lisa Brosnan asked if there were any comments from the audience. Anyone in favor, oppose or neutral. There were no comments from the audience.
8. City Recorder Debbie Bernard asked Mayor Ila Skyberg to close the hearing.
9. Mayor Ila Skyberg closed the hearing.

**MOTION:** Councilor Stritzke moved to adopt the staff report and approve the Annexation, Zone Change, and Comprehensive Plan Map Amendment, subject to the conditions of approval set forth in the staff report with the addition of one condition of approval; "Density on the site shall be limited to the maximum allowed under the R-1 standard (6 units per acre), resulting in a maximum of 102 units on the approximately 17 acre site until a Planned Unit Development (PUD) is proposed and approved by the City of Willamina. At this time the density shall be raised to the R-2 standard in effect at the time of PUD application." Councilor Baller seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

5. Consideration of Ordinance #667. An Ordinance Annexing To The City Of Willamina The Territory Described In Exhibit "A" And Amending The Willamina Zoning Map To Apply The R-2 Zone And Amending The Comprehensive Plan Map To Apply The MDR Designating To The Annexed Property.  
Mayor Ila Skyberg

**MOTION:** Councilor Stritzke moved to approve Ordinance #667 to Annexation/Zone Change/Comprehensive Plan Map Amendment 2017-01 as recommended by the Willamina City Planning Commission. Councilor Baller seconded. Motion carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

6. Consideration Of Resolution 16-17-012 -Yamhill County Transit Advisory Committee - Craig Johnson  
Mayor Ila Skyberg

**MOTION:** Councilor Baller moved to approve Resolution 16-17-012 appointing Craig Johnson to the Yamhill County Transit Advisory Committee. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

7. Consideration Of Resolution 16-17-015 – A resolution supporting the City of Willamina ongoing participation as a Member of the Yamhill County Affordable Housing Corp (YCAHC) – Heather Stritzke.

**MOTION:** Councilor McKnight moved to approve Resolution 16-17-015 appointing Heather Stritzke to the Yamhill County Affordable Housing Corp (YCAHC) Councilor Baller. Motion tied with Councilors Burr, Stritzke, Johnson, for aye. Councilors Baller, Wooden, McKnight voting nay. Mayor Skyberg broke the tie voting aye.

7. Consideration Of Resolution 16-17-013 - In The Matter Of Fees To Be Charged For Land Use Applications Coming Before The City Of Willamina

Mayor Ila Skyberg

**MOTION:** Councilor Stritzke moved to approve Resolution 16-17-013 in the matter of fees to be charged for Land Use Application. Councilor McKnight seconded. Motion carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

- 8. Consideration of Resolution 16-17-014 – Designating an Elected Official to assume the duties of City Manager until such time an interim or permanent City Manager is in place. Mayor Skyberg announced she had contacted Ross Shultz to be the interim city manager and he agreed. She asked for a motion.

**MOTION:** Councilor Stritzke moved to approve Ross Schultz as interim City Manager. Councilor McKnight seconded the motion. Motion carried unanimously with Councilors Baller, Burr, McKnight, Johnson, Stritzke and Wooden voting aye. All in Favor.

- 9. Adjourn  
Mayor Ila Skyberg

**IV. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on June 13, 2017 at:  
West Valley Fire  
825 West Valley Highway  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:

The meeting was adjourned at 8:45 pm by Mayor Ila Skyberg.

Minutes submitted by: City Of Willamina City Recorder\_\_\_\_\_.

Minutes approved by: Mayor Ila Skyberg\_\_\_\_\_.

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 1  
May 02, 2017 04:48PM

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
<b>8354</b>										
04/17	04/05/2017	8354	5658	American West Real Estate	033017	1	30-00-2300	.00	11.09	11.09
04/17	04/05/2017	8354	5658	American West Real Estate	033017	2	40-00-2400	.00	15.56	15.56
Total 8354:								.00		26.65
<b>8355</b>										
04/17	04/05/2017	8355	1380	CARQUEST	4758-145630	1	10-66-5137	.00	2.34	2.34
04/17	04/05/2017	8355	1380	CARQUEST	4758-145630	2	20-11-5137	.00	2.34	2.34
04/17	04/05/2017	8355	1380	CARQUEST	4758-145630	3	30-11-5137	.00	5.45	5.45
04/17	04/05/2017	8355	1380	CARQUEST	4758-145630	4	40-11-5137	.00	5.45	5.45
04/17	04/05/2017	8355	1380	CARQUEST	4758-146071	1	10-66-5137	.00	1.60	1.60
04/17	04/05/2017	8355	1380	CARQUEST	4758-146071	2	20-11-5137	.00	1.60	1.60
04/17	04/05/2017	8355	1380	CARQUEST	4758-146071	3	30-11-5137	.00	3.73	3.73
04/17	04/05/2017	8355	1380	CARQUEST	4758-146071	4	40-11-5137	.00	3.73	3.73
04/17	04/05/2017	8355	1380	CARQUEST	4758-146424	1	10-66-5137	.00	1.44	1.44
04/17	04/05/2017	8355	1380	CARQUEST	4758-146424	2	20-11-5137	.00	1.44	1.44
04/17	04/05/2017	8355	1380	CARQUEST	4758-146424	3	30-11-5137	.00	3.36	3.36
04/17	04/05/2017	8355	1380	CARQUEST	4758-146424	4	40-11-5137	.00	3.36	3.36
04/17	04/05/2017	8355	1380	CARQUEST	4758-146929	1	10-72-5137	.00	55.66	55.66
04/17	04/05/2017	8355	1380	CARQUEST	4758-146978	1	10-72-5137	.00	31.96	31.96
Total 8355:								.00		123.46
<b>8356</b>										
04/17	04/05/2017	8356	1390	CASCADE COLUMBIA	689865	1	30-11-5108	.00	1,255.80	1,255.80
04/17	04/05/2017	8356	1390	CASCADE COLUMBIA	690392	1	40-11-5108	.00	554.60	554.60
Total 8356:								.00		1,810.40
<b>8357</b>										
04/17	04/05/2017	8357	1130	CITY OF WILLAMINA	031517 250	1	10-72-5415	.00	86.47	86.47
04/17	04/05/2017	8357	1130	CITY OF WILLAMINA	031517 382	1	10-65-5415	.00	114.60	114.60
04/17	04/05/2017	8357	1130	CITY OF WILLAMINA	031517 411	1	10-12-5415	.00	93.45	93.45
04/17	04/05/2017	8357	1130	CITY OF WILLAMINA	031517 ODS	1	10-12-5415	.00	86.47	86.47

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 2  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8357:								.00		380.99
<b>8358</b>										
04/17	04/05/2017	8358	4640	CONST & GEN LABORERS UNI	040117	1	10-00-2130	.00	148.16	148.16
Total 8358:								.00		148.16
<b>8359</b>										
04/17	04/05/2017	8359	1460	DAVISON AUTO PARTS, INC.	396687	1	10-72-5137	.00	124.50	124.50
04/17	04/05/2017	8359	1460	DAVISON AUTO PARTS, INC.	398354	1	10-72-5137	.00	128.37	128.37
Total 8359:								.00		252.87
<b>8360</b>										
04/17	04/05/2017	8360	3350	DEPARTMENT OF ENVIRONME	WQ17DOM-0	1	40-11-5320	.00	1,833.00	1,833.00
Total 8360:								.00		1,833.00
<b>8361</b>										
04/17	04/05/2017	8361	1580	DK QUARRIES INC	98151	1	10-72-5137	.00	323.14	323.14
Total 8361:								.00		323.14
<b>8362</b>										
04/17	04/05/2017	8362	5340	HEIDI'S HELPING HANDS	559	1	10-12-5209	.00	250.00	250.00
Total 8362:								.00		250.00
<b>8363</b>										
04/17	04/05/2017	8363	2160	HONEY BUCKET	550268547	1	10-66-5200	.00	106.00	106.00
04/17	04/05/2017	8363	2160	HONEY BUCKET	550268548	1	10-66-5200	.00	106.00	106.00
04/17	04/05/2017	8363	2160	HONEY BUCKET	550268549	1	10-66-5200	.00	106.00	106.00
Total 8363:								.00		318.00
<b>8364</b>										
04/17	04/05/2017	8364	3870	JUSTIN RIGGS	040317	1	30-11-5344	.00	50.93	50.93

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 3  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8364:								.00		50.93
<b>8365</b>										
04/17	04/05/2017	8365	3060	NW NATURAL	032817 1363	1	10-65-5415	.00	100.28	100.28
04/17	04/05/2017	8365	3060	NW NATURAL	032817 1391	1	10-67-5415	.00	173.39	173.39
Total 8365:								.00		273.67
<b>8366</b>										
04/17	04/05/2017	8366	5659	Petty Cash	033117	1	10-12-5126	.00	3.84	3.84
04/17	04/05/2017	8366	5659	Petty Cash	033117	2	10-12-5137	.00	81.56	81.56
04/17	04/05/2017	8366	5659	Petty Cash	033117	3	10-66-5510	.00	56.00	56.00
Total 8366:								.00		141.40
<b>8367</b>										
04/17	04/05/2017	8367	3590	PGE	032317 1614	1	10-67-5415	.00	74.41	74.41
04/17	04/05/2017	8367	3590	PGE	032317 3242	1	10-12-5415	.00	410.88	410.88
04/17	04/05/2017	8367	3590	PGE	032317 4668	1	10-67-5415	.00	16.48	16.48
04/17	04/05/2017	8367	3590	PGE	032317 4960	1	30-11-5415	.00	359.38	359.38
04/17	04/05/2017	8367	3590	PGE	032317 5071	1	10-65-5415	.00	107.81	107.81
04/17	04/05/2017	8367	3590	PGE	032317 5134	1	10-66-5415	.00	24.72	24.72
04/17	04/05/2017	8367	3590	PGE	032317 6101	1	10-12-5415	.00	16.48	16.48
04/17	04/05/2017	8367	3590	PGE	032317 6411	1	30-11-5415	.00	1,774.14	1,774.14
04/17	04/05/2017	8367	3590	PGE	032317 7442	1	30-11-5415	.00	588.68	588.68
04/17	04/05/2017	8367	3590	PGE	032317 7503	1	30-11-5415	.00	18.90	18.90
04/17	04/05/2017	8367	3590	PGE	032317 7505	1	30-11-5415	.00	2,250.79	2,250.79
04/17	04/05/2017	8367	3590	PGE	032317 8056	1	40-11-5415	.00	983.72	983.72
04/17	04/05/2017	8367	3590	PGE	032317 8057	1	40-11-5415	.00	462.00	462.00
04/17	04/05/2017	8367	3590	PGE	032317 8074	1	40-11-5415	.00	52.73	52.73
04/17	04/05/2017	8367	3590	PGE	032317 8110	1	40-11-5415	.00	1,640.65	1,640.65
04/17	04/05/2017	8367	3590	PGE	032317 8412	1	10-66-5415	.00	127.19	127.19
04/17	04/05/2017	8367	3590	PGE	032317 8647	1	10-72-5415	.00	390.60	390.60
04/17	04/05/2017	8367	3590	PGE	032317 8928	1	10-66-5415	.00	16.48	16.48
04/17	04/05/2017	8367	3590	PGE	032317 9997	1	40-11-5415	.00	501.33	501.33
Total 8367:								.00		9,817.37

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 4  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>8368</b>										
04/17	04/05/2017	8368	4380	SUPPLYWORKS	394887384	1	10-12-5137	.00	98.76	98.76
Total 8368:								.00		98.76
<b>8369</b>										
04/17	04/11/2017	8369	5660	Anthony Aitken	040517	1	30-00-2300	.00	3.24	3.24
04/17	04/11/2017	8369	5660	Anthony Aitken	040517-1	1	40-00-2400	.00	4.72	4.72
Total 8369:								.00		7.96
<b>8370</b>										
04/17	04/11/2017	8370	430	ARAMARK UNIFORM SERVICES	862837705	1	10-66-5140	.00	96.27	96.27
04/17	04/11/2017	8370	430	ARAMARK UNIFORM SERVICES	862837705	2	20-11-5140	.00	28.32	28.32
04/17	04/11/2017	8370	430	ARAMARK UNIFORM SERVICES	862837705	3	30-11-5140	.00	158.57	158.57
04/17	04/11/2017	8370	430	ARAMARK UNIFORM SERVICES	862837705	4	40-11-5140	.00	283.15	283.15
Total 8370:								.00		566.31
<b>8371</b>										
04/17	04/11/2017	8371	700	BAKER AND TAYLOR BOOKS	4011851726-	1	10-65-5106	.00	6.30	6.30
04/17	04/11/2017	8371	700	BAKER AND TAYLOR BOOKS	4011863018	1	10-65-5106	.00	51.73	51.73
04/17	04/11/2017	8371	700	BAKER AND TAYLOR BOOKS	4011863018	2	10-65-5100	.00	52.95	52.95
04/17	04/11/2017	8371	700	BAKER AND TAYLOR BOOKS	4011864595	1	10-65-5106	.00	36.40	36.40
04/17	04/11/2017	8371	700	BAKER AND TAYLOR BOOKS	4011864595	2	10-65-5100	.00	69.18	69.18
Total 8371:								.00		216.56
<b>8372</b>										
04/17	04/11/2017	8372	870	BRETTTHAUER OIL CO.	CL63617	1	40-11-5120	.00	65.73	65.73
04/17	04/11/2017	8372	870	BRETTTHAUER OIL CO.	CL63617	2	10-72-5120	.00	191.30	191.30
04/17	04/11/2017	8372	870	BRETTTHAUER OIL CO.	CL63617	3	30-11-5120	.00	52.67	52.67
04/17	04/11/2017	8372	870	BRETTTHAUER OIL CO.	CL63617-1	1	10-72-5120	.00	2.75	2.75
Total 8372:								.00		312.45
<b>8373</b>										
04/17	04/11/2017	8373	1135	CITY OF YAMHILL	288	1	10-14-5211	.00	250.00	250.00

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 5  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8373:								.00		250.00
<b>8374</b>										
04/17	04/11/2017	8374	5614	DAVID MOREY	0411117	1	10-12-5342	.00	527.82	527.82
Total 8374:								.00		527.82
<b>8375</b>										
04/17	04/11/2017	8375	1530	DEMCO	6095456	1	10-65-5912	.00	506.77	506.77
Total 8375:								.00		506.77
<b>8376</b>										
04/17	04/11/2017	8376	1720	EXPRESS SERVICES, INC.	18691860-3	1	10-12-5200	.00	1,741.95	1,741.95
04/17	04/11/2017	8376	1720	EXPRESS SERVICES, INC.	18721353-3	1	10-12-5200	.00	1,470.00	1,470.00
Total 8376:								.00		3,211.95
<b>8377</b>										
04/17	04/11/2017	8377	2520	KATHY TAYLOR CONSULTING	033117	1	10-12-5200	.00	664.20	664.20
Total 8377:								.00		664.20
<b>8378</b>										
04/17	04/11/2017	8378	5529	McMinnville Gas Inc.	578691	1	10-72-5415	.00	639.00	639.00
Total 8378:								.00		639.00
<b>8379</b>										
04/17	04/11/2017	8379	5662	Metropolitan ComPounds, Inc.	66732	1	40-11-5108	.00	528.92	528.92
Total 8379:								.00		528.92
<b>8380</b>										
04/17	04/11/2017	8380	3300	ONE CALL CONCEPTS, INC.	7030523	1	30-11-5200	.00	75.60	75.60
Total 8380:								.00		75.60

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 6  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>8381</b>										
04/17	04/11/2017	8381	3380	OREVAC WEST INC	3005	1	30-11-5530	.00	1,350.00	1,350.00
04/17	04/11/2017	8381	3380	OREVAC WEST INC	3015	1	30-11-5530	.00	1,487.50	1,487.50
Total 8381:								.00		2,837.50
<b>8382</b>										
04/17	04/11/2017	8382	3590	PGE	2045700 040	1	10-19-5400	.00	1,550.44	1,550.44
Total 8382:								.00		1,550.44
<b>8383</b>										
04/17	04/11/2017	8383	3730	PRIMISYS	012242	1	10-12-5233	.00	700.00	700.00
04/17	04/11/2017	8383	3730	PRIMISYS	012242-1	1	10-13-5355	.00	1,982.00	1,982.00
Total 8383:								.00		2,682.00
<b>8384</b>										
04/17	04/11/2017	8384	3820	RECOLOGY WESTERN OREGO	6516066	1	10-66-5415	.00	18.36	18.36
04/17	04/11/2017	8384	3820	RECOLOGY WESTERN OREGO	6516074	1	10-12-5415	.00	34.32	34.32
04/17	04/11/2017	8384	3820	RECOLOGY WESTERN OREGO	6516389	1	30-11-5415	.00	10.53	10.53
04/17	04/11/2017	8384	3820	RECOLOGY WESTERN OREGO	6516397	1	10-65-5415	.00	10.53	10.53
04/17	04/11/2017	8384	3820	RECOLOGY WESTERN OREGO	6516405	1	10-72-5415	.00	146.24	146.24
Total 8384:								.00		219.98
<b>8385</b>										
04/17	04/11/2017	8385	5661	Salem Tent & Awning	43919	1	10-65-5504	.00	741.00	741.00
Total 8385:								.00		741.00
<b>8386</b>										
04/17	04/11/2017	8386	4040	SCHOLASTIC BOOK FAIRS	14745141	1	10-65-5100	.00	352.41	352.41
Total 8386:								.00		352.41
<b>8387</b>										
04/17	04/11/2017	8387	4110	SHELDON OIL COMPANY	18592	1	40-11-5120	.00	81.96	81.96
04/17	04/11/2017	8387	4110	SHELDON OIL COMPANY	18592-1	1	10-66-5120	.00	51.45	51.45

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 7  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/17	04/11/2017	8387	4110	SHELDON OIL COMPANY	18592-1	2	10-72-5120	.00	176.74	176.74
04/17	04/11/2017	8387	4110	SHELDON OIL COMPANY	18592-1	3	10-18-5120	.00	102.72	102.72
04/17	04/11/2017	8387	4110	SHELDON OIL COMPANY	18592-1	4	10-13-5344	.00	69.42	69.42
04/17	04/11/2017	8387	4110	SHELDON OIL COMPANY	18592-2	1	20-11-5120	.00	76.50	76.50
Total 8387:								.00		558.79
<b>8388</b>										
04/17	04/11/2017	8388	5596	SIVICK, ROBERT J	0331171	1	10-13-5342	.00	113.66	113.66
04/17	04/11/2017	8388	5596	SIVICK, ROBERT J	0331171	2	10-12-5342	.00	14.25	14.25
Total 8388:								.00		127.91
<b>8389</b>										
04/17	04/11/2017	8389	4160	SKYBERG'S	033117	1	10-12-5137	.00	4.00	4.00
04/17	04/11/2017	8389	4160	SKYBERG'S	033117	2	10-66-5137	.00	352.90	352.90
04/17	04/11/2017	8389	4160	SKYBERG'S	033117	3	10-72-5137	.00	281.79	281.79
04/17	04/11/2017	8389	4160	SKYBERG'S	033117	4	20-11-5137	.00	52.98	52.98
04/17	04/11/2017	8389	4160	SKYBERG'S	033117	5	30-11-5137	.00	30.94	30.94
04/17	04/11/2017	8389	4160	SKYBERG'S	033117	6	40-11-5137	.00	230.38	230.38
Total 8389:								.00		952.99
<b>8390</b>										
04/17	04/11/2017	8390	5635	SOLUTIONS YES	INV101426	1	10-65-5606	.00	12.45	12.45
04/17	04/11/2017	8390	5635	SOLUTIONS YES	INV101426	2	10-12-5606	.00	133.68	133.68
Total 8390:								.00		146.13
<b>8391</b>										
04/17	04/11/2017	8391	4290	STAPLES CREDIT PLAN	1773865731	1	10-12-5137	.00	277.33	277.33
04/17	04/11/2017	8391	4290	STAPLES CREDIT PLAN	1773865731-	1	40-11-5137	.00	29.99	29.99
04/17	04/11/2017	8391	4290	STAPLES CREDIT PLAN	1773866211	1	10-72-5137	.00	81.99	81.99
Total 8391:								.00		389.31
<b>8392</b>										
04/17	04/11/2017	8392	4330	STUCK ELECTRIC CO	10554	1	10-65-5504	.00	222.00	222.00

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 8  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8392:								.00		222.00
<b>8393</b>										
04/17	04/11/2017	8393	5516	The Bulletin Board	1437	1	10-12-5230	.00	267.00	267.00
Total 8393:								.00		267.00
<b>8394</b>										
04/17	04/11/2017	8394	5551	Wright Imaging	4194723	1	10-72-5200	.00	742.21	742.21
Total 8394:								.00		742.21
<b>8395</b>										
04/17	04/19/2017	8395	110	A&E SAFE AND ALARM CO.	149855	1	10-12-5200	.00	119.70	119.70
04/17	04/19/2017	8395	110	A&E SAFE AND ALARM CO.	149859	1	10-67-5200	.00	59.85	59.85
Total 8395:								.00		179.55
<b>8396</b>										
04/17	04/19/2017	8396	310	AMAZON	040217	1	10-65-5100	.00	82.55	82.55
04/17	04/19/2017	8396	310	AMAZON	040217	2	10-65-5106	.00	127.21	127.21
04/17	04/19/2017	8396	310	AMAZON	040217	3	10-65-5102	.00	129.18	129.18
04/17	04/19/2017	8396	310	AMAZON	040217	4	10-65-5101	.00	45.94	45.94
04/17	04/19/2017	8396	310	AMAZON	040217-1	1	10-65-5137	.00	151.57	151.57
Total 8396:								.00		536.45
<b>8397</b>										
04/17	04/19/2017	8397	430	ARAMARK UNIFORM SERVICES	862858781	1	10-66-5140	.00	39.29	39.29
04/17	04/19/2017	8397	430	ARAMARK UNIFORM SERVICES	862858781	2	20-11-5140	.00	11.56	11.56
04/17	04/19/2017	8397	430	ARAMARK UNIFORM SERVICES	862858781	3	30-11-5140	.00	64.72	64.72
04/17	04/19/2017	8397	430	ARAMARK UNIFORM SERVICES	862858781	4	40-11-5140	.00	115.57	115.57
Total 8397:								.00		231.14
<b>8398</b>										
04/17	04/19/2017	8398	590	BADGER METER	1158324	1	30-11-5600	.00	1,743.77	1,743.77

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 9  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8398:								.00		1,743.77
<b>8399</b>										
04/17	04/19/2017	8399	700	BAKER AND TAYLOR BOOKS	4011876069	1	10-65-5106	.00	151.59	151.59
04/17	04/19/2017	8399	700	BAKER AND TAYLOR BOOKS	4011876069-	1	10-65-5100	.00	10.19	10.19
04/17	04/19/2017	8399	700	BAKER AND TAYLOR BOOKS	4011877581	1	10-65-5100	.00	123.16	123.16
Total 8399:								.00		284.94
<b>8400</b>										
04/17	04/19/2017	8400	720	BEERY, ELSNER & HAMMOND	040117	1	10-12-5203	.00	1,995.07	1,995.07
04/17	04/19/2017	8400	720	BEERY, ELSNER & HAMMOND	040117-1	1	10-12-5203	.00	108.20	108.20
04/17	04/19/2017	8400	720	BEERY, ELSNER & HAMMOND	040117-1	2	10-12-5203	.00	145.50	145.50
Total 8400:								.00		2,248.77
<b>8401</b>										
04/17	04/19/2017	8401	1380	CARQUEST	4758-147068	1	20-11-5504	.00	20.28	20.28
04/17	04/19/2017	8401	1380	CARQUEST	4758-147403	1	10-72-5137	.00	.64	.64
Total 8401:								.00		20.92
<b>8402</b>										
04/17	04/19/2017	8402	940	CASELLE, INC.	79979	1	10-12-5235	.00	1,200.00	1,200.00
Total 8402:								.00		1,200.00
<b>8403</b>										
04/17	04/19/2017	8403	1020	CENTURYLINK	313485013 -	1	10-12-5413	.00	250.97	250.97
04/17	04/19/2017	8403	1020	CENTURYLINK	314009711 -	1	10-65-5413	.00	93.76	93.76
Total 8403:								.00		344.73
<b>8404</b>										
04/17	04/19/2017	8404	1760	FERGUSON ENTERPRISES, IN	0569952	1	10-72-5137	.00	119.26	119.26
Total 8404:								.00		119.26

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 10  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>8405</b>										
04/17	04/19/2017	8405	2040	HACH	10400991	1	30-11-5108	.00	942.74	942.74
Total 8405:								.00		942.74
<b>8406</b>										
04/17	04/19/2017	8406	3870	JUSTIN RIGGS	041617	1	30-11-5344	.00	21.83	21.83
04/17	04/19/2017	8406	3870	JUSTIN RIGGS	041617	2	10-72-5342	.00	20.40	20.40
Total 8406:								.00		42.23
<b>8407</b>										
04/17	04/19/2017	8407	2700	LES SCHWAB TIRE CENTER	2160024107	1	10-66-5504	.00	49.50	49.50
04/17	04/19/2017	8407	2700	LES SCHWAB TIRE CENTER	2160024107	1	40-11-5504	.00	21.22	21.22
04/17	04/19/2017	8407	2700	LES SCHWAB TIRE CENTER	2160024354	1	30-11-5504	.00	564.57	564.57
Total 8407:								.00		635.29
<b>8408</b>										
04/17	04/19/2017	8408	3180	OREGON HEALTH AUTHORITY	041517	1	30-11-5320	.00	125.00	125.00
Total 8408:								.00		125.00
<b>8409</b>										
04/17	04/19/2017	8409	3730	PRIMISYS	012142	1	10-12-5233	.00	30.00	30.00
Total 8409:								.00		30.00
<b>8410</b>										
04/17	04/19/2017	8410	4090	SHERIDAN DAYS	040417	1	10-12-5230	.00	250.00	250.00
Total 8410:								.00		250.00
<b>8411</b>										
04/17	04/19/2017	8411	4570	TERRY'S AUTO CLINIC	033117	1	10-72-5507	.00	25.00	25.00
04/17	04/19/2017	8411	4570	TERRY'S AUTO CLINIC	040517	1	10-72-5507	.00	401.00	401.00
Total 8411:								.00		426.00

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 11  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
<b>8412</b>										
04/17	04/19/2017	8412	2920	TOM NICKERSON	040517	1	20-11-5504	.00	374.25	374.25
Total 8412:								.00		374.25
<b>8413</b>										
04/17	04/19/2017	8413	4700	US BANK	328450549	1	10-12-5606	.00	367.21	367.21
Total 8413:								.00		367.21
<b>8414</b>										
04/17	04/19/2017	8414	4720	USPS	041217	1	10-12-5126	.00	490.00	490.00
Total 8414:								.00		490.00
<b>8415</b>										
04/17	04/19/2017	8415	4960	WATERLAB CORP.	71708	1	40-11-5250	.00	560.00	560.00
04/17	04/19/2017	8415	4960	WATERLAB CORP.	71708	2	30-11-5250	.00	1,765.00	1,765.00
Total 8415:								.00		2,325.00
<b>8416</b>										
04/17	04/19/2017	8416	4070	WILLAMINA SELECT MARKET	040917	1	30-11-5137	.00	7.27	7.27
04/17	04/19/2017	8416	4070	WILLAMINA SELECT MARKET	040917	2	10-13-5344	.00	44.97	44.97
Total 8416:								.00		52.24
<b>8417</b>										
04/17	04/19/2017	8417	5020	XEROX	088714853	1	10-12-5606	.00	165.97	165.97
Total 8417:								.00		165.97
<b>8418</b>										
04/17	04/19/2017	8418	5130	YAMHILL COMMUNICATIONS A	FY17-11-WIL	1	10-18-5302	.00	1,748.83	1,748.83
Total 8418:								.00		1,748.83
<b>8419</b>										
04/17	04/26/2017	8419	870	BRETTHAUER OIL CO.	CL64478	1	40-11-5120	.00	50.68	50.68

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 12  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/17	04/26/2017	8419	870	BRETTHAUER OIL CO.	CL64478	2	30-11-5120	.00	61.00	61.00
Total 8419:								.00		111.68
<b>8420</b>										
04/17	04/26/2017	8420	1020	CENTURYLINK	041117	1	10-65-5413	.00	91.21	91.21
04/17	04/26/2017	8420	1020	CENTURYLINK	041117	2	10-12-5413	.00	132.42	132.42
04/17	04/26/2017	8420	1020	CENTURYLINK	041117	3	10-66-5413	.00	15.89	15.89
04/17	04/26/2017	8420	1020	CENTURYLINK	041117	4	10-67-5413	.00	70.43	70.43
04/17	04/26/2017	8420	1020	CENTURYLINK	041117	5	20-11-5413	.00	31.78	31.78
04/17	04/26/2017	8420	1020	CENTURYLINK	041117	6	30-11-5413	.00	422.86	422.86
04/17	04/26/2017	8420	1020	CENTURYLINK	041117	7	40-11-5413	.00	321.99	321.99
Total 8420:								.00		1,086.58
<b>8421</b>										
04/17	04/26/2017	8421	1720	EXPRESS SERVICES, INC.	18752147-1	1	10-12-5200	.00	1,482.60	1,482.60
Total 8421:								.00		1,482.60
<b>8422</b>										
04/17	04/26/2017	8422	2900	MID-WILLAMETTE VALLEY COU	1617307	1	10-17-5214	.00	1,458.12	1,458.12
Total 8422:								.00		1,458.12
<b>8423</b>										
04/17	04/26/2017	8423	3240	OLD REPUBLIC SURETY GROU	061117	1	10-12-5207	.00	313.00	313.00
Total 8423:								.00		313.00
<b>8424</b>										
04/17	04/26/2017	8424	5663	Old Republic Title Co of Oregon	042017	1	10-10-4901	.00	173.44	173.44
Total 8424:								.00		173.44
<b>8425</b>										
04/17	04/26/2017	8425	5664	Ronald Paddock	042517	1	30-00-2300	.00	24.90	24.90
04/17	04/26/2017	8425	5664	Ronald Paddock	042517	2	40-00-2400	.00	34.64	34.64

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 13  
May 02, 2017 04:48PM

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8425:								.00		59.54
<b>8426</b>										
04/17	04/26/2017	8426	4290	STAPLES CREDIT PLAN	9753854382-	1	10-12-5137	.00	35.23	35.23
04/17	04/26/2017	8426	4290	STAPLES CREDIT PLAN	9753854382-	2	10-72-5137	.00	10.68	10.68
Total 8426:								.00		45.91
<b>8427</b>										
04/17	04/26/2017	8427	5575	WEST ONE HOMES	042517	1	30-00-2300	.00	47.73	47.73
04/17	04/26/2017	8427	5575	WEST ONE HOMES	042517	2	40-00-2400	.00	66.17	66.17
Total 8427:								.00		113.90
Grand Totals:								.00		54,875.07

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	30,540.08-	30,540.08-
10-00-2130	148.16	.00	148.16
10-10-4901	173.44	.00	173.44
10-12-5126	493.84	.00	493.84
10-12-5137	496.88	.00	496.88
10-12-5200	5,478.45	.00	5,478.45
10-12-5203	2,248.77	.00	2,248.77
10-12-5207	313.00	.00	313.00
10-12-5209	250.00	.00	250.00
10-12-5230	517.00	.00	517.00
10-12-5233	730.00	.00	730.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5342	542.07	.00	542.07
10-12-5413	383.39	.00	383.39
10-12-5415	641.60	.00	641.60
10-12-5606	666.86	.00	666.86

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 14  
May 02, 2017 04:48PM

GL Account	Debit	Credit	Proof
10-13-5342	113.66	.00	113.66
10-13-5344	114.39	.00	114.39
10-13-5355	1,982.00	.00	1,982.00
10-14-5211	250.00	.00	250.00
10-17-5214	1,458.12	.00	1,458.12
10-18-5120	102.72	.00	102.72
10-18-5302	1,748.83	.00	1,748.83
10-19-5400	1,550.44	.00	1,550.44
10-65-5100	690.44	.00	690.44
10-65-5101	45.94	.00	45.94
10-65-5102	129.18	.00	129.18
10-65-5106	373.23	.00	373.23
10-65-5137	151.57	.00	151.57
10-65-5413	184.97	.00	184.97
10-65-5415	333.22	.00	333.22
10-65-5504	963.00	.00	963.00
10-65-5606	12.45	.00	12.45
10-65-5912	506.77	.00	506.77
10-66-5120	51.45	.00	51.45
10-66-5137	358.28	.00	358.28
10-66-5140	135.56	.00	135.56
10-66-5200	318.00	.00	318.00
10-66-5413	15.89	.00	15.89
10-66-5415	186.75	.00	186.75
10-66-5504	49.50	.00	49.50
10-66-5510	56.00	.00	56.00
10-67-5200	59.85	.00	59.85
10-67-5413	70.43	.00	70.43
10-67-5415	264.28	.00	264.28
10-72-5120	370.79	.00	370.79
10-72-5137	1,157.99	.00	1,157.99
10-72-5200	742.21	.00	742.21
10-72-5342	20.40	.00	20.40
10-72-5415	1,262.31	.00	1,262.31
10-72-5507	426.00	.00	426.00
20-00-2000	.00	601.05-	601.05-
20-11-5120	76.50	.00	76.50
20-11-5137	58.36	.00	58.36
20-11-5140	39.88	.00	39.88
20-11-5413	31.78	.00	31.78

City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 15  
May 02, 2017 04:48PM

GL Account	Debit	Credit	Proof
20-11-5504	394.53	.00	394.53
30-00-2000	.00	15,282.69-	15,282.69-
30-00-2300	86.96	.00	86.96
30-11-5108	2,198.54	.00	2,198.54
30-11-5120	113.67	.00	113.67
30-11-5137	50.75	.00	50.75
30-11-5140	223.29	.00	223.29
30-11-5200	75.60	.00	75.60
30-11-5250	1,765.00	.00	1,765.00
30-11-5320	125.00	.00	125.00
30-11-5344	72.76	.00	72.76
30-11-5413	422.86	.00	422.86
30-11-5415	5,002.42	.00	5,002.42
30-11-5504	564.57	.00	564.57
30-11-5530	2,837.50	.00	2,837.50
30-11-5600	1,743.77	.00	1,743.77
40-00-2000	.00	8,451.25-	8,451.25-
40-00-2400	121.09	.00	121.09
40-11-5108	1,083.52	.00	1,083.52
40-11-5120	198.37	.00	198.37
40-11-5137	272.91	.00	272.91
40-11-5140	398.72	.00	398.72
40-11-5250	560.00	.00	560.00
40-11-5320	1,833.00	.00	1,833.00
40-11-5413	321.99	.00	321.99
40-11-5415	3,640.43	.00	3,640.43
40-11-5504	21.22	.00	21.22
Grand Totals:	54,875.07	54,875.07-	.00

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City of Willamina  
LIVE 10.09.15

Check Register - GL Detail  
Check Issue Dates: 4/1/2017 - 4/30/2017

Page: 16  
May 02, 2017 04:48PM

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Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

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City Recorder: \_\_\_\_\_

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Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

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CITY OF WILLAMINA  
 COMBINED CASH INVESTMENT  
 APRIL 30, 2017

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	114,270.88
99-00-1015	XPRESS DEPOSIT ACCOUNT	4,838.93
99-00-1020	PAYROLL - CHECKING	64,688.91
99-00-1030	INVESTMENTS-LGIP	795,291.26
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,983.91
99-00-1040	PETTY CASH	300.00
		982,373.89
	TOTAL COMBINED CASH	982,373.89
99-00-1700	UTILITY CASH CLEARING	( 100,803.93)
99-00-1800	BUSINESS LICENSE CASH CLEARING	( 140.00)
99-00-1900	COURT CASH CLEARING	( 785.00)
99-00-1910	MERCHANT SERVICES CLEARING	343.45
99-00-1009	CASH ALLOCATED	( 880,988.41)
		.00
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	160,623.62
20	ALLOCATION TO STREET FUND	144,607.67
21	ALLOCATION TO STREET SDC FUND	105,000.00
30	ALLOCATION TO WATER FUND	79,155.99
31	ALLOCATION TO WATER SDC FUND	68,390.00
40	ALLOCATION TO WASTEWATER FUND	247,034.77
41	ALLOCATION TO WASTEWATER SDC FUND	28,704.00
50	ALLOCATION TO DEBT FUND	47,472.36
		880,988.41
	TOTAL ALLOCATIONS TO OTHER FUNDS	880,988.41
	ALLOCATION FROM GENERAL FUND - 99-00-1009	( 880,988.41)
		.00
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2017

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	160,623.62	
10-00-1280	TAXES RECEIVABLE	28,722.00	
10-00-1300	INVENTORY	7,755.00	
10-00-1400	LAND	117,841.00	
10-00-1420	LAND IMPROVEMENTS	980,055.00	
10-00-1430	BUILDINGS	296,847.00	
10-00-1440	EQUIPMENT	194,313.00	
10-00-1460	VEHICLES	52,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	( 601,029.00)	
10-00-1900	DEFERRED PENSION	44,350.00	
	TOTAL ASSETS		<u>1,281,939.62</u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE	( 16,570.27)	
10-00-2110	PAYROLL TAX PAYABLE	( 116.34)	
10-00-2120	BENEFITS PAYABLE	9,139.19	
10-00-2130	UNION DUES PAYABLE	( 68.16)	
10-00-2150	ACCRUED VACATION	23,138.80	
	TOTAL LIABILITIES		15,523.22

FUND EQUITY

10-00-3000	FUND BALANCE	33,932.60	
10-00-3060	RESTRICTED DOWNTOWN LOAN	25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,040,489.00	
	REVENUE OVER EXPENDITURES - YTD	<u>166,994.80</u>	
	BALANCE - CURRENT DATE	<u>1,266,416.40</u>	
	TOTAL FUND EQUITY		<u>1,266,416.40</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,281,939.62</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	33,932.60	33,932.60	.0
10-10-4001 PROPERTY TAX	1,667.83	334,636.98	338,293.00	3,656.02	98.9
10-10-4002 PROPERTY TAX PRIOR	351.81	19,491.59	9,988.00	( 9,503.59)	195.2
10-10-4003 INTEREST ON TAXES	.00	.00	52.00	52.00	.0
10-10-4110 STATE CIGARETTE TAX	.00	1,809.91	3,060.00	1,250.09	59.2
10-10-4111 STATE REVENUE SHARING	.00	21,582.86	24,480.00	2,897.14	88.2
10-10-4112 STATE LIQUOR TAX	2,381.35	23,331.18	31,571.00	8,239.82	73.9
10-10-4501 BUSINESS LICENSES	315.00	1,330.00	2,229.00	899.00	59.7
10-10-4511 LIEN SEARCHES	160.00	784.50	612.00	( 172.50)	128.2
10-10-4571 OLCC LICENSE FEE	.00	210.00	218.00	8.00	96.3
10-10-4600 FRANCHISE FEES CENTURYLINK	.00	605.69	12,241.00	11,635.31	5.0
10-10-4601 FRANCHISE FEES NW NATURAL	.00	11,704.67	12,938.00	1,233.33	90.5
10-10-4602 FRANCHISE FEES PGE	.00	57,010.42	59,590.00	2,579.58	95.7
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	10,862.85	260.00	( 10,602.85)	4178.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	408.72	4,521.35	4,769.00	247.65	94.8
10-10-4605 FRANCHISE FEES ONLINENW	.00	300.00	.00	( 300.00)	.0
10-10-4700 REIMBURSEMENT - FEMA	.00	13,209.77	.00	( 13,209.77)	.0
10-10-4816 DONATIONS	.00	4.00	.00	( 4.00)	.0
10-10-4900 INTEREST INCOME	845.65	6,964.79	2,856.00	( 4,108.79)	243.9
10-10-4901 MISCELLANEOUS INCOME	486.14	1,490.81	.00	( 1,490.81)	.0
<b>TOTAL DEPARTMENT 10</b>	<b>6,616.50</b>	<b>509,851.37</b>	<b>537,089.60</b>	<b>27,238.23</b>	<b>94.9</b>
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	.00	75.00	3,409.00	3,334.00	2.2
10-14-4508 COURT COSTS ASSESSED	.00	.00	1,020.00	1,020.00	.0
<b>TOTAL COURT</b>	<b>.00</b>	<b>75.00</b>	<b>4,429.00</b>	<b>4,354.00</b>	<b>1.7</b>
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	400.00	6,300.00	5,000.00	( 1,300.00)	126.0
10-17-4585 DEVELOPMENT FEES PLANNING	.00	400.00	.00	( 400.00)	.0
<b>TOTAL PLANNING</b>	<b>400.00</b>	<b>6,700.00</b>	<b>5,000.00</b>	<b>( 1,700.00)</b>	<b>134.0</b>
 <u>PUBLIC SAFETY</u>					
10-18-4506 CODE ENFORCEMENT FEES	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL PUBLIC SAFETY</b>	<b>.00</b>	<b>.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>.0</b>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	1,910.39	12,882.27	18,000.00	5,117.73	71.6
10-19-4823 MISC UTILITY RESERVE	.00	2,263.26	4,500.00	2,236.74	50.3
TOTAL STREET LIGHTS	1,910.39	15,145.53	22,500.00	7,354.47	67.3
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	7,764.72	8,000.00	235.28	97.1
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	.00	7,764.72	10,000.00	2,235.28	77.7
<u>LIBRARY</u>					
10-65-4560 FINES	34.50	523.32	1,795.00	1,271.68	29.2
10-65-4705 CCRLS FORMULA PAYMENT	4,217.00	16,962.17	14,280.00	( 2,682.17)	118.8
10-65-4708 CCRLS LOST BOOK	.00	395.09	301.00	( 94.09)	131.3
10-65-4711 CCRLS NET LENDING	.00	727.50	1,814.00	1,086.50	40.1
10-65-4714 CCRLS RURAL PATRON	.00	120.00	1,681.00	1,561.00	7.1
10-65-4811 READY TO READ GRANT	.00	1,000.00	1,040.00	40.00	96.2
10-65-4816 DONATIONS	.00	200.00	31.00	( 169.00)	645.2
10-65-4901 MISCELLANEOUS INCOME	37.25	261.36	.00	( 261.36)	.0
TOTAL LIBRARY	4,288.75	20,189.44	20,942.00	752.56	96.4
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	510.00	510.00	.0
TOTAL CEMETERY	.00	.00	510.00	510.00	.0
<u>GRANT REVENUE FORD FAMILY FOUN</u>					
10-81-4816 GRANT REVENUE FORD FAMILY FOUN	.00	5,000.00	5,000.00	.00	100.0
TOTAL DEPARTMENT 81	.00	5,000.00	5,000.00	.00	100.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	11,771.00	14,076.00	2,305.00	83.6
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	11,354.00	17,442.00	6,088.00	65.1
10-90-9600 OVERHEAD ALLOCATED	.00	110,080.00	.00	( 110,080.00)	.0
TOTAL TRANSFER	.00	133,205.00	31,518.00	( 101,687.00)	422.6

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

## GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
TOTAL FUND REVENUE	13,215.64	697,931.06	637,988.60	( 59,942.46)	109.4

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	153.24	1,298.95	1,938.00	639.05	67.0
10-12-5123	179.50	179.50	.00	( 179.50)	.0
10-12-5124	46.88	1,562.49	4,080.00	2,517.51	38.3
10-12-5126	490.00	1,113.09	612.00	( 501.09)	181.9
10-12-5137	371.13	5,336.22	7,140.00	1,803.78	74.7
10-12-5200	11,937.30	47,024.37	68,000.00	20,975.63	69.2
10-12-5201	.00	14,000.00	15,000.00	1,000.00	93.3
10-12-5203	2,248.77	16,105.29	5,000.00	( 11,105.29)	322.1
10-12-5207	313.00	24,423.10	31,620.00	7,196.90	77.2
10-12-5209	250.00	2,250.00	2,550.00	300.00	88.2
10-12-5230	881.54	4,875.29	3,060.00	( 1,815.29)	159.3
10-12-5233	242.50	15,525.06	20,400.00	4,874.94	76.1
10-12-5234	.00	1,200.00	6,120.00	4,920.00	19.6
10-12-5235	2,400.00	7,200.00	4,404.00	( 2,796.00)	163.5
10-12-5320	.00	4,828.60	4,680.00	( 148.60)	103.2
10-12-5342	527.82	2,384.84	1,500.00	( 884.84)	159.0
10-12-5344	.00	1,435.24	700.00	( 735.24)	205.0
10-12-5355	50.00	628.22	300.00	( 328.22)	209.4
10-12-5413	397.97	4,147.35	3,060.00	( 1,087.35)	135.5
10-12-5415	600.83	4,945.00	5,610.00	665.00	88.2
10-12-5504	220.00	385.00	10,200.00	9,815.00	3.8
10-12-5600	.00	.00	1,000.00	1,000.00	.0
10-12-5606	699.15	4,975.64	6,000.00	1,024.36	82.9
<b>TOTAL ADMIN</b>	<b>22,009.63</b>	<b>165,823.25</b>	<b>202,974.00</b>	<b>37,150.75</b>	<b>81.7</b>
<u>COUNCIL</u>					
10-13-5307	.00	.00	1,700.00	1,700.00	.0
10-13-5342	.00	935.00	2,000.00	1,065.00	46.8
10-13-5344	44.97	114.39	600.00	485.61	19.1
10-13-5355	.00	1,275.64	1,200.00	( 75.64)	106.3
<b>TOTAL COUNCIL</b>	<b>44.97</b>	<b>2,325.03</b>	<b>5,500.00</b>	<b>3,174.97</b>	<b>42.3</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COURT</u>					
10-14-5200 CONTRACT SERVICES	.00	.00	200.00	200.00	.0
10-14-5211 MUNI COURT JUDGE	500.00	2,750.00	3,600.00	850.00	76.4
10-14-5306 STATE ASSESSMENT	.00	416.33	1,367.00	950.67	30.5
10-14-5313 COUNTY JAIL ASSESSMENT	.00	104.98	271.00	166.02	38.7
10-14-5317 COURT REFUNDS	.00	.00	408.00	408.00	.0
10-14-5320 DUES, LICENSE, PERMITS	.00	40.00	2,000.00	1,960.00	2.0
10-14-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	750.00	750.00	.0
10-14-5344 TRAVEL	.00	.00	500.00	500.00	.0
10-14-5413 TELEPHONE	.00	.00	415.00	415.00	.0
10-14-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL COURT</b>	<b>500.00</b>	<b>3,311.31</b>	<b>10,511.00</b>	<b>7,199.69</b>	<b>31.5</b>
<u>PLANNING</u>					
10-17-5204 ENGINEERING SERVICES	.00	4,217.50	1,000.00	( 3,217.50)	421.8
10-17-5214 PLANNING SERVICES	1,458.12	26,602.89	7,000.00	( 19,602.89)	380.0
10-17-5342 CONFERENCE/SEMINAR/TRAINING	175.00	175.00	.00	( 175.00)	.0
<b>TOTAL PLANNING</b>	<b>1,633.12</b>	<b>30,995.39</b>	<b>8,000.00</b>	<b>( 22,995.39)</b>	<b>387.4</b>
<u>PUBLIC SAFETY</u>					
10-18-5000 SALARY - WAGES	1,492.50	12,254.96	19,282.00	7,027.04	63.6
10-18-5020 PAYROLL TAX	124.64	996.86	1,751.00	754.14	56.9
10-18-5040 BENEFITS	3.98	2,507.72	12,623.00	10,115.28	19.9
10-18-5060 PERS	.00	.00	1,157.00	1,157.00	.0
10-18-5090 WORKERS COMP	1.39	9.78	595.00	585.22	1.6
10-18-5120 GAS - OIL	110.36	741.52	153.00	( 588.52)	484.7
10-18-5137 SUPPLIES	.00	20.87	.00	( 20.87)	.0
10-18-5217 POLICE SERVICES CONTRACT	.00	143,837.10	191,760.00	47,922.90	75.0
10-18-5302 DUES YCOM	1,748.83	17,488.30	21,420.00	3,931.70	81.6
10-18-5413 TELEPHONE	46.01	460.10	.00	( 460.10)	.0
10-18-5504 REPAIRS - MAINTENANCE	.00	1,141.41	255.00	( 886.41)	447.6
10-18-6001 CAPITAL OUTLAY - VEHICLE	.00	5,000.00	.00	( 5,000.00)	.0
<b>TOTAL PUBLIC SAFETY</b>	<b>3,527.71</b>	<b>184,458.62</b>	<b>248,996.00</b>	<b>64,537.38</b>	<b>74.1</b>
<u>STREET LIGHTS</u>					
10-19-5400 STREET LIGHTS	.00	13,896.44	18,360.00	4,463.56	75.7
<b>TOTAL STREET LIGHTS</b>	<b>.00</b>	<b>13,896.44</b>	<b>18,360.00</b>	<b>4,463.56</b>	<b>75.7</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	7,818.01	8,000.00	181.99	97.7
<b>TOTAL SPECIAL</b>	<b>.00</b>	<b>7,818.01</b>	<b>10,000.00</b>	<b>2,181.99</b>	<b>78.2</b>
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	1,724.36	15,630.00	20,340.00	4,710.00	76.8
10-65-5020 PAYROLL TAX	147.76	1,226.56	1,443.00	216.44	85.0
10-65-5040 BENEFITS	1,457.40	11,942.04	10,515.00	( 1,427.04)	113.6
10-65-5060 PERS	194.87	556.46	964.00	407.54	57.7
10-65-5090 WORKERS COMP	1.73	11.96	46.00	34.04	26.0
10-65-5100 BOOKS CHILDREN	472.07	1,868.19	2,040.00	171.81	91.6
10-65-5101 AUDIO VISUAL CHILDREN	45.94	123.76	1,020.00	896.24	12.1
10-65-5102 AUDIO VISUAL ADULT	129.18	445.84	.00	( 445.84)	.0
10-65-5106 BOOKS ADULTS	351.94	1,982.90	2,040.00	57.10	97.2
10-65-5107 BOOKS LOST REPLACEMENT	.00	16.99	306.00	289.01	5.6
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	361.27	816.00	454.73	44.3
10-65-5112 SPECIAL PROGRAM ADULT	.00	122.88	204.00	81.12	60.2
10-65-5137 SUPPLIES	151.57	912.04	.00	( 912.04)	.0
10-65-5200 CONTRACT SERVICES	.00	111.30	.00	( 111.30)	.0
10-65-5209 CLEANING SERVICES	.00	354.13	1,020.00	665.87	34.7
10-65-5233 TECHNOLOGY SERVICES	.00	1,120.50	.00	( 1,120.50)	.0
10-65-5320 DUES, LICENSE, PERMITS	.00	621.00	500.00	( 121.00)	124.2
10-65-5321 SUBSCRIPTIONS	5.00	174.91	500.00	325.09	35.0
10-65-5360 PERS PAYOUT	.00	3,331.00	.00	( 3,331.00)	.0
10-65-5413 TELEPHONE	184.97	1,100.51	1,224.00	123.49	89.9
10-65-5415 UTILITIES	321.45	2,519.10	2,550.00	30.90	98.8
10-65-5504 REPAIRS - MAINTENANCE	222.00	1,908.80	1,428.00	( 480.80)	133.7
10-65-5606 EQUIPMENT LEASE	.00	( 2,282.59)	2,469.00	4,751.59	( 92.5)
10-65-5912 GRANT EXPENSE READY TO READ	.00	891.16	1,000.00	108.84	89.1
10-65-6000 CAPITAL OUTLAY	.00	765.70	850.00	84.30	90.1
<b>TOTAL LIBRARY</b>	<b>5,410.24</b>	<b>45,816.41</b>	<b>51,275.00</b>	<b>5,458.59</b>	<b>89.4</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	2,273.40	9,304.40	.00 (	9,304.40)	.0
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	2,535.00	2,535.00	.0
10-66-5020 PAYROLL TAX	354.15	1,980.86	.00 (	1,980.86)	.0
10-66-5060 PERS	363.39	920.10	.00 (	920.10)	.0
10-66-5090 WORKERS COMP	4.26	1,028.58	.00 (	1,028.58)	.0
10-66-5120 GAS - OIL	184.89	661.37	153.00 (	508.37)	432.3
10-66-5137 SUPPLIES	240.64	246.02	.00 (	246.02)	.0
10-66-5140 UNIFORMS - TOWELS	292.72	1,165.01	612.00 (	553.01)	190.4
10-66-5200 CONTRACT SERVICES	318.00	4,438.56	2,688.00 (	1,750.56)	165.1
10-66-5413 TELEPHONE	56.46	570.54	714.00	143.46	79.9
10-66-5415 UTILITIES	102.62	3,402.28	2,202.00 (	1,200.28)	154.5
10-66-5504 REPAIRS - MAINTENANCE	498.47	1,290.69	2,244.00	953.31	57.5
10-66-5510 LANDSCAPE MAINTENANCE	.00	56.00	500.00	444.00	11.2
10-66-5512 POND AQUATIC WEED CONTROL	.00	.00	5,100.00	5,100.00	.0
10-66-5600 EQUIPMENT	.00	.00	500.00	500.00	.0
10-66-9615 PW EXPENSE ALLOCATION	.00	.00	344.00	344.00	.0
<b>TOTAL PARKS</b>	<b>4,689.00</b>	<b>25,064.41</b>	<b>17,592.00 (</b>	<b>7,472.41)</b>	<b>142.5</b>
<u>MUSEUM</u>					
10-67-5200 CONTRACT SERVICES	59.85	133.20	.00 (	133.20)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	70.43	700.21	757.00	56.79	92.5
10-67-5415 UTILITIES	227.99	2,263.63	2,142.00 (	121.63)	105.7
10-67-5504 REPAIRS - MAINTENANCE	.00	204.50	1,020.00	815.50	20.1
10-67-5606 EQUIPMENT LEASE	.00	557.25	1,531.00	973.75	36.4
<b>TOTAL MUSEUM</b>	<b>358.27</b>	<b>3,926.79</b>	<b>5,550.00</b>	<b>1,623.21</b>	<b>70.8</b>
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	200.00	600.00	2,448.00	1,848.00	24.5
10-68-5513 PORTABLE RESTROOM	.00	.00	204.00	204.00	.0
<b>TOTAL CEMETERY</b>	<b>200.00</b>	<b>600.00</b>	<b>2,752.00</b>	<b>2,152.00</b>	<b>21.8</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	9,500.92	122,140.27	176,000.00	53,859.73	69.4
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	( 120,332.00)	( 97,201.00)	23,131.00	(123.8)
10-70-5020 PAYROLL TAX	710.18	9,331.91	9,030.00	( 301.91)	103.3
10-70-5040 BENEFITS	3,387.60	39,300.82	28,968.00	( 10,332.82)	135.7
10-70-5060 PERS	749.52	5,068.32	6,360.00	1,291.68	79.7
10-70-5090 WORKERS COMP	4.48	1,678.94	319.00	( 1,359.94)	526.3
10-70-9610 OVERHEAD ALLOCATION	.00	.00	9,628.00	9,628.00	.0
<b>TOTAL PAYROLL ADMIN</b>	<b>14,352.70</b>	<b>57,188.26</b>	<b>133,104.00</b>	<b>75,915.74</b>	<b>43.0</b>
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	9,175.82	95,354.13	180,755.00	85,400.87	52.8
10-71-5001 PW ALLOCATED PAYROLL	.00	( 135,619.00)	( 297,693.00)	( 162,074.00)	( 45.6)
10-71-5002 ADMIN ALLOCATED PAYROLL	.00	.00	12,900.00	12,900.00	.0
10-71-5020 PAYROLL TAX	479.62	5,838.61	15,846.00	10,007.39	36.9
10-71-5040 BENEFITS	3,705.98	35,906.72	51,513.00	15,606.28	69.7
10-71-5060 PERS	1,145.26	5,543.25	12,592.00	7,048.75	44.0
10-71-5090 WORKERS COMP	4.22	1,037.36	6,982.00	5,944.64	14.9
10-71-9610 OVERHEAD ALLOCATION	.00	.00	17,105.00	17,105.00	.0
<b>TOTAL PAYROLL PUBLIC WORKS</b>	<b>14,510.90</b>	<b>8,061.07</b>	<b>.00</b>	<b>( 8,061.07)</b>	<b>.0</b>
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5002 ADMIN ALLOCATED PAYROLL	.00	.00	1,751.00	1,751.00	.0
10-72-5120 GAS - OIL	385.12	2,513.25	816.00	( 1,697.25)	308.0
10-72-5137 SUPPLIES	874.38	4,856.43	15,300.00	10,443.57	31.7
10-72-5140 UNIFORMS - TOWELS	.00	1,524.70	1,224.00	( 300.70)	124.6
10-72-5200 CONTRACT SERVICES	.00	5,049.92	8,262.00	3,212.08	61.1
10-72-5203 LEGAL SERVICES	.00	1,744.60	1,020.00	( 724.60)	171.0
10-72-5207 INSURANCE	.00	7,919.54	4,182.00	( 3,737.54)	189.4
10-72-5233 TECHNOLOGY SERVICES	85.00	740.00	.00	( 740.00)	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	85.00	200.00	115.00	42.5
10-72-5342 CONFERENCE/SEMINAR/TRAINING	20.40	160.40	1,500.00	1,339.60	10.7
10-72-5415 UTILITIES	858.12	8,503.92	2,346.00	( 6,157.92)	362.5
10-72-5504 REPAIRS - MAINTENANCE	405.00	1,622.65	816.00	( 806.65)	198.9
10-72-5507 EQUIPMENT MAINTENANCE	597.18	2,083.06	663.00	( 1,420.06)	314.2
10-72-9610 OVERHEAD ALLOCATION	.00	.00	2,321.00	2,321.00	.0
10-72-9615 FUND/DEPT ALLOCATIONS	.00	( 34,455.00)	( 40,401.00)	( 5,946.00)	( 85.3)
<b>TOTAL PUBLIC WORKS OPERATIONS</b>	<b>3,225.20</b>	<b>2,348.47</b>	<b>.00</b>	<b>( 2,348.47)</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL</u>						
10-80-6010	CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
	TOTAL CAPITAL	.00	.00	10,000.00	10,000.00	.0
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10-81-5912	GRANT EXP GREEN GROWTHDEPTSTOR	.00	5,000.00	5,000.00	.00	100.0
10-81-5915	GRANT EXP GREEN GROWTH FACADE	.00	3,950.00	4,000.00	50.00	98.8
10-81-5916	GRANT EXP FORD FAMILY FOUND	.00	3,632.80	5,000.00	1,367.20	72.7
	TOTAL DEPARTMENT 81	.00	12,582.80	14,000.00	1,417.20	89.9
<hr/>						
<u>TRANSFER</u>						
10-90-9610	OVERHEAD CHARGE	.00	.00	( 138,510.00)	( 138,510.00)	.0
	TOTAL TRANSFER	.00	.00	( 138,510.00)	( 138,510.00)	.0
<hr/>						
<u>CONTINGENCY</u>						
10-99-9900	CONTINGENCY	.00	.00	42,422.60	42,422.60	.0
10-99-9914	PRIOR PERIOD EXPENSE	.00	( 33,280.00)	.00	33,280.00	.0
	TOTAL CONTINGENCY	.00	( 33,280.00)	42,422.60	75,702.60	( 78.5)
<hr/>						
	TOTAL FUND EXPENDITURES	70,461.74	530,936.26	642,526.60	111,590.34	82.6
<hr/>						
	NET REVENUE OVER EXPENDITURES	( 57,246.10)	166,994.80	( 4,538.00)	( 171,532.80)	3679.9

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2017

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	144,607.67	
20-00-1210	ODOT RECEIVABLE	( 11,599.60)	
	TOTAL ASSETS		<u>133,008.07</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	1,965.39	
	TOTAL LIABILITIES		1,965.39

FUND EQUITY

20-00-3000	FUND BALANCE	105,806.54	
	REVENUE OVER EXPENDITURES - YTD	<u>25,236.14</u>	
	BALANCE - CURRENT DATE	<u>131,042.68</u>	
	TOTAL FUND EQUITY		<u>131,042.68</u>
	TOTAL LIABILITIES AND EQUITY		<u>133,008.07</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	105,806.54	105,806.54	.0
20-10-4115 STATE HIGHWAY REVENUE	8,843.51	81,103.07	124,000.00	42,896.93	65.4
<b>TOTAL DEPARTMENT 10</b>	<b>8,843.51</b>	<b>81,103.07</b>	<b>229,806.54</b>	<b>148,703.47</b>	<b>35.3</b>
<b>TOTAL FUND REVENUE</b>	<b>8,843.51</b>	<b>81,103.07</b>	<b>229,806.54</b>	<b>148,703.47</b>	<b>35.3</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	.00	13,481.00	33,081.00	19,600.00	40.8
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	11,962.00	9,252.00	( 2,710.00)	129.3
20-11-5090 WORKERS COMP	.00	1,510.98	.00	( 1,510.98)	.0
20-11-5120 GAS - OIL	118.89	575.93	2,040.00	1,464.07	28.2
20-11-5137 SUPPLIES	10.49	15.87	.00	( 15.87)	.0
20-11-5140 UNIFORMS - TOWELS	86.12	452.86	168.00	( 284.86)	269.6
20-11-5200 CONTRACT SERVICES	.00	19.17	.00	( 19.17)	.0
20-11-5204 ENGINEERING SERVICES	.00	2,100.00	10,000.00	7,900.00	21.0
20-11-5344 TRAVEL	.00	.00	30.00	30.00	.0
20-11-5413 TELEPHONE	35.28	372.26	510.00	137.74	73.0
20-11-5415 UTILITIES	.00	.00	3,060.00	3,060.00	.0
20-11-5504 REPAIRS - MAINTENANCE	429.16	1,952.21	204.00	( 1,748.21)	957.0
20-11-5521 SIDEWALK MAINTENANCE	531.00	2,996.00	6,630.00	3,634.00	45.2
20-11-5522 STREET MAINTENANCE	1,395.54	5,295.65	20,000.00	14,704.35	26.5
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>2,606.48</b>	<b>40,733.93</b>	<b>86,475.00</b>	<b>45,741.07</b>	<b>47.1</b>
<b>CAPITAL</b>					
20-80-6001 CAPITAL-SIDWALK STRIPING	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL CAPITAL</b>	<b>.00</b>	<b>.00</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>.0</b>
<b>TRANSFER</b>					
20-90-9610 OVERHEAD ALLOCATION	.00	10,943.00	12,268.00	1,325.00	89.2
20-90-9615 PW EXPENSE ALLOCATION	.00	3,425.00	4,490.00	1,065.00	76.3
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>14,368.00</b>	<b>16,758.00</b>	<b>2,390.00</b>	<b>85.7</b>
<b>CONTINGENCY</b>					
20-99-9900 CONTINGENCY	.00	.00	124,573.54	124,573.54	.0
20-99-9914 PRIOR PERIOD FUND BAL ADJUSTM	.00	765.00	.00	( 765.00)	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>765.00</b>	<b>124,573.54</b>	<b>123,808.54</b>	<b>.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>2,606.48</b>	<b>55,866.93</b>	<b>229,806.54</b>	<b>173,939.61</b>	<b>24.3</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>6,237.03</b>	<b>25,236.14</b>	<b>.00</b>	<b>( 25,236.14)</b>	<b>.0</b>

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2017

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	105,000.00	
	TOTAL ASSETS		105,000.00

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
	REVENUE OVER EXPENDITURES - YTD	15,000.00	
	BALANCE - CURRENT DATE	105,000.00	
	TOTAL FUND EQUITY		105,000.00
	TOTAL LIABILITIES AND EQUITY		105,000.00

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	90,000.00	90,000.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	.00	15,000.00	21,848.00	6,848.00	68.7
TOTAL DEPARTMENT 10	.00	15,000.00	111,848.00	96,848.00	13.4
TOTAL FUND REVENUE	.00	15,000.00	111,848.00	96,848.00	13.4

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
21-99-9900 CONTINGENCY	.00	.00	111,848.00	111,848.00	.0
TOTAL CONTINGENCY	.00	.00	111,848.00	111,848.00	.0
TOTAL FUND EXPENDITURES	.00	.00	111,848.00	111,848.00	.0
NET REVENUE OVER EXPENDITURES	.00	15,000.00	.00	( 15,000.00)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2017

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	79,155.99	
30-00-1251	UTILITY RECEIVABLE	54,849.65	
30-00-1300	INVENTORY	15,511.00	
30-00-1400	LAND	122,465.00	
30-00-1410	SYSTEMS	1,564,436.00	
30-00-1420	LAND IMPROVEMENTS	388.00	
30-00-1430	BUILDINGS	609,457.00	
30-00-1440	EQUIPMENT	123,729.00	
30-00-1460	VEHICLES	37,508.00	
30-00-1490	ACCUMULATED DEPRECIATION	( 1,589,684.00)	
	TOTAL ASSETS		<u>1,017,815.64</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	10,711.99	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	32,192.94	
30-00-2820	ACCRUED INTEREST	14,681.00	
30-00-2830	WATER FHA 91-01 SERIES 1980	40,443.51	
30-00-2831	WATER FHA 91-02 SERIES 2001	782,998.40	
30-00-2950	DUE TO FUND 50	185,000.00	
	TOTAL LIABILITIES		1,069,157.47

FUND EQUITY

30-00-3000	FUND BALANCE	( 115,899.50)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	44,857.00	
	REVENUE OVER EXPENDITURES - YTD	<u>19,700.67</u>	
	BALANCE - CURRENT DATE	( 51,341.83)	
	TOTAL FUND EQUITY		<u>( 51,341.83)</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,017,815.64</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	( 115,899.50)	( 115,899.50)	.0
30-10-4330 WATER REVENUE	40,698.52	404,762.80	502,000.00	97,237.20	80.6
30-10-4332 NEW CONNECTION FEE	.00	2,500.00	4,080.00	1,580.00	61.3
30-10-4337 DOUBLE CHECK VALVE	.00	385.00	561.00	176.00	68.6
30-10-4350 RECOVERY BAD DEBT	184.02	3,189.17	255.00	( 2,934.17)	1250.7
30-10-4581 PENALTY AND FEES	700.00	7,000.00	6,120.00	( 880.00)	114.4
30-10-4582 NON-SUFFICIENT CHECK FEES	25.00	225.00	204.00	( 21.00)	110.3
<b>TOTAL DEPARTMENT 10</b>	<b>41,607.54</b>	<b>418,061.97</b>	<b>397,320.50</b>	<b>( 20,741.47)</b>	<b>105.2</b>
<b>TOTAL FUND REVENUE</b>	<b>41,607.54</b>	<b>418,061.97</b>	<b>397,320.50</b>	<b>( 20,741.47)</b>	<b>105.2</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

WATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000 SALARY - WAGES	4,103.97	46,352.87	44,130.00	( 2,222.87)	105.0
30-11-5001 PW ALLOCATED PAYROLL	.00	59,589.00	136,531.00	76,942.00	43.7
30-11-5002 ADMIN ALLOCATED PAYROLL	.00	52,872.00	38,185.00	( 14,687.00)	138.5
30-11-5020 PAYROLL TAX	323.45	3,422.24	3,837.00	414.76	89.2
30-11-5040 BENEFITS	785.55	7,698.40	9,539.00	1,840.60	80.7
30-11-5060 PERS	862.04	4,221.02	5,296.00	1,074.98	79.7
30-11-5090 WORKERS COMP	2.80	4,303.41	1,844.00	( 2,459.41)	233.4
30-11-5108 CHEMICALS	2,786.29	14,664.28	20,400.00	5,735.72	71.9
30-11-5120 GAS - OIL	61.00	1,083.83	3,060.00	1,976.17	35.4
30-11-5123 MERCHANT FEES	282.35	1,828.06	1,530.00	( 298.06)	119.5
30-11-5126 POSTAGE	.00	222.80	2,040.00	1,817.20	10.9
30-11-5137 SUPPLIES	52.64	1,709.67	2,040.00	330.33	83.8
30-11-5140 UNIFORMS - TOWELS	532.17	1,811.90	1,008.00	( 803.90)	179.8
30-11-5200 CONTRACT SERVICES	1,836.50	4,092.14	10,246.00	6,153.86	39.9
30-11-5204 ENGINEERING SERVICES	.00	330.00	10,000.00	9,670.00	3.3
30-11-5230 PRINTING AND PUBLISHING	208.49	208.49	.00	( 208.49)	.0
30-11-5250 SYSTEM ANALYSIS	2,225.00	6,465.00	3,321.00	( 3,144.00)	194.7
30-11-5320 DUES, LICENSE, PERMITS	3,725.00	4,397.85	1,605.00	( 2,792.85)	274.0
30-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	280.00	500.00	220.00	56.0
30-11-5344 TRAVEL	94.59	816.56	530.00	( 286.56)	154.1
30-11-5413 TELEPHONE	474.19	5,548.16	6,000.00	451.84	92.5
30-11-5415 UTILITIES	4,051.90	42,114.35	44,904.00	2,789.65	93.8
30-11-5504 REPAIRS - MAINTENANCE	.00	1,396.12	5,100.00	3,703.88	27.4
30-11-5530 SUPPLY SYSTEM MAINTENANCE	1,683.00	36,822.29	51,000.00	14,177.71	72.2
30-11-5531 DISTRIBUTION MAINTENANCE	590.89	4,145.80	5,100.00	954.20	81.3
30-11-5535 NEW CONNECTION EQUIPMENT	.00	1,361.68	.00	( 1,361.68)	.0
30-11-5600 EQUIPMENT	1,743.77	3,363.44	12,000.00	8,636.56	28.0
<b>TOTAL EXPENDITURE</b>	<b>26,425.59</b>	<b>311,121.36</b>	<b>419,746.00</b>	<b>108,624.64</b>	<b>74.1</b>
30-80-6000 CAPITAL-VEHICLES	.00	.00	4,000.00	4,000.00	.0
30-80-6001 CAPITAL OUTLAY-INTAKE REDESIGN	.00	6,095.94	10,000.00	3,904.06	61.0
30-80-6002 CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>6,095.94</b>	<b>19,000.00</b>	<b>12,904.06</b>	<b>32.1</b>
<b>TRANSFER</b>					
30-90-9110 IN LIEU OF FRANCHISE FEE	.00	11,354.00	14,076.00	2,722.00	80.7
30-90-9610 OVERHEAD ALLOCATION	.00	48,367.00	50,631.00	2,264.00	95.5
30-90-9615 PW EXPENSE ALLOCATION	.00	15,139.00	18,529.00	3,390.00	81.7
30-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	39,609.00	39,609.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>74,860.00</b>	<b>122,845.00</b>	<b>47,985.00</b>	<b>60.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
30-99-9900 CONTINGENCY	.00	.00	( 164,270.50)	( 164,270.50)	.0
30-99-9914 PRIOR PERIOD EXPENSE	.00	6,284.00	.00	( 6,284.00)	.0
TOTAL CONTINGENCY	.00	6,284.00	( 164,270.50)	( 170,554.50)	3.8
TOTAL FUND EXPENDITURES	26,425.59	398,361.30	397,320.50	( 1,040.80)	100.3
NET REVENUE OVER EXPENDITURES	15,181.95	19,700.67	.00	( 19,700.67)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2017

WATER SDC FUND

<u>ASSETS</u>			
31-00-1009	CASH ALLOCATED		68,390.00
	TOTAL ASSETS		68,390.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
31-00-3050	FUND BALANCE, RESTRICTED		59,150.00
	REVENUE OVER EXPENDITURES - YTD	9,240.00	
	BALANCE - CURRENT DATE		68,390.00
	TOTAL FUND EQUITY		68,390.00
	TOTAL LIABILITIES AND EQUITY		68,390.00

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING APRIL 30, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	59,414.00	59,414.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	.00	9,240.00	15,127.00	5,887.00	61.1
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>9,240.00</b>	<b>74,541.00</b>	<b>65,301.00</b>	<b>12.4</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>9,240.00</b>	<b>74,541.00</b>	<b>65,301.00</b>	<b>12.4</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL DEPARTMENT 80	.00	.00	10,000.00	10,000.00	.0
<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
<u>CONTINGENCY</u>					
31-99-9900 CONTINGENCY	.00	.00	51,338.00	51,338.00	.0
TOTAL CONTINGENCY	.00	.00	51,338.00	51,338.00	.0
TOTAL FUND EXPENDITURES	.00	.00	74,541.00	74,541.00	.0
NET REVENUE OVER EXPENDITURES	.00	9,240.00	.00	( 9,240.00)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2017

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	247,034.77	
40-00-1251	UTILITY RECEIVABLE	58,337.12	
40-00-1300	INVENTORY	15,511.00	
40-00-1400	LAND	426,426.00	
40-00-1410	SYSTEMS	3,560,287.00	
40-00-1420	LAND IMPROVEMENTS	388.00	
40-00-1430	BUILDINGS	317,679.00	
40-00-1440	EQUIPMENT	297,855.00	
40-00-1460	VEHICLES	63,349.00	
40-00-1490	ACCUMULATED DEPRECIATION	( 2,127,117.00)	
	TOTAL ASSETS		<u>2,859,749.89</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	1,482.59	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	35,113.59	
40-00-2820	ACCRUED INTEREST	30,637.00	
40-00-2840	WASTEWATER TREATMENT G0300	1,163,202.00	
40-00-2841	WASTEWATER TREATMENT G9900	332,336.00	
	TOTAL LIABILITIES		<u>1,564,731.99</u>

FUND EQUITY

40-00-3000	FUND BALANCE	153,285.14	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,041,019.30	
	REVENUE OVER EXPENDITURES - YTD	<u>100,713.46</u>	
	BALANCE - CURRENT DATE	<u>1,295,017.90</u>	
	TOTAL FUND EQUITY		<u>1,295,017.90</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,859,749.89</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	153,285.14	153,285.14	.0
40-10-4340 WASTEWATER REVENUE	49,227.11	439,479.00	543,200.00	103,721.00	80.9
40-10-4342 NEW CONNECTION FEE	.00	600.00	1,020.00	420.00	58.8
40-10-4350 RECOVERY BAD DEBT	124.80	1,627.84	255.00	( 1,372.84)	638.4
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TOTAL DEPARTMENT 10	49,351.91	441,706.84	697,760.14	256,053.30	63.3
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TOTAL FUND REVENUE	49,351.91	441,706.84	697,760.14	256,053.30	63.3

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	3,141.08	30,895.67	53,139.00	22,243.33	58.1
40-11-5001 PW ALLOCATED PAYROLL	.00	62,549.00	125,546.00	62,997.00	49.8
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	55,498.00	35,113.00	( 20,385.00)	158.1
40-11-5020 PAYROLL TAX	219.38	2,320.02	4,526.00	2,205.98	51.3
40-11-5040 BENEFITS	1,681.98	16,224.44	19,298.00	3,073.56	84.1
40-11-5060 PERS	312.04	1,290.72	3,188.00	1,897.28	40.5
40-11-5090 WORKERS COMP	2.24	3,162.99	1,923.00	( 1,239.99)	164.5
40-11-5108 CHEMICALS	.00	9,061.18	9,180.00	118.82	98.7
40-11-5120 GAS - OIL	50.68	1,118.96	2,550.00	1,431.04	43.9
40-11-5123 MERCHANT FEES	282.35	2,416.90	2,040.00	( 376.90)	118.5
40-11-5126 POSTAGE	.00	70.50	1,734.00	1,663.50	4.1
40-11-5137 SUPPLIES	51.05	1,531.11	1,530.00	( 1.11)	100.1
40-11-5140 UNIFORMS - TOWELS	861.00	3,279.95	1,862.00	( 1,417.95)	176.2
40-11-5200 CONTRACT SERVICES	.00	1,010.73	.00	( 1,010.73)	.0
40-11-5204 ENGINEERING SERVICES	.00	780.00	1,530.00	750.00	51.0
40-11-5230 PRINTING AND PUBLISHING	312.73	312.73	.00	( 312.73)	.0
40-11-5250 SYSTEM ANALYSIS	1,120.00	4,970.00	7,140.00	2,170.00	69.6
40-11-5320 DUES, LICENSE, PERMITS	.00	2,585.00	504.00	( 2,081.00)	512.9
40-11-5342 CONFERENCE/SEMINAR/TRAINING	.00	430.00	500.00	70.00	86.0
40-11-5344 TRAVEL	.00	.00	131.00	131.00	.0
40-11-5413 TELEPHONE	372.36	3,645.17	5,304.00	1,658.83	68.7
40-11-5415 UTILITIES	3,125.86	29,743.52	26,520.00	( 3,223.52)	112.2
40-11-5504 REPAIRS - MAINTENANCE	.00	820.45	2,652.00	1,831.55	30.9
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	2,613.34	12,097.00	9,483.66	21.6
40-11-5600 EQUIPMENT	.00	.00	6,500.00	6,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>11,532.75</b>	<b>236,330.38</b>	<b>324,507.00</b>	<b>88,176.62</b>	<b>72.8</b>
40-80-6000 CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>.0</b>
<b>TRANSFER</b>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	11,771.00	17,442.00	5,671.00	67.5
40-90-9610 OVERHEAD ALLOCATION	.00	50,770.00	46,557.00	( 4,213.00)	109.1
40-90-9615 PW EXPENSE ALLOCATION	.00	15,891.00	17,038.00	1,147.00	93.3
40-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	148,395.00	148,395.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>78,432.00</b>	<b>229,432.00</b>	<b>151,000.00</b>	<b>34.2</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	142,821.14	142,821.14	.0
40-99-9914 PRIOR PERIOD EXPENSE	.00	26,231.00	.00	( 26,231.00)	.0
TOTAL CONTINGENCY	.00	26,231.00	142,821.14	116,590.14	18.4
TOTAL FUND EXPENDITURES	11,532.75	340,993.38	697,760.14	356,766.76	48.9
NET REVENUE OVER EXPENDITURES	37,819.16	100,713.46	.00	( 100,713.46)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2017

WASTEWATER SDC FUND

<u>ASSETS</u>			
41-00-1009	CASH ALLOCATED	28,704.00	
	TOTAL ASSETS		28,704.00
<u>LIABILITIES AND EQUITY</u>			
<u>FUND EQUITY</u>			
41-00-3050	FUND BALANCE, RESTRICTED	16,204.00	
	REVENUE OVER EXPENDITURES - YTD	12,500.00	
	BALANCE - CURRENT DATE	28,704.00	
	TOTAL FUND EQUITY		28,704.00
	TOTAL LIABILITIES AND EQUITY		28,704.00

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING APRIL 30, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	16,204.00	16,204.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	.00	12,500.00	19,299.00	6,799.00	64.8
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>12,500.00</b>	<b>35,503.00</b>	<b>23,003.00</b>	<b>35.2</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>12,500.00</b>	<b>35,503.00</b>	<b>23,003.00</b>	<b>35.2</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,157.00	24,157.00	.0
TOTAL TRANSFER	.00	.00	24,157.00	24,157.00	.0
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	11,346.00	11,346.00	.0
TOTAL CONTINGENCY	.00	.00	11,346.00	11,346.00	.0
TOTAL FUND EXPENDITURES	.00	.00	35,503.00	35,503.00	.0
NET REVENUE OVER EXPENDITURES	.00	12,500.00	.00	( 12,500.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 APRIL 30, 2017

DEBT FUND

ASSETS

50-00-1009	CASH ALLOCATED	47,472.36	
50-00-1930	DUE FROM FUND 30	185,000.00	
		<u>          </u>	
	TOTAL ASSETS		<u>232,472.36</u>

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3050	FUND BALANCE, RESTRICTED	498,525.65	
	REVENUE OVER EXPENDITURES - YTD	( 266,053.29)	
		<u>          </u>	
	BALANCE - CURRENT DATE	232,472.36	
		<u>          </u>	
	TOTAL FUND EQUITY		<u>232,472.36</u>
	TOTAL LIABILITIES AND EQUITY		<u>232,472.36</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
50-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	498,525.65	498,525.65	.0
50-10-4900 INTEREST INCOME	.00	.00	2,500.00	2,500.00	.0
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>.00</b>	<b>501,025.65</b>	<b>501,025.65</b>	<b>.0</b>
 <u>TRANSFER</u>					
50-90-9730 DEBT SERVICE TRANSFER FROM 30	.00	.00	39,609.00	39,609.00	.0
50-90-9731 DEBT SERVICE TRANSFER FROM 31	.00	.00	13,203.00	13,203.00	.0
50-90-9740 DEBT SERVICE TRANSFER FROM 40	.00	.00	148,396.00	148,396.00	.0
50-90-9741 DEBT SERVICE TRANSFER FROM 41	.00	.00	24,157.00	24,157.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>225,365.00</b>	<b>225,365.00</b>	<b>.0</b>
 <b>TOTAL FUND REVENUE</b>	 <b>.00</b>	 <b>.00</b>	 <b>726,390.65</b>	 <b>726,390.65</b>	 <b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2017

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
50-82-8030 WATER DEBT SERVICE PRINC	.00	57,630.00	66,342.00	8,712.00	86.9
50-82-8035 WATER DEBT SERVICE INTEREST	.00	89,236.78	37,762.00	( 51,474.78)	236.3
50-82-8040 WW DEBT SERVICE PRINCIPAL	.00	66,618.00	102,573.00	35,955.00	65.0
50-82-8045 WW DEBT SERVICE INTEREST	.00	52,568.51	69,980.00	17,411.49	75.1
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>266,053.29</b>	<b>276,657.00</b>	<b>10,603.71</b>	<b>96.2</b>
 <u>CONTINGENCY</u>					
50-99-9900 CONTINGENCY	.00	.00	449,733.65	449,733.65	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>449,733.65</b>	<b>449,733.65</b>	<b>.0</b>
 <b>TOTAL FUND EXPENDITURES</b>	 <b>.00</b>	 <b>266,053.29</b>	 <b>726,390.65</b>	 <b>460,337.36</b>	 <b>36.6</b>
 <b>NET REVENUE OVER EXPENDITURES</b>	 <b>.00</b>	 <b>( 266,053.29)</b>	 <b>.00</b>	 <b>266,053.29</b>	 <b>.0</b>

# PUBLIC HEARING

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(NEXT PAGES INCLUDE)

**PUBLIC HEARING**

1. Public Hearings

FY 2017/18 Budget Hearing – 6:15 pm (2017-18 Budget Document Separate Handout)

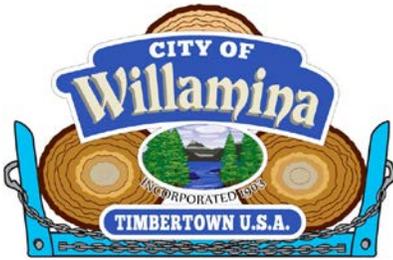
The City Council will conduct a Budget Hearing to obtain public comment on the budget for the fiscal year beginning July 1, 2017 as approved by the Budget Committee.

Proposed Use of State Revenue Sharing Funds in FY 2017/18 Budget

The City Council will conduct a Public Hearing to obtain public comment on the proposed uses of State Revenue Sharing Funds in the budget for the fiscal year beginning July 1, 2017. These funds are proposed to be used to assist with the cost of street lighting.

The City of Willamina City Council will conduct a Public Hearing to obtain public comment on a request for an annual rate increase for Recology Western Oregon which is proposed to be effective July 1, 2017. (Financial Statement Separate Handout)

2. Consideration of Resolution 16-17-016. A Resolution Adopting the FY 2017/18 Budget, Make Appropriations & Imposing and Categorizing Taxes.
3. Consideration of Resolution 16-17-017. A resolution declaring the City's Election to receive State Funds.
4. Consideration of Resolution 16-17-018. A Resolution declaring 4 or more services.
5. Consideration of Resolution 16-17-019. A Resolution Approving Proposed 2017/18 Rate Schedule for Recology Western Oregon.



Mayor Ila Skyberg

Council Members:

*Council President, Rita Baller*

*Bob Burr*

*Craig Johnson*

*Heather Stritzke*

*Theresa McKnight*

*April Wooden*

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

**RESOLUTION NUMBER 17.18-016**

**A RESOLUTION ADOPTING THE FY 2017/2018 BUDGET, AS AMENDED, MAKING APPROPRIATIONS AND IMPOSING & CATEGORIZING TAXES**

**ADOPTING THE BUDGET**

**BE IT RESOLVED** that the City Council of the City of Willamina, Oregon, hereby adopts the budget for fiscal year 2017/2018 in the sum of \$3,408,310.

**MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for fiscal year beginning July 1, 2017 and for the purposes show below are hereby appropriated:

<b>Appropriation By Fund by Program</b>	<b>2017-2018</b>
<b>10 General</b>	<b>(860,955)</b>
Admin	(283,786)
EID/DT Loan	(10,000)
Council	(13,550)
Parks	(41,079)
Court	(6,650)

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Library	(60,089)
Museum	(11,700)
Planning & Development	(45,000)
Public Safety	(256,363)
Cemetery	(1,300)
Street Lights	(19,000)
Contingency	(112,438)
<b>20 Street</b>	<b>(234,574)</b>
Street	(105,479)
Contingency	(110,874)
Transfer Out	(18,221)
<b>21 Street SDC</b>	<b>(141,848)</b>
Contingency	(141,848)
<b>30 Water</b>	<b>(661,996)</b>
Water	(471,504)
Capital	(70,000)
Debt	(52,812)
Contingency	107,365
Transfer Out	(175,045)
<b>31 Water SDC</b>	<b>(66,338)</b>
Capital	(10,000)
Contingency	(43,135)
Transfer Out	(13,203)
<b>40 Waste Water</b>	<b>(1,097,727)</b>
Waste Water	(363,361)
Capital	(10,000)
Debt	(173,738)
Contingency	(256,372)
Transfer Out	(294,256)
<b>41 Waste Water SDC</b>	<b>(31,346)</b>
Contingency	(7,023)
Transfer Out	(24,323)
Contingency	(1,600)
<b>50 Debt</b>	<b>(313,526)</b>
Transfer	(313,526)
<b>Grand Total</b>	<b>(3,408,310)</b>

**IMPOSING THE TAX**

**BE IT RESOLVED** that the budget committee of the City of Willamina hereby imposes the taxes provided for in the approved budget at the district’s permanent rate of \$4.2039 per \$1,000 of assessed value. These taxes are hereby imposed and categorized for tax year 2017-18 upon the assessed value of all taxable property within the district.

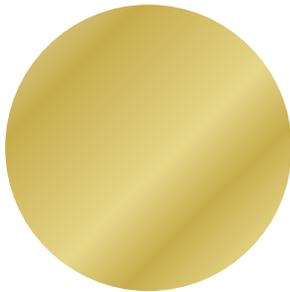
**BE IT RESOLVED** that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

**CATEGORIZING THE TAX**

	<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
Permanent Tax Rate	4.2039/\$1,000	0
Category Total	4.2039/\$1,000	0

**BE IT RESOLVED** that this resolution shall become effective immediately upon adoption.

**PASSED and ADOPTED** by the City Council of the City of Willamina this **13th day of June 2017**.



\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie Bernard, City Recorder*

City of Willamina  
Staff report

Date Thursday June 13<sup>th</sup>, 2017  
From Debbie Bernard  
*Willamina City Recorder*

Subject State Revenue Sharing – 2017/18 Budget

### **Background**

Annually, the State provides some monies to each City in Oregon in accordance with ORS 221.770 based on population that is their share of taxes received from sale of Liquor. This hearing is being held in accordance with that statute to allow Citizens input on possible distributions of these funds.

### **Financials**

Our State Revenue Share is estimated for 2017/18 as \$25,000. This money has been included as a source to the General Fund and used with other sources to balance the General Fund. It is not earmarked for any specific item.

### **Council Options**

1. Hold the hearing, and enact a Resolution 16-17-020 accepting State Revenue Sharing Funds or decline the State Revenue Sharing funds.

### **Staff Recommendation**

Hold the hearing in accordance with ORS 221.770 and enact Resolution 16-17-020.



Mayor Ila Skyberg

Council Members:

- Council President, Rita Baller*
- Bob Burr*
- Craig Johnson*
- Theresa McKnight*
- Heather Stritzke*
- April Wooden*

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

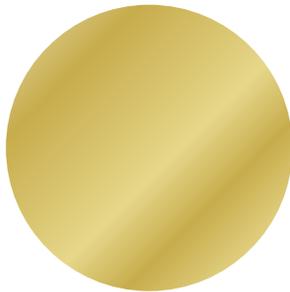
RESOLUTION NUMBER 16-17-017

***A Resolution Declaring the City's Election to Receive State Revenues***

**Section 1.** THAT pursuant to ORS 221.770, the city hereby elects to receive state revenues for fiscal year 2017-2018.

**Section 2.** THAT this resolution shall become effective immediately upon adoption.

**PASSED AND ADOPTED** by the City Council of the City of Willamina this 13<sup>th</sup> day of June, 2017.



\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie Bernard, City Recorder*

**I certify that a public hearing was held before the Budget Committee on May 10, 2017, and a public hearing before the City Council was held on June 13, 2017, giving citizens an opportunity to comment on use of State Revenue Sharing.  
Debbie Bernard, City Recorder**



Mayor Ila Skyberg

Council Members:

- Council President, Rita Baller*
- Bob Burr*
- Craig Johnson*
- Theresa McKnight*
- Heather Stritzke*
- April Wooden*

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

### RESOLUTION NO. 16-17-018

Whereas, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection
- (2) Fire protection
- (3) Street construction, maintenance, and lighting
- (4) Sanitary sewer
- (5) Storm sewers
- (6) Planning, zoning, and subdivision control
- (7) One or more utility services

and

Whereas, city officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760, now, therefore,

Be it resolved, that the City of **WILLAMINA** hereby certifies that it provides the following four or more municipal services enumerated in Section 1, ORS 221.760:

- XX Police protection
- Fire protection
- XX Street construction, maintenance, & lighting

One or more utility services

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not checked off  
on left:  
FIRE  
PROVIDED BY  
West Valley Fire

- XX Sanitary sewer
- Storm Sewers
- XX Planning, zoning, and subdivision control

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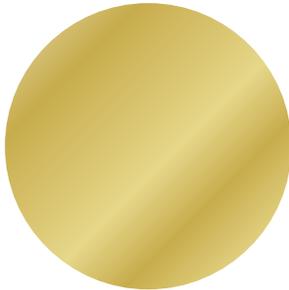
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Approved by the City of WILLAMINA  
 this 13th day of June, 2017.

Attest:

Mayor \_\_\_\_\_

Recorder \_\_\_\_\_



\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie Bernard, City Recorder*

City of Willamina  
Staff report

Date Thursday June 13<sup>th</sup>, 2017  
From Debbie Bernard  
*Willamina City Recorder*

Subject Recology Western Oregon Waste Rate Increase – 2017/18 Budgets

**Background:**

1. Attached for City Council' is the annual submission from the City's solid waste franchisee, Recology Western Oregon (formerly Western Oregon Waste). This is the first background information provided to the Council on these rate increases, which will become effective July 1, 2017. Their Companies Financial Report is attached for your information. Also, attached is the new rate increase sheets.
2. The timing of these annual increases puts everyone in a crunch to complete the process in time to start new rates as of July 1, 2017; however, unless the franchise holder requests a rate increase above the CPI-U, the Council may have little authority to deny any requested increase.
3. Section 9, subsection (c) (2) of the Franchise Agreement requires holding a public hearing on the proposed rates.

**Financials**

1. We typically receive about \$5,000 a year from this franchise.

**Council Options**

1. Approve the Rate Sheet as presented
2. Not approve the Rate Increase until further review.

**Staff Recommendation:**

The Recommendation to City Council is to approve the rate increase after the public hearing for June 13, 2017, at 6:00 pm, on the Recology Western Oregon Proposed Annual Rate Increase for FY 2017/18.

Attachments



Mayor Ila Skyberg

Council Members:

- Rita Baller, Council President*
- Bob Burr*
- Councilor Johnson*
- Theresa McKnight*
- Councilor Stritzke*
- Councilor Wooden*

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

**RESOLUTION NUMBER 16.17-019**

**A RESOLUTION APPROVING PROPOSED 2017/18 RATE SCHEDULE FOR  
RECOLOGY WESTERN OREGON (FORMERLY WESTERN OREGON WASTE)**

**WHEREAS**, Recology Western Oregon (hereinafter called “Recology”) is the franchise holder for the provision of solid waste collection services in the City of Willamina; and

**WHEREAS**, Ordinance #551 sets out the terms and conditions of the franchise; and

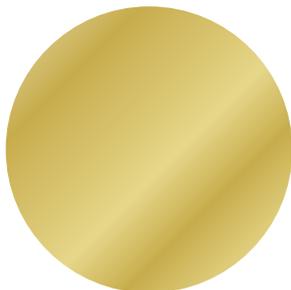
**WHEREAS**, Section 9, Rates, of that Ordinance provides a process for rate changes upon the request of the provider; and

**WHEREAS**, Recology has submitted a proposed rate increase in accordance with the requirements of Section 9 of the Ordinance; and

**WHEREAS**, a public hearing on the proposed rates was held on June 13, 2017, and due consideration has been given to all relevant factors;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA** that the proposed rate schedule for solid waste collection services by Recology Western Oregon, attached hereto as Exhibit A and by this reference made a part hereof, is approved and shall be effective June 13, 2017.

**Passed and adopted** by the Willamina City Council this **13th** day of **June 2017**.



\_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

\_\_\_\_\_  
*Debbie Bernard, City Recorder*

Attachment – Exhibit A  
summary rate sheet

**RECOLOGY WESTERN OREGON  
WIL CITY OF WILLAMINA**
**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**CAN & CART SERVICES - CURBSIDE**

CURBSIDE: WITHIN 4 FEET OF THE CURB OR ROAD, AND AWAY FROM ALL CARS, MAIL BOXES, OR OTHER ITEMS.

**32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)**
**MONTHLY RATES**

CNGWC	32G CAN-CURB	\$ 14.17	2.30%	\$ 0.33	\$ 14.50
CNGEC	32G CAN EOW-CURB	\$ 9.21	2.30%	\$ 0.21	\$ 9.42
CNGMC	32G CAN OAM-CURB	\$ 4.97	2.30%	\$ 0.11	\$ 5.08
OCCC	CAN ON CALL CURB	\$ 4.97	2.30%	\$ 0.11	\$ 5.08

**32 GALLON CART SERVICE**
**MONTHLY RATES**

32GWC	32G CART-CURB	\$ 13.43	2.30%	\$ 0.31	\$ 13.74
32GEC	32G CART EOW-CURBSIDE	\$ 8.72	2.30%	\$ 0.20	\$ 8.92
32GMC	32G CART MONTHLY-CURB	\$ 4.69	2.30%	\$ 0.11	\$ 4.80
OC3C	32 GAL CART ON CALL CURB	\$ 4.69	2.30%	\$ 0.11	\$ 4.80

**90 GALLON CART SERVICE**
**MONTHLY RATES**

90GWC	90G CART-CURB	\$ 22.38	2.30%	\$ 0.51	\$ 22.89
90GEC	90G CART EOW-CURB	\$ 14.54	2.30%	\$ 0.33	\$ 14.87
90GMC	90G CART OAM-CURB	\$ 7.83	2.30%	\$ 0.18	\$ 8.01
OC9C	90 GAL CART ON CALL CURB	\$ 7.83	2.30%	\$ 0.18	\$ 8.01

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOC	90G CART WILL CALL-CURB	\$ 2.70	0.00%	\$ -	\$ 2.70
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**
**RATE PER EACH**

SP32C	SPEC P/U 32G CART CURBSIDE	\$ 4.69	2.30%	\$ 0.11	\$ 4.80
SP90C	SPEC P/U 90G CART CURBSIDE	\$ 7.83	2.30%	\$ 0.18	\$ 8.01

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

**CAN & CART SERVICES - NON-CURBSIDE (SIDEYARD)**

NON-CURBSIDE: VISIBLE FROM THE STREET, OUTSIDE OF GARAGES AND FENCED AREAS.

**32 GALLON CAN SERVICE (CUSTOMER PROVIDES CAN)**
**MONTHLY RATES**

CNGWS	32G CAN-SIDE	\$ 14.92	2.30%	\$ 0.34	\$ 15.26
CNGES	32G CAN EOW-SIDE	\$ 9.71	2.30%	\$ 0.22	\$ 9.93
CNGMS	32G CAN OAM-SIDE	\$ 5.23	2.30%	\$ 0.12	\$ 5.35
OCCS	CAN ON CALL SIDE	\$ 5.23	2.30%	\$ 0.12	\$ 5.35

**32 GALLON CART SERVICE**
**MONTHLY RATES**

32GWS	32G CART-SIDE	\$ 20.90	2.30%	\$ 0.48	\$ 21.38
32GES	32G CART EOW-SIDEYARD	\$ 13.58	2.30%	\$ 0.31	\$ 13.89
32GMS	32G CART MONTHLY-SIDE	\$ 7.31	2.30%	\$ 0.17	\$ 7.48
OC3S	32 GAL CART ON CALL SIDE	\$ 7.31	2.30%	\$ 0.17	\$ 7.48

**90 GALLON CART SERVICE**
**MONTHLY RATES**

90GWS	90G CART-SIDE	\$ 34.32	2.30%	\$ 0.79	\$ 35.11
90GES	90G CART EOW-SIDE	\$ 22.31	2.30%	\$ 0.51	\$ 22.82
90GMS	90G CART OAM-SIDE	\$ 12.02	2.30%	\$ 0.28	\$ 12.30
OC9S	90 GAL CART ON CALL SIDE	\$ 12.02	2.30%	\$ 0.28	\$ 12.30

**MONTHLY CART RENT (FOR ON-CALL SERVICE)**

90GOS	90G CART WILL CALL-SIDE	\$ 2.70	0.00%	\$ -	\$ 2.70
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**SPECIAL PICK-UP (FOR OFF-SCHEDULE COLLECTION)**
**RATE PER EACH**

SP32S	SPEC P/U 32G CART NON CURBSIDE	\$ 7.31	2.30%	\$ 0.17	\$ 7.48
SP90S	SPEC P/U 90G CART NON CURBSIDE	\$ 12.02	2.30%	\$ 0.28	\$ 12.30

Note: Recycle carts dumped as trash due to contamination may be charged the special pick-up rate.

**RECOLOGY WESTERN OREGON  
WIL CITY OF WILLAMINA**
**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**OTHER SERVICES & FEES**
**EXTRAS - PER UNIT CHARGES (APPROX. 32 GALLONS PER UNIT)**
**RATE PER EACH**

XBAG	EXTRA BAG(S)	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
XBOX	EXTRA BOX	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
XCAN	EXTRA CAN(S)	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
XMISC	EXTRA MISC	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
X32	EXTRA 32G CART(S)	\$ 3.54	2.30%	\$ 0.08	\$ 3.62
X90	EXTRA 90G CART(S)	\$ 5.60	2.30%	\$ 0.13	\$ 5.73

**BULKY ITEM COLLECTION (SVC CHARGE + CHARGE PER ITEM)**

RATES LISTED ARE FOR COLLECTION AT CURB. ADDITIONAL CHARGES MAY APPLY FOR RETRIEVAL.

**RATE PER EACH**

APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29
APL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
FURN	FURNITURE CHARGE	\$ 17.57	0.00%	\$ -	\$ 17.57
TREE	EXTRA CHRISTMAS TREE	\$ 7.08	2.30%	\$ 0.16	\$ 7.24
IRSC	IN ROUTE SERVICE CHARGE	\$ 18.50	2.30%	\$ 0.43	\$ 18.93
SC	SERVICE CHARGE	\$ 97.45	2.30%	\$ 2.24	\$ 99.69

**RELATED FEES**
**RATE PER EACH**

CRIR	CART REDELIVERY IN ROUTE	\$ 10.00	0.00%	\$ -	\$ 10.00
CROR	CART REDELIVER OUT OF ROUTE	\$ 20.00	0.00%	\$ -	\$ 20.00
CORDF	CONTAINER RE-DELIVERY FEE	\$ 97.45	2.30%	\$ 2.24	\$ 99.69

Note: Re-Delivery fees apply for resume service after suspend.

**RATE PER EACH**

CCF	CART CLEANING FEE	\$ 10.00	0.00%	\$ -	\$ 10.00
CRF	CART REPLACEMENT FEE	\$ 65.00	0.00%	\$ -	\$ 65.00

Note: Replacement fee is used for loss/damage beyond normal wear and tear.

**RATE PER EACH**

WLI	WIND LATCH INSTALLATION	\$ 15.00	0.00%	\$ -	\$ 15.00
RF	REINSTATEMENT FEE	\$ 15.00	0.00%	\$ -	\$ 15.00
NSFCF	RETURNED CHECK FEE	\$ 25.00	0.00%	\$ -	\$ 25.00

**FRONT-LOAD CONTAINER SERVICE**
**1 YARD CONTAINERS**
**MONTHLY RATES**

1GW	1YD TRASH	\$ 107.27	2.30%	\$ 2.47	\$ 109.74
1GE	1YD TRASH EOW	\$ 65.29	2.30%	\$ 1.50	\$ 66.79
1GM	1YD TRASH MONTHLY	\$ 42.70	2.30%	\$ 0.98	\$ 43.68
1OC	ON CALL-1YD TRASH	\$ 21.33	2.30%	\$ 0.49	\$ 21.82
1XP	EXTRA PICK UP-1YD TRASH	\$ 21.33	2.30%	\$ 0.49	\$ 21.82

**1.5 YARD CONTAINERS**
**MONTHLY RATES**

1HGW	1.5YD TRASH	\$ 134.24	2.30%	\$ 3.09	\$ 137.33
1HGE	1.5YD TRASH EOW	\$ 78.78	2.30%	\$ 1.81	\$ 80.59
1HGM	1.5YD TRASH MONTHLY	\$ 48.93	2.30%	\$ 1.13	\$ 50.06
1HOC	ON CALL-1.5YD TRASH	\$ 28.18	2.30%	\$ 0.65	\$ 28.83
1HXP	EXTRA PICK UP-1.5YD TRASH	\$ 28.18	2.30%	\$ 0.65	\$ 28.83

**RECOLOGY WESTERN OREGON  
WIL CITY OF WILLAMINA**
**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$	NEW RATE
<b>2 YARD CONTAINERS</b>					
<b>MONTHLY RATES</b>					
2GW	2YD TRASH	\$ 161.21	2.30%	\$ 3.71	\$ 164.92
2GE	2YD TRASH EOW	\$ 92.28	2.30%	\$ 2.12	\$ 94.40
2GM	2YD TRASH MONTHLY	\$ 55.16	2.30%	\$ 1.27	\$ 56.43
2OC	ON CALL-2YD TRASH	\$ 35.02	2.30%	\$ 0.81	\$ 35.83
2XP	EXTRA PICK UP-2YD TRASH	\$ 35.02	2.30%	\$ 0.81	\$ 35.83

<b>3 YARD CONTAINERS</b>					
<b>MONTHLY RATES</b>					
3GW	3YD TRASH	\$ 215.17	2.30%	\$ 4.95	\$ 220.12
3GE	3YD TRASH EOW	\$ 119.24	2.30%	\$ 2.74	\$ 121.98
3GM	3YD TRASH MONTHLY	\$ 67.64	2.30%	\$ 1.56	\$ 69.20
3OC	ON CALL-3YD TRASH	\$ 48.74	2.30%	\$ 1.12	\$ 49.86
3XP	EXTRA PICK UP-3YD TRASH	\$ 48.74	2.30%	\$ 1.12	\$ 49.86

<b>4 YARD CONTAINERS</b>					
<b>MONTHLY RATES</b>					
4GW	4YD TRASH	\$ 269.13	2.30%	\$ 6.19	\$ 275.32
4GE	4YD TRASH EOW	\$ 146.24	2.30%	\$ 3.36	\$ 149.60
4GM	4YD TRASH MONTHLY	\$ 80.09	2.30%	\$ 1.84	\$ 81.93
4OC	ON CALL-4YD TRASH	\$ 62.44	2.30%	\$ 1.44	\$ 63.88
4XP	EXTRA PICK UP-4YD TRASH	\$ 62.44	2.30%	\$ 1.44	\$ 63.88

<b>5 YARD CONTAINERS</b>					
<b>MONTHLY RATES</b>					
5GW	5YD TRASH	\$ 323.09	2.30%	\$ 7.43	\$ 330.52
5GE	5YD TRASH EOW	\$ 173.20	2.30%	\$ 3.98	\$ 177.18
5GM	5YD TRASH MONTHLY	\$ 92.55	2.30%	\$ 2.13	\$ 94.68
5OC	ON CALL-5YD TRASH	\$ 76.16	2.30%	\$ 1.75	\$ 77.91
5XP	EXTRA PICK UP-5YD TRASH	\$ 76.16	2.30%	\$ 1.75	\$ 77.91

<b>6 YARD CONTAINERS</b>					
<b>MONTHLY RATES</b>					
6GW	6YD TRASH	\$ 377.06	2.30%	\$ 8.67	\$ 385.73
6GE	6YD TRASH EOW	\$ 200.18	2.30%	\$ 4.60	\$ 204.78
6GM	6YD TRASH MONTHLY	\$ 105.00	2.30%	\$ 2.42	\$ 107.42
6OC	ON CALL-6YD TRASH	\$ 89.86	2.30%	\$ 2.07	\$ 91.93
6XP	EXTRA PICK UP-6YD TRASH	\$ 89.86	2.30%	\$ 2.07	\$ 91.93

<b>8 YARD CONTAINERS</b>					
<b>MONTHLY RATES</b>					
8GW	8YD TRASH	\$ 446.31	2.30%	\$ 10.27	\$ 456.58
8GE	8YD TRASH EOW	\$ 234.82	2.30%	\$ 5.40	\$ 240.22
8GM	8YD TRASH MONTHLY	\$ 121.00	2.30%	\$ 2.78	\$ 123.78
8OC	ON CALL-8YD TRASH	\$ 107.45	2.30%	\$ 2.47	\$ 109.92
8XP	EXTRA PICK UP-8YD TRASH	\$ 107.45	2.30%	\$ 2.47	\$ 109.92

**CONTAINER MONTHLY RENT (CHARGED TO WILL-CALL CUSTOMERS, SAME FOR ALL SIZES)**

RNT1	1YD RENT - TRASH	\$ 20.00	0.00%	\$ -	\$ 20.00
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**FRONT-LOAD COMPACTOR RATE FACTORS - For all compacted material, including pre-compacted waste.**

Compactor Rating	<b>4 : 1</b>	<b>3 : 1</b>	<b>2 : 1</b>
Factor applied to container rate of same size	1.5	1.3	1.12

**RECOLOGY WESTERN OREGON  
WIL CITY OF WILLAMINA**
**SUMMARY RATE SHEET  
EFF. DATE: 7/1/2017**

CODE	DESCRIPTION	CURRENT RATE	INC %	INC \$\$	NEW RATE
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**DEBRIS BOX SERVICES**
**SET HAUL FEES (BASED ON AVERAGE TRUCK TIMES)**
**RATE PER HAUL**

DEL	DELIVERY CHARGE	\$ 97.45	2.30%	\$ 2.24	\$ 99.69
10HG	TRASH BOX HAUL FEE (ALL SIZES)	\$ 166.12	2.30%	\$ 3.82	\$ 169.94
40CG	COMPACTOR HAUL FEE (ALL SIZES)	\$ 198.36	2.30%	\$ 4.56	\$ 202.92

**DEBRIS BOX DISPOSAL FEES**
**RATE PER UNIT**

DFDM	DISPOSAL FEE - DEMOLITION (\$\$/TON)	\$ 40.12	4.48%	\$ 1.80	\$ 41.92
DFG	DISPOSAL FEE - GARBAGE (\$\$/TON)	\$ 40.12	4.48%	\$ 1.80	\$ 41.92
DFWD	DISPOSAL FEE - CLEAN WOOD (\$\$/TON)	\$ 22.67	48.21%	\$ 10.93	\$ 33.60
DFYD	DISPOSAL FEE - YARD DEBRIS (\$\$/YD <sup>3</sup> )	\$ 7.95	0.00%	\$ -	\$ 7.95

Note: Recycling ton fees will be equal to or less than trash fees, based on current market pricing.

**TEMPORARY DEBRIS BOXES - COD RATES (INCLUDES HAUL & AVERAGE DISPOSAL FOR BOX SIZE)**

10DG	10 YARD BOX W/DISPOSAL	\$ 220.47	2.30%	\$ 5.07	\$ 225.54
20DG	20 YARD BOX W/DISPOSAL	\$ 309.44	2.30%	\$ 7.12	\$ 316.56
30DG	30 YARD BOX W/DISPOSAL	\$ 398.44	2.30%	\$ 9.16	\$ 407.60

**RELATED FEES**
**RATE PER DAY**

RENTD	DAILY RENTAL FEE	\$ 8.18	2.30%	\$ 0.19	\$ 8.37
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Note: Daily Rent applies after 48 hours, excluding evenings and weekends.

**RATE PER MONTH**

RENTM	MONTHLY RENTAL FEE	\$ 115.53	2.30%	\$ 2.66	\$ 118.19
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Note: Monthly rent applies for customers who keep a box for a year or longer.

**RATE PER HOUR**

TIME	TRUCK TIME FEE	\$ 110.74	2.30%	\$ 2.55	\$ 113.29
1T1E	1 TRUCK - 1 EMPLOYEE	\$ 110.74	2.30%	\$ 2.55	\$ 113.29
1T2E	1 TRUCK - 2 EMPLOYEES	\$ 166.13	2.30%	\$ 3.82	\$ 169.95

Note: Hourly Truck Time is used for hauls to destinations outside our normal operating areas.

**TEMPORARY RENTAL CONTAINERS**
**RATE PER EACH**

3YRGD	DELV 3 YD RENTAL FOR TRASH	\$ 24.49	2.30%	\$ 0.56	\$ 25.05
3YRGP	SERVICE 3 YD RENTAL FOR TRASH	\$ 68.22	2.30%	\$ 1.57	\$ 69.79
3YRXD	ADDL DAY - 3YD RENT CONTAINER	\$ 2.00	0.00%	\$ -	\$ 2.00

Note: Temporary = not longer than 30 days, with 45 days between projects. Rent included for first 7 days.

**BULKY ITEMS - DEBRIS BOX**

STANDARD FEES APPLY FOR THESE ITEMS IF DECLARED & SEPARATED ACCORDING TO INSTRUCTIONS.

ADDITIONAL FEES MAY APPLY FOR ITEMS FOUND IN LOADS.

**RATE PER EACH**

TOFR	TIRE CHARGE NO RIM	\$ 4.69	0.00%	\$ -	\$ 4.69
TONR	TIRE CHARGE ON RIM	\$ 9.37	0.00%	\$ -	\$ 9.37
APPL	APPLIANCE	\$ 11.72	0.00%	\$ -	\$ 11.72
APF	REFRIGERATOR/FREEZER	\$ 29.29	0.00%	\$ -	\$ 29.29

**MEDICAL WASTE COLLECTION SERVICES**
**RATE PER EACH**

M4HSC	4.7 QT SHARPS CONTAINER	\$ 27.95	2.00%	\$ 0.56	\$ 28.51
M10SC	10 QT SHARPS CONTAINER	\$ 30.83	2.00%	\$ 0.62	\$ 31.45
M23SC	23 QT SHARPS CONTAINER	\$ 50.75	2.00%	\$ 1.02	\$ 51.77
9CDBC	9GAL CONFIDENTIAL DOCUMENT BOX	\$ 36.38	2.00%	\$ 0.73	\$ 37.11
M21BX	21 GAL MEDICAL WASTE BOX	\$ 41.33	2.00%	\$ 0.83	\$ 42.16
M48BX	48 GAL MEDICAL WASTE BOX	\$ 47.25	2.00%	\$ 0.95	\$ 48.20
M8GBP	RX MED WASTE TUB	\$ 95.55	2.00%	\$ 1.91	\$ 97.46

Note: Additional fees may apply for overweight tubs. Improperly prepared materials cannot be collected.

Finance Charges (0.75% monthly, 9% annually) will be assessed on any past due amount (excluding amounts in dispute over billing or service issues).

Billing Terms: Commercial Accounts are billed on a monthly basis.

Residential accounts are billed once every three months, in advance.



Ms. Debbie Bernard  
 City Recorder  
 City of Willamina  
 P.O. Box 629  
 Willamina, OR 97396

March 31<sup>st</sup>, 2017

Dear Debbie:

Enclosed are the schedules that make up the Rate Review Report and Annual Financial Report as outlined in our Solid Waste Collection Franchise Agreement. They are as follows:

1. The Rate Review Report (attached), which includes the following:
  - a. All the actual expenses incurred in the preceding calendar year, and all allowable expenses that we reasonably anticipate will be incurred in the current year
  - b. The allocation factors and percentages used to allocate shared expenses
  - c. The actual and expected Operating Ratios for the preceding and current year
2. The 2016 Reviewed Financial Statement for RWO – Valley (attached)
3. Rate sheets showing current and proposed rates (to be provided by 6/1/17)
4. An explanation of any changes to rates or services offered
5. A summary of recent operational changes and improvements

#### PROPOSED CHANGES TO RATES AND/OR SERVICES

The calculated projections indicate our operating ratio will be within the historically applied Operating Ratio Range of 85% to 91%. As a result, we are proposing to apply a CPI-based adjustment. This figure will be released in mid-May, and a confirmation letter and rate sheets will be delivered to the City by June 1st, 2017, with the new rates to be effective on July 1<sup>st</sup>, 2017.

There will be a separate increase to medical waste collection rates to reflect an increase in the disposal rates charged to us by our vendor.

#### OPERATIONAL CHANGES & IMPROVEMENTS

We continue to make progress toward our goal of converting our recycling center into a full-service transfer station. While the future of Riverbend Landfill remains unclear, we are committed to ensuring that we have the ability to provide collection services to our customers. In the interim, we hope to utilize the improved facility to maximize our waste diversion and recovery efforts.

While operations are generally moving forward as projected and expected, we continue to make changes in the interest of improved customer service. After months of planning, our phone systems are scheduled to be replaced, beginning in April. We look forward to the improved communications with our communities and customers. During this past winter's severe weather, we saw an increased interest in our local Facebook page. Customers told us



they liked having quick access to information about current service delays, as well as the photos posted by our drivers.

We have also worked hard company-wide to reduce the number of accidents and incidents. With help from our safety committees and local and regional staff, we are committed to drop these numbers even further in 2017. Our goal is to do everything we can to get the work done and send our fellow employee-owners home safely at the end of the day.

I would appreciate the opportunity to discuss any questions you may have before we make our presentation to the City Council. Please call my office at 503-474-4856 at your convenience.

Respectfully,

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

Fred Stemmler, CPA  
General Manager

Recology Western Oregon - Valley 2016 Results of Operations and 2017 Projections



	RWO - Valley Total			City of Willamina		
	2016 Calendar Year Actual	2017 Projected Rate Year	Allocation Method	2016 Calendar Year Actual	Adjustments and Projected Changes	2017 Projected Rate Year
<b>REVENUE</b>				<b>Rate Adj. % &gt;&gt;&gt;</b>	<b>2.00%</b>	<b>est CPI</b>
Collection Services - Residential	\$ 5,396,288	\$ 5,480,612	Actual	\$ 140,348	\$ 2,332	\$ 142,680
Collection Services - Commercial	\$ 2,882,553	\$ 3,035,139	Actual	\$ 57,150	\$ 939	\$ 58,089
Collection Services - Debris Box	\$ 916,023	\$ 948,559	Actual	\$ 12,652	\$ (1,442)	\$ 11,210
<b>COLLECTION SERVICES:</b>	<b>\$ 9,194,863</b>	<b>\$ 9,464,311</b>	<b>Actual</b>	<b>\$ 210,151</b>		<b>\$ 211,979</b>
Proposed Rate Adjustment			Actual		\$ 4,240	\$ 4,240
Revenue - DB Disposal	\$ 491,391	\$ 508,845	Actual	\$ 59	\$ (7)	\$ 53
Revenue - Medical Waste	\$ 131,848	\$ 134,484	Actual	\$ 178	\$ (21)	\$ 157
Revenue - Other (fees & related)	\$ 72,529	\$ 76,890	Actual	\$ 3,114	\$ (355)	\$ 2,759
Non-Franchised Revenue	\$ 905,979	\$ 1,374,182	Actual	\$ -	\$ -	\$ -
<b>Total Revenue</b>	<b>\$ 10,796,610</b>	<b>\$ 11,558,713</b>		<b>\$ 213,502</b>	<b>\$ 5,685</b>	<b>\$ 219,188</b>
<b>LABOR EXPENSES</b>						
Operational Personnel	\$ 1,373,443	\$ 1,400,912	Labor Hours	\$ 21,426	\$ 429	\$ 21,854
NEW PROGRAM - LABOR	\$ -	BY JUR >>>	Program	\$ -	\$ -	\$ -
Payroll Taxes	\$ 116,678	\$ 128,402	Labor Hours	\$ 1,820	\$ 183	\$ 2,003
Medical Insurance	\$ 294,273	\$ 317,077	Labor Hours	\$ 4,591	\$ 356	\$ 4,946
Other Benefits	\$ 75,460	\$ 130,436	Labor Hours	\$ 1,177	\$ 858	\$ 2,035
<b>Total Labor Expense</b>	<b>\$ 1,859,855</b>	<b>\$ 1,976,827</b>		<b>\$ 29,014</b>	<b>\$ 1,825</b>	<b>\$ 30,838</b>
<b>DISPOSAL</b>						
Disposal Charges	\$ 1,350,663	\$ 1,404,414	Vessel Weights	\$ 46,002	\$ 1,831	\$ 47,832
NEW PROGRAM - DISPOSAL	\$ -	BY JUR >>>	Program	\$ -	\$ -	\$ -
Yard Debris/wood & Other Funding	\$ 734,805	\$ 905,269	Program	\$ -	\$ -	\$ -
Medical Waste & Supplies	\$ 62,927	\$ 63,000	Med. Waste	\$ 87	\$ 0	\$ 87
<b>Total Disposal Expense</b>	<b>\$ 2,148,396</b>	<b>\$ 2,372,682</b>		<b>\$ 46,089</b>	<b>\$ 1,831</b>	<b>\$ 47,919</b>
<b>OPERATIONAL EXPENSES</b>						
Fuel	\$ 291,045	\$ 380,248	Franchised Labor	\$ 5,908	\$ 1,811	\$ 7,719
Repairs and Maintenance	\$ 1,251,118	\$ 1,332,893	Franchised Labor	\$ 25,398	\$ 1,660	\$ 27,058
NEW PROGRAM - OPS COSTS	\$ -	BY JUR >>>	Program	\$ -	\$ -	\$ -
Business Taxes and PUC	\$ 126,136	\$ 152,021	Franchised Labor	\$ 2,561	\$ 525	\$ 3,086
Franchise Fees	\$ 252,999	\$ 256,034	Actual	\$ 5,568	\$ 148	\$ 5,716
Supplies & Uniforms	\$ 28,685	\$ 26,589	Labor Hours	\$ 447	\$ (33)	\$ 415
Operational Supplies/Safety	\$ 46,405	\$ 50,067	Labor Hours	\$ 724	\$ 57	\$ 781
Contract Labor	\$ 6,008	\$ -	Labor Hours	\$ 94	\$ (94)	\$ -
Depreciation and Amortization	\$ -	\$ -	Franchised Labor	\$ -	\$ -	\$ -
Operational Lease and Rent	\$ 573,365	\$ 623,306	Franchised Labor	\$ 11,639	\$ 1,014	\$ 12,653
Insurance Expense	\$ 134,120	\$ 131,195	Labor Hours	\$ 2,092	\$ (46)	\$ 2,047
Recycling Expense	\$ 720,976	\$ 755,637	Recycling	\$ 19,908	\$ 957	\$ 20,865
Purchase Recyclables	\$ -	\$ -	Recycling	\$ -	\$ -	\$ -
Operational Lease and Rent - N/F	\$ 40,025	\$ 40,825	Actual	\$ -	\$ -	\$ -
Fuel - Non-Franchised (N/F)	\$ 106,926	\$ 139,697	Actual	\$ -	\$ -	\$ -
Repairs and Maintenance - N/F	\$ 264,249	\$ 292,586	Actual	\$ -	\$ -	\$ -
Business Taxes and PUC - N/F	\$ 48,269	\$ 40,000	Actual	\$ -	\$ -	\$ -
Depreciation and Amortization N/F	\$ 26,939	\$ 26,852	Actual	\$ -	\$ -	\$ -
Other Operational	\$ 24,123	\$ 14,049	Labor Hours	\$ 376	\$ (157)	\$ 219
<b>Total Operations Expense</b>	<b>\$ 3,941,388</b>	<b>\$ 4,261,998</b>		<b>\$ 74,716</b>	<b>\$ 5,843</b>	<b>\$ 80,559</b>
<b>SUBTOTAL</b>	<b>\$ 2,846,972</b>	<b>\$ 2,947,205</b>		<b>\$ 63,684</b>	<b>\$ (3,814)</b>	<b>\$ 59,871</b>
<b>ADMINISTRATIVE EXPENSES</b>						
Management Services	\$ 323,897	\$ 346,761	Computed	\$ 6,405	\$ 171	\$ 6,576
Administrative Services	\$ 971,695	\$ 1,040,284	Computed	\$ 19,215	\$ 512	\$ 19,727
Non-Admin. Labor	\$ 16,147	\$ 12,640	Franchised Labor	\$ 328	\$ (71)	\$ 257
Office Supplies	\$ 11,010	\$ 15,636	Customers	\$ 344	\$ 144	\$ 488
Postage	\$ 16,330	\$ 18,494	Customers	\$ 510	\$ 68	\$ 578
Billing services	\$ 54,831	\$ 58,813	Customers	\$ 1,712	\$ 124	\$ 1,837
Dues and Subscriptions	\$ 23,833	\$ 21,691	Customers	\$ 744	\$ (67)	\$ 677
Telephone	\$ 76,844	\$ 79,544	Customers	\$ 2,400	\$ 84	\$ 2,484
Bank Service Charges	\$ 39,990	\$ 39,103	Customers	\$ 1,249	\$ (28)	\$ 1,221
Professional fees	\$ 190,444	\$ 24,346	Customers	\$ 5,948	\$ (5,187)	\$ 760
Travel	\$ 15,951	\$ 14,477	Customers	\$ 498	\$ (46)	\$ 452
Advertising and Promotions	\$ 13,679	\$ 9,198	Customers	\$ 427	\$ (140)	\$ 287
Business Meals & Entertainment	\$ 5,432	\$ 6,192	Customers	\$ 170	\$ 24	\$ 193
Education & Training	\$ 13,999	\$ 14,603	Customers	\$ 437	\$ 19	\$ 456
Contributions	\$ 31,857	\$ 17,475	Customers	\$ 995	\$ (449)	\$ 546
Bad Debt	\$ 78,247	\$ 61,025	Customers	\$ 2,444	\$ (538)	\$ 1,906
Other Administrative	\$ 2,892	\$ 754	Customers	\$ 90	\$ (67)	\$ 24
<b>Total Admin Expense</b>	<b>\$ 1,887,078</b>	<b>\$ 1,781,037</b>		<b>\$ 43,916</b>	<b>\$ (5,447)</b>	<b>\$ 38,469</b>
<b>EARNINGS FROM OPERATIONS</b>	<b>\$ 959,894</b>	<b>\$ 1,166,168</b>		<b>\$ 19,768</b>	<b>\$ 1,634</b>	<b>\$ 21,402</b>
Interest Income	\$ (11,812)	\$ (12,174)	Not Allocated	\$ -	\$ -	\$ -
Loss on Asset Disposal	\$ (3,500)	\$ -	Not Allocated	\$ -	\$ -	\$ -
<b>NET INCOME BEFORE TAX</b>	<b>\$ 975,206</b>	<b>\$ 1,178,342</b>		<b>\$ 19,768</b>	<b>\$ 1,634</b>	<b>\$ 21,402</b>
Operating Margin	9.03%	10.19%		9.26%	2.00%	9.76%
Calculated Operating Ratio	90.59%	89.53%		90.01%	est CPI	89.72%

Recology Western Oregon - Valley 2016 Results of Operations and 2017 Projections



	RWO - Valley Total			City of Willamina		
	2016 Calendar Year Actual	2017 Projected Rate Year	Allocation Method	2016 Calendar Year Actual	Adjustments and Projected Changes	2017 Projected Rate Year
<b>Allocation Data:</b>						
2016 Revenue (All RWO-VAL)	\$ 10,796,610	\$ 11,558,713		\$ 213,502		\$ 219,188
2016 Revenue Percent	100.00%	100.00%		1.98%		1.90%
2016 Labor Hours	100.00%	100.00%		1.56%		1.56%
2016 Disposal	100.00%	100.00%		3.41%		3.41%
2016 Recycling	100.00%	100.00%		2.76%		2.76%
2016 Customer Count	100.00%	100.00%		3.12%		3.12%
2016 Yard Debris	100.00%	100.00%		0.00%		0.00%
2015 Medical Waste	100.00%	100.00%		0.14%		0.14%
2016 Franchised Labor	100.00%	100.00%		2.03%		2.03%
<b>Operating Ratio Calculation</b>						
<b>Total Expenses:</b>						
Total Labor	\$ 1,859,855	\$ 1,976,827		\$ 29,014		\$ 30,838
Total Disposal	\$ 2,148,396	\$ 2,372,682		\$ 46,089		\$ 47,919
Total Operational	\$ 3,941,388	\$ 4,261,998		\$ 74,716		\$ 80,559
Total Administrative	\$ 1,887,078	\$ 1,781,037		\$ 43,916		\$ 38,469
<b>Total</b>	<b>\$ 9,836,716</b>	<b>\$ 10,392,546</b>		<b>\$ 193,735</b>		<b>\$ 197,786</b>
<b>Less Non Allowable Expenses:</b>						
Interest on Purchase of routes	\$ -	\$ -		\$ -		\$ -
Contributions	\$ (31,857)	\$ (17,475)		\$ (995)		\$ (546)
Amortization	\$ -	\$ -				
<b>Less "Pass Through Expenses:</b>						
Franchise Fees	\$ (252,999)	\$ (256,034)		\$ (5,568)		\$ (5,716)
<b>Allowable Expenses</b>	<b>\$ 9,551,860</b>	<b>\$ 10,119,037</b>		<b>\$ 187,171</b>		<b>\$ 191,524</b>
<b>Revenue</b>						
Revenue	\$ 10,796,610	\$ 11,558,713		\$ 213,502		\$ 219,188
<b>Less "Pass Through Expenses:</b>						
Franchise Fees	\$ (252,999)	\$ (256,034)		\$ (5,568)		\$ (5,716)
<b>Revenue (net of Pass Through)</b>	<b>\$ 10,543,611</b>	<b>\$ 11,302,679</b>		<b>\$ 207,934</b>		<b>\$ 213,471</b>
<b>Operating Ratio:</b>						
Allowable Expenses divided by	\$ 9,551,860	\$ 10,119,037		\$ 187,171		\$ 191,524
Revenue (net of Pass Through)	\$ 10,543,611	\$ 11,302,679		\$ 207,934		\$ 213,471
<b>Calculated Operating Ratio</b>	<b><u>90.59%</u></b>	<b><u>89.53%</u></b>		<b><u>90.01%</u></b>	proposed adjustment 2.00% est CPI	<b><u>89.72%</u></b>

# REGULAR AGENDA

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(INCLUDES)

## REGULAR AGENDA

9. Contract Renewals
  - a. CCRLS Contract #10196600, Amendment #01
  - b. 2017/18 Police Services Contract Renewal
10. Sage Baller Sunday Market
  - a. Approval of Saturday Market and Street Closure from Main to 1<sup>st</sup> on "C" Street
11. Dick Paay
  - a. Request approval to use City of Willamina's, Willamina Creek Water Rights
12. Consideration of Interim City Manager Contract
  - a. Consideration of Resolution 16-17-020. A Resolution to award contract.
13. Consideration of Approval of the Cherry Street Contract

City of Willamina  
Staff report

Date Tuesday, June 13<sup>th</sup>, 2017

From Debbie Bernard  
*Willamina City Recorder*

Subject CCRLS IGA CONTRACT #10196600, AMENDMENT #04

**Background:**

1. In June, 2013, the City and the Chemeketa Cooperative Regional Library Service (CCRLS) entered into a new 5-year intergovernmental agreement (IGA). The contract began on July 1, 2013 and will end on June 30, 2018.
2. Each year after the initial contract is approved; an amendment to the contract is made to reiterate the responsibilities of both parties and to set forth the Compensation Schedule for the affected year. Attached for Council approval is Amendment #04 to the IGA. The only change is the cover Amendment #04 and Exhibit 2, Attachment A1 (Compensation Schedule FY 2017-18).
3. Each year CCRLS receives a pot of money based upon property taxes in the district. This pot increases only up to the 3% allowable with any taxing entity. One-half of the taxes received are distributed among member libraries based upon a formula. The formula is developed based on property taxes in the member library boundaries and the circulation activity for non-residents. This latter part of the formula is district-wide, not just in the Willamina Public Library boundaries.

**Recommendation**

That City Council approves Amendment #04 to IGA #10196600 as written.

Attachments:

Exhibit 1 ATTACHMENT A CCRLS 2018 - All Libraries

ATTACHMENT A1 2017-18 all libraries (3)

2017-18 Attachment B Council Members

Willamina CCRLS PARTICIPATING ENTITY Amendment 2017-18

P.O. Box 14007, Salem, OR 97309-7070 - Phone: 503.315.4584 - Fax: 503.399.7316

**AMENDMENT TO INTERGOVERNMENTAL AGREEMENT  
FOR LIBRARY PARTICIPATION IN CHEMEKETA COOPERATIVE REGIONAL  
LIBRARY SERVICE (2017-2018)**

**Contract #10196600, Amendment #04**

This Agreement is by and between Chemeketa Community College hereafter known as COLLEGE, and City of Willamina, by and through its Willamina Public Library, hereafter known as CCRLS PARTICIPATING ENTITY.

**Purpose:** The purpose of this amendment is to add funding for the 2017-18 fiscal year and to replace Attachment A. Statement of Work Consideration with a revised attachment.

- 1) **Attachment A Statement of Work/Consideration** is deleted in its entirety and replaced by the revised **Attachment A Statement of Work/Consideration** which is attached to this amendment #04 as **Exhibit 1** and which is incorporated herein by this reference.
- 2) **Attachment A1 Compensation Schedule 2016-2017** is deleted in its entirety and replaced by the revised **Attachment A1 Compensation Schedule 2017-2018** which is attached to this amendment #04 as **Exhibit 2** and which is incorporated herein by this reference.
- 3) **Attachment B Council Members 2016-2017** is deleted in its entirety and replaced by the revised **Attachment B Council Members 2017-2018** which is attached to this amendment #04 as **Exhibit 3** and which is incorporated herein by this reference. This Attachment will be updated in September 2017 and may be further updated during the amendment period from time to time. A revised Attachment B. will be sent via e-mail.
- 4) This amendment #04 is effective upon signature by both parties. The changes to Attachment A1 are effective for the period July 1, 2017 - June 30, 2018 upon signature by both parties.

**Signatures**  
(see next page)

Parties concur that all other terms and conditions of the original Agreement, and the terms and conditions of any Amendment to the original agreement, shall remain in effect.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below, effective as of the date set forth herein.

**For College:**

**For CCRLS PARTICIPATING ENTITY:**

**Signature of Library Director**

\_\_\_\_\_  
(Signature) (Date)

**John Goodyear**  
**Executive Director**  
**Chemeketa Cooperative Regional Library Service**

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
**Printed Name of Library Director**

\_\_\_\_\_  
**Printed Title of Library Director**

**Signature of Authorized Entity Signer**

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
**Printed Name of Authorized Entity Signer**

\_\_\_\_\_  
**Printed Title of Authorized Entity Signer**

Chemeketa Community College is an equal opportunity/affirmative action employer and educational institution.  
To request this publication in an alternative format, please call 503.399.5192.

5

**Exhibit 1 to Amendment for 2017-2018  
CCRLS Participation Agreement**

**Attachment A  
Statement of Work/Consideration**

**1) Statement of Work**

- a) Under this agreement CCRLS PARTICIPATING ENTITY shall:
- 1) Provide at least the basic level of service to nonresidents within the COLLEGE District and to nonresident staff currently employed with the COLLEGE. Basic level of service is defined as ten checkouts and ten holds per person at a time, utilizing individual rather than household cards.
  - 2) Provide free borrowing privileges to card holding residents/patrons of other participating CCRLS cities (including Silver Falls District) and all currently registered College students who present a valid library card.
  - 3) Ensure that in no case shall card-holding residents of the CCRLS district receive less than the basic level of service from CCRLS PARTICIPATING ENTITY.
  - 4) CCRLS PARTICIPATING ENTITY may, at its sole option, elect to provide services to persons incarcerated in county, state, or federal jail or prison facilities. CCRLS PARTICIPATING ENTITY may, at its sole option, elect not to allow its owned materials to be circulated to such facilities.
  - 5) Notify each current non-resident cardholder within its geographic zone at least 30 days prior to instituting a fee for service above the basic level. No advance notification is necessary for fee increases.
  - 6) Provide reference and information services to patrons of the participating libraries of the CCRLS District in cooperation with COLLEGE and other participating libraries.
  - 7) Provide for the regular participation of the library director in meetings of the Polk, Yamhill and Marion Library Association (PYM) and as may be necessary in meetings of the CCRLS Advisory Council. CCRLS depends on member participation. Regular participation shall be defined as attendance by the library director at each meeting, unless excused. CCRLS PARTICIPATING ENTITY library director's attendance at the September meeting of the PYM Association is highly encouraged. Library directors will have private secure email for communicating confidential CCRLS information. Directors will provide a chain of command to allow coverage in their absence.
  - 8) Provide for the regular participation of library staff at subcommittee meetings and training events provided by COLLEGE. CCRLS will reimburse mileage at current college rates; roundtrip from participating library to the meeting/training. Reimbursement will be made biannually.
  - 9) Assume full responsibility for the accuracy of data at its entry into the automation system database, and for updating that data accurately to reflect the proper links to the material in its library. Such data includes, but is not limited to Barcode number, library location, volume number, call number, copy number, type of material, status, etc.
  - 10) Take reasonable measures to protect equipment in CCRLS PARTICIPATING ENTITY's possession from abuse, theft, and misuse, CCRLS PARTICIPATING ENTITY shall, while in possession of the computer system hardware, including peripheral devices, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism or other

sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS PARTICIPATING ENTITY shall have no obligation under this paragraph with respect to loss resulting from defect in the computer system itself, or from the acts of vandals gaining access to the computer system programs. Or data accessed externally and not by the application of physical force to the tangible components of the system; and, provided further, that the CCRLS PARTICIPATING ENTITY shall not be liable under this Agreement for any consequential damages incident to any loss under this section.

- 11) Prepare, provide, and maintain the furniture and physical location for installation of automated system terminals and equipment in its library. This responsibility includes network, cable installation, electrical power, and environment, all meeting industry, manufacturer and vendor specifications.
  - 12) CCRLS PARTICIPATING ENTITY may purchase equipment and software to expand and enhance its own operations; provided that such equipment and software is acceptable to CCRLS as compatible with the automated system. CCRLS shall not be responsible for maintenance of CCRLS PARTICIPATING ENTITY equipment, but will configure and ensure CCRLS network connectivity. CCRLS PARTICIPATING ENTITY shall not connect or install any such equipment or software without the review and written approval of CCRLS after at least 90 days prior to notice by CCRLS PARTICIPATING ENTITY. CCRLS may remove non approved equipment from the network at CCRLS discretion. To facilitate this approval it is recommended that CCRLS PARTICIPATING ENTITY include CCRLS in the examination and selection process. CCRLS cannot be responsible for making equipment and software work if this process is not followed. Any computer device connected to the CCRLS network must have approved anti-virus security software and a current, secure Operating System. CCRLS PARTICIPATING ENTITY will not alter COLLEGE network or workstation equipment within their building without communication or direction from CCRLS.
  - 13) Provide library staff possessing minimum level of technical ability and skill, with available phone access, to provide an onsite interface with CCRLS technical staff.
  - 14) Notify CCRLS of any desired reductions to the number of CCRLS PARTICIPATING ENTITY software licenses held through group software purchases if at all possible at least three months prior to renewal.
- b) Under this agreement College shall:
- 1) Provide for the fiscal and administrative management of the CCRLS
    - a. Maintain the following:
      1. The Chemeketa Cooperative Regional Library Advisory Council hereinafter referred to as the CCRLS Advisory Council, through which recommendations on policies of the Service can be expressed. The present membership of the CCRLS Advisory Council which shall be updated as needed and sent electronically for inclusion to all Library Directors and posted on the CCRLS website.
      2. An ongoing liaison with Polk, Yamhill and Marion Library Association (PYM) (or their executive committee) through which recommendations on procedures and their implementation can be expressed.

- b. Provide operation and maintenance of the CCRLS Automated System and related databases, including:
1. Maintain bibliographic, circulation, and borrower data in an automated database management system. Design, applications, enhancements of, and major changes of operation to the automated system database management system shall be subject to review by the PYM Technology Committee.
  2. Manage the CCRLS automated system under the terms of this agreement and other applicable agreements with vendors and participating library so that CCRLS PARTICIPATING ENTITY has access to its bibliographic, circulation, and borrower records during library business hours, and at other times as agreed upon between the CCRLS PARTICIPATING ENTITY Library Director and the CCRLS Executive Director. The management responsibility for the automated system includes the obligation of CCRLS to monitor and evaluate entries for new materials and retrospective conversion of cataloging of old materials in order to maintain the highest quality bibliographic MARC database.
  3. Acquire and provide for effective maintenance and support of all essential present and future, central and remote automated system equipment at its own expense; and provide for secure installation and housing for automated system except such automated system equipment as is acquired by CCRLS PARTICIPATING ENTITY for installation at its library, or as otherwise provided in Attachment A 1) Statement of Work a) 13) of this agreement.
  4. Coordinate and assume cost for installation of telecommunications equipment and lines at CCRLS PARTICIPATING ENTITY's central and branch libraries for use with automated system. Parties agree that COLLEGE does not control, and therefore cannot warrant, the telecommunication networks used to communicate data from a remote site, nor does this agreement cover maintenance of telecommunication lines.
  5. Acquire and furnish to CCRLS PARTICIPATING ENTITY, at COLLEGE's direct cost, certain necessary supplies and services, such as utilities, library cards, bar codes, patron notices, storage media, and other supplies except printer paper, cartridges and toner which may be required to provide the services of automated system to CCRLS PARTICIPATING ENTITY.
  6. Provide through CCRLS, at CCRLS PARTICIPATING ENTITY's request, specialized reports not regularly generated by automation system. CCRLS PARTICIPATING ENTITY shall reimburse COLLEGE for the cost of providing such special reports at College request.
  7. Coordinate all service, support, equipment purchases and maintenance necessary to the proper operation of automated system and enforce rules and standards for use of automated system by participating libraries. CCRLS PARTICIPATING ENTITY shall enter, retrieve, modify, and delete data in and from automated system in accordance with those rules and standards.
  8. Maintain agreements for hardware maintenance and software support with current provider of library automation service(s).

CCRLS shall provide reasonable approved maintenance and support for automated system hardware and software not provided by automation vendor. CCRLS shall provide reasonable prior notice to CCRLS PARTICIPATING ENTITY when system operation must be suspended for operational or maintenance requirements. CCRLS shall exercise its best efforts to schedule such periods of suspension during hours when CCRLS PARTICIPATING ENTITY's libraries are closed. Except for suspension of operation for necessary system maintenance or because security of the CCRLS automated system database or software is compromised or damaged, CCRLS shall not "lock out" CCRLS PARTICIPATING ENTITY terminals from automated system.

9. Provide, through CCRLS, one or more dedicated telephone lines to serve the system, and related telecommunication equipment as provided in the agreement with the vendor for the automation system, and pay all related installation, acquisition, maintenance, and use cost.
10. Except for equipment and software purchased by CCRLS PARTICIPATING ENTITY under Attachment A 1) Statement of Work a) 13), all automated system hardware, software, and other capital equipment shall remain the property of COLLEGE, and CCRLS PARTICIPATING ENTITY shall have no claim thereto other than the right to use thereof under this AGREEMENT.
11. Contract for hosting maintenance and backup of CCRLS automated system data. In the event of system malfunction or loss of data, CCRLS shall promptly arrange for restoration of the most recently backed up data to the system once it is again functioning. No liability is assumed by CCRLS if the automated system experiences down time or loss of data which cannot be recovered.
12. Provide training for at least one CCRLS PARTICIPATING ENTITY staff person at any time the automated system operating systems or procedures are changed, enhanced, or otherwise revised. CCRLS shall provide up-to-date access to on-line user manuals for CCRLS PARTICIPATING ENTITY's staff. All other training of CCRLS PARTICIPATING ENTITY staff shall be the responsibility of CCRLS PARTICIPATING ENTITY. CCRLS PARTICIPATING ENTITY shall designate one staff position responsible for coordinating training and operations matters with the CCRLS staff person responsible for automation system operations.
13. Provide for general maintenance and utilities to support the CCRLS automated system. This obligation includes janitorial service, maintenance painting as necessary, structural repairs, lighting and electrical system maintenance, and HVAC maintenance.
14. While providing computer network access to the CCRLS automated system, repair or replace as necessary any such items which are lost, physically damaged, or destroyed as a result of fire, theft, vandalism, or other sudden and unforeseen occurrence which would be a peril insurable under a standard form electronic data processing property insurance policy; provided that CCRLS PARTICIPATING ENTITY shall have no obligation under this

paragraph with the acts of vandals gaining access to the computer system, programs, or data tangible components of the system; and, provided further, that CCRLS PARTICIPATING ENTITY shall not be liable under this agreement for any consequential damages incident to any loss covered under this section.

15. Provide personnel for the operation of the system. "Operation" includes: use of supplied software to generate reports, notices, lists, and similar documents and files; preparation and sending of overdue notices, hold notices, reports, billings, and other specified documents produced for routine system operation by the vendor(s) of the system and its installation, maintenance, or support of software, or the maintenance, repair or replacement of hardware or firmware.
16. Through its governing board, retain final authority over the policies and decisions relating to budget, operating procedures, system design, participation by other libraries, and other like issues of a general policy nature affecting their operation of CCRLS and automated system. The board, however, shall not take such actions without the recommendation of the CCRLS Advisory Council.
17. In serving card-holding CCRLS district nonresident patrons, abide by each CCRLS PARTICIPATING ENTITY's rules and procedures regarding borrowing privileges. In no case shall card-holding residents of the CCRLS district receive less than the basic level of service from COLLEGE.
18. Provide a quarterly financial report to the CCRLS Advisory Council that includes revenue and expense information for the quarter and year to date, compared to a) current year budget and b) prior year for the same period. The report will be made available to CCRLS participating entities.
19. Reimburse CCRLS PARTICIPATING ENTITY for library materials borrowed by non-residents under this AGREEMENT and not returned by the borrowers within six months of due date. CCRLS PARTICIPATING ENTITY hereby transfers and assigns all interests in such materials and all rights to unpaid overdue fines and replacement charges with respect thereto.
20. Provide regular courier service between the participating libraries.
21. May coordinate group purchasing of CCRLS related equipment, software or non-essential supplies, as needed, to assist CCRLS PARTICIPATING ENTITY and other participants. Charges for purchased supplies, equipment, services, maintenance contracts, delivery charges, postage, etc. will be billed to CCRLS PARTICIPATING ENTITY at direct cost and payable to COLLEGE.
22. Coordinate group purchasing of printer and computer management software licenses from Envisionware (or subsequent vendor) and will invoice CCRLS PARTICIPATING ENTITY annually for CCRLS PARTICIPATING ENTITY's proportionate share of software licenses.
23. Coordinate group purchasing of such CCRLS-related services on behalf of member libraries including, but not limited to Debt

Collect, ORBIS and Cascade Alliance Courier. College will invoice CCRLS PARTICIPATING ENTITY annually or quarterly for the cost of these services on a usage basis.

24. CCRLS will create and co-manage library websites on an acceptable/affordable platform. CCRLS will create a general site template, from which multiple library sites will be derived and customized.

At least one individual at each participating library shall be identified and trained to serve as their library site's principal editor. Subsequently, access to sites will be granted to these individuals, who will then assume primary responsibility for content development and general maintenance.

A CCRLS account will retain "ownership" (a defined role of the platform) of these sites. Relevant training will be delivered by CCRLS staff at the Chemeketa Salem Campus. Attendance will be mandatory for local site editors. Libraries which currently have a registered domain name will need to investigate options for mapping that domain to the new platform. Libraries without a registered domain name will receive an alias under the ccrsls.org domain

Upon adoption of the service, participating libraries will be charged a proportionate share of the hosting fees, if any.

- c. Electronic Payments for Fines, Lost Book Charges, or Other Charges
  1. Through CCRLS, collect and process electronic payments for fines, lost book charges, or other charges owed to CCRLS member libraries.
  2. Process charges that are paid only through the shared library automation system operated by COLLEGE.
  3. COLLEGE shall not be financially responsible to refund corrected charges to a library patron. Any dispute of charges is the responsibility of CCRLS PARTICIPATING ENTITY to resolve with the patron. Deductions from the merchant banking account will be deducted from the next regular payment to the associated CCRLS PARTICIPATING ENTITY library.
  4. Compile and calculate charges on a monthly basis. However, payment to CCRLS PARTICIPATING ENTITY will be made on a quarterly basis. In the event the amount due to CCRLS PARTICIPATING ENTITY is less than \$15, the payment may be held for the next quarterly payment.
  5. Make payment to CCRLS PARTICIPATING ENTITY in the amount paid on their behalf, minus merchant services for the period. Associated fees will be distributed on a pro-rata basis to each library based on the percentage of total funds collected that month and total fees that month.
  6. COLLEGE shall be credited payments for unidentified charges, or for items which COLLEGE has previously reimbursed CCRLS PARTICIPATING ENTITY.

7. COLLEGE shall acknowledge responsibility only for the amount of any correction without penalty.
8. COLLEGE shall, at all times during the term of this Agreement, comply with Oregon Revised Statutes Chapter 295 and shall deposit any fines, fees, charges, or other payments collected pursuant to this Agreement in an institution included in the Oregon State Treasurer's list of Qualified Depositories for Public Funds.
9. COLLEGE shall, at all times during the term of this Agreement, comply with all Payment Card Industry Data Security Standards and shall annually provide to CCRLS PARTICIPATING ENTITY a copy of its current PCI compliance certificate, and that of any acquirer, third party provider, or processor that is used in providing services pursuant to this Agreement

## 2) Consideration

- a) CCRLS PARTICIPATING ENTITY will be compensated by COLLEGE in the amount shown in Attachment A1 – Compensation Schedule for CCRLS PARTICIPATING ENTITY for providing nonresident library service for the residents of the COLLEGE District. Payments shall be made in four equal installments at the end of each quarter as provided herein.
- b) CCRLS PARTICIPATING ENTITY will be compensated by COLLEGE CCRLS PARTICIPATING ENTITY for each net loan provided, i.e., the difference between the number of CCRLS PARTICIPATING ENTITY items loaned to and checked out in another CCRLS library and the number of items owned by other CCRLS libraries borrowed and checked out by the CCRLS PARTICIPATING ENTITY library. Tabulation of net loans shall be provided by the CCRLS automated integrated library system. Each net loan shall be paid in the amount shown in Attachment A1. Payments shall be made quarterly as provided herein.
- c) City of Salem Only: The City of Salem will be paid a monthly Interlibrary Loan Service Fee by COLLEGE on a quarterly basis for as long as they fulfill the central role as Referral Center for the CCRLS OCLC ILL Referral Center. The Interlibrary Loan Referrals fee for each year of this Agreement shall be as found in Attachment A1. Salem Library agrees to provide quarterly ILL statistics to CCRLS.
- d) City of Newberg Only: In consideration for participation in the CCRLS system and in lieu of taxes, since the CCRLS PARTICIPATING ENTITY is outside the area taxed to provide this service, the CCRLS PARTICIPATING ENTITY shall pay to the COLLEGE the sum shown in Attachment A1 on or before December 15 of each year.
- e) CCRLS PARTICIPATING ENTITY will be invoiced by College for services and licensing , provided through group purchases quarterly or annually as more specifically described in subsections of Section 1) b) 1) b. (Including but not limited to §21, 23, 24, 25) and fees described in 1) b) 1).c.
- f) Payments made or invoices issued under this Agreement, either for full or partial payment, shall reference the College contract number written herein.

Revised 5.18.17 mm

**EXHIBIT 2 TO 2017-2018 CCRLS PARTICIPATION AMENDMENT  
ATTACHMENT A1 COMPENSATION SCHEDULE FY 2017-18**

**Non-Resident Library Service Fee to CCRLS PARTICIPATING ENTITY Library by College**

Library	Amount	Quarterly Payment
<b>AMITY</b>	<b>\$6,194</b>	\$1,548
<b>CHEMEKETA</b> (Chemeketa Community College)	<b>\$7,812</b>	\$1,953
<b>DALLAS</b>	<b>\$78,050</b>	\$19,512
<b>DAYTON</b>	<b>\$7,200</b>	\$1,800
<b>INDEPENDENCE</b>	<b>\$56,885</b>	\$14,221
<b>JEFFERSON</b>	<b>\$15,931</b>	\$3,983
<b>LYONS</b>	<b>\$12,660</b>	\$3,165
<b>MCMINNVILLE</b>	<b>\$161,709</b>	\$40,427
<b>MONMOUTH</b>	<b>\$80,493</b>	\$20,123
<b>MT ANGEL</b>	<b>\$16,349</b>	\$4,087
<b>NEWBERG</b>	<b>\$72,430</b>	\$18,108
<b>SALEM</b>	<b>\$604,005</b>	\$151,001
<b>SHERIDAN</b>	<b>\$15,255</b>	\$3,814
<b>SILVER FALLS</b> (Silver Falls Library District)	<b>\$76,873</b>	\$19,218
<b>STAYTON</b>	<b>\$83,315</b>	\$20,829
<b>WAGNER LIBRARY</b> (Falls City School District)	<b>\$3,343</b>	\$836
<b>WILLAMINA</b>	<b>\$15,759</b>	\$3,940
<b>WOODBURN</b>	<b>\$78,165</b>	\$19,541

**Net Loan Payment to CCRLS PARTICIPATING ENTITY by College:** The net loan payment rate for fiscal year 2017-18 shall be \$1.50 per item.

**Interlibrary Loan Referrals Service Fee (City of Salem Only):** The Interlibrary Loan Referrals payment to the City of Salem for fiscal year 2017-18 shall be \$1791.66/mo., payable quarterly for a \$21,500 annual maximum.

**Participation Payment to College (City of Newberg Only):** The participation payment to College by the City of Newberg for fiscal year 2017-18 shall be \$141,268.

<b>ATTACHMENT B Council Members 2017-18</b>		<b>Exhibit 3</b>
<b>FY 2017-18 Council Members</b>		
<p><b>Patricia Wallace -Chair</b> Marion County Lay Member PO Box 723 Mt Angel, OR 97362 503.845.2248 (w) <a href="mailto:butte75@hotmail.com">butte75@hotmail.com</a> ◆Term expires: 6/30/20</p>	<p><b>Walter Perry</b> Polk County Lay Member 1415 Saganaw St. S Salem, OR 97302 503.851.9604 (h) <a href="mailto:walterperry3@gmail.com">walterperry3@gmail.com</a> ◆Term expires: 6/30/18</p>	
<p><b>Gretchen Freeman</b> Yamhill County Lay Member 1679 NW Medinah Dr. McMinnville, OR 97128 801.503.7201 (cell) <a href="mailto:mgsfreeman@comcast.net">mgsfreeman@comcast.net</a> ◆Term expires: 6/30/19</p>	<p><b>Joan Scherf</b> Rural Lay Member P.O. Box 493 Dallas, OR 97338 503.623.3761 (h) <a href="mailto:joan97338@yahoo.com">joan97338@yahoo.com</a> ◆Term expires: 6/30/19</p>	
<p><b>Debra Lien</b> Small Library Representative Dayton Mary-Gilkey Library 416 Ferry Street Dayton, OR 97114 503.864.2221 (w) <a href="mailto:debra.lien@ci.dayton.or.us">debra.lien@ci.dayton.or.us</a> ◆Term expires: 6/30/17</p>	<p><b>Jenny Berg</b> Medium Library Representative McMinnville Public Library 225 N.W. Adams Street McMinnville, OR 97128 503.435.5555 (w) <a href="mailto:jenny.berg@ci.mcminnville.or.us">jenny.berg@ci.mcminnville.or.us</a> ◆Term expires: 6/30/17</p>	
<p><b>Scott McClure</b> City Manager Representative City of Monmouth 151 Main Street W Monmouth, OR 97361 503.751.0145 (w) <a href="mailto:smcclure@ci.monmouth.or.us">smcclure@ci.monmouth.or.us</a></p>	<p><b>Danny Smith</b> Large Library Representative Salem Public Library 585 Liberty Street SE Salem, OR 97301 503.588.6064 (w) <a href="mailto:DJSmith@cityofsalem.net">DJSmith@cityofsalem.net</a></p>	
<p><b>John Hunter</b> PYM Representative Woodburn Public Library 280 Garfield Street Woodburn, OR 97071 503-982-5259 (w) <a href="mailto:john.hunter@ci.woodburn.or.us">john.hunter@ci.woodburn.or.us</a> ◆Term expires: 6/30/18</p>	<p><b>Ex Officio Members</b> <b>TBA</b> Mid-Willamette Council of Governments 100 High Street SE, Suite 200 Salem, OR 97301 503.540.1605 (w)</p>	
<p><b>Natalie Beach</b> Chemeketa Community College Representative 4000 Lancaster Drive NE/PO Box 14007 Salem, OR 97309-7070 503.399.5105 (w) <a href="mailto:natalie.beach@chemeketa.edu">natalie.beach@chemeketa.edu</a></p>	<p><b>John Goodyear</b> Chemeketa Cooperative Regional Library Service CCRLS Director 4000 Lancaster Drive NE/PO Box 14007 Salem, OR 97309-7070 503.315.4584 (w) <a href="mailto:jgoodyear@ccrls.org">jgoodyear@ccrls.org</a></p>	
	<p><b>Trina Butler – Recording Secretary</b> Chemeketa Cooperative Regional Library Service 503.399.5165 (w) <a href="mailto:trinab@ccrls.org">trinab@ccrls.org</a></p>	

City of Willamina  
Staff report

Date Tuesday, June 13<sup>th</sup>, 2017  
From Debbie Bernard  
*Willamina City Recorder*  
Subject Police Services for fiscal year 2017/18

**Background:**

- Attached for Council consideration is the proposed Costing with the Yamhill County Sheriff's Office for Police Services. At their March 1, 2017 City Council Meeting, the Council heard from Sergeant Whitlow regarding the police services agreement. Sergeant Whitlow explained the need for 2 full-time deputies and asked for consideration as the City went thru the budget process. The City of Willamina Budget Committee on May 10, 2017 approved 1.5 full time police staff in the 2017-18 budget.
- The terms and conditions of the agreement are the same as last year's. The following is a comparison of this year to FY 2017/2018:

Yamhill County Police Services 2016/2017 vs. 2017/2018			<b><u>Annual Cost</u></b>				
			<b>Cost for 2016/2017</b>	<b>2017/2018</b>	<b>Yearly Increase</b>	<b>Monthly Increase</b>	<b>% of Increase</b>
<b>Services</b>							
Exhibit	A	1 FTE Deputy + .5 Deputy	\$191,783.00	\$196,514.72	\$4,731.72	\$394.31	2.5%

Exhibit A represents a 2.5% increase in the police services expense. The costs were apparently increased this year because they are in contract negotiations with the police union.

**Action Requested:**

Council to approve the proposed costing for Police Services for one full time and .5 Deputies for FY 2017/18 at an estimated cost of \$196,514.72

Attachment

**An Equal Opportunity Employer**

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

[willaminaoregon.gov](http://willaminaoregon.gov)

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





**AGREEMENT FOR POLICE SERVICES AND CODE ENFORCEMENT SERVICES  
(City of Willamina 2017-2018)**

THIS AGREEMENT is made effective July 1, 2017 by and between Yamhill County, Oregon, a political subdivision of the state of Oregon ("the County") and the **City of Willamina**, a municipal corporation of the State of Oregon ("the City").

**RECITALS:**

A. ORS 190.010 and 206.345 allow cities to contract with county sheriffs and governing bodies for the provision of county police services to incorporated cities.

B. The City desires to continue to contract with the County for the Yamhill County Sheriff's Office to provide police services, and desires to have a number of personnel under this agreement equivalent to fulltime equivalents (FTE). The County is agreeable to providing police services on the terms and conditions set forth in this agreement from July 1, 2017 through June 30, 2018. It is now appropriate to restate the parties agreement for police services. NOW, THEREFORE,

**AGREEMENT**

In exchange for the mutual promises and obligations as set forth herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

**Section 1. Scope of Services.** The County agrees to provide police services within the City as provided in this section.

a. **Police Services.** The County agrees to provide police protection within the corporate limits of the City to the extent and in the manner described in this section. The police services shall encompass duties and enforcement functions of those normally undertaken by the Yamhill County Sheriff's Office under the statutes of the State of Oregon. Such services shall include public safety, criminal law enforcement, issuing of citations based on City ordinances, traffic enforcement, preparation of police reports and/or attendance at council meetings, collection of dog license fees, and related services which are within the legal authority of the sheriff to provide.

**Section 2. Management by the County.** Subject to applicable bargaining agreements and law, the rendition of such service, standards of performance, discipline of officers, personnel issues and other matters incident to the performance of such services shall be subject to the control of the County. However, if the City is unhappy with any such items, the parties will attempt to resolve the dispute through a joint meeting of a representative of the Sheriff's Office and the City Manager. In addition, management of deputies by the County will be subject to the following:

a. **County to Provide Monthly Schedule.** Deputies assigned to the City shall

maintain schedules on a monthly basis which will set forth the time deputies spend within the City.

b. **Scheduling of Deputies.** The City shall determine the schedule to extent feasible. The County agrees to exercise its best efforts to accommodate the City's desired schedule for deputies assigned to provide police services under this agreement.

c. **Areas of Assignment.** The County agrees to exercise its best efforts to accommodate the City's desired target areas for police services under this agreement. The City will communicate desired target areas to the County's West Valley Supervisor. The Supervisor will use all reasonable efforts to fulfill the City's request.

d. **Deputies shall do paperwork in the City.** The County and the deputies assigned to the City will use every reasonable effort to perform report-writing and other office based functions of law enforcement in the City to maximize the number of hours which the assigned deputies remain within the City.

**Section 3. The County Furnishes Labor and Materials.** For the purpose of performing these functions, the County shall furnish and supply all labor, supervision, vehicles, equipment, communication facilities and supplies necessary to provide the services described in Section 1.

**Section 4. Personnel Commitments.**

a. FTE equivalents assigned to the City for police services for City.

1. The County will provide 1.5 patrol deputy FTE equivalent positions certified by DPSST to perform the services described in Section 1.

b. **FTE Equivalent Defined.** As used in this section, an FTE equivalent position constitutes approximately 2,080 hours per year, less time used for the following purposes: leaves authorized by the collective bargaining agreement or state or federal law, court time, training time related to maintenance or enhancement of proficiency and standards, and any other function directly related to job performance as an employee of the County.

c. **Extra Personnel to the City; Temporary Absence from the City.** When available, the County shall provide, at no cost, extra patrol for the City if emergency backup or coverage is needed. Deputies assigned to the City will not be sent out of the City to surrounding calls unless it is necessary for the deputies to provide backup or make a first response to an emergency. When response to a surrounding call is made, the deputy will return to the City as soon as a rural patrol deputy or other law enforcement official has relieved the deputy.

d. **Authority to Reallocate Time or Share Deputies by Separate Agreement between Authorized Representatives of Cities.** The City and the County recognize the County has separate police services agreements with the City and the City of Sheridan. On occasion, authorized City representatives appointed under subsection (e) may determine County deputies assigned to work under one city's police services agreement should be shared with the other city.

For example, the authorized representatives may agree that a patrol deputy on duty within the City should patrol areas or respond to calls within the City of Sheridan, and vice versa. The County agrees to exercise its best efforts when providing services under this agreement to comply with any mutual, written agreement of authorized representatives of the City and the City of Sheridan to temporarily reassign or share patrol deputies; provided, however, both cities shall be required to pay the County the compensation stated in their respective police services agreements without offset or recomputation for time a deputy assigned to one city spends in another.

e. **City Representatives Authorized to Reallocate Time or Request Emergency Patrols.** The City shall designate, in writing, a representative or representatives who are authorized to make the mutual agreements described in subsection (d) or to request special or emergency patrols or response by the Sheriff.

**Section 5. Personnel Employed by the County.** All persons employed in the performance of this agreement shall be Yamhill County employees. The City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services herein for the City. Except as otherwise specified herein, the City shall not be liable for compensation or indemnity to any County employee for any injury or sickness arising out of the employee's employment with the County. The County shall comply with ORS 656.017, which requires the County to provide workers compensation coverage for its subject workers.

**Section 6. The City's Reciprocal Indemnification.** The County, its officers and employees, shall not be deemed to have assumed any liability for acts of the City, or of any officer, employee or agent thereof, and the City hereby covenants and agrees to hold and save the County and all of its officers, agents, and employees harmless from all claims whatsoever that might arise against the County, its officers, agents, or employees, by reason of any act of the City, its officers, agents, and employees.

**Section 7. The County's Reciprocal Indemnification.** The City, its officers and employees, shall not be deemed to have assumed any liability for acts of the County, or of any officer, employee or agent thereof, and the County hereby covenants and agrees to hold and save the City and all of its officers, agents, and employees harmless from all claims whatsoever that might arise against the City, its officers, agents or employees, by reason of any act of the County, its officers, agents, and employees.

**Section 8. Term and Termination of Agreement.**

a. **Term.** Unless terminated in accordance with subsection (b), the term of this agreement is from July 1, 2017 through June 30, 2018.

b. **Termination.** Either party may terminate this agreement on 30 days written notice to the other party. Termination shall not excuse liabilities incurred prior to the termination date.

**Section 9. Compensation by City.** City will pay to County for performance of the duties

identified in Section 1 as specified in Section 4(a) the sum of **\$196,514.72** for the period July 1, 2017 to June 30, 2018 at a monthly rate of **\$16,376.23** due by the 15<sup>th</sup> day of the month in which services were provided. County shall exercise its best efforts to notify City in writing of any proposed rate adjustment for the subsequent fiscal year no later than April 30.

**Section 10. Transfer of ordinance enforcement authority.** Upon execution of this agreement and during its effective term, the police authority of the City for enforcing City ordinances is transferred to the Yamhill County Sheriff’s Office. For the limited purpose of compliance with applicable City charters, the City upon execution of this agreement hereby designates the Yamhill County Sheriff as the Chief of Police of said City.

DONE the dates set forth adjacent to the signatures below.

**CITY OF WILLAMINA, OREGON**

**YAMHILL COUNTY, OREGON**

\_\_\_\_\_  
ILA SKYBERG, Mayor  
Date: \_\_\_\_\_

\_\_\_\_\_  
TIM SVENSON, Sheriff  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
STAN PRIMOZICH, Chair, Board of Commissioners  
Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
DEBRA BERNARD, Willamina City Recorder  
Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
CHRISTIAN BOENISCH  
County Counsel  
Date: \_\_\_\_\_

## STAFF REPORT

DATE: June 13, 2017

FROM: DEBBIE BERNARD,  
CITY RECORDER

SUBJECT: APPROVAL OF SATURDAY MARKET AND STREET CLOSURE from  
Main to 1<sup>st</sup> on "C" Street

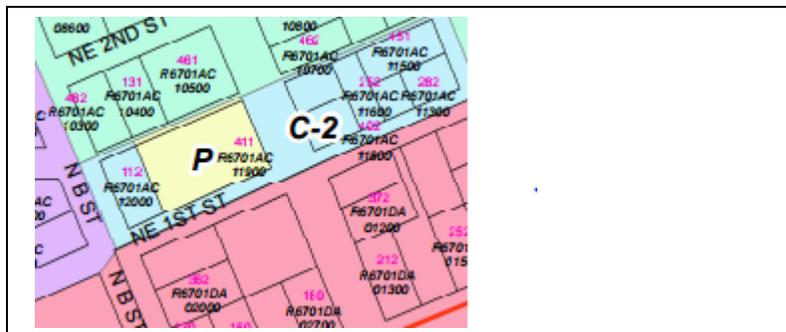
**Background:**

1. Yearly City Council receives a request from Sage Baller to allow the opening of Saturday Market on C Street which will run on Sundays.
2. Sage Baller requests approval from Council on the street closure from Main to 1<sup>st</sup> on "C" Street for the Saturday Market which is on Sundays and include the parking area formally known as the old library site for vendors and customers of the market. A road block will be utilized between the hours of 8:00am to 2:00pm.
3. The Saturday Market will run from July 10 thru November 13, 2016 on Sundays 10am to 2pm. A road block will be utilized between the hours of 8:00am to 2:00pm
4. The following forms will be signed for your information.
  - a. An Event Permit & A hold harmless agreement has been created and signed by Sage Baller (copy attached)
  - b. An Insurance certificate naming the City of Willamina as an additional insured in the amount of 2 million (copy attached).

**Action:**

Consideration to Approve Request.

Attachments.





**Mayor Ila Skyberg**

**Council Members:**

*Rita Baller, Council President  
Bob Burr  
Craig Johnson  
Heather Stritzke  
Theresa McKnight  
April Wooden*

**Event Permit – hold harmless**

**June 13, 2017**

Date of Application Submitted: **June 13, 2017**

Event Permit: **Saturday Market**

Applicant: **Willamina Farmers Market – Sage Baller & David Morey Managers**

Applicant Address/ City / Zip Code:

38505 Tindle Creek Rd SW, Willamina, Oregon

---

Contact phone number: **503-999-9483 Sage**

E-mail address: **barefarmes.com**

Name of Organization responsible: **Sage Baller & David Morey, Willamina Farmers Market**

Type of Event: **Farmers Market**

Event Dates: **July 10 thru November 13, 2017 Sundays Only**

Event Times: Sunday 10am – 2pm

Teardown 2pm to 3pm

**Insurance Requirements**

Except for neighborhood block parties, the City requires the Permittee carry Commercial General Liability Insurance in a minimum amount of \$2 million naming the City of Willamina as an additional insured. Claims made in excess of the policy will still be the responsibility of the Permittee. Permittee shall provide a certificate of insurance as proof the required insurance coverage has been obtained.

**Insurance Company: Sentinel Insurance Company, LTD (attached copy)**

**Policy Number: 72 SBM AP6667 DX 04/09/2017 to 04/09/2018**

**Coverage Limits: Each occurrence \$2,000,000 damage to rented premises \$1,000,000 med exp \$10,000 personal & adv injury \$2,000,000 general aggregate \$4,000,000 products com/op agg \$4,000,000**

This permit is subject to the following conditions for street closures:

1. No alcoholic beverages are permitted on city streets unless an OLCC license has been issued for a community event.
2. No through-street closure applications will be considered for other than a community-wide event.
3. Residences & business located adjacent to the proposed closure must be notified a minimum of 10 days prior to the event.
4. Barricades and cones are available at no cost from the City of Willamina. Availability is on a first come first served basis. Participants are responsible for pickup and return of barricades. Return is required on first business day following the event. Applicant shall be responsible for clean-up and removal of debris created as a result of this event.
5. Signage is the responsibility of the applicant. No Parking signs must be in place a minimum of 24 hrs. in advance of the event. These signs must be read letters on a white background, a minimum of 11x17 size; 4 per block. This is in addition to the barricades for the event.

Indemnity agreement

Permittee shall defend, indemnify and hold harmless the City of Willamina its officers, agents, employees and insurers against any claim, demand, suit or action of whatsoever nature resulting from or arising out of this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I hereby certify that:

- I am the authorized representative of the named group
- That the above statements are true to the best of my knowledge; and
- That I will abide by all restrictions, administrative rules and applicable City Ordinances.

I have read and understand the above statements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

City Recorder, Debbie Bernard

\_\_\_\_\_ Date \_\_\_\_\_



City of Willamina  
Staff report

Date Tuesday, March 14<sup>th</sup>, 2017  
From Debbie Bernard  
*Willamina City Recorder*  
Subject Water Rights

### **Background**

Dick Paay representing West Valley Community Campus has requested to pump water out of Willamina Creek for irrigation of the Community Gardens and Campus. Currently they are using water from the adjacent property owned by Dennis Ulrich. The request is for a written agreement between the City of Willamina and West Valley Community Center. Staff has asked the City Attorney to weigh in on the documents Dick provided and give Council feedback. See the attached communication from the City Attorney Beery Elsner & Hammond, LLP.

1. Dick has also provided his research documents to present to Council, which are included in this packet. He has included a report from Boatwright Engineering Inc. that explains that the Willamina School District 30-J previously known as the old High School and West Valley Community Center had previously been pulling directly out of the Willamina Creek without benefit of a water right.
2. Public Works Director Jeff Brown provided Dick with a report of the amount of water that the City remove out of the creek for your information.

### **Council Options**

Council can choose to;

1. Give Staff direction to do further research.
2. Approve or Deny request.
3. Table the project until Council wishes to revisit.

Attachments:

Email from PAUL C. ELSNER  
BEERY ELSNER & HAMMOND, LLP  
Communication from Boatwright Engineering Inc.  
Report from Public Works Director Jeff Brown

**From:** [Spencer Parsons](#)  
**To:** [Debbie Bernard](#)  
**Cc:** [Paul Elsner](#); [Kristen Ketchel - Bain](#)  
**Subject:** RE: Emailing: 3.13.Water Rights Report Jeff Brown Exhibit C, 3.10.STAFF REPORT - WATER RIGHTS, 3.11. Boatwright Engineering Inc. Exhibit A, 3.12.Water Right Changes - Exhibit B  
**Date:** Monday, June 05, 2017 1:03:31 PM

---

Debbie,

Paul is out of the office, so I am getting back to you and following up on our telephone conversation from a few minutes ago. As we discussed, the City does not have the authority to grant or transfer instream water rights. Such rights are managed and overseen by the State by and through the Oregon Water Resources Department (OWRD).

It appears from the documents you forwarded me that the Council is also potentially facing a proposal to enter into a purchase agreement to provide City-owned water. While this is something that the Council could theoretically consider, you indicated to me that the City's policy has been not to sell its water or transfer its water rights. Even if the City were inclined to sell its water in some context beyond the standard retail sale of water, that is not a decision to be made lightly -- or by simple motion at a single City Council meeting. Any such agreement would necessitate vetting and negotiations between the parties, and if successful would ultimately culminate in the creation of a detailed written agreement reflecting those negotiations to be brought back to the Council for final approval.

If the Council is inclined to explore that option, it can provide staff with direction to initiate efforts to that end and staff can come back to the Council with its findings regarding availability of the water, identified costs associated with the proposal, potential risks and other feasibility issues. Regarding the transfer of any other instream rights (or the creation of new water rights), as indicated above that would be beyond the Council's authority.

Please let me know if I can be of further assistance on this matter.

Regards,

Spencer

Spencer Q. Parsons  
 BEERY ELSNER & HAMMOND, LLP  
 1750 SW Harbor Way, Suite 380  
 Portland, OR 97201  
 t (503) 226 7191 | d (503) 802 0014  
[www.gov-law.com](http://www.gov-law.com)

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-----Original Message-----

**From:** Debbie Bernard [<mailto:BernardD@ci.willamina.or.us>]  
**Sent:** Monday, June 05, 2017 12:12 PM  
**To:** Spencer Parsons  
**Subject:** FW: Emailing: 3.13.Water Rights Report Jeff Brown Exhibit C, 3.10.STAFF REPORT - WATER RIGHTS, 3.11. Boatwright Engineering Inc. Exhibit A, 3.12.Water Right Changes - Exhibit B

-----Original Message-----

**From:** Debbie Bernard  
**Sent:** Monday, June 05, 2017 10:25 AM

To: paul@gov-law.com

Subject: Emailing: 3.13.Water Rights Report Jeff Brown Exhibit C, 3.10.STAFF REPORT - WATER RIGHTS, 3.11. Boatwright Engineering Inc. Exhibit A, 3.12.Water Right Changes - Exhibit B

Paul ~

Please see the attached documents. West Valley Community Center wants a written agreement from the city to use water out of the creek. He has asked to be on the agenda for June 13, 2017. Could you please give me a call and review the attached and give us some feedback as to what to advise the Council.

Debbie

Your message is ready to be sent with the following file or link attachments:

3.13.Water Rights Report Jeff Brown Exhibit C 3.10.STAFF REPORT - WATER RIGHTS 3.11. Boatwright Engineering Inc. Exhibit A 3.12.Water Right Changes - Exhibit B

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.

August 2, 2011



**Boatwright Engineering Inc.**

2613 12th ST SE, SALEM, OREGON 97302  
civil engineers • land surveyors

503 363-9225 FAX 363-1051

Anthony Kreitzberg, attorney  
Garrett Hemann Robertson PC  
P.O. Box 749  
Salem, Oregon 97308-0749

Walter Gowell, attorney  
Haugeberg Rueter Gowell Fredricks Higgins, PC  
P.O. Box 480  
McMinnville, Oregon 97128

Re: **WILLAMINA SCHOOL DISTRICT 30-J**  
**WATER RIGHTS**

Dear Tony and Walt,

I was contacted in mid-July by Tony Kreitzberg who requested assistance with water right issues surrounding the old Willamina High School property and the new Willamina High School property. He explained that Walt Gowell was representing a buyer of the old site and questions had arisen regarding the irrigation of the ball fields. Evidently, the old High School has been irrigated directly out of Willamina Creek for some time, probably the whole time of its existence, without benefit of a water right. He advised me that the discussion had included the possibility of transferring some water rights from the new site to the old site in order to maintain the athletic fields and he needed more information on how that would work.

I must say that during our phone conversation I had imagined that the "new" school was being built, or had just been completed, and was situated on a farm field with existing irrigation rights. If that were the case, the areas that had been converted to hard surfaces, i.e. buildings, driveways, sidewalks, parking, etc. had the potential to be transferred off-site to the old school grounds.

I collected the necessary background information - assessor's maps, survey map, aerial photographs - and then looked up the site at the Oregon Department of Water Resources (WRD). I located the water right on the "new" site, only to discover that it had been acquired by the School District in 1982 under Application S-63327, Permit S-43422. A Final Proof Survey had been prepared by WRD on June 1, 1989 and Certificate of Water Right 63663 was issued on December 27, 1989 allowing irrigation with water drawn from the South Yamhill River. This was in fact not a "new" high school in terms of time, but was the "new" high school in this community.

The Final Proof Survey map shows 30.4 acres of irrigation about an area labeled "school building" on the map. Therefore, it didn't appear that there were any water rights underlying the hard surfaces that were available to be transferred. If irrigation rights needed to be transferred to the old school site, they would have to come at the expense of drying up an equal portion of land at the new site.

The option to apply for a new water right permit from Willamina Creek was dismissed because the creek is not available for further appropriation during the time the athletic fields would need irrigation. Under OAR 690-502.0100(4)(a):

*... the Yamhill River and tributaries (this includes Willamina Creek) are classified for domestic, livestock, irrigation, municipal, industrial, agricultural, commercial, power, mining, recreation, fish life, wildlife, pollution abatement, wetland enhancement and public instream uses from November 1 through April 30, and only for domestic, commercial use for customarily domestic purposes not to exceed 0.01 cfs (4.5 gpm), livestock and public instream uses from May 1 through October 31;*

Another alternative, to drill a well and apply for groundwater, was not considered because this area does not have a good supply of groundwater. Historically, surface water has been used throughout Polk and Yamhill counties because well water is scarce and, when it is available, it usually is salty because the ancient marine deposits were never fully flushed. Any well that produces a good and non-saline supply is probably going to be close to, and reliant upon, a creek or river. Such a well would be deemed "surface-water connected" by WRD. This connection would place the restrictions, listed above in the OAR reference, upon the groundwater right, just as if it were a surface water right. Therefore, if the surface water right is unavailable, so too will be the nearby well that is deriving its water from the stream.

I drafted up a map of the old site in order to be able to measure the number of acres of irrigation that would be needed. Including the baseball field on the south end, the softball/football field on the north end, and the yard at the front of the building, I determined that approximately 5.8 acres could be in need of water. This does not include fringe areas outside of the fence lines. I also prepared a map of the new site to verify the relationship of the Final Proof Survey irrigation area to the current layout of hard surfaces and improvements and to determine what impact the removal of 5.8 acres might have on the use of the site.

Using the WRD website, I gathered information on Willamina Creek near the old school site area to see what other water appropriators were in the near vicinity, especially downstream to the confluence with the South Yamhill River.

My next series of questions needed to be discussed with WRD staff. I met with Dorothy Pederson, water rights transfer specialist, and Mike McCord, watermaster for District 16, which includes Willamina, this morning at the WRD offices here in Salem.

The topics included: 1) the ability to transfer a diversion point upstream in the South Yamhill River; 2) the ability to transfer a South Yamhill River right into Willamina Creek; 3) the existing instream rights in these two waterways, and 4) City of Willamina rights in Willamina Creek.

For clarification, instream water rights are rights held for the benefit of both the public and the aquatic habitat and, in this area, are maintained to preserve water quantity, and therefore improved water quality, in the Yamhill River system. They are in the name of the Department of Environmental Quality (DEQ) and though this stretch of water may not have quality issues, areas

downstream do and the waterways in the upper portion of the watershed are affected because of their valuable contribution to the health of the lower basin. Instream rights take precedent over all other rights, even those that are older, or more “senior”. This makes them a critical factor when trying to move diversion points upstream. When a diversion is moved upstream, the water for the right is removed earlier. This means that a greater section of the waterway now has less water in it. This can affect temperature which is a measure of water quality. If an instream right exists in an area where a transfer of a diversion point is being requested, the watermaster must determine that there is sufficient flow in the water body so that injury is not likely to occur and all of the instream right is present and unaffected, or, the applicant must get DEQ to consent to injury. Generally, in order to get a DEQ consent, the applicant must propose a program that will accomplish a betterment of the water quality. An example of this would be to plant riparian trees and shrubs that shade a previously sun-exposed section of the stream in order to offset, or negate, the temperature increase that potentially could occur because of the water volume decrease.

I presented the situation at the two school sites and we discussed several options, as follows:

**OPTION A** – **Transfer water right from the new High School site to the old High School site, with a diversion point in the South Yamhill River.**

This option would require that an identical number of acres cease to be irrigated at the new site as will be irrigated at the old site – being in the neighborhood of 5.8 acres. The transfer of the point of diversion would involve moving upstream on the South Yamhill River to a point opposite the old school site; approximately 3700 feet (0.70 mile). Instream right issues would have to be addressed though, with an initial cursory review, they appear to be surmountable. Filing fees to WRD would be in the amount of \$1600. Preparation of maps, application and support documents for filing with WRD would also be in the neighborhood of \$1600.

A new pump site would have to be developed, including rehabilitation of the disturbed riparian area of the river bank, and an electrical supply installed (costs not estimated). Permission would be needed to install a new pipeline across the park property to the old school site, approximately 1060’ (\$22,500 estimate). A boring of the railroad right-of-way would be needed (\$8000 estimate) after obtaining permission from the railroad company to do so. There likely would be other costs involved, too, such as other permits, obtaining easements, etc.

**OPTION B** – **Transfer water right from the new High School site to the old High School site, with a diversion point in Willamina Creek.**

This option would require that an identical number of acres cease to be irrigated at the new site as will be irrigated at the old site – being in the neighborhood of 5.8 acres. The transfer of the point of diversion would involve moving upstream on the South Yamhill River and Willamina Creek to a point on the north side of the property; approximately 4575 feet (0.87 mile). Instream right issues would have

to be addressed as there are more severely limiting rights in Willamina Creek than in the South Yamhill River, and they may be insurmountable. Filing fees to WRD would be in the amount of \$1600. Preparation of maps, application and support documents for filing with WRD would also be in the neighborhood of \$1600.

The existing pump site could be utilized along with all other facilities that currently exist.

**OPTION C - Obtain a Purchase Agreement with the City of Willamina**

This option would leave all existing water rights at the new High School site untouched. No Transfer would be filed.

The City of Willamina has an existing water right from Willamina Creek for municipal use with a diversion point on the north side of the creek at the end of C Street, south of Yamhill Street. According to the records at WRD, this right and diversion point has never been altered or transferred. The watermaster stated in our meeting that, if the school's pump site is directly, or nearly directly, across from the authorized City site, and does not move up or down stream past another permit holder's authorized diversion, he sees no need for a transfer through WRD. A municipal right allows for any use within the City, including irrigation.

The old school site could be irrigated from the existing pump site. This assumes that the existing pump site is on Willamina Creek at the north end of the old school site, somewhere near the mid-point of the property and across from the terminus of C Street. All of the existing power supply and piping would be utilized.

The School District would need to negotiate a Purchase Agreement with the City for raw water taken directly from Willamina Creek (not processed water from the City's transmission lines). The District would pay the electrical bill for all pumping and transmission costs and would install a totalizing flow meter in the line for the City to monitor and read for billing. If necessary, the meter can be locked for access by City personnel only. The City would have no expenses, but would only obtain income from this agreement. Ideally, the City will sell this water at a much reduced rate because they have no financial outlay, only income, and the irrigation would provide a valuable service to the community.

This agreement would in no way change any aspect of the City's water right. It gives no rights to the School District or to the property holder and does not make them a party to the water right in any other fashion than that they are a customer of the City.

I would think that the concentrated irrigation of these athletic fields would normally be in the months of late-July through September. Prior to, and

following, that time frame, the fields are probably in pretty good shape with the normal rain supply or are being managed because of too much rain.

The following information should help the District calculate the amount of water they will need; if they don't already know. To irrigate 1 acre of land with 1-inch of water requires 27,154 gallons. If the area irrigated is what I have determined - 5.8 acres - then for each 1-inch of water applied to the entire area, 146,632.5 gallons would need to be purchased.

Costs for this option include negotiations with the City, installation of the flow meter, and annual water purchases. Additionally, I would recommend that the screen on the existing intake for the school property be evaluated. If it does not meet current Oregon Dept. of Fish & Wildlife standards, then it should be replaced to protect: 1) the aquatic species, 2) the District's system, and 3) the City's environmental standing.

My recommendation would be to pursue Option C first. It has the potential to be the least expensive, given that it appears that the existing facilities can be utilized with only minor additions. More importantly, it does not involve making any changes to either the School District's or the City of Willamina's water rights.

I hope this information is helpful as you weigh what action to take. Please do not hesitate to contact me should you have other questions or need documents to include in an agreement. Also, if personnel from the School District or the City of Willamina have questions, I would be happy to speak with them.

Sincerely,



Jeanne Boatwright

Enclosures: WRD Certificate 63663 & Map – Willamina School District 30-J  
WRD Certificate 11706 & Map – City of Willamina  
Map of proposed 5.8 acres of irrigation at old school site

STATE OF OREGON  
COUNTY OF YAMHILL  
CERTIFICATE OF WATER RIGHT

THIS CERTIFICATE ISSUED TO

WILLAMINA SCHOOL DISTRICT 30-J  
P.O. BOX 127  
WILLAMINA, OREGON 97396

confirms the right to use the waters of SOUTH YAMHILL RIVER, a tributary of YAMHILL RIVER, for the purpose of IRRIGATING 30.4 ACRES.

The right has been perfected under Permit 46422. The date of priority is FEBRUARY 25, 1982. The right is limited to not more than 0.38 CUBIC FOOT PER SECOND or its equivalent in case of rotation, measured at the point of diversion from the source.

The point of diversion is located as follows:

NE 1/4 NW 1/4, AS PROJECTED WITHIN DLC 91, SECTION 6, T 6 S,  
R 6 W, W.M.; 1130 FEET SOUTH AND 2340 FEET EAST FROM NW CORNER SECTION  
6.

The amount of water used for irrigation, together with the amount secured under any other right existing for the same lands, shall be limited to ONE-EIGHTIETH of one cubic foot per second per acre, or its equivalent for each acre irrigated and shall be further limited to a diversion of not to exceed 2.5 acre-feet per acre for each acre irrigated during the irrigation season of each year.

The right shall conform to such reasonable rotation system as may be ordered by the proper state officer.

A description of the place of use under the right, and to which such right is appurtenant, is as follows:

SE 1/4 SW 1/4      0.4 ACRE  
SW 1/4 SE 1/4      0.7 ACRE  
BOTH AS PROJECTED WITHIN DLC 61  
SECTION 31  
TOWNSHIP 5 SOUTH, RANGE 6 WEST, W.M.

NE 1/4 NW 1/4      14.3 ACRES  
NW 1/4 NW 1/4      10.6 ACRES  
BOTH AS PROJECTED WITHIN DLC 91  
NW 1/4 NW 1/4      4.4 ACRES  
AS PROJECTED WITHIN DLC 93  
SECTION 6  
TOWNSHIP 6 SOUTH, RANGE 6 WEST, W.M.

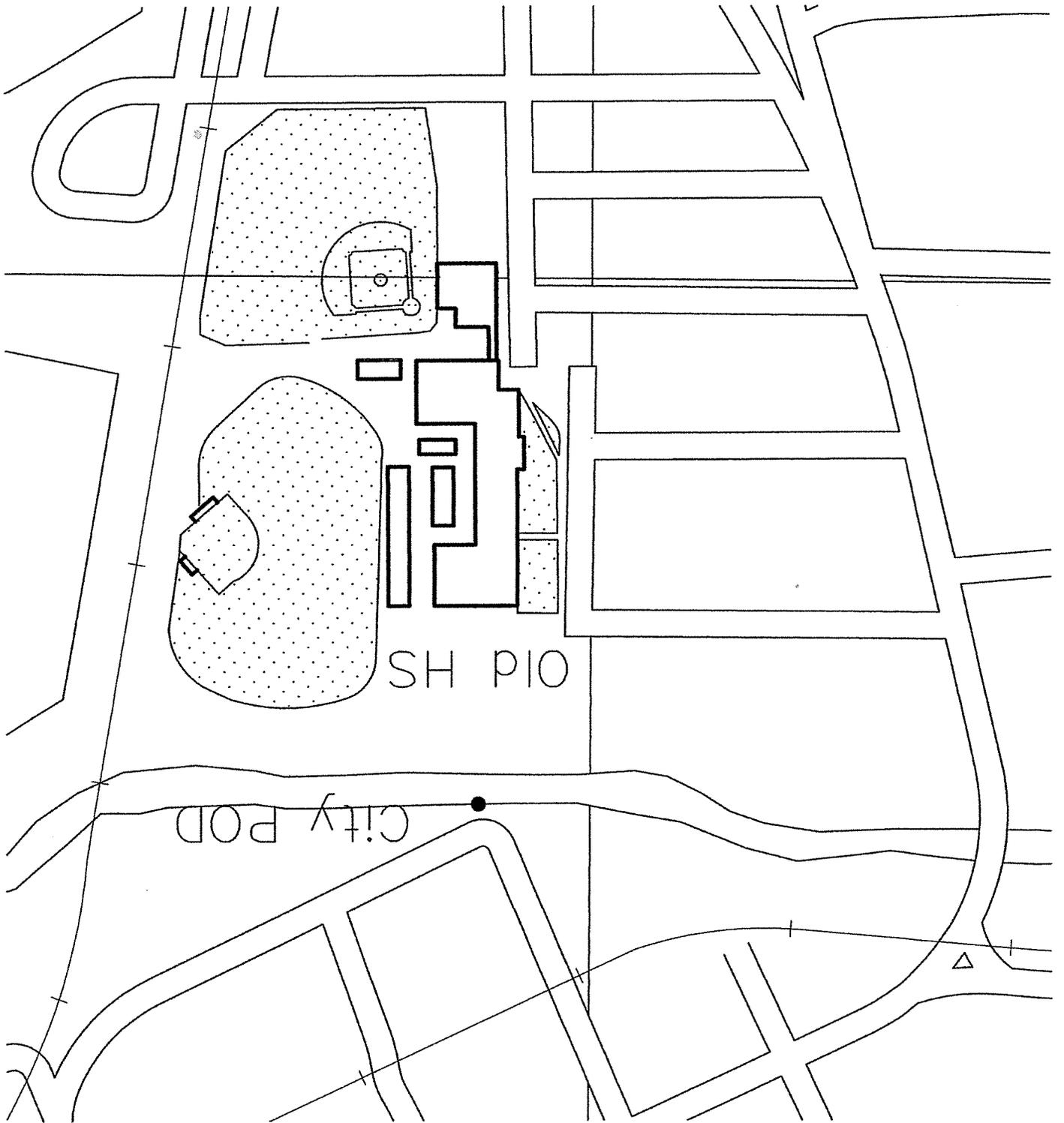
The right to the use of the water for the above purpose is restricted to beneficial use on the lands or place of use described. The right is subject to minimum flows established by the Water Resources Commission with an effective date prior to this right.

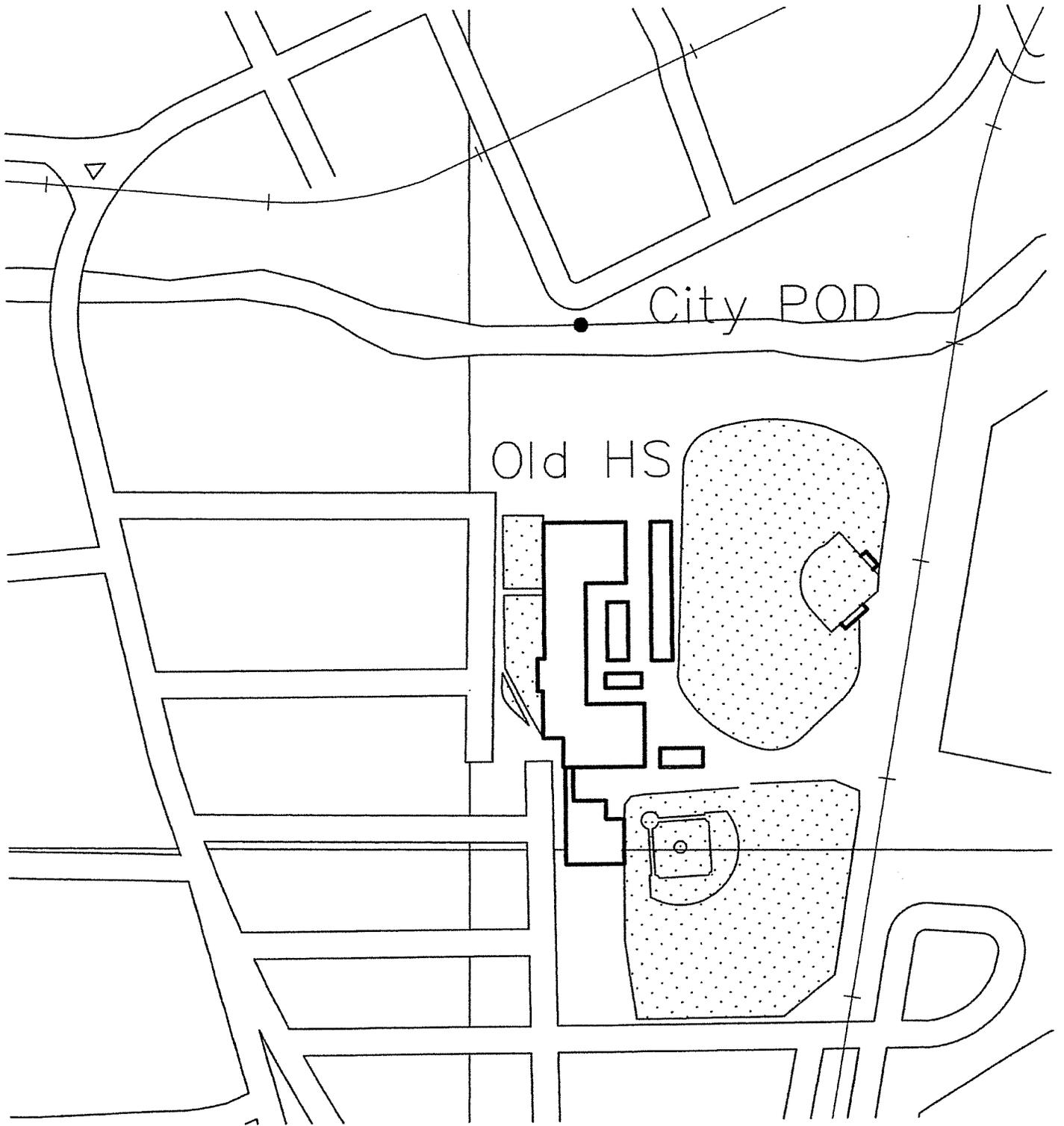
WITNESS the signature of the Water Resources Director,  
affixed this date DECEMBER 27, 1989.

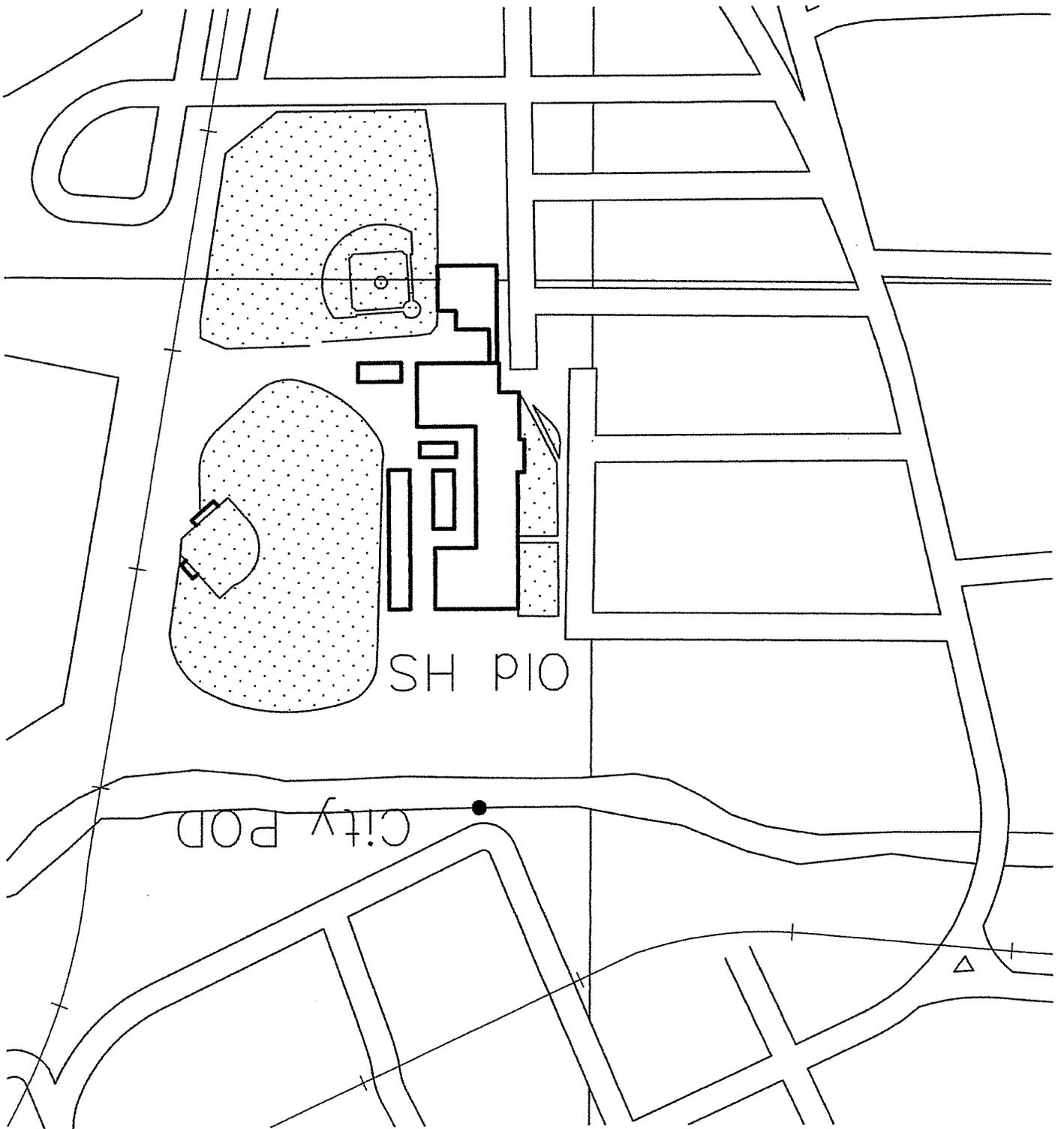
/s/ WILLIAM E. YOUNG  
Water Resources Director

Recorded in State Record of Water Right Certificates numbered 63663

63327.JCL









**Authorized Point of Diversion:**

Twp	Rng	Mer	Sec	Q-Q	DLC	Measured Distances
6 S	7 W	WM	1	NE SE	43	2050 FEET NORTH AND 520 FEET WEST FROM THE SE CORNER OF SECTION 1

**Authorized Place of Use:**

PUBLIC FISH FACILITY					
Twp	Rng	Mer	Sec	Q-Q	DLC
6 S	7 W	WM	1	SE SE	43

4. Transfer Application T-10642 proposes to move the authorized point of diversion approximately 1500 feet downstream to:

Twp	Rng	Mer	Sec	Q-Q	DLC	Measured Distances
6 S	6 W	WM	6	NW SW	93	225 FEET SOUTH AND 400 FEET EAST FROM THE W¼ CORNER OF SECTION 6

5. Transfer Application T-10642 also proposes to change the place of use of the right to:

PUBLIC FISH FACILITY					
Twp	Rng	Mer	Sec	Q-Q	DLC
6 S	6 W	WM	6	SW NW	93
6 S	6 W	WM	6	SW NW	91
6 S	6 W	WM	6	NW SW	91
6 S	6 W	WM	6	NW SW	93

6. The second right to be transferred is as follows:

**Certificate:** 67793 in the name of CITY OF WILLAMINA (perfected under Permit S-15022)

**Use:** MAINTENANCE OF PUBLIC FISH FACILITY

**Priority Date:** JUNE 13, 1941

**Rate:** 0.20 CUBIC FOOT PER SECOND

**Source:** WILLAMINA CREEK, tributary to the YAMHILL RIVER

**Authorized Point of Diversion:**

Twp	Rng	Mer	Sec	Q-Q	DLC	Measured Distances
6 S	7 W	WM	1	NE SE	43	2050 FEET NORTH AND 520 FEET WEST FROM THE SE CORNER OF SECTION 1

**Authorized Place of Use:**

PUBLIC FISH FACILITY					
Twp	Rng	Mer	Sec	Q-Q	DLC
6 S	7 W	WM	1	SE SE	43

7. Transfer Application T-10642 proposes to move the authorized point of diversion approximately 1500 feet downstream to:

Twp	Rng	Mer	Sec	Q-Q	DLC	Measured Distances
6 S	6 W	WM	6	NW SW	93	225 FEET SOUTH AND 400 FEET EAST FROM THE W¼ CORNER OF SECTION 6

8. Transfer Application T-10642 also proposes to change the place of use of the right to:

PUBLIC FISH FACILITY					
Twp	Rng	Mer	Sec	Q-Q	DLC
6 S	6 W	WM	6	SW NW	93
6 S	6 W	WM	6	SW NW	91
6 S	6 W	WM	6	NW SW	91
6 S	6 W	WM	6	NW SW	93

9. Notice of the application for transfer was published on June 17, 2008, pursuant to OAR 690-380-4000. No comments were filed in response to the notice.
10. The Oregon Department of Fish and Wildlife (ODFW) has determined that a fish screening and/or by-pass device is necessary at the new point of diversion to prevent fish from entering the diversion and/or safely transport fish back to the body of water from which the fish were diverted and that the diversion is currently equipped with an appropriate fish screening and/or by-pass device.
11. On April 12, 2010, the Department mailed a copy of the draft Preliminary Determination proposing to approve Transfer Application T-10642 to the applicant. The draft Preliminary Determination cover letter set forth a deadline of May 14, 2010, for the applicant to respond. The applicant requested that the Department proceed with issuance of a Preliminary Determination and provided the necessary information to demonstrate that the applicant is authorized to pursue the transfer.
12. On April 26, 2010, the Department issued a Preliminary Determination proposing to approve Transfer Application T-10642 and mailed a copy to the applicant. Additionally, notice of the Preliminary Determination for the transfer application was published on the Department's weekly notice on May 5, 2010, pursuant to ORS 540.520 and OAR 690-380-4020. No protests were filed in response to the notice.

***Transfer Review Criteria [OAR 690-380-4010(2)]***

13. Water has been used within the five-year period prior to submittal of the transfer application according to the terms and conditions of the rights. There is no information in the record that would demonstrate that the rights are subject to forfeiture under ORS 540.610.
14. A pump, pipeline sufficient to use the full amount of water allowed under the existing rights were present within the five-year period prior to submittal of Transfer Application T-10642.
15. The proposed changes would not result in enlargement of the rights.
16. The proposed changes would not result in injury to other water rights.

### Conclusions of Law

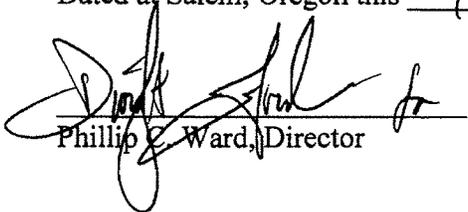
The change in points of diversion and change in places of use proposed in Transfer Application T-10642 are consistent with the requirements of ORS 540.505 to 540.580 and OAR 690-380-5000.

#### Now, therefore, it is **ORDERED**:

1. The change in points of diversion and change in places of use proposed in Transfer Application T-10642 are approved.
2. The right to the use of the water is restricted to beneficial use at the place of use described, and is subject to all other conditions and limitations contained in Certificates 41796 and 67793 and any related decree.
3. Water right certificates 41976 and 67793 are cancelled.
4. The quantity of water diverted at the new point of diversion shall not exceed the quantity of water lawfully available at the original points of diversion.
5. Water use measurement conditions:
  - a. Before water use may begin under this order, the water user shall install a totalizing flow meter, or, with prior approval of the Director, another suitable measuring device, at the point of diversion.
  - b. The water user shall maintain the meter or measuring device in good working order.
  - c. The water user shall allow the Watermaster access to the meter or measuring device; provided however, where the meter or measuring device are located within a private structure, the Watermaster shall request access upon reasonable notice.
6. The water user shall maintain and operate a fish screening and/or by-pass device, as appropriate, at the point of diversion consistent with the Oregon Department of Fish and Wildlife's operational and maintenance standards.
7. The approved changes shall be completed and full beneficial use of the water shall be made on or before **October 1, 2011**. A Claim of Beneficial Use prepared by a Certified Water Right Examiner shall be submitted by the applicant to the Department within one year after the deadline for completion of the change(s) and full beneficial use of the water.

- 8. When satisfactory proof of the completed changes is received, new certificates confirming the rights transferred will be issued.

Dated at Salem, Oregon this 7 day of June 2010.

  
Phillip E. Ward, Director

Mailing date: JUN 08 2010

From Jeff Brown 5/3/17

City of Willamina's Water Rights tied to the fish pond

Certification # 11706 (Downtown old fire department)

I am currently using this one reporting the water usage for Huddleston pond beings the other two certifications are not on the website for me to enter the appropriate data. Certification #11706 was used for the old fire department as described in the water master plan.

.2 cubic feet per second allotted for this permit.

.2 cfs X 448.83 = 89.76 gpm (gallons per minute)

89.76 gpm X 1440 min per day = 129,254.4 gpd (gallons per day)

129,254.4 gpd X 365 days/year = 47,177,856 gallons per year allotted usage.

\* Certification # S15022 (designated Huddleston Pond) needs extension filed

.2 cubic feet per second allotted for this permit.

.2 cfs X 448.83 = 89.76 gpm (gallons per minute)

Available

89.76 gpm X 1440 min per day = 129,254.4 gpd (gallons per day)

129,254.4 gpd X 365 days/year = 47,177,856 gallons per year allotted usage.

\* Certification # R768 (designated Huddleston Pond) needs extension filed

20 acre-ft allotted for this permit.

20 acre-ft transfers to .02761 cfs (cubic feet per second)

.02761 cfs \* 448.43 = 12.39 gpm (gallons per minute)

12.39 gpm X 1440m/d X 365d/y =6,513,338 gallons per year allotted usage.

2016 usage at Huddleston pond was 64,283.12

Being used at Pond

City of Willamina  
Staff report

Date Tuesday, June 13, 2017  
From Debbie Bernard  
*Willamina City Recorder*  
Subject City Manager Contract

**Background:**

At their May 9, 2017 City Council meeting, Council approved the hire of Ross Schultz as interim City Manager. Attached for your approval is the City of Willamina and City Manager Interim contract.

Mr. Schultz returned to the City Manager Interim position on May 22, 2017.

**Financials**

There is \$20,000 unexpended under contract services, which is sufficient to cover this expenditure.

**Council Options**

Council can choose to;

1. Approve City Manager Contract as presented.
2. Table the project until Council wishes to revisit.

**Staff Recommendation**

Council motion to approve the contract.

**Action Requested**

Motion to approve Contract

Attachment

**PERSONAL SERVICES AGREEMENT**  
**Between**  
**THE CITY OF WILLAMINA, OREGON**  
**and**  
**ROSS SCHULTZ**  
**FOR**  
**CITY MANAGER SERVICES**

An agreement between THE CITY OF WILLAMINA, OREGON ("City") and Ross Schultz ("Contractor").

WHEREAS, City and Contractor believe it is in their mutual interest to enter into a written contract setting out their understandings concerning Contractor's provision of executive city management service for the City as Interim City Manager.

**1. Term; Time on Site; General Outline of Duties.**

Contractor will act as City's Interim City Manager for the period January 18, 2016 through and including June 30, 2016 unless terminated as set forth in Section 5 below. This Contract does not renew or extend beyond June 30, 2016 without the City Council's express approval which approval is in the Council's sole and absolute discretion.

Contractor shall physically be in the City between ten (10) and twenty (20) hours per week with a minimum of two (2) full business days each week which are to be mutually agreed upon and scheduled.

Contractor will attend all regularly scheduled City Council meetings unless excused from attendance by the Mayor.

Contractor will attend and participate in those community-based activities/functions Council deems appropriate and will represent the City at scheduled regional meetings.

**2. Contractor Duties**

In addition to the activities described in Section 1 above, it is anticipated that Contractor will perform additional duties as set out more fully in Exhibit A and shall perform those duties within the timeframe set out therein.

**3. Compensation**

City agrees to compensate Contractor at the rate of One Hundred Dollars (\$100.00) per hour for his services as Interim City Manager which amount is Contractor's sole compensation for said services. Contractor understands and agrees he is neither an "officer" nor "employee" of the City as those terms are used in ORS 30.265. Contractor is responsible for all federal or state taxes applicable to compensation or payments paid to Contractor under this Agreement and unless Contractor is subject to backup withholding, City will not withhold from such compensation or payments any

amount(s) to cover Contractor's federal or state tax obligations. Contractor is not eligible for any social security, unemployment insurance or workers' compensation benefits from compensation or payments paid to Contractor under this Contract, except as a self-employed individual.

City shall pay for Contractor's out of pocket expenses at their direct and actual cost without markup including expenses related to the Contractor's services as Interim City Manager including postage, copying costs, messenger fees, long distance telephone charges, mileage (at the then-applicable IRS rate) and travel.

#### **4. Supervision and Control**

Contractor reports to the City Council in the carrying out and implementation of his duties.

#### **5. Separation**

Contractor may terminate this Agreement at any time with not less than 30 days advance written notice to the Mayor. The City Council may terminate this Agreement at any time by a majority vote of its members with notice being provided Contractor not less than 10 days in advance of the desired termination date.

#### **6. Law of Oregon**

The contract shall be governed by the laws of the State of Oregon. Venue shall be in Yamhill County, Oregon.

#### **7. Indemnification**

Consistent with the Oregon Tort Claims Act, City shall defend, hold harmless, and indemnify the Contractor against any claim or legal action arising out of the Contractor's discharge of his duties under this Contract and within the scope of his contract.

#### **8. Mediation/Trial without a Jury**

Should any dispute arise between the parties to this Agreement, it is agreed that such dispute will be submitted to a mediator prior to any litigation and the parties hereby expressly agree that no claim or dispute arising under the terms of this Agreement shall be resolved other than first through mediation and only in the event said mediation efforts fail, through litigation. Any litigation arising under or as a result of this contract shall be tried to the court without a jury. The parties shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in the Portland, Oregon unless both parties agree in writing otherwise. Both parties agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If a party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Clackamas County Circuit Court upon the request of either party. The parties shall have any rights at law or in equity with respect to any dispute not covered by this Section.

#### **9. Conflict of Interest**

Contractor shall not engage in any activity, business or transaction or have a financial or personal interest or association, direct or indirect which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of his duties under this Contract.

City understands Contractor is currently engaged with other local government entities in provision of executive / management assistance and advice and that Contractor wishes to and will continue such activities provided those matters do not unreasonably interfere with provision of services to City under this Agreement.

**10. Leave**

All time off will be approved and scheduled with the Council's designee. City understands Contractor has a pre-existing engagement and will be absent from the State for one week during the month of February, 2016 and is agreeable to that absence.

**11. Assignment.** The Contractor may not assign any interest in this Contract and shall not transfer any interest in the same.

**12. Modification**

Any modification of the provisions of this Agreement shall be reduced to writing and signed by both the City and Contractor the parties.

**13. No Waiver of Legal Rights**

A waiver by either the City or Contractor of any breach by the other shall not be deemed a waiver of any subsequent breach.

**14. Integration and Severability**

This Agreement contains the entire agreement between Contractor and City and supersedes all prior written or oral discussions or agreements regarding the same subject. If any clause, sentence or section of this Agreement is found illegal or unenforceable, such clause, sentence or section shall be regarded as though it were not part of this Agreement and the remaining parts shall be fully binding and enforceable by the parties hereto.

**CONTRACTOR**

**CITY OF WILLAMINA**

\_\_\_\_\_  
Ross Schultz

\_\_\_\_\_  
Ila Skyberg  
Mayor

## Exhibit A

Contractor shall perform the functions generally described as belonging to the City's City Manager as set out in Chapter 30.15 of the Willamina Municipal Code and (to the extent not covered therein) the following:

- supervise and direct the overall management, administration and direction of City operations;
- negotiate, execute and administer City contracts within budget appropriations;
- providing policy advice to the City's elected officials;
- maintaining open communications with the community to foster both responsive and courteous public service;
- work toward achieving goals set by the City Council; and
- such other duties as City Council may, from time to time, assign.

## City of Willamina Staff report

Date            Tuesday June 13<sup>th</sup>, 2017

From            Ross Schultz  
                    *Willamina City Manager*

Subject         Repave Cherry St.

### **Background**

As part of the budget process, staff reviewed City Street projects that were in need. As part of that effort the repaving of Cherry Street was put at the top of the list by then City Manager Sivick, The City Engineer and The City's Public Works Manager.

As part of that process the Public Works Manager sought bids from contractors who work in Willamina. He contacted 3 potential vendors and received two bids. North Santiam Paving, Numan Paving and H&H Paving were contacted and ask to bid He would now like to award a contract to pave Cherry Street. The bid has been reviewed by the City Engineer.

### **Financials**

Of the three Bids, North Santiam Paving responded with \$58,000 and Newman Paving Responded with \$37,000 to meet our spec for paving Cherry Street. H&H choose not to respond. Please see bids attached.

As the 2016/17 budget was built, staff did not have a capital project plan for fund and opted to put available funds in contingency. This is not a budgeted project but money is available in contingency and as part of this request council would authorize moving \$37,000 from contingency to capital projects in the Street Fund.

### **Council Options**

Council can choose to;

1. Award the Contract per the bid's received in accordance with **ORS 279B.070**
2. Request staff to re-bid the project.
3. Table the project until Council wishes to revisit.

### **Staff Recommendation**

Staff recommends passing resolution R16-17-020, A resolution to Award Bid to Newman Paving to repave Cherry Street and Transfer \$37,000 from Contingency to Capital Projects for the Street Fund.



**CITY OF WILLAMINA, OREGON**

**RESOLUTION NO. R16-17-020**

**A RESOLUTION OF THE WILLAMINA CITY COUNCIL TO AWARD A CONTRACT FOR THE PAVING OF CHERRY STREET AND DIRECTING STAFF TO TRANSFER \$37,000 FROM STREET FUND CONTINGENCY TO STREET FUND CAPITAL IN THE 2016/17 BUDGET.**

**WHEREAS**, Staff has issued 3 requests to have Cherry Street Repaved per specification in accordance with ORS 279B.070; **and**

**WHEREAS** staff has received 3 responses; **and**

**WHEREAS** Money exists in Street Fund Contingency to award the low bid for the contract to repave Cherry Street; **Now**

**THEREFORE**, The City Council of Willamina authorizes staff to Award the contract to repave Cherry Street to Newman Paving, low bid, in the amount of \$37,000; **and**

The City Council of Willamina directs staff to transfer funds from the 2016/17 Budget for Street Fund Contingency to Street Fund Capital.

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

ADOPTED this 13th day of June, 2017.

\_\_\_\_\_  
Ilya Skyberg  
Mayor

\_\_\_\_\_  
Date of Signing

ATTESTED:

\_\_\_\_\_  
Debbie Bernard,  
City Recorder

\_\_\_\_\_  
Date of Enactment

## ESTIMATE



City Of Willamina

**Newman Paving & Curbing**

PO Box 6070  
Salem, Or 97304

Estimate #

000063

Date

04/26/2017

Phone: (503) 391-6274

Email: office@newmanpaving.net

Fax: (503) 399-5326

Description	Total
Cherry ave (James to Pioneer and Pioneer to Hill)	\$37,370.00
Clean, per level, tack and overlay with 2" asphalt on 22,500 sq ft	
Asphalt	\$0.00
Measurements provided by others	
Basic traffic control provided (road closure signage)	
Riser rings for manhole provided by City	
Price includes valve boxes to be jackhammered and lifted, but if broken, new box provided by City	
Prices are not certified payroll	
	<b>Subtotal</b>
	\$37,370.00
	<b>Total</b>
	<b>\$37,370.00</b>

We propose hereby to furnish materials and labor- complete in accordance with the above specifications. Payment shall be made within 30 days following completion of work. Unpaid balances shall bear SERVICE CHARGE AT THE RATE OF 18% PER ANNUM..until paid in full. In the event suit or action including any appeal therefrom, is brought to enforce any terms of this agreement, the prevailing party shall be entitled to such reasonable attorney's fees and costs as may be awarded by the trial and appellate courts. This proposal may be withdrawn by us if not accepted within 30 days. Any permits required are to be obtained by owner. "CHANGE ORDERS> Any change from the original proposal shall be in writing and signed by both parties. Any change in the price as a result of the change shall be stated thereon." "Venue. The parties agree that exclusive jurisdiction to determine any dispute between them is conferred upon the district or Circuit Court, as appropriate, of Marion County, Oregon"

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 City Of Willamina



## NORTH SANTIAM PAVING CO.

SITE DEVELOPMENT AND  
ROADWAY CONTRACTORS

41203 Kingston-Lyons Dr SE - PO Box 516 Stayton, Or 97383 - Office: 503.769.3436 – Fax: 503.769.7358 - CCB #53247

May 12, 2017

City of Willamina Public Works  
Attn: Jeff Brown  
411 NE C St.  
Willamina, OR 97396

### City of Willamina – 2017 Street Overlay Package

We are pleased to provide the following quotations for your projects:

---

#### Mobilization of Crews and Equipment (equal regardless of number of jobs completed)

**Lump sum cost of: \$12,150**

#### Job A: Cherry Ave James St to Hill St

**Lump sum Cost of: \$46,500**

- Removal of existing cold mix patching
- Place pre-level over entire street at an average depth of 1.5” using approximately 250 tons of hot mix asphalt
- Provide, place and compact **approximately 250 tons of hot mix asphalt pavement at a 1.5” average depth**
- Pave a 3’ wide driveway access at each of the 15 driveways
- Raise existing utilities to new grade
- Sand seal edges

Exclusions: Surveying, Manhole Risers, New Water Valves, over excavation, shoulder rock, mobilization

#### Job B: 4<sup>th</sup> Street (B St to D St.)

**Lump Sum Cost of: \$29,220**

- Place pre-level over entire street at an average depth of 1.5” using approximately 150 tons of hot mix asphalt
- Provide, place and compact **approximately 150 tons of hot mix asphalt pavement at a 1.5” average depth**
- Pave a 3’ wide driveway access at each of the 4 driveways
- Raise existing utilities to new grade
- Sand seal edges

Exclusions: Surveying, Manhole Risers, New Water Valves, over excavation, shoulder rock, mobilization

#### Job C: D Street (4<sup>th</sup> St to 3<sup>rd</sup> St.)

**Lump Sum Cost of: \$13,800**

- Place pre-level over entire street at an average depth of 1.5” using approximately 65 tons of hot mix asphalt
- Provide, place and compact **approximately 65 tons of hot mix asphalt pavement at a 1.5” average depth**
- Pave a 3’ wide driveway access at each of the 5 driveways
- Raise existing utilities to new grade
- Sand seal edges

Exclusions: Surveying, Manhole Risers, New Water Valves, over excavation, shoulder rock, mobilization

Should you have any questions please contact me directly at 503-302-8338, we appreciate the opportunity!

Dylan Bochsler





Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 5/1/2017 to 5/31/2017

City of WILLAMINA

UCR Description	5/1/2016 To 5/31/2016	5/1/2017 To 5/31/2017	Percentage Change	YTD (2017)	Prior Year (2016)
<b>Part 1</b>					
Aggravated Assault	0	0		3	2
Arson	0	0		1	0
Burglary-Business	0	0		0	2
Burglary-Non-Residence	1	0		2	3
Burglary-Residence	1	0		2	10
Larceny	6	1	-83.33 %	16	53
Motor Vehicle Theft-Auto	0	0		2	10
<b>Part 1 Total</b>	<b>8</b>	<b>1</b>	<b>-87.5 %</b>	<b>26</b>	<b>80</b>
<b>Part 2</b>					
All Other	0	1		4	8
Animal Problems	0	0		0	1
Disorderly Conduct	0	1		3	8
Drug Laws	4	0		12	25
DUII	0	2		5	5
Forgery	0	0		0	1
Fraud	2	0		2	2
Kidnapping	0	0		0	1
Liquor Laws	0	0		0	4
Runaway	0	0		1	2
Sex Offenses	0	1		8	2
Simple Assault	5	4	-20 %	13	28
Stolen Property	0	0		2	3
Trespass/Prowler	2	1	-50 %	5	17
Vandalism	3	0		4	18
Weapons	0	0		1	3
<b>Part 2 Total</b>	<b>16</b>	<b>10</b>	<b>-37.5 %</b>	<b>60</b>	<b>128</b>
<b>Part 3</b>					
All Other	12	8	-33.33 %	39	102
Non-Reportable Offenses	7	22	214.29 %	67	106
<b>Part 3 Total</b>	<b>19</b>	<b>30</b>	<b>57.89 %</b>	<b>106</b>	<b>208</b>
<b>Total For WILLAMINA</b>	<b>43</b>	<b>41</b>	<b>-4.65 %</b>	<b>192</b>	<b>416</b>

Volunteer  
 Monthly Report  
 May 2017

**Total Volunteer Hours:**

Library – 188.75 hours / 19 Volunteers  
 City Hall – hours / 1 Volunteers

**WELCOME:**

Kailey Yoder (student) – Summer Reading Program Volunteer  
 Eleanore Stritzke (student)

**RFID VOLUNTEERS:**

Mary Jane Hollinger (7.25hrs), Fe ?? (5.5hrs), Dave (1.5hr) & Jeannie (3.5hrs) Buswell,  
 Christine Talley (4hrs), Will Nelson (29hrs), Donna Borck (9hrs), Ashley McKeever  
 (12hrs), Kimberly Fulmer (2hrs)

**What are our Volunteers doing?**

Willamina Public Library RFID Conversion  
 Willamina Public Library Summer Reading Program – Upcoming  
 Willamina Public Library:  
 Checking In items, Shelving Books, Inventory Management, Project Assistance, PC  
 Assistance, Grant Research, Newsletter, StoryTime, cleaning, marketing, and much  
 more!

City Hall:  
 Data entry, Answer phones, customer service, office projects

**Looking for Volunteers!**

Willamina Public Library:  
*SUMMER READING PROGRAM:* The Library is looking for individuals to assist with  
 planning and executing the Summer Reading Program June-August 2017.  
*Volunteer Children's Library Clerk* – Provide StoryTime and assist the Library by offering  
 exceptional service to patrons and youth in the Children's area while maintaining a  
 clean and safe environment

City Hall:  
*Volunteer Administrative Clerk* - assist with filing, data entry, office duties and answering  
 phones  
*Volunteer Archiving Clerk* - assist with scanning archive documents into the computer

## Code Enforcement Monthly Report May, 2017

**Citizen Contacts 189**

**Complaints received 28**

**Complaints rectified 21**

**Several more citations issued to Wells Fargo**

**6 written Warnings issued and all were resolved**

**7 vehicles tagged and all were resolved or moved.**

**Still dealing with Wells Fargo on home on Cedar Ln. Outside grass is tall and in violation again. Issued several citations and will abate lawn in next few days if no response from bank. Liens are going to be place on home by city for services we perform on property.**

**Still seeing an increase in new families moving into Willamina. More homes are going up in Pacific Heights.**

**Now with the better weather lawns are getting mowed and talking with banks on empty homes to ensure they keep up on foreclosed homes.**

**Now with the better weather I'm working on JUNK on properties.**

**Monthly Library Report  
May 2017**

CIRCULATION COMPARISON

CCRLS Statistics Report

May 2015 – 1814

May 2016 – 1327

May 2017 – 2093 (with 1week closure for RFID Tagging)

NUMBER OF PATRONS SERVED: 582

NUMBER OF PATRONS UTILIZING PCs: 87

HOLDS:

Number picked Up: 393

ILL Requests Filled: 2

PROGRAM Attendance:

Youth – 28

Adults – 13

MEETING SPACE USE: 4.5 Hours

CASH COUNT:

Fines/Fees - \$99.75

Copies - \$76.48

NEW CARD SIGNUPS: 4

NUMBER OF ITEMS ADDED TO CATALOG: 0

TOTAL LIBRARY SERVICE HOURS: 70

VOLUNTEERS:

19 Volunteers / 187.75 Hours

\*\*RFID Closure: 4 paid CCRLS taggers (66hrs) / 9 volunteers (72.75hrs) / Librarian (32hrs) \*\* 14 people / 170.75 hrs

Highlights/Calendar:

RFID Conversion / Inventory Maintenance

PROJECTS/UPCOMING

Aquaponics Learning Station

Summer Reading Program: Build a Better World June 5<sup>th</sup>-August 22<sup>nd</sup>

Solar Eclipse Event 8/21

Upcoming: Change of days/hours effective July 9<sup>th</sup>

Sunday 12-4, Monday 11-5, Tuesday 11-5, Wednesday 11-5, closed Thursday, Friday, Saturday & Holiday

# Yearly Schedule of Events

Year	Start Day
2017	1 1:Sun, 2:Mon

## Yearly Schedule of Events

### CITY COUNCIL CALENDAR OF EVENTS

January 2017						
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

01/01/17 (Sun)	City Hall Closed New Year's Day	holiday
01/16/17 (Mon)	City Hall Closed Martin Luther King Jr. Day	holiday
01/03/17 (Tue)	Planning Commission Meeting	meeting
1/10/17 (Tue)	Town Hall Meeting	meeting
1/10/17 (Tue)	Meeting	meeting

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

#### February

02/02/17 (Thu)	Groundhog Day	holiday
02/12/17 (Sun)	Lincoln's Birthday	holiday
02/14/17 (Tue)	Valentines Day	holiday
02/20/17 (Mon)	President's Day	holiday
02/07/14 (Fri)	Planning Commission Meeting	meeting
02/14/14 (Tues)	City Council Meeting	meeting
02/06 & 2/07/17 (Mon & Tue)	<b>3 Day Visit &amp; Evaluation by Community Planning &amp; Economic Development Experts</b>	meeting meeting
02/25/17 (Sat)	<b>Saturday Workshop on Economic Development &amp; Revitalization – February, 2017</b>	meeting
02/28/17 (Tue)	<b>Revitalization – February, 2017 - Political Leaders, Bus L</b>	meeting

March 2017						
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

03/17/17 (Fri)	St. Patrick's Day	holiday
03/12/17 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/07/17 (Tue)	Planning Commission	meeting
03/14/17 (Tue)	City Council Regular Meeting	meeting
03/21/17 (Tue)	<b>Development Visioning Committee – March, 2017</b>	meeting
	<b>Members to Include: Elected Officials, Business Leaders, Community</b>	

April 2017						
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

04/01/17 (Sat)	April Fool's Day	holiday
04/22/17 (Sat)	Earth Day	holiday
4/21/17 & 04/22/17 (FRI & S)	Annual Bark Sale Event	event

# Yearly Schedule of Events

## CITY COUNCIL CALENDAR OF EVENTS

### May 2017

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

05/29/17 (Mon)	Memorial Day	holiday
05/14/17 (Sun)	Mother's Day	holiday
05/18/17 (Thurs)	Willamina City of Willamina City County Dinner	event
05/10/17 (Thurs)	Budget Committee Meets	meeting
05/16/17 (Wed)	Budget Committee Meets Subsequent Mtg	meeting

### June 2017

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

06/03/17 (SAT)	City-wide clean up	event
06/14/17 (Wed)	Flag Day	holiday
06/18/17 (Sun)	Father's Day	holiday
06/13/17(Tues)	Regular City Council Meeting and Public Hearing	meeting
	Budget and State Revenue Sharing Funds	meeting
06/19/17 (Mon)	Executive Session	meeting
06/24/17 (Sat)	Mud Drags	event

### July 2017

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

### July

07/04/17 (Tue)	Independence day	holiday
07/21/17(Fri & Sat)	City Wide Garage Sale	event