

WILLAMINA CITY COUNCIL AGENDA

**Willamina City Council Agenda**  
**Tuesday, September 12, 2017 6:00pm**  
**West Valley Fire District**  
**825 NE Main St, Willamina (recorded meeting)**

CALL TO ORDER  
ROLL CALL  
FLAG SALUTE

AGENDA ADDITIONS AND CORRECTIONS

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE – Mary Jane Hollinger – stop sign

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. Check Registers – July 1 to 31, 2017 (information only)
2. Financials July 2017
3. Minutes from June, 13, 2017 and August 15, 2017 City Council Meeting

CORRESPONDENCE –

REGULAR AGENDA

4. Consideration of drinking fountain in Garden Spot and Hampton Park (Dr. Gary Brooks, Kenna West, Jeff Brown)
5. Consideration of the installation of storage container and cover at public works facility and use of currently unused city owned storage container (Gary Brooks)
6. Consideration for a Rental Agreement between the City of Willamina and Bahadur Singh
7. Consideration of the Appeal - Appeal - Site Plan Review (SDR 17-01). Nicholas Patrick Marrant
8. Consideration to Appoint Special Committee to update the Willamina Development
9. Council to consider 3 applications for the vacant seats on the Library Board
10. Council to consider new check signers with US Bank

BUSINESS CARRIED FORWARD-UPDATE

11. The Old Department Store and Old City Shops

MAYOR'S REPORT

## COUNCIL LIAISON REPORTS

12. Chamber Liaison (Mayor Skyberg)
13. YCOM Board (Councilor Baller)
14. Yamhill County Housing Authority Board Member (Councilor Stritzke)
15. Yamhill County Transit Authority Board Member (Councilor Johnson)

## REPORTS FROM/CITY OFFICERS

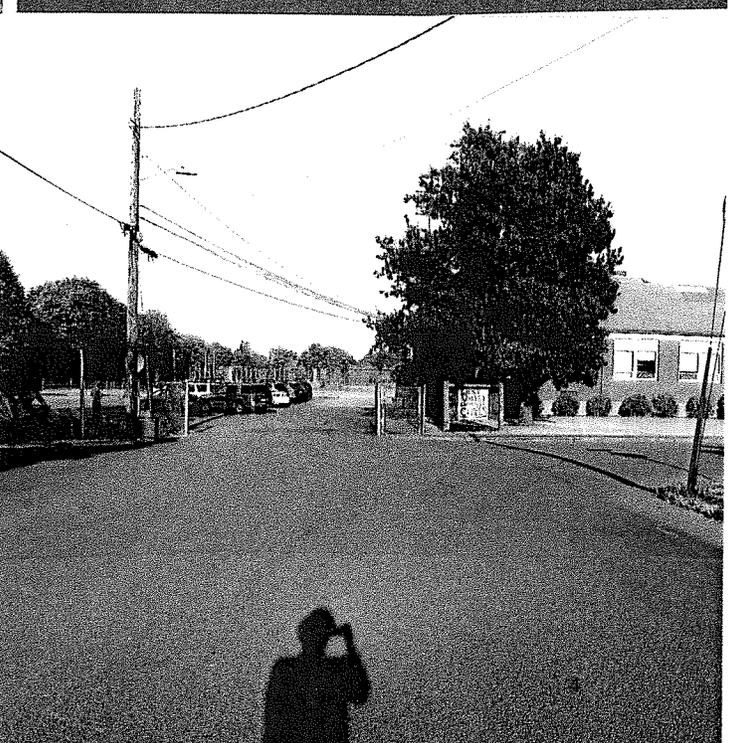
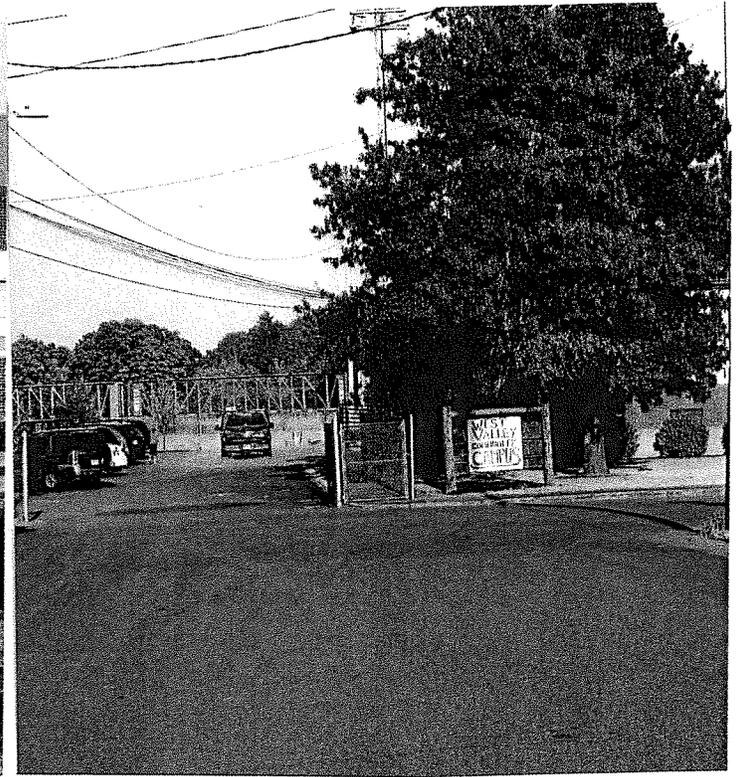
16. City Recorder Report attachment
17. Sheriff's Report
18. Report from Public Works
19. Librarian Report attachment
20. Code Enforcement Report
21. Events Calendar

## ADJOURN

# CONSENT AGENDA

---

Stop sign at Washington  
and Lamson



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>8595</b>										
07/17	07/05/2017	8595	1720	EXPRESS SERVICES, INC.	19069846	1	10-12-5201	.00	894.00	894.00
Total 8595:										
<b>8596</b>										
07/17	07/05/2017	8596	3060	NW NATURAL	062317 1363	1	10-65-5415	.00	4.41	4.41
07/17	07/05/2017	8596	3060	NW NATURAL	062317 1391	1	10-67-5415	.00	22.62	22.62
Total 8596:										
<b>8597</b>										
07/17	07/05/2017	8597	3590	PGE	062217	1	40-11-5415	.00	165.47	165.47
07/17	07/05/2017	8597	3590	PGE	062217	2	10-67-5415	.00	50.41	50.41
07/17	07/05/2017	8597	3590	PGE	062217	3	10-12-5415	.00	140.98	140.98
07/17	07/05/2017	8597	3590	PGE	062217	4	10-67-5415	.00	16.48	16.48
07/17	07/05/2017	8597	3590	PGE	062217	5	30-11-5415	.00	250.39	250.39
07/17	07/05/2017	8597	3590	PGE	062217	6	10-65-5415	.00	105.79	105.79
07/17	07/05/2017	8597	3590	PGE	062217	7	10-12-5415	.00	36.05	36.05
07/17	07/05/2017	8597	3590	PGE	062217	8	10-66-5415	.00	27.91	27.91
07/17	07/05/2017	8597	3590	PGE	062217	9	10-12-5415	.00	16.48	16.48
07/17	07/05/2017	8597	3590	PGE	062217	10	30-11-5415	.00	1,485.63	1,485.63
07/17	07/05/2017	8597	3590	PGE	062217	11	30-11-5415	.00	609.89	609.89
07/17	07/05/2017	8597	3590	PGE	062217	12	30-11-5415	.00	21.87	21.87
07/17	07/05/2017	8597	3590	PGE	062217	13	30-11-5415	.00	979.09	979.09
07/17	07/05/2017	8597	3590	PGE	062217	14	40-11-5415	.00	186.14	186.14
07/17	07/05/2017	8597	3590	PGE	062217	15	40-11-5415	.00	188.00	188.00
07/17	07/05/2017	8597	3590	PGE	062217	16	40-11-5415	.00	48.91	48.91
07/17	07/05/2017	8597	3590	PGE	062217	17	40-11-5415	.00	1,508.83	1,508.83
07/17	07/05/2017	8597	3590	PGE	062217	18	10-66-5415	.00	33.09	33.09
07/17	07/05/2017	8597	3590	PGE	062217	19	10-72-5415	.00	267.94	267.94
07/17	07/05/2017	8597	3590	PGE	062217	20	10-66-5415	.00	16.48	16.48
Total 8597:										6,155.83

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8598	07/17	07/05/2017	8598	2100 RICHARD HAYNES	063017	1	40-11-5140	.00	50.00	50.00
Total 8598:										
8599	07/17	07/05/2017	8599	5549 Ross Schultz	W 17 02	1	10-12-5200	.00	3,964.00	3,964.00
Total 8599:										
8600	07/17	07/12/2017	8600	540 AMERICAN WATER WORKS AS	052917	1	30-11-5320	.00	345.00	345.00
Total 8600:										
8601	07/17	07/12/2017	8601	5660 Anthony Aitken	063017	1	30-10-4330	.00	45.00	45.00
07/17	07/12/2017	8601	5660 Anthony Aitken		063017	2	40-10-4340	.00	45.00	45.00
Total 8601:										
8602	07/17	07/12/2017	8602	700 BAKER AND TAYLOR BOOKS	4011950789	1	10-65-5102	.00	72.76	72.76
07/17	07/12/2017	8602	700 BAKER AND TAYLOR BOOKS		4011950789	2	10-65-5100	.00	107.37	107.37
Total 8602:										
8603	07/17	07/12/2017	8603	870 BRETTHAUER OIL CO.	CL70291	1	10-72-5120	.00	38.73	38.73
07/17	07/12/2017	8603	870 BRETTHAUER OIL CO.		CL70291	2	40-11-5120	.00	69.58	69.58
07/17	07/12/2017	8603	870 BRETTHAUER OIL CO.		CL70291	3	30-11-5120	.00	67.00	67.00
Total 8603:										
8604	07/17	07/12/2017	8604	1380 CARQUEST	4758-151179	1	30-11-5137	.00	5.60	5.60
07/17	07/12/2017	8604	1380 CARQUEST		4758-151559	1	10-72-5137	.00	19.94	19.94
Total 8604:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount		
Total 8604:												
8605	07/17	07/12/2017	8605	1130	CITY OF WILLAMINA	061517	1182	1	30-11-5415	.00	86.47	86.47
Total 8605:												
8606	07/17	07/12/2017	8606	1210	CNH CAPITAL	060817	1182	1	10-72-5507	.00	587.64	587.64
Total 8606:												
8607	07/17	07/12/2017	8607	1720	EXPRESS SERVICES, INC.	19101653	1182	1	10-12-5200	.00	894.00	894.00
07/17	07/12/2017	8607	1720	EXPRESS SERVICES, INC.	19134104	1182	1	10-12-5200	.00	894.00	894.00	
Total 8607:												
8608	07/17	07/12/2017	8608	1760	FERGUSON ENTERPRISES, IN	0584930	1182	1	30-11-5530	.00	397.00	397.00
07/17	07/12/2017	8608	1760	FERGUSON ENTERPRISES, IN	0586372	1182	1	20-11-5522	.00	301.54	301.54	
07/17	07/12/2017	8608	1760	FERGUSON ENTERPRISES, IN	0587494	1182	1	31-10-4431	.00	1,328.28	1,328.28	
07/17	07/12/2017	8608	1760	FERGUSON ENTERPRISES, IN	0588317	1182	1	30-11-5530	.00	170.72	170.72	
Total 8608:												
8609	07/17	07/12/2017	8609	3870	JUSTIN RIGGS	070117	1182	1	30-11-5140	.00	145.15	145.15
Total 8609:												
8610	07/17	07/12/2017	8610	2700	LES SCHWAB TIRE CENTER	2160026244	1182	1	10-66-5504	.00	112.59	112.59
07/17	07/12/2017	8610	2700	LES SCHWAB TIRE CENTER	2160026245	1182	1	20-11-5504	.00	48.00	48.00	
Total 8610:												

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8611	07/17	07/12/2017	8611	2670 LOCAL 320 - LABORERS INTL U	070117	1	10-00-2130	.00	185.20	185.20
Total 8611:										
8612	07/17	07/12/2017	8612	5675 Mary Bonn	063017	1	30-00-2300	.00	46.67	46.67
07/17	07/12/2017	8612	5675 Mary Bonn	063017	063017	2	40-00-2400	.00	64.71	64.71
Total 8612:										
8613	07/17	07/12/2017	8613	1320 Mike Craford	071017	1	10-12-5504	.00	60.00	60.00
Total 8613:										
8614	07/17	07/12/2017	8614	3070 NEWS REGISTER	62652	1	10-12-5230	.00	128.00	128.00
Total 8614:										
8615	07/17	07/12/2017	8615	3100 OREGON ASSOC OF MUNICIPA	812	1	10-12-5342	.00	450.00	450.00
Total 8615:										
8616	07/17	07/12/2017	8616	5659 Petty Cash	062817	1	10-12-5126	.00	32.55	32.55
07/17	07/12/2017	8616	5659 Petty Cash	062817	062817	2	10-12-5355	.00	24.77	24.77
Total 8616:										
8617	07/17	07/12/2017	8617	3590 PGE	20457 0 6/24	1	10-19-5400	.00	1,550.44	1,550.44
Total 8617:										
8618	07/17	07/12/2017	8618	3730 PRIMISYS	12751	1	10-12-5233	.00	30.00	30.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8618										
	07/17	07/12/2017	8618	3730 PRIMISYS	12752	1	10-12-5234	.00	400.00	400.00
	07/17	07/12/2017	8618	3730 PRIMISYS	12753	1	10-12-5233	.00	1,965.00	1,965.00
Total 8618:										
2,365.00										
8619										
	07/17	07/12/2017	8619	3820 RECOLOGY WESTERN OREGO	07096985	1	10-66-5415	.00	26.19	26.19
	07/17	07/12/2017	8619	3820 RECOLOGY WESTERN OREGO	07096993	1	10-12-5415	.00	34.32	34.32
	07/17	07/12/2017	8619	3820 RECOLOGY WESTERN OREGO	07097306	1	10-65-5415	.00	2.70	2.70
	07/17	07/12/2017	8619	3820 RECOLOGY WESTERN OREGO	07097314	1	10-65-5415	.00	26.19	26.19
	07/17	07/12/2017	8619	3820 RECOLOGY WESTERN OREGO	07097322	1	10-72-5415	.00	146.24	146.24
	07/17	07/12/2017	8619	3820 RECOLOGY WESTERN OREGO	21249	1	10-12-5415	.00	439.31	439.31
Total 8619:										
674.95										
8620										
	07/17	07/12/2017	8620	4110 SHELDON OIL COMPANY	21378	1	10-72-5120	.00	448.66	448.66
	07/17	07/12/2017	8620	4110 SHELDON OIL COMPANY	21378	2	10-18-5120	.00	72.98	72.98
Total 8620:										
521.64										
8621										
	07/17	07/12/2017	8621	4160 SKYBERGS	063017	1	10-12-5137	.00	6.99	6.99
	07/17	07/12/2017	8621	4160 SKYBERGS	063017-1	1	10-72-5137	.00	266.15	266.15
	07/17	07/12/2017	8621	4160 SKYBERGS	063017-2	1	30-11-5137	.00	31.14	31.14
	07/17	07/12/2017	8621	4160 SKYBERGS	063017-2	2	40-11-5137	.00	8.81	8.81
	07/17	07/12/2017	8621	4160 SKYBERGS	063017-2	3	10-18-5137	.00	63.55	63.55
	07/17	07/12/2017	8621	4160 SKYBERGS	063017-2	4	10-65-5137	.00	11.54	11.54
	07/17	07/12/2017	8621	4160 SKYBERGS	063017-2	5	20-11-5137	.00	354.15	354.15
	07/17	07/12/2017	8621	4160 SKYBERGS	063017-2	6	10-66-5137	.00	135.98	135.98
Total 8621:										
878.31										
8622										
	07/17	07/12/2017	8622	5635 SOLUTIONS YES	INV110667	1	10-65-5606	.00	297.95	297.95
	07/17	07/12/2017	8622	5635 SOLUTIONS YES	INV110667	2	10-12-5606	.00	417.63	417.63
Total 8622:										
715.58										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8623	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	1832583811	10-12-5137	.00	161.96	161.96
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	1838184341	10-12-5137	.00	4.25	4.25
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	1838291641	10-12-5137	.00	71.45	71.45
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	1840405121	10-12-5137	.00	13.79	13.79
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	1840653821	10-12-5137	.00	13.89	13.89
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	1842551851	10-12-5137	.00	45.19	45.19
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	1842864771	10-12-5137	.00	42.82	42.82
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	9756086259-	10-12-5137	.00	149.99	149.99
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	9756996512-	10-12-5137	.00	72.13	72.13
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	9757188889-	10-12-5137	.00	94.99	94.99
	07/17	07/12/2017	8623	4290	STAPLES CREDIT PLAN	9757443954-	10-12-5137	.00	205.37	205.37
										875.83
8624	07/17	07/12/2017	8624	4380	SUPPLYWORKS	4044409237	10-12-5137	.00	100.83	100.83
										100.83
8625	07/17	07/12/2017	8625	4630	WFG National Title Ins Co	061517-1	10-10-4901	.00	47.22	47.22
										47.22
8626	07/17	07/12/2017	8626	4070	WILLAMINA SELECT MARKET	062017	10-72-5137	.00	37.92	37.92
										37.92
8627	07/17	07/12/2017	8627	5551	Wright Business Graphics	4196091	30-11-5230	.00	275.54	275.54
	07/17	07/12/2017	8627	5551	Wright Business Graphics	4196091	40-11-5230	.00	300.00	300.00
	07/17	07/12/2017	8627	5551	Wright Business Graphics	4196815	10-12-5230	.00	574.75	574.75
										1,150.29
8628	07/17	07/19/2017	8628	110	A&E SAFE AND ALARM CO.	152939	10-12-5200	.00	119.70	119.70



GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8633	07/17	07/19/2017	8633	700 BAKER AND TAYLOR BOOKS	4011958524	1	10-65-5106	.00	50.67	50.67
	07/17	07/19/2017	8633	700 BAKER AND TAYLOR BOOKS	4011958524	2	10-65-5100	.00	23.38	23.38
		Total 8633:						.00		74.05
8634	07/17	07/19/2017	8634	720 BEERY, ELSNER & HAMMOND	14793	1	10-12-5203	.00	1,548.38	1,548.38
		Total 8634:						.00		1,548.38
8635	07/17	07/19/2017	8635	5678 Bob Burr	070117	1	10-13-5310	.00	50.00	50.00
		Total 8635:						.00		50.00
8636	07/17	07/19/2017	8636	940 CASELLE, INC.	81880	1	10-12-5235	.00	1,200.00	1,200.00
		Total 8636:						.00		1,200.00
8637	07/17	07/19/2017	8637	990 CHEMEKETA COMMUNITY COL	K00600636	1	10-65-5200	.00	17.90	17.90
		Total 8637:						.00		17.90
8638	07/17	07/19/2017	8638	1135 CITY OF YAMHILL	295	1	10-14-5211	.00	250.00	250.00
		Total 8638:						.00		250.00
8639	07/17	07/19/2017	8639	5677 Craig Johnson	070117	1	10-13-5310	.00	50.00	50.00
		Total 8639:						.00		50.00
8640	07/17	07/19/2017	8640	1460 DAVISON AUTO PARTS, INC.	408237	1	40-11-5137	.00	40.32	40.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8640:										
8641	07/17	07/19/2017	8641	1580 DK QUARRIES INC	98809	1	30-11-5530	.00	261.23	261.23
Total 8641:										
8642	07/17	07/19/2017	8642	1720 EXPRESS SERVICES, INC.	19164559	1	10-12-5200	.00	759.90	759.90
Total 8642:										
8643	07/17	07/19/2017	8643	1760 FERGUSON ENTERPRISES, IN	0588709	1	30-11-5530	.00	281.11	281.11
Total 8643:										
8644	07/17	07/19/2017	8644	4300 HEATHER STRITZKE	070117	1	10-13-5310	.00	50.00	50.00
Total 8644:										
8645	07/17	07/19/2017	8645	2160 HONEY BUCKET	0550359533	1	10-66-5200	.00	106.00	106.00
07/17	07/19/2017	8645	2160 HONEY BUCKET	0550359534	1	10-66-5200	.00	106.00	106.00	106.00
07/17	07/19/2017	8645	2160 HONEY BUCKET	0550359535	1	10-66-5200	.00	106.00	106.00	106.00
Total 8645:										
8646	07/17	07/19/2017	8646	2260 ILA SKYBERG	070117	1	10-13-5310	.00	100.00	100.00
Total 8646:										
8647	07/17	07/19/2017	8647	2660 LEAGUE OF OREGON CITIES	2017-200409	1	10-12-5920	.00	1,707.43	1,707.43

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8647:										
8648	07/17	07/19/2017	8648	2610 LOCAL GOVERNMENT PERSON	13217	1	10-12-5320	.00	586.00	586.00
Total 8648:										
8649										
07/17	07/19/2017	8649	2900 MID-WILLAMETTE VALLEY COU	1617388	1	10-17-5214	.00	1,946.78	1,946.78	
07/17	07/19/2017	8649	2900 MID-WILLAMETTE VALLEY COU	1718034	1	10-12-5320	.00	1,134.00	1,134.00	
Total 8649:										
8650										
07/17	07/19/2017	8650	5603 Newman Paving & Curbing	4846	1	20-11-5522	.00	40,370.00	40,370.00	
Total 8650:										
8651										
07/17	07/19/2017	8651	2860 RICHARD MOWER	071717	1	10-66-5140	.00	49.76	49.76	
Total 8651:										
8652										
07/17	07/19/2017	8652	610 RITA BALLER	070117	1	10-13-5310	.00	50.00	50.00	
Total 8652:										
8653										
07/17	07/19/2017	8653	4290 STAPLES CREDIT PLAN	062817	1	10-12-5137	.00	68.46	68.46	
07/17	07/19/2017	8653	4290 STAPLES CREDIT PLAN	9757784641-	1	10-12-5137	.00	42.67	42.67	
Total 8653:										
8654										
07/17	07/19/2017	8654	5516 The Bulletin Board	1696	1	10-12-5230	.00	63.00	63.00	

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8654:										
8655	07/17	07/19/2017	8655	4540 THERESA MCKNIGHT	070117	1	10-13-5310	.00	50.00	50.00
Total 8655:										
8656	07/17	07/19/2017	8656	4960 WATERLAB CORP.	72372	1	40-11-5250	.00	280.00	280.00
07/17	07/19/2017	8656	4960	WATERLAB CORP.	72372	2	30-11-5250	.00	105.00	105.00
Total 8656:										
8657	07/17	07/19/2017	8657	5676 Willamette Fluid Power, Inc.	48191	1	10-72-5507	.00	265.00	265.00
Total 8657:										
8658	07/17	07/19/2017	8658	5020 XEROX	089777646	1	10-12-5606	.00	165.97	165.97
Total 8658:										
8659	07/17	07/19/2017	8659	5130 YAMHILL COMMUNICATIONS A	FY18-01-WIL	1	10-18-5302	.00	1,874.58	1,874.58
07/17	07/19/2017	8659	5130	YAMHILL COMMUNICATIONS A	FY18-02-WIL	1	10-18-5302	.00	1,874.58	1,874.58
Total 8659:										
8660	07/17	07/19/2017	8660	5080 YAMHILL COUNTY COMMUNITY	070617	1	10-68-5510	.00	200.00	200.00
Total 8660:										
8661	07/17	07/19/2017	8661	5150 YAMHILL COUNTY SHERIFFS O	070117	1	10-18-5217	.00	16,376.23	16,376.23

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8661:										
8662	07/17	07/26/2017	8662	870 BRETTHAUER OIL CO.	CL71075	1	30-11-5120	.00	62.67	62.67
07/17	07/26/2017	8662	870 BRETTHAUER OIL CO.	CL71075		2	40-11-5120	.00	3.16	3.16
Total 8662: 65.83										
8663										
07/17	07/26/2017	8663	1380 CARQUEST	4758-152226		1	10-72-5137	.00	20.48	20.48
07/17	07/26/2017	8663	1380 CARQUEST	4758-152237		1	10-72-5137	.00	29.07	29.07
07/17	07/26/2017	8663	1380 CARQUEST	4758-152290		1	10-72-5137	.00	116.59	116.59
Total 8663: 166.14										
8664										
07/17	07/26/2017	8664	1020 CENTURYLINK	071117		1	10-12-5413	.00	380.83	380.83
07/17	07/26/2017	8664	1020 CENTURYLINK	071117		2	10-66-5413	.00	14.82	14.82
07/17	07/26/2017	8664	1020 CENTURYLINK	071117		3	10-65-5413	.00	99.83	99.83
07/17	07/26/2017	8664	1020 CENTURYLINK	071117		4	10-67-5413	.00	65.53	65.53
07/17	07/26/2017	8664	1020 CENTURYLINK	071117		5	20-11-5413	.00	29.63	29.63
07/17	07/26/2017	8664	1020 CENTURYLINK	071117		6	30-11-5413	.00	504.38	504.38
07/17	07/26/2017	8664	1020 CENTURYLINK	071117		7	40-11-5413	.00	310.46	310.46
Total 8664: 1,405.48										
8665										
07/17	07/26/2017	8665	5682 Dick Paay	072417		1	30-00-2300	.00	65.00	65.00
07/17	07/26/2017	8665	5682 Dick Paay	072417		2	40-00-2400	.00	90.00	90.00
Total 8665: 155.00										
8666										
07/17	07/26/2017	8666	5681 Elden Neufeld	072417		1	30-00-2300	.00	31.41	31.41
Total 8666: 31.41										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
8667	07/17	07/26/2017	8667	1760 FERGUSON ENTERPRISES, IN	0588699	1	30-11-5530	.00	83.62	83.62
Total 8667:										
8668	07/17	07/26/2017	8668	2040 HACH	10530590	1	30-11-5108	.00	813.54	813.54
Total 8668:										
8669	07/17	07/26/2017	8669	5340 HEIDI'S HELPING HANDS	656	1	10-12-5209	.00	200.00	200.00
Total 8669:										
8670	07/17	07/26/2017	8670	3870 JUSTIN RIGGS	072117	1	30-11-5342	.00	95.00	95.00
Total 8670:										
8671	07/17	07/26/2017	8671	2610 LOCAL GOVERNMENT PERSON	13319	1	10-12-5200	.00	1,830.63	1,830.63
Total 8671:										
8672	07/17	07/26/2017	8672	5679 Lori Taylor	072017	1	30-00-2300	.00	12.31	12.31
07/17	07/26/2017	8672	5679	Lori Taylor	072017	2	40-00-2400	.00	17.25	17.25
Total 8672:										
8673	07/17	07/26/2017	8673	4230 SPRINT	569622313-1	1	10-18-5413	.00	46.02	46.02
07/17	07/26/2017	8673	4230	SPRINT	569622313-1	2	10-12-5413	.00	13.89	13.89
07/17	07/26/2017	8673	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.50	40.50
07/17	07/26/2017	8673	4230	SPRINT	569622313-1	4	20-11-5413	.00	3.33	3.33
07/17	07/26/2017	8673	4230	SPRINT	569622313-1	5	30-11-5413	.00	50.42	50.42
07/17	07/26/2017	8673	4230	SPRINT	569622313-1	6	40-11-5413	.00	49.92	49.92

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8673:										
8674	07/17	07/26/2017	8674	4380 SUPPLYWORKS	406387597	1	10-66-5137	.00	137.24	137.24
Total 8674:										
8675										
07/17	07/26/2017	8675	5680 Thomas Yates	Thomas Yates	072117	1	30-00-2300	.00	21.64	21.64
07/17	07/26/2017	8675	5680 Thomas Yates	Thomas Yates	072117	2	40-00-2400	.00	30.13	30.13
Total 8675:										
8676										
07/17	07/26/2017	8676	2920 TOM NICKERSON	TOM NICKERSON	072017	1	10-72-5504	.00	230.00	230.00
Total 8676:										
8677										
07/17	07/26/2017	8677	4680 UNITED RENTALS NORTHWES	UNITED RENTALS NORTHWES	148459370-0	1	30-11-5504	.00	120.16	120.16
Total 8677:										
8678										
07/17	07/31/2017	8678	430 ARAMARK UNIFORM SERVICES	ARAMARK UNIFORM SERVICES	863005768	1	10-66-5140	.00	13.56	13.56
07/17	07/31/2017	8678	430 ARAMARK UNIFORM SERVICES	ARAMARK UNIFORM SERVICES	863005768	2	20-11-5140	.00	3.99	3.99
07/17	07/31/2017	8678	430 ARAMARK UNIFORM SERVICES	ARAMARK UNIFORM SERVICES	863005768	3	30-11-5140	.00	22.33	22.33
07/17	07/31/2017	8678	430 ARAMARK UNIFORM SERVICES	ARAMARK UNIFORM SERVICES	863005768	4	40-11-5140	.00	39.87	39.87
Total 8678:										
8679										
07/17	07/31/2017	8679	1130 CITY OF WILLAMINA	CITY OF WILLAMINA	1182.01	1	30-11-5415	.00	179.93	179.93
07/17	07/31/2017	8679	1130 CITY OF WILLAMINA	CITY OF WILLAMINA	1293.00	1	10-72-5415	.00	93.88	93.88
07/17	07/31/2017	8679	1130 CITY OF WILLAMINA	CITY OF WILLAMINA	2235.01	1	10-65-5415	.00	127.49	127.49
07/17	07/31/2017	8679	1130 CITY OF WILLAMINA	CITY OF WILLAMINA	2236.00	1	10-12-5415	.00	727.19	727.19
07/17	07/31/2017	8679	1130 CITY OF WILLAMINA	CITY OF WILLAMINA	2238.00	1	10-12-5415	.00	170.21	170.21
Total 8679:										

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 8679:										
8680	07/17	07/31/2017	8680	1580 DK QUARRIES INC	98886	1	10-72-5137	.00	156.62	156.62
Total 8680:										
8681	07/17	07/31/2017	8681	1720 EXPRESS SERVICES, INC.	19230066	1	10-12-5200	.00	894.00	894.00
Total 8681:										
8682	07/17	07/31/2017	8682	5686 Hamel Dance Academy	073117	1	10-65-5111	.00	150.00	150.00
Total 8682:										
8683	07/17	07/31/2017	8683	5684 Homeward Bound Pets	072717	1	10-12-5355	.00	250.00	250.00
Total 8683:										
8684	07/17	07/31/2017	8684	5685 Luna's Property Preservation	1270	1	10-18-5504	.00	420.00	420.00
Total 8684:										
8685	07/17	07/31/2017	8685	3060 NW NATURAL	1369282-37-	1	10-65-5415	.00	15.82	15.82
07/17	07/31/2017	8685	3060	NW NATURAL	1391658-07-	1	10-67-5415	.00	16.82	16.82
Total 8685:										
									32.64	
8686	07/17	07/31/2017	8686	3590 PGE	072417	1	40-11-5415	.00	2,285.84	2,285.84
07/17	07/31/2017	8686	3590	PGE	072417	2	10-67-5415	.00	87.79	87.79
07/17	07/31/2017	8686	3590	PGE	072417	3	10-12-5415	.00	227.63	227.63
07/17	07/31/2017	8686	3590	PGE	072417	4	30-11-5415	.00	3,103.14	3,103.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
07/17	07/31/2017	8686	3590	PGE	072417	5	10-66-5415	.00	146.55	146.55
07/17	07/31/2017	8686	3590	PGE	072417	6	10-65-5415	.00	141.41	141.41
07/17	07/31/2017	8686	3590	PGE	072417	7	10-72-5415	.00	285.53	285.53
Total 8686:								.00		6,277.89
8687	07/17	07/31/2017	8687	5549	Ross Schultz		10-12-5200	.00	4,356.80	4,356.80
Total 8687:								.00		4,356.80
8688	07/17	07/31/2017	8688	4360	SUMCO EXCAVATING INC		20-11-5137	.00	90.00	90.00
07/17	07/31/2017	8688	4360	SUMCO EXCAVATING INC	10223	2	20-11-5504	.00	180.00	180.00
Total 8688:								.00		270.00
8689	07/17	07/31/2017	8689	5683	Yamhill County Mediators		10-12-5355	.00	1,000.00	1,000.00
Total 8689:								.00		1,000.00
Grand Totals:								.00		121,315.54

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	61,154.87-	61,154.87-
10-00-2130	185.20	.00	185.20
10-10-4901	47.22	.00	47.22
10-12-5126	32.55	.00	32.55
10-12-5137	1,094.78	.00	1,094.78
10-12-5200	13,713.03	.00	13,713.03
10-12-5201	894.00	.00	894.00
10-12-5203	1,548.38	.00	1,548.38
10-12-5209	200.00	.00	200.00

GL Account	Debit	Credit	Proof
10-12-5230	765.75	.00	765.75
10-12-5233	1,995.00	.00	1,995.00
10-12-5234	400.00	.00	400.00
10-12-5235	1,200.00	.00	1,200.00
10-12-5320	3,427.43	.00	3,427.43
10-12-5342	450.00	.00	450.00
10-12-5355	1,274.77	.00	1,274.77
10-12-5413	394.72	.00	394.72
10-12-5415	1,792.17	.00	1,792.17
10-12-5504	60.00	.00	60.00
10-12-5606	583.60	.00	583.60
10-13-5310	400.00	.00	400.00
10-14-5211	250.00	.00	250.00
10-17-5214	1,946.78	.00	1,946.78
10-18-5120	72.98	.00	72.98
10-18-5137	63.55	.00	63.55
10-18-5217	16,376.23	.00	16,376.23
10-18-5302	3,749.16	.00	3,749.16
10-18-5413	46.02	.00	46.02
10-18-5504	420.00	.00	420.00
10-19-5400	1,550.44	.00	1,550.44
10-65-5100	130.75	.00	130.75
10-65-5102	90.72	.00	90.72
10-65-5106	50.67	.00	50.67
10-65-5111	150.00	.00	150.00
10-65-5137	239.05	.00	239.05
10-65-5200	17.90	.00	17.90
10-65-5413	99.83	.00	99.83
10-65-5415	423.81	.00	423.81
10-65-5606	297.95	.00	297.95
10-66-5137	273.22	.00	273.22
10-66-5140	181.19	.00	181.19
10-66-5200	318.00	.00	318.00
10-66-5413	55.32	.00	55.32
10-66-5415	250.22	.00	250.22
10-66-5504	112.59	.00	112.59
10-67-5200	59.85	.00	59.85
10-67-5413	65.53	.00	65.53
10-67-5415	194.12	.00	194.12
10-68-5510	200.00	.00	200.00

GL Account	Debit	Credit	Proof
10-72-5120	487.39	.00	487.39
10-72-5137	646.77	.00	646.77
10-72-5415	793.59	.00	793.59
10-72-5504	230.00	.00	230.00
10-72-5507	852.64	.00	852.64
20-00-2000	.00	41,415.32-	41,415.32-
20-11-5137	444.15	.00	444.15
20-11-5140	38.67	.00	38.67
20-11-5413	32.96	.00	32.96
20-11-5504	228.00	.00	228.00
20-11-5522	40,671.54	.00	40,671.54
30-00-2000	.00	10,969.21-	10,969.21-
30-00-2300	177.03	.00	177.03
30-10-4330	45.00	.00	45.00
30-11-5108	813.54	.00	813.54
30-11-5120	129.67	.00	129.67
30-11-5137	36.74	.00	36.74
30-11-5140	361.64	.00	361.64
30-11-5230	275.54	.00	275.54
30-11-5250	105.00	.00	105.00
30-11-5320	345.00	.00	345.00
30-11-5342	95.00	.00	95.00
30-11-5413	554.80	.00	554.80
30-11-5415	6,716.41	.00	6,716.41
30-11-5504	120.16	.00	120.16
30-11-5530	1,193.68	.00	1,193.68
31-00-2000	.00	1,328.28-	1,328.28-
31-10-4431	1,328.28	.00	1,328.28
40-00-2000	.00	6,447.86-	6,447.86-
40-00-2400	202.09	.00	202.09
40-10-4340	45.00	.00	45.00
40-11-5108	318.75	.00	318.75
40-11-5120	72.74	.00	72.74
40-11-5137	49.13	.00	49.13
40-11-5140	436.58	.00	436.58
40-11-5230	300.00	.00	300.00
40-11-5250	280.00	.00	280.00
40-11-5413	360.38	.00	360.38
40-11-5415	4,383.19	.00	4,383.19

GL Account	Debit	Credit	Proof
Grand Totals:	121,315.54	121,315.54	.00

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

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

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

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

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

CITY OF WILLAMINA  
 COMBINED CASH INVESTMENT  
 JULY 31, 2017

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	69,029.21
99-00-1015	XPRESS DEPOSIT ACCOUNT	8,574.75
99-00-1020	PAYROLL - CHECKING	51,438.22
99-00-1030	INVESTMENTS-LGIP	851,722.81
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,984.14
99-00-1040	PETTY CASH	300.00
		<hr/>
	TOTAL COMBINED CASH	984,049.13
99-00-1700	UTILITY CASH CLEARING	2,872.57
99-00-1800	BUSINESS LICENSE CASH CLEARING	( 140.00)
99-00-1900	COURT CASH CLEARING	( 1,030.00)
99-00-1910	MERCHANT SERVICES CLEARING	( 741.76)
99-00-1009	CASH ALLOCATED	( 985,009.94)
		<hr/>
	TOTAL UNALLOCATED CASH	<u>.00</u>

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	( 81,381.09)
20	ALLOCATION TO STREET FUND	130,682.31
21	ALLOCATION TO STREET SDC FUND	123,000.00
30	ALLOCATION TO WATER FUND	218,304.95
31	ALLOCATION TO WATER SDC FUND	78,149.72
40	ALLOCATION TO WASTEWATER FUND	425,077.69
41	ALLOCATION TO WASTEWATER SDC FUND	43,704.00
50	ALLOCATION TO DEBT FUND	47,472.36
		<hr/>
	TOTAL ALLOCATIONS TO OTHER FUNDS	985,009.94
	ALLOCATION FROM GENERAL FUND - 99-00-1009	( 985,009.94)
		<hr/>
	ZERO PROOF IF ALLOCATIONS BALANCE	<u>.00</u>

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2017

GENERAL FUND

ASSETS

10-00-1009	CASH ALLOCATED	(	81,381.09)	
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		57,462.00	
10-00-1490	ACCUMULATED DEPRECIATION	(	666,727.00)	
10-00-1900	DEFERRED PENSION		44,350.00	
				<u>979,236.91</u>
	TOTAL ASSETS			<u><u>979,236.91</u></u>

LIABILITIES AND EQUITY

LIABILITIES

10-00-2000	ACCOUNTS PAYABLE		9,749.84	
10-00-2100	ACCRUED PAYROLL		6,549.50	
10-00-2110	PAYROLL TAX PAYABLE	(	116.34)	
10-00-2120	BENEFITS PAYABLE		14,017.84	
10-00-2130	UNION DUES PAYABLE		94.38	
10-00-2150	ACCRUED VACATION		23,138.80	
				<u>53,434.02</u>
	TOTAL LIABILITIES			53,434.02

FUND EQUITY

10-00-3000	FUND BALANCE		5,439.20	
10-00-3060	RESTRICTED DOWNTOWN LOAN		25,000.00	
10-00-3100	FUND BALANCE CAPITAL LESS DEBT		979,791.00	
	REVENUE OVER EXPENDITURES - YTD	(	84,427.31)	
				<u>925,802.89</u>
	BALANCE - CURRENT DATE			<u>925,802.89</u>
	TOTAL FUND EQUITY			<u>925,802.89</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>979,236.91</u></u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
10-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	42,423.00	42,423.00	.0
10-10-4001 PROPERTY TAX	2,122.41	2,122.41	345,000.00	342,877.59	.6
10-10-4002 PROPERTY TAX PRIOR	1,127.33	1,127.33	20,000.00	18,872.67	5.6
10-10-4110 STATE CIGARETTE TAX	256.29	256.29	2,500.00	2,243.71	10.3
10-10-4111 STATE REVENUE SHARING	.00	.00	25,000.00	25,000.00	.0
10-10-4112 STATE LIQUOR TAX	.00	.00	32,000.00	32,000.00	.0
10-10-4501 BUSINESS LICENSES	.00	.00	2,000.00	2,000.00	.0
10-10-4511 LIEN SEARCHES	120.00	120.00	600.00	480.00	20.0
10-10-4571 OLCC LICENSE FEE	.00	.00	200.00	200.00	.0
10-10-4600 FRANCHISE FEES CENTURYLINK	189.65	189.65	12,250.00	12,060.35	1.6
10-10-4601 FRANCHISE FEES NW NATURAL	.00	.00	12,950.00	12,950.00	.0
10-10-4602 FRANCHISE FEES PGE	.00	.00	59,000.00	59,000.00	.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	.00	6,000.00	6,000.00	.0
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	334.53	334.53	5,000.00	4,665.47	6.7
10-10-4605 FRANCHISE FEES ONLINENW	.00	.00	5,000.00	5,000.00	.0
10-10-4900 INTEREST INCOME	1,038.87	1,038.87	3,500.00	2,461.13	29.7
10-10-4901 MISCELLANEOUS INCOME	4,280.25	4,280.25	1,000.00	( 3,280.25)	428.0
<b>TOTAL DEPARTMENT 10</b>	<b>9,469.33</b>	<b>9,469.33</b>	<b>574,423.00</b>	<b>564,953.67</b>	<b>1.7</b>
 <u>COURT</u>					
10-14-4507 COURT FINES AND FEES	.00	.00	500.00	500.00	.0
10-14-4508 COURT COSTS ASSESSED	.00	.00	500.00	500.00	.0
<b>TOTAL COURT</b>	<b>.00</b>	<b>.00</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>.0</b>
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	.00	.00	35,000.00	35,000.00	.0
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL PLANNING</b>	<b>.00</b>	<b>.00</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>.0</b>
 <u>PUBLIC SAFETY</u>					
10-18-4506 CODE ENFORCEMENT FEES	.00	.00	500.00	500.00	.0
<b>TOTAL PUBLIC SAFETY</b>	<b>.00</b>	<b>.00</b>	<b>500.00</b>	<b>500.00</b>	<b>.0</b>
 <u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	.17	.17	18,864.00	18,863.83	.0
10-19-4823 MISC UTILITY RESERVE	.00	.00	5,400.00	5,400.00	.0
<b>TOTAL STREET LIGHTS</b>	<b>.17</b>	<b>.17</b>	<b>24,264.00</b>	<b>24,263.83</b>	<b>.0</b>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	.00	8,000.00	8,000.00	.0
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL SPECIAL</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>
<u>LIBRARY</u>					
10-65-4560 FINES	.00	.00	750.00	750.00	.0
10-65-4705 CCRLS FORMULA PAYMENT	.00	.00	14,000.00	14,000.00	.0
10-65-4708 CCRLS LOST BOOK	49.94	49.94	500.00	450.06	10.0
10-65-4711 CCRLS NET LENDING	.00	.00	1,000.00	1,000.00	.0
10-65-4714 CCRLS RURAL PATRON	.00	.00	200.00	200.00	.0
10-65-4811 READY TO READ GRANT	.00	.00	1,000.00	1,000.00	.0
10-65-4816 DONATIONS	.00	.00	250.00	250.00	.0
10-65-4901 MISCELLANEOUS INCOME	5.94	5.94	.00	( 5.94)	.0
<b>TOTAL LIBRARY</b>	<b>55.88</b>	<b>55.88</b>	<b>17,700.00</b>	<b>17,644.12</b>	<b>.3</b>
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	500.00	500.00	.0
<b>TOTAL CEMETERY</b>	<b>.00</b>	<b>.00</b>	<b>500.00</b>	<b>500.00</b>	<b>.0</b>
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	.00	18,476.00	18,476.00	.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	.00	16,800.00	16,800.00	.0
10-90-9600 OVERHEAD ALLOCATED	.00	.00	152,292.00	152,292.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>187,568.00</b>	<b>187,568.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>9,525.38</b>	<b>9,525.38</b>	<b>860,955.00</b>	<b>851,429.62</b>	<b>1.1</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115 BANK CHARGES	78.89	78.89	1,800.00	1,721.11	4.4
10-12-5123 MERCHANT FEES	879.69	879.69	200.00	( 679.69)	439.9
10-12-5124 PAYROLL PROCESSING FEES	121.08	121.08	4,000.00	3,878.92	3.0
10-12-5126 POSTAGE	28.89	28.89	1,000.00	971.11	2.9
10-12-5137 SUPPLIES	983.30	983.30	7,000.00	6,016.70	14.1
10-12-5200 CONTRACT SERVICES	9,841.03	9,841.03	40,000.00	30,158.97	24.6
10-12-5201 AUDIT SERVICES	.00	.00	15,000.00	15,000.00	.0
10-12-5203 LEGAL SERVICES	1,548.38	1,548.38	10,000.00	8,451.62	15.5
10-12-5207 INSURANCE	.00	.00	35,000.00	35,000.00	.0
10-12-5209 CLEANING SERVICES	200.00	200.00	3,000.00	2,800.00	6.7
10-12-5230 PRINTING AND PUBLISHING	63.00	63.00	5,000.00	4,937.00	1.3
10-12-5233 TECHNOLOGY SERVICES	1,432.50	1,432.50	25,000.00	23,567.50	5.7
10-12-5234 TECHNOLOGY BACK UP	.00	.00	5,000.00	5,000.00	.0
10-12-5235 SOFTWARE MAINTENANCE	1,200.00	1,200.00	7,000.00	5,800.00	17.1
10-12-5320 DUES, LICENSE, PERMITS	3,427.43	3,427.43	6,500.00	3,072.57	52.7
10-12-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	5,000.00	5,000.00	.0
10-12-5344 TRAVEL	.00	.00	3,000.00	3,000.00	.0
10-12-5355 MISCELLANEOUS EXPENSE	1,250.00	1,250.00	750.00	( 500.00)	166.7
10-12-5413 TELEPHONE	394.72	394.72	5,500.00	5,105.28	7.2
10-12-5415 UTILITIES	1,160.14	1,160.14	6,000.00	4,839.86	19.3
10-12-5504 REPAIRS - MAINTENANCE	60.00	60.00	10,000.00	9,940.00	.6
10-12-5600 EQUIPMENT	421.00	421.00	5,000.00	4,579.00	8.4
10-12-5606 EQUIPMENT LEASE	277.66	277.66	6,500.00	6,222.34	4.3
<b>TOTAL ADMIN</b>	<b>23,367.71</b>	<b>23,367.71</b>	<b>207,250.00</b>	<b>183,882.29</b>	<b>11.3</b>
<u>COUNCIL</u>					
10-13-5307 COMMUNITY PROJECT	.00	.00	5,500.00	5,500.00	.0
10-13-5310 STIPEND	400.00	400.00	4,100.00	3,700.00	9.8
10-13-5342 CONFERENCE/SEMINAR/TRAINING	25.00	25.00	2,500.00	2,475.00	1.0
10-13-5344 TRAVEL	.00	.00	750.00	750.00	.0
10-13-5355 COUNCIL EXPENSE	.00	.00	700.00	700.00	.0
<b>TOTAL COUNCIL</b>	<b>425.00</b>	<b>425.00</b>	<b>13,550.00</b>	<b>13,125.00</b>	<b>3.1</b>
<u>COURT</u>					
10-14-5105 BAD DEBT	( 72.00)	( 72.00)	.00	72.00	.0
10-14-5211 MUNI COURT JUDGE	250.00	250.00	3,600.00	3,350.00	6.9
10-14-5306 STATE ASSESSMENT	.00	.00	500.00	500.00	.0
10-14-5313 COUNTY JAIL ASSESSMENT	.00	.00	300.00	300.00	.0
10-14-5320 DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00	.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
<b>TOTAL COURT</b>	<b>178.00</b>	<b>178.00</b>	<b>6,650.00</b>	<b>6,472.00</b>	<b>2.7</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-17-5204 ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00	.0
10-17-5214 PLANNING SERVICES	1,946.78	1,946.78	35,000.00	33,053.22	5.6
<b>TOTAL PLANNING</b>	<b>1,946.78</b>	<b>1,946.78</b>	<b>45,000.00</b>	<b>43,053.22</b>	<b>4.3</b>
<u>PUBLIC SAFETY</u>					
10-18-5000 SALARY - WAGES	1,540.50	1,540.50	20,000.00	18,459.50	7.7
10-18-5020 PAYROLL TAX	119.39	119.39	1,800.00	1,680.61	6.6
10-18-5040 BENEFITS	3.98	3.98	4,000.00	3,996.02	.1
10-18-5060 PERS	61.65	61.65	3,000.00	2,938.35	2.1
10-18-5090 WORKERS COMP	1.39	1.39	613.00	611.61	.2
10-18-5120 GAS - OIL	75.38	75.38	1,000.00	924.62	7.5
10-18-5137 SUPPLIES	.00	.00	500.00	500.00	.0
10-18-5217 POLICE SERVICES CONTRACT	16,376.23	16,376.23	198,000.00	181,623.77	8.3
10-18-5302 DUES YCOM	3,749.16	3,749.16	25,000.00	21,250.84	15.0
10-18-5413 TELEPHONE	46.02	46.02	700.00	653.98	6.6
10-18-5504 REPAIRS - MAINTENANCE	420.00	420.00	1,750.00	1,330.00	24.0
<b>TOTAL PUBLIC SAFETY</b>	<b>22,393.70</b>	<b>22,393.70</b>	<b>256,363.00</b>	<b>233,969.30</b>	<b>8.7</b>
<u>STREET LIGHTS</u>					
10-19-5400 STREET LIGHTS	.00	.00	19,000.00	19,000.00	.0
<b>TOTAL STREET LIGHTS</b>	<b>.00</b>	<b>.00</b>	<b>19,000.00</b>	<b>19,000.00</b>	<b>.0</b>
<u>SPECIAL</u>					
10-60-5758 DOWNTOWN LOAN	.00	.00	2,000.00	2,000.00	.0
10-60-5900 EID TAX DISBURSEMENT	.00	.00	8,000.00	8,000.00	.0
<b>TOTAL SPECIAL</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>LIBRARY</u>					
10-65-5000 SALARY - WAGES	2,155.66	2,155.66	22,374.00	20,218.34	9.6
10-65-5020 PAYROLL TAX	155.32	155.32	1,587.00	1,431.68	9.8
10-65-5040 BENEFITS	1,457.40	1,457.40	11,567.00	10,109.60	12.6
10-65-5060 PERS	101.45	101.45	1,060.00	958.55	9.6
10-65-5090 WORKERS COMP	1.68	1.68	51.00	49.32	3.3
10-65-5100 BOOKS CHILDREN	50.95	50.95	2,200.00	2,149.05	2.3
10-65-5101 AUDIO VISUAL CHILDREN	.00	.00	1,100.00	1,100.00	.0
10-65-5102 AUDIO VISUAL ADULT	.00	.00	1,100.00	1,100.00	.0
10-65-5106 BOOKS ADULTS	168.36	168.36	2,200.00	2,031.64	7.7
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	300.00	300.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	150.00	150.00	500.00	350.00	30.0
10-65-5112 SPECIAL PROGRAM ADULT	.00	.00	300.00	300.00	.0
10-65-5137 SUPPLIES	.00	.00	1,200.00	1,200.00	.0
10-65-5200 CONTRACT SERVICES	17.90	17.90	200.00	182.10	9.0
10-65-5209 CLEANING SERVICES	.00	.00	500.00	500.00	.0
10-65-5233 TECHNOLOGY SERVICES	.00	.00	1,500.00	1,500.00	.0
10-65-5320 DUES, LICENSE, PERMITS	.00	.00	750.00	750.00	.0
10-65-5321 SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
10-65-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	500.00	500.00	.0
10-65-5344 TRAVEL	.00	.00	200.00	200.00	.0
10-65-5413 TELEPHONE	99.83	99.83	1,300.00	1,200.17	7.7
10-65-5415 UTILITIES	303.44	303.44	3,000.00	2,696.56	10.1
10-65-5504 REPAIRS - MAINTENANCE	.00	.00	2,600.00	2,600.00	.0
10-65-5606 EQUIPMENT LEASE	.00	.00	2,500.00	2,500.00	.0
10-65-5912 GRANT EXPENSE READY TO READ	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL LIBRARY</b>	<b>4,661.99</b>	<b>4,661.99</b>	<b>60,089.00</b>	<b>55,427.01</b>	<b>7.8</b>
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	2,932.78	2,932.78	11,088.00	8,155.22	26.5
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	1,073.00	1,073.00	.0
10-66-5020 PAYROLL TAX	384.91	384.91	2,499.00	2,114.09	15.4
10-66-5060 PERS	169.79	169.79	779.00	609.21	21.8
10-66-5090 WORKERS COMP	4.22	4.22	1,437.00	1,432.78	.3
10-66-5120 GAS - OIL	.00	.00	800.00	800.00	.0
10-66-5137 SUPPLIES	191.85	191.85	100.00	( 91.85)	191.9
10-66-5140 UNIFORMS - TOWELS	193.77	193.77	1,300.00	1,106.23	14.9
10-66-5200 CONTRACT SERVICES	318.00	318.00	6,000.00	5,682.00	5.3
10-66-5413 TELEPHONE	55.32	55.32	700.00	644.68	7.9
10-66-5415 UTILITIES	181.29	181.29	4,500.00	4,318.71	4.0
10-66-5504 REPAIRS - MAINTENANCE	166.97	166.97	2,500.00	2,333.03	6.7
10-66-5510 LANDSCAPE MAINTENANCE	.00	.00	1,500.00	1,500.00	.0
10-66-5512 POND AQUATIC WEED CONTROL	4,131.66	4,131.66	5,500.00	1,368.34	75.1
10-66-5600 EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
10-66-9615 PW EXPENSE ALLOCATION	.00	.00	303.00	303.00	.0
<b>TOTAL PARKS</b>	<b>8,730.56</b>	<b>8,730.56</b>	<b>41,079.00</b>	<b>32,348.44</b>	<b>21.3</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MUSEUM</u>					
10-67-5000 SALARY - WAGES	.00	.00	5,200.00	5,200.00	.0
10-67-5020 PAYROLL TAX	.00	.00	500.00	500.00	.0
10-67-5090 WORKERS COMP	.00	.00	50.00	50.00	.0
10-67-5200 CONTRACT SERVICES	59.85	59.85	.00	( 59.85)	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-67-5413 TELEPHONE	65.53	65.53	850.00	784.47	7.7
10-67-5415 UTILITIES	104.61	104.61	3,000.00	2,895.39	3.5
10-67-5504 REPAIRS - MAINTENANCE	18.99	18.99	1,000.00	981.01	1.9
10-67-5606 EQUIPMENT LEASE	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL MUSEUM</b>	<b>248.98</b>	<b>248.98</b>	<b>11,700.00</b>	<b>11,451.02</b>	<b>2.1</b>
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	200.00	200.00	1,200.00	1,000.00	16.7
<b>TOTAL CEMETERY</b>	<b>200.00</b>	<b>200.00</b>	<b>1,300.00</b>	<b>1,100.00</b>	<b>15.4</b>
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	8,748.91	8,748.91	209,000.00	200,251.09	4.2
10-70-5002 ADMIN ALLOCATED PAYROLL	.00	.00	( 184,991.00)	( 184,991.00)	.0
10-70-5020 PAYROLL TAX	638.24	638.24	11,500.00	10,861.76	5.6
10-70-5040 BENEFITS	5,816.16	5,816.16	33,313.00	27,496.84	17.5
10-70-5060 PERS	212.82	212.82	7,314.00	7,101.18	2.9
10-70-5090 WORKERS COMP	4.59	4.59	400.00	395.41	1.2
<b>TOTAL PAYROLL ADMIN</b>	<b>15,420.72</b>	<b>15,420.72</b>	<b>76,536.00</b>	<b>61,115.28</b>	<b>20.2</b>
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	9,607.46	9,607.46	125,000.00	115,392.54	7.7
10-71-5001 PW ALLOCATED PAYROLL	.00	.00	( 214,541.00)	( 214,541.00)	.0
10-71-5020 PAYROLL TAX	514.37	514.37	16,321.00	15,806.63	3.2
10-71-5040 BENEFITS	3,705.98	3,705.98	53,058.00	49,352.02	7.0
10-71-5060 PERS	667.40	667.40	12,970.00	12,302.60	5.2
10-71-5090 WORKERS COMP	4.55	4.55	7,191.00	7,186.45	.1
<b>TOTAL PAYROLL PUBLIC WORKS</b>	<b>14,499.76</b>	<b>14,499.76</b>	<b>( 1.00)</b>	<b>( 14,500.76)</b>	<b>14499</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	420.83	420.83	3,000.00	2,579.17	14.0
10-72-5137 SUPPLIES	699.65	699.65	15,000.00	14,300.35	4.7
10-72-5140 UNIFORMS - TOWELS	.00	.00	2,200.00	2,200.00	.0
10-72-5200 CONTRACT SERVICES	.00	.00	8,000.00	8,000.00	.0
10-72-5203 LEGAL SERVICES	.00	.00	2,500.00	2,500.00	.0
10-72-5207 INSURANCE	.00	.00	11,000.00	11,000.00	.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	1,000.00	1,000.00	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	.00	200.00	200.00	.0
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,500.00	1,500.00	.0
10-72-5415 UTILITIES	529.01	529.01	12,000.00	11,470.99	4.4
10-72-5504 REPAIRS - MAINTENANCE	230.00	230.00	1,800.00	1,570.00	12.8
10-72-5507 EQUIPMENT MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
10-72-9615 FUND/DEPT ALLOCATIONS	.00	.00	( 60,700.00)	( 60,700.00)	.0
<b>TOTAL PUBLIC WORKS OPERATIONS</b>	<b>1,879.49</b>	<b>1,879.49</b>	<b>.00</b>	<b>( 1,879.49)</b>	<b>.0</b>
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	112,438.00	112,438.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>112,438.00</b>	<b>112,438.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>93,952.69</b>	<b>93,952.69</b>	<b>860,954.00</b>	<b>767,001.31</b>	<b>10.9</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 84,427.31)</b>	<b>( 84,427.31)</b>	<b>1.00</b>	<b>84,428.31</b>	<b>(84427</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2017

STREET FUND

ASSETS

20-00-1009	CASH ALLOCATED	130,682.31	
20-00-1210	ODOT RECEIVABLE	( 11,599.60)	
	TOTAL ASSETS		<u>119,082.71</u>

LIABILITIES AND EQUITY

LIABILITIES

20-00-2000	ACCOUNTS PAYABLE	216.05	
	TOTAL LIABILITIES		216.05

FUND EQUITY

20-00-3000	FUND BALANCE	149,016.24	
	REVENUE OVER EXPENDITURES - YTD	( 30,149.58)	
	BALANCE - CURRENT DATE	118,866.66	
	TOTAL FUND EQUITY		<u>118,866.66</u>
	TOTAL LIABILITIES AND EQUITY		<u>119,082.71</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2017

STREET FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
20-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	124,574.00	124,574.00	.0
20-10-4115 STATE HIGHWAY REVENUE	10,778.10	10,778.10	110,000.00	99,221.90	9.8
<b>TOTAL DEPARTMENT 10</b>	<b>10,778.10</b>	<b>10,778.10</b>	<b>234,574.00</b>	<b>223,795.90</b>	<b>4.6</b>
<b>TOTAL FUND REVENUE</b>	<b>10,778.10</b>	<b>10,778.10</b>	<b>234,574.00</b>	<b>223,795.90</b>	<b>4.6</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	.00	.00	18,353.00	18,353.00	.0
20-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	15,826.00	15,826.00	.0
20-11-5090 WORKERS COMP	.00	.00	2,000.00	2,000.00	.0
20-11-5120 GAS - OIL	.00	.00	1,500.00	1,500.00	.0
20-11-5137 SUPPLIES	302.35	302.35	200.00	( 102.35)	151.2
20-11-5140 UNIFORMS - TOWELS	42.37	42.37	600.00	557.63	7.1
20-11-5204 ENGINEERING SERVICES	.00	.00	10,000.00	10,000.00	.0
20-11-5413 TELEPHONE	32.96	32.96	500.00	467.04	6.6
20-11-5504 REPAIRS - MAINTENANCE	180.00	180.00	3,000.00	2,820.00	6.0
20-11-5521 SIDEWALK MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
20-11-5522 STREET MAINTENANCE	40,370.00	40,370.00	40,000.00	( 370.00)	100.9
20-11-5523 TRAFFIC CONTROL	.00	.00	2,000.00	2,000.00	.0
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>40,927.68</b>	<b>40,927.68</b>	<b>105,479.00</b>	<b>64,551.32</b>	<b>38.8</b>
<b>TRANSFER</b>					
20-90-9610 OVERHEAD ALLOCATION	.00	.00	13,028.00	13,028.00	.0
20-90-9615 PW EXPENSE ALLOCATION	.00	.00	5,193.00	5,193.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>18,221.00</b>	<b>18,221.00</b>	<b>.0</b>
<b>CONTINGENCY</b>					
20-99-9900 CONTINGENCY	.00	.00	110,874.00	110,874.00	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>110,874.00</b>	<b>110,874.00</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>40,927.68</b>	<b>40,927.68</b>	<b>234,574.00</b>	<b>193,646.32</b>	<b>17.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 30,149.58)</b>	<b>( 30,149.58)</b>	<b>.00</b>	<b>30,149.58</b>	<b>.0</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2017

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	123,000.00	
	TOTAL ASSETS		123,000.00

LIABILITIES AND EQUITY

FUND EQUITY

21-00-3050	FUND BALANCE, RESTRICTED	90,000.00	
21-00-3100	FUND BALANCE, RESTRICTED	21,000.00	
	REVENUE OVER EXPENDITURES - YTD	12,000.00	
	BALANCE - CURRENT DATE	123,000.00	
	TOTAL FUND EQUITY		123,000.00
	TOTAL LIABILITIES AND EQUITY		123,000.00

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
21-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	111,848.00	111,848.00	.0
21-10-4421 SYSTEM DEVELOPMENT CHARGES	12,000.00	12,000.00	30,000.00	18,000.00	40.0
<b>TOTAL DEPARTMENT 10</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>141,848.00</b>	<b>129,848.00</b>	<b>8.5</b>
<b>TOTAL FUND REVENUE</b>	<b>12,000.00</b>	<b>12,000.00</b>	<b>141,848.00</b>	<b>129,848.00</b>	<b>8.5</b>

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2017

STREET SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
21-99-9900 CONTINGENCY	.00	.00	141,848.00	141,848.00	.0
TOTAL CONTINGENCY	.00	.00	141,848.00	141,848.00	.0
TOTAL FUND EXPENDITURES	.00	.00	141,848.00	141,848.00	.0
NET REVENUE OVER EXPENDITURES	12,000.00	12,000.00	.00	( 12,000.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2017

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	218,304.95	
30-00-1251	UTILITY RECEIVABLE	60,286.07	
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	129,858.00	
30-00-1460	VEHICLES	37,508.00	
30-00-1490	ACCUMULATED DEPRECIATION	( 1,735,411.00)	
	TOTAL ASSETS		<u>1,022,803.02</u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	1,757.87	
30-00-2100	ACCRUED PAYROLL	922.66	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	31,916.62	
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		1,060,849.69

FUND EQUITY

30-00-3000	FUND BALANCE	67,601.85	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	( 94,741.00)	
	REVENUE OVER EXPENDITURES - YTD	( 10,907.52)	
	BALANCE - CURRENT DATE	( 38,046.67)	
	TOTAL FUND EQUITY		<u>( 38,046.67)</u>
	TOTAL LIABILITIES AND EQUITY		<u>1,022,803.02</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
30-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	( 164,271.00)	( 164,271.00)	.0
30-10-4330 WATER REVENUE	15.10	15.10	615,864.00	615,848.90	.0
30-10-4332 NEW CONNECTION FEE	2,000.00	2,000.00	4,000.00	2,000.00	50.0
30-10-4337 DOUBLE CHECK VALVE	308.00	308.00	500.00	192.00	61.6
30-10-4350 RECOVERY BAD DEBT	99.67	99.67	500.00	400.33	19.9
30-10-4581 PENALTY AND FEES	.00	.00	7,000.00	7,000.00	.0
30-10-4582 NON-SUFFICIENT CHECK FEES	25.00	25.00	200.00	175.00	12.5
<b>TOTAL DEPARTMENT 10</b>	<b>2,447.77</b>	<b>2,447.77</b>	<b>463,793.00</b>	<b>461,345.23</b>	<b>.5</b>
<b>TOTAL FUND REVENUE</b>	<b>2,447.77</b>	<b>2,447.77</b>	<b>463,793.00</b>	<b>461,345.23</b>	<b>.5</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURE</u>						
30-11-5000	SALARY - WAGES	4,040.11	4,040.11	61,053.00	57,012.89	6.6
30-11-5001	PW ALLOCATED PAYROLL	.00	.00	102,754.00	102,754.00	.0
30-11-5002	ADMIN ALLOCATED PAYROLL	.00	.00	88,601.00	88,601.00	.0
30-11-5020	PAYROLL TAX	294.76	294.76	4,481.00	4,186.24	6.6
30-11-5040	BENEFITS	798.45	798.45	9,494.00	8,695.55	8.4
30-11-5060	PERS	492.07	492.07	4,613.00	4,120.93	10.7
30-11-5090	WORKERS COMP	2.69	2.69	5,908.00	5,905.31	.1
30-11-5108	CHEMICALS	1,348.54	1,348.54	20,000.00	18,651.46	6.7
30-11-5120	GAS - OIL	194.23	194.23	3,000.00	2,805.77	6.5
30-11-5123	MERCHANT FEES	.00	.00	2,200.00	2,200.00	.0
30-11-5126	POSTAGE	.00	.00	3,000.00	3,000.00	.0
30-11-5137	SUPPLIES	44.77	44.77	2,400.00	2,355.23	1.9
30-11-5140	UNIFORMS - TOWELS	382.36	382.36	2,000.00	1,617.64	19.1
30-11-5200	CONTRACT SERVICES	.00	.00	5,000.00	5,000.00	.0
30-11-5204	ENGINEERING SERVICES	710.00	710.00	10,000.00	9,290.00	7.1
30-11-5230	PRINTING AND PUBLISHING	252.61	252.61	.00	( 252.61)	.0
30-11-5250	SYSTEM ANALYSIS	105.00	105.00	6,000.00	5,895.00	1.8
30-11-5320	DUES, LICENSE, PERMITS	.00	.00	1,000.00	1,000.00	.0
30-11-5342	CONFERENCE/SEMINAR/TRAINING	95.00	95.00	800.00	705.00	11.9
30-11-5344	TRAVEL	.00	.00	1,000.00	1,000.00	.0
30-11-5413	TELEPHONE	554.80	554.80	7,000.00	6,445.20	7.9
30-11-5415	UTILITIES	3,293.78	3,293.78	52,000.00	48,706.22	6.3
30-11-5504	REPAIRS - MAINTENANCE	120.16	120.16	5,000.00	4,879.84	2.4
30-11-5530	SUPPLY SYSTEM MAINTENANCE	625.96	625.96	55,000.00	54,374.04	1.1
30-11-5531	DISTRIBUTION MAINTENANCE	.00	.00	5,200.00	5,200.00	.0
30-11-5535	NEW CONNECTION EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
30-11-5600	EQUIPMENT	.00	.00	12,000.00	12,000.00	.0
TOTAL EXPENDITURE		13,355.29	13,355.29	471,504.00	458,148.71	2.8
<hr/>						
30-80-6000	CAPITAL-VEHICLES	.00	.00	5,000.00	5,000.00	.0
30-80-6001	CAPITAL OUTLAY-INTAKE REDESIGN	.00	.00	60,000.00	60,000.00	.0
30-80-6002	CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80		.00	.00	70,000.00	70,000.00	.0
<hr/>						
30-82-8030	WATER PRINCIPAL	.00	.00	18,376.00	18,376.00	.0
30-82-8035	WATER INTEREST	.00	.00	34,436.00	34,436.00	.0
TOTAL DEPARTMENT 82		.00	.00	52,812.00	52,812.00	.0

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9001 CLOSE DEBT CASH	.00	.00	54,557.00	54,557.00	.0
30-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	18,476.00	18,476.00	.0
30-90-9231 TRANSFER IN	.00	.00	13,203.00	13,203.00	.0
30-90-9732 CLOSE DEBT LOAN FROM WW	.00	.00	185,000.00	185,000.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>271,236.00</b>	<b>271,236.00</b>	<b>.0</b>
<u>CONTINGENCY</u>					
30-99-9900 CONTINGENCY	.00	.00	( 107,365.00)	( 107,365.00)	.0
<b>TOTAL CONTINGENCY</b>	<b>.00</b>	<b>.00</b>	<b>( 107,365.00)</b>	<b>( 107,365.00)</b>	<b>.0</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>13,355.29</b>	<b>13,355.29</b>	<b>758,187.00</b>	<b>744,831.71</b>	<b>1.8</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 10,907.52)</b>	<b>( 10,907.52)</b>	<b>( 294,394.00)</b>	<b>( 283,486.48)</b>	<b>( 3.7)</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2017

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	78,149.72	
	TOTAL ASSETS		<u>78,149.72</u>

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	59,150.00	
31-00-3100	FUND BALANCE, RESTRICTED	11,607.72	
	REVENUE OVER EXPENDITURES - YTD	<u>7,392.00</u>	
	BALANCE - CURRENT DATE	<u>78,149.72</u>	
	TOTAL FUND EQUITY		<u>78,149.72</u>
	TOTAL LIABILITIES AND EQUITY		<u>78,149.72</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2017

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
31-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	51,338.00	51,338.00	.0
31-10-4431 SYSTEM DEVELOPMENT CHARGES	7,392.00	7,392.00	15,000.00	7,608.00	49.3
<b>TOTAL DEPARTMENT 10</b>	<b>7,392.00</b>	<b>7,392.00</b>	<b>66,338.00</b>	<b>58,946.00</b>	<b>11.1</b>
<b>TOTAL FUND REVENUE</b>	<b>7,392.00</b>	<b>7,392.00</b>	<b>66,338.00</b>	<b>58,946.00</b>	<b>11.1</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 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	43,135.00	43,135.00	.0
TOTAL CONTINGENCY	.00	.00	43,135.00	43,135.00	.0
TOTAL FUND EXPENDITURES	.00	.00	66,338.00	66,338.00	.0
NET REVENUE OVER EXPENDITURES	7,392.00	7,392.00	.00	( 7,392.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2017

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	425,077.69	
40-00-1251	UTILITY RECEIVABLE	50,059.71	
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	( 2,206,684.00)	
	TOTAL ASSETS		<u>2,949,948.40</u>

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	506.02	
40-00-2100	ACCRUED PAYROLL	877.74	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	35,845.87	
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		1,565,365.44

FUND EQUITY

40-00-3000	FUND BALANCE	431,177.06	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	961,452.30	
	REVENUE OVER EXPENDITURES - YTD	( 8,046.40)	
	BALANCE - CURRENT DATE	<u>1,384,582.96</u>	
	TOTAL FUND EQUITY		<u>1,384,582.96</u>
	TOTAL LIABILITIES AND EQUITY		<u>2,949,948.40</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
40-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	142,821.00	142,821.00	.0
40-10-4340 WASTEWATER REVENUE	( 69.39)	( 69.39)	560,000.00	560,069.39	.0
40-10-4342 NEW CONNECTION FEE	600.00	600.00	1,000.00	400.00	60.0
40-10-4350 RECOVERY BAD DEBT	137.63	137.63	1,500.00	1,362.37	9.2
<b>TOTAL DEPARTMENT 10</b>	<b>668.24</b>	<b>668.24</b>	<b>705,321.00</b>	<b>704,652.76</b>	<b>.1</b>
<b>TOTAL FUND REVENUE</b>	<b>668.24</b>	<b>668.24</b>	<b>705,321.00</b>	<b>704,652.76</b>	<b>.1</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,471.64	2,471.64	54,733.00	52,261.36	4.5
40-11-5001 PW ALLOCATED PAYROLL	.00	.00	92,361.00	92,361.00	.0
40-11-5002 ADMIN ALLOCATED PAYROLL	.00	.00	80,564.00	80,564.00	.0
40-11-5020 PAYROLL TAX	223.73	223.73	4,662.00	4,438.27	4.8
40-11-5040 BENEFITS	1,681.98	1,681.98	19,877.00	18,195.02	8.5
40-11-5060 PERS	154.27	154.27	3,284.00	3,129.73	4.7
40-11-5090 WORKERS COMP	1.97	1.97	1,981.00	1,979.03	.1
40-11-5108 CHEMICALS	318.75	318.75	15,000.00	14,681.25	2.1
40-11-5120 GAS - OIL	79.47	79.47	2,000.00	1,920.53	4.0
40-11-5123 MERCHANT FEES	.00	.00	3,000.00	3,000.00	.0
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	180.42	180.42	2,000.00	1,819.58	9.0
40-11-5140 UNIFORMS - TOWELS	423.58	423.58	3,800.00	3,376.42	11.2
40-11-5200 CONTRACT SERVICES	.00	.00	1,500.00	1,500.00	.0
40-11-5204 ENGINEERING SERVICES	.00	.00	1,500.00	1,500.00	.0
40-11-5230 PRINTING AND PUBLISHING	252.61	252.61	.00	( 252.61)	.0
40-11-5250 SYSTEM ANALYSIS	280.00	280.00	7,000.00	6,720.00	4.0
40-11-5320 DUES, LICENSE, PERMITS	.00	.00	3,500.00	3,500.00	.0
40-11-5344 TRAVEL	.00	.00	100.00	100.00	.0
40-11-5413 TELEPHONE	360.38	360.38	5,000.00	4,639.62	7.2
40-11-5415 UTILITIES	2,285.84	2,285.84	38,000.00	35,714.16	6.0
40-11-5504 REPAIRS - MAINTENANCE	.00	.00	2,500.00	2,500.00	.0
40-11-5540 TREATMENT SYSTEM MAINTENANCE	.00	.00	14,000.00	14,000.00	.0
40-11-5600 EQUIPMENT	.00	.00	6,500.00	6,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>8,714.64</b>	<b>8,714.64</b>	<b>363,362.00</b>	<b>354,647.36</b>	<b>2.4</b>
40-80-6000 CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL DEPARTMENT 80</b>	<b>.00</b>	<b>.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.0</b>
40-82-8040 SEWER PRINCIPAL	.00	.00	108,359.00	108,359.00	.0
40-82-8045 SEWER INTEREST	.00	.00	65,379.00	65,379.00	.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>.00</b>	<b>173,738.00</b>	<b>173,738.00</b>	<b>.0</b>
<b>TRANSFER</b>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	.00	16,800.00	16,800.00	.0
40-90-9241 TRANSFER IN	.00	.00	24,323.00	24,323.00	.0
40-90-9610 OVERHEAD ALLOCATION	.00	.00	( 301,759.00)	( 301,759.00)	.0
40-90-9611 CLOSE DEBT LOAN TO WATER	.00	.00	185,000.00	185,000.00	.0
40-90-9615 PW EXPENSE ALLOCATION	.00	.00	26,132.00	26,132.00	.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>.00</b>	<b>( 49,504.00)</b>	<b>( 49,504.00)</b>	<b>.0</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CONTINGENCY</u>					
40-99-9900 CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
TOTAL CONTINGENCY	.00	.00	256,372.00	256,372.00	.0
TOTAL FUND EXPENDITURES	8,714.64	8,714.64	753,968.00	745,253.36	1.2
NET REVENUE OVER EXPENDITURES	( 8,046.40)	( 8,046.40)	( 48,647.00)	( 40,600.60)	( 16.5)

CITY OF WILLAMINA  
 BALANCE SHEET  
 JULY 31, 2017

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	43,704.00	
	TOTAL ASSETS		<u>43,704.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	16,204.00	
41-00-3100	FUND BALANCE, RESTRICTED	17,500.00	
	REVENUE OVER EXPENDITURES - YTD	<u>10,000.00</u>	
	BALANCE - CURRENT DATE	<u>43,704.00</u>	
	TOTAL FUND EQUITY		<u>43,704.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>43,704.00</u>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
41-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	11,346.00	11,346.00	.0
41-10-4441 SYSTEM DEVELOPMENT CHARGES	10,000.00	10,000.00	20,000.00	10,000.00	50.0
<b>TOTAL DEPARTMENT 10</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>31,346.00</b>	<b>21,346.00</b>	<b>31.9</b>
<b>TOTAL FUND REVENUE</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>31,346.00</b>	<b>21,346.00</b>	<b>31.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JULY 31, 2017

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	.00	24,323.00	24,323.00	.0
TOTAL TRANSFER	.00	.00	24,323.00	24,323.00	.0
<u>CONTINGENCY</u>					
41-99-9900 CONTINGENCY	.00	.00	7,023.00	7,023.00	.0
TOTAL CONTINGENCY	.00	.00	7,023.00	7,023.00	.0
TOTAL FUND EXPENDITURES	.00	.00	31,346.00	31,346.00	.0
NET REVENUE OVER EXPENDITURES	10,000.00	10,000.00	.00	( 10,000.00)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
JULY 31, 2017

DEBT FUND

ASSETS

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

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3000	FUND BALANCE	( 266,053.29)	
50-00-3050	FUND BALANCE, RESTRICTED	498,525.65	
		<hr/>	
	TOTAL FUND EQUITY		232,472.36
			<hr/> <hr/>
	TOTAL LIABILITIES AND EQUITY		232,472.36
			<hr/> <hr/>

CITY OF WILLAMINA  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2017

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
50-10-4000 BEGINNING FUND BALANCE BUDGET	.00	.00	313,526.00	313,526.00	.0
TOTAL DEPARTMENT 10	.00	.00	313,526.00	313,526.00	.0
TOTAL FUND REVENUE	.00	.00	313,526.00	313,526.00	.0

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JULY 31, 2017

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
50-90-9992 CLOSE DEBT CASH TO WW	.00	.00	313,526.00	313,526.00	.0
TOTAL TRANSFER	.00	.00	313,526.00	313,526.00	.0
TOTAL FUND EXPENDITURES	.00	.00	313,526.00	313,526.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0



**City Of Willamina**  
**Minutes of the Once A Month Meeting of the City Council**  
**June 13, 2017**  
**6:00 PM (recorded meeting)**

**Location of Meeting:**

West Valley Fire District  
825 Northeast Main Street  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Craig Johnson  
Councilor Heather Stritzke  
Councilor Rita Baller  
Councilor Theresa McKnight  
Councilor Bob Burr  
Councilor April Wooden  
City Manager Ross Schultz  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Code Officer Dave Morey  
Senior Librarian Sarah Frost

**Others Present:**

Thompson Morrison  
Chris Scholten  
Shirley Fitzgerald

The regular meeting of the of City Of Willamina was called to order at 6:00 PM on June 13, 2017 at West Fire Valley District by Mayor Ila Skyberg. The flag salute was cited. The City Recorder, Debbie Bernard called for roll call and a quorum was present.

**I. Additions to the Agenda**

1. Water Rights Letter from Dick Paay - Mayor Ila Skyberg

**II. Consideration of Open Issues**

2. Public Input - Mayor Ila Skyberg

Thompson Morrison with Online Northwest is present to update on the fiber network in Willamina. The first area from Churchman west is now live with a 46 % subscriber rate for the new service. The next phase of construction will be from Churchman east.

Councilor Rita Baller asked how long before the second phase is completed. Thompson Morrison replied with an estimate of two weeks.

Councilor Craig Johnson commented on the great work with the youth.

### **III. Consent Agenda**

City Manager Ross Schultz commented to Mayor Ila Skyberg that we will now be a month behind on the financials. This schedule will allow for more accurate numbers.

1. The minutes of the previous meetings were reviewed and corrections are needed. Bob Burr and April Wooden were absent.  
The City Recorder noted the correction to the May 4, 2017 minutes.

**MOTION:** Councilor Heather Stritzke moved to approve the consent agenda with corrections. Councilor Bob Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

### **IV. Presentations**

Chris Scholten with the Horseshoe Tournament would like to bring the event closer to town. Ideally have the event at the park, if possible.

Councilor Rita Baller asked if this event could cause congestion. Chris Scholten responded saying he doesn't think so. This event usually attracts around 50 people.

Public Works Director Jeff Brown suggested having the event at the Old Public Works Shop. Chris Scholten said that would be fine with him.

### **V. Public Hearing**

Mayor Ila Skyberg

Mayor Skyberg read public hearing statement for the 2017-18 Budget Hearing. She asked for general testimony. Questions or comments from council.

Shirley Fitzgerald at 531 SE Washington Street, Willamina, OR brought a written statement which she read. A copy is attached for the record as Exhibit A.

Shirley asked the Council to investigate 3 issues regarding the city financials which she express concern.

Shirley also asked to speak on the Water Rights topic on the agenda.

Shirley read her statement aloud that stated she is in support of the request for water rights for the community center athletic fields, community garden area and front lawn. "I would like this agreement to be contingent on the proper re-zoning of this property before the pumping station can be activated and ensure that all proper back flow devices are installed at the cost of the owner of the property not the cities if needed, to ensure the integrity of the city's water supply. I would also like the city to ensure that the water rights granted to the west valley community campus are not transferable, especially should the property owner decide to sub-divide the property."

Councilor Baller asked if staff had reviewed pricing on cleaning uniforms. City Manager Ross Schultz responded "not at this time."

Mayor Skyberg continued the reading of Public Hearing statement and then closed the public hearing.

Mayor Skyberg next proceeded to open the hearing for State Revenue Sharing and read the public hearing script.

Consideration of Resolution 16-17-016. A resolution Adopting the FY2017/18 Budget, Make Appropriations & Imposing and Categorizing Taxes.

**MOTION:** Councilor Bob Burr moved to adopt Resolution 16-17-016. A resolution Adopting the FY2017/18 Budget, Make Appropriations & Imposing and Categorizing Taxes. Councilor Rita Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration of Resolution 16-17-017. A resolution declaring the City's Election to receive State Revenue Sharing Funds.

**MOTION:** Councilor Rita Baller moved to accept Resolution 16-17-017 the State Revenue Sharing Funds. Councilor Heather Stritzke seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration of Resolution 16-17-018. A resolution declaring 4 or more services.

**MOTION:** Councilor Craig Johnson moved to accept Resolution 16-17-018 declaring 4 or more services. Councilor Bob Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration of Resolution 16-17-019. A resolution Approving Proposed 2017/18 Rate Schedule for Recology Western Oregon.

Mayor Skyberg opened the Public Hearing for the proposed 2.30% rate increase for Recology Western Oregon Waste effective July 1, 2017. She asked for testimony from proponents, testimony from opponents, and general testimony.

Dave Larmouth rate analyst from Recology spoke and stated his address of 1850 NE Lafayette Avenue, McMinnville, OR 97128 and explained the 4 page rate increase; he explained the 30 and 90 gallon cart increase. He asked the council if they had any request for changes to the service. He also addressed glass recycling. Councilor Burr asked if it is possible to have a glass depot collections thorough out the city. Dave responded it is possible. He said Sheridan and Amity have glass depots. He explained it should be great and can be great, however, it could turn out to be a mess, so he cautioned the Council. He said "glass is sharp!"

**MOTION:** Councilor Heather Stritzke moved to adopt Resolution 16-17-019 and the Proposed Rate Schedule for Recology Western Oregon. Councilor Rita Baller seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

## **VI. Regular Agenda**

Consideration of Contract Renewals. CCRLS Contract #10196600, Amendment #01 and 2017/18 Police Services Contract Renewal.

**MOTION:** Councilor Heather Stritzke moved to adopt the CCRLS Contract #1019660. Councilor Theresa McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

**MOTION:** Councilor Rita Baller moved to accept 2017/18 Police Services Renewal Contract. Councilor April Wooden seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration for Saturday Market and Street Closure from Main to 1<sup>st</sup> on “B” street.

**MOTION:** Councilor April Wooden moved to accept Saturday Market and Street Closure from Main to 1<sup>st</sup> on “B” street for a four week period. This Councilor Theresa McKnight seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration for approval to use City of Willamina’s Creek Water Rights.

Dick Paay, West Valley Community Chair spoke to the Council and said he is not asking for any changes in the Cities water rights. He said they are asking to purchase water for one year that is pumped through the City’s water right source for the garden area, greater football area and the front yard; the baseball field would not be included.

He read a written statement that said, “West Valley Community Campus is requesting a contract with the City of Willamina to purchase untreated Willamina Creek river water for minimal cost. Withdrawal point will be at the end of “C Street on the campus side. Water will irrigate approximately 3 acres, to be surveyed by Nathan Magness, for exact cubic feet limit, all water rights requirements will be met by the Campus.”

Councilor Wooden referenced estimates in the enclosed report which included the baseball fields. Dick acknowledged that and said it was older data.

The City Manager, Ross Schultz said he does support the Campus using untreated water and asked Dick Paay to allow him time to work with him on a terms of an agreement. Dick agreed.

Councilor Baller asked the City Manager to do some research on water rights that may have gone away; she said she was curious.

Consideration of Interim City Manager Contract.

**MOTION:** Councilor Bob Burr moved to accept the Interim City Manager Contract with corrections. This Councilor Heather Stritzke seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Consideration of Resolution 16-17-020. A Resolution to award Cherry St. paving contract.

**MOTION:** Councilor Rita Baller moved to adopt Resolution 16-17-020 to award Cherry St. paving contract. Councilor Bob Burr seconded. Motion carried unanimously with Councilors Johnson, Baller, Burr, Stritzke, McKnight and Wooden. All in favor.

Adjourn  
Mayor Ila Skyberg

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

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

The next scheduled regular meeting will be held at 6:00 PM on July 11, 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 9:00 pm by Mayor Ila Skyberg.

Minutes submitted by:

City of Willamina City Recorder\_\_\_\_\_.

Minutes approved by:

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

**City Of Willamina**  
**Minutes of The Monthly Meeting of the City Council**  
**August 15, 2017**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire District  
825 Northeast Main Street  
Willamina, Oregon 97396

**Present at Meeting:**

Mayor Ila Skyberg  
Councilor Craig Johnson  
Councilor Heather Stritzke  
Councilor Rita Baller  
Councilor Theresa McKnight  
Councilor Bob Burr  
Councilor April Wooden  
Interim City Manager Ross Schultz  
City Manager Kenna West  
City Recorder Debbie Bernard  
Public Works Director Jeff Brown  
Library Manager Sara Frost  
Shirley Fitzgerald Planning Director

**Others Present:**

Herb Sweet the Bulletin Report  
Samantha Morey Budget Committee  
Kevin Clark Fire Chief West Valley Fire  
Doug Colton Citizen

The regular meeting of the City Council of City of Willamina was called to order at 6:00 PM on August 15, 2017 at West Valley Fire District by Mayor Ila Skyberg. City Recorder, Debbie Bernard called the roll call. Mayor Skyberg led in the flag salute.

**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 reviewed or approved.

**III. Consideration of Open Issues**

1. Agenda Additions And Corrections

Mayor Ila Skyberg

The Mayor announced the additions to the agenda which were the report from Sarah Frost on the eclipse, the Kiwanis Duck Race and the City Recorder Report from the Sheriff.

2. Library Manager Sarah Frost gave Council an update on the Solar Eclipse. She stated that there are maps being made that will be available for everyone. There is also a flyer that is available with valuable information regarding the eclipse and how to prepare. She also stated she has received 1200 "ISO" safe viewing glasses that are available for free. Currently she has about 400 left.
3. City Manager Ross Schultz stated that he recommends City Hall be closed on August 21<sup>st</sup>. All were in agreeance.
4. No Public Input
5. Consent Agenda  
Mayor Ila Skyberg
  1. Check Registers of June 1 to 30, 2017
  2. Financials June 2017
6. City Manager Ross Schultz asked the Mayor her thoughts on having a work session for the 2017 Financials.

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

7. Mayor Skyberg presented a thank you correspondence. The thank you was from Homeward Bound Pets for the \$250.00 donation.
8. Regular Agenda  
Mayor Ila Skyberg
  1. Consideration of the City Manager Contract Agreement
  2. Consideration of the Library Board vacancies
  3. Annual Update Report on Planning and Development Cases

**MOTION:** Councilor Burr motioned to accept the City Manager Contract Agreement. Councilor Stritzke seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

9. Ross Schultz thanked Council and the Mayor for the time he has been here. He thinks Willamina has a great upside. He also welcomed Kenna West as the new City Manager.

**MOTION:** Councilor Stritzke motioned to declare two vacancies for the Library Board. Councilor Wooden seconded. Motion carried unanimously with Councilors Baller, McKnight, Wooden, Burr, Stritzke, and Johnson. All in favor.

10. Councilor Baller asked for an update on if everything was approved or did people change their minds.

11. City Recorder Debbie Bernard responded with an update to the staff report regarding the Annual Planning and Development Report. She started with the Draper Annexation that went through twice and was approved. She explained the many lot line adjustment properties increased tax lots by 2000 square feet. They are now a standard 7000 square foot lot. There was a partition for Ed Sharer. A site review was just completed for the property out by Hampton for a storage unit. Also approved was a variance for a deck with a request for a 0 lot line which was approved for a 5 foot setback.

12. Business Carried Forward:

1. Ross Schultz stated that the Railroad has been notified of the sale of the Old Department Store building. The 30 day notification has passed and it is now ok to issue a RFP. This will be a closed sealed bid process.

2. Councilor Wooden stated that the fire department has on file the option of Right of first Refusal.

3. Fire Chief Kevin Clark stated that when Bob Sivick was the City Manager they were looking for the best use for the property. As the Fire Department would like the property they are currently not in the financial position to purchase it.

13. Mayors Report:

1. Mayor Skyberg stated she attended a meeting at the Sheridan Federal Corrections facility. There is an opportunity to have some of the inmates come to town and work cleaning up the city. She asked for feedback from council. Public Works Director Jeff Brown shared his concerns on transportation and supervision. Mayor Skyberg stated she would follow up on this and let everyone know.

2. Mayor Skyberg also attended a meeting at West Valley Campus. There she met Joel Reese of the State Rural Development who is looking to give money to those in need.

14. YCOM Board

1. Councilor Rita Baller stated that there has not been a meeting for a couple months due to different issues. Therefore there would have been no quorum.

#### 15. Yamhill County Housing Authority

1. Councilor Stritzke corrected her title as a Board member not a liaison.
2. Councilor Stritzke stated that she went to her first board meeting. There may be some possible complaint issues the city might have. The issue is the way the budgets are run. The voucher budgets for things like section 8 housing are January to January. The fiscal budget is July 1<sup>st</sup> to June 30. The Federal Budget is October to September 30. Because of this they have to project vouchers that will be issued. Unfortunately, there were some unexpected cuts in the budget. This means they will have to revoke some vouchers.

#### 16. Yamhill County Transit Authority

1. Councilor Johnson stated he was not able to attend the last meeting because he had surgery.
2. Councilor Johnson talked about new buses for route 22.
3. Councilor Johnson stated that a prize is being offered for people to take a survey online. The purpose is to gather information on how to improve the transit system.

#### 17. Reports From City Officers

##### City Recorder Report

1. City Recorder Debbie Bernard stated that there will be coverage from 8 to 6 on the day of the eclipse. Initially there was to be no coverage. Debbie expressed concerns for the need of police presence and the issue was resolved.
2. City Recorder Debbie Bernard stated that in September the League of Oregon Cities is having their 92<sup>nd</sup> Annual Conference. Currently Mayor Skyberg and Councilor Johnson are signed up.

##### Sheriff's Report

1. Information was provided in the packet.

##### Public Works Report

1. Public Works Director Jeff Brown provided clarification on his concern with inmates coming to Willamina. He has no issues with receiving the help just concerned about transportation and supervision.
2. Public Works Director Jeff Brown provided more details on the Fish and Wildlife Grant for \$20,000.
3. Public Works Director Jeff Brown commented on his efforts at city hall. There have been three windows replaced and new siding on part of City Hall.

4. Public Works Director Jeff Brown stated that a water line got broke on F Street and it took about three hours to fix.

Librarian Report

1. Library Manager Sarah Frost reminded everyone that we have a new Library Assistant Krystal Stephens. She currently works Sundays and Tuesdays.
2. Library Manager Sarah Frost commented on the ongoing RFID inventory project.
3. Library Manager Sarah Frost commented on the 2018 Ready to Read Project.

18. Adjourn

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

The next meeting will be held at 6:00 PM on September 12, 2017 at:  
West Valley Fire District  
825 Northeast Main Street  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
none

The meeting was adjourned at 7:30 PM by Mayor Ila Skyberg.

Minutes submitted by:  
City Recorder, Debbie Bernard. \_\_\_\_\_ .Date\_\_\_\_\_.

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



# REGULAR AGENDA

---

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 12, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: INSTALLATION OF DRINKING FOUNTAINS IN CITY PARKS**

**ISSUE**

Shall City Council approve the installation of a drinking fountain in the Garden Spot Park and Hampton Park?

**RECOMMENDATION:**

Approve the installation of drinking fountains in the Garden Spot Park and Hampton Park.

**SUMMARY AND BACKGROUND**

The Willamina Chamber of Commerce (Chamber) has requested the opportunity to donate one drinking fountain for the Garden Spot Park and one drinking fountain for Hampton Park. The installation and placement of the drinking fountains will be a coordinated partnership between the Chamber and the City Public Works Department through the City Manager's Office for the betterment of the entire community.

Both of these parks are frequently used by Willamina citizens and visitors. There is no other source of potable water at either of these parks for our citizens and visitors. The proposed drinking fountains will help create a welcoming and enjoyable atmosphere in our parks.

**FACTS AND FINDINGS**

1. The Chamber will provide an outdoor drinking fountain head similar to the one pictured in Attachment A for each park.
2. The City of Willamina Public Works Department will design and install the Garden Spot Park drinking fountain body similar to the one found in Tina Miller Park. See Attachment B.
3. The students at the high school will fabricate an aluminum/stainless steel drinking fountain body for the Hampton Park Fountain as one of their learning projects. This fountain will be attached to the facilities/restroom building currently in the park. By attaching the fountain to the building it allows city staff to utilize existing pipes and will allow a water turn-off during the winter months. The Public Works Director will coordinate with the school on the design of this fountain body.
4. As its contribution to the coordinated partnership, the City, through its Public Works Department, will design, build, and install the drinking fountains as follows:
  - a. City Staff Time:
    - Design and Creation of fountain bodies: Up to 10 hours

Trenching/Pipe Installation at Garden Spot: Up to 4 hours  
Installation at Hampton Park: Up to 4 hours  
Trenching Machine Rental (if needed): \$50.00

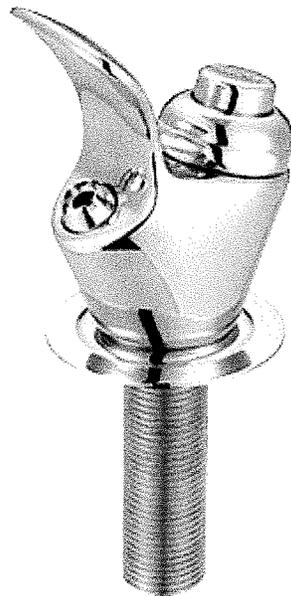
- b. The City will supply repurposed materials from the boneyard which currently have no value nor use for the body of the Garden Spot drinking fountain.
  - c. Coordination with the school district as necessary for the manufacturing of the Hampton Park drinking fountain and installation of the finished fountain body at Hampton Park
- 5. The Chamber will maintain the completed drinking fountains (head and body) and will pay for any necessary repairs to the completed drinking fountains that may arise in the future.
  - 6. The Public Works Department and the City Manager's Office support this project as it will benefit our citizens and visitors who frequent our parks and add to the beauty and livability of our City in general.

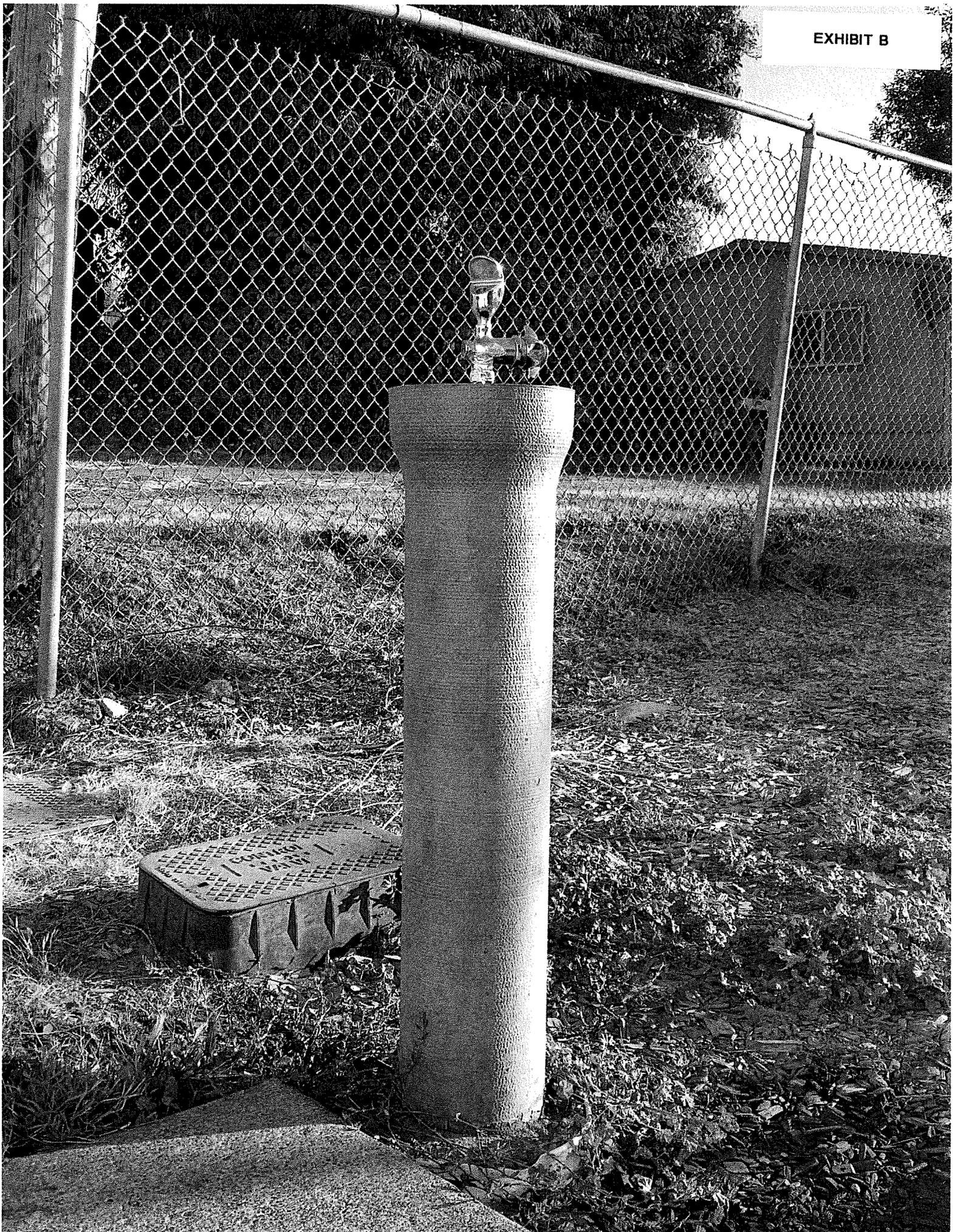
---

Kenna L. West, City Manager

Attachments:

- A. Picture of proposed drinking fountain head for both parks
- B. Picture of proposed drinking fountain body for the Garden Spot Park





**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 12, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: INSTALLATION OF STORAGE CONTAINER AND COVER AT PUBLIC WORKS FACILITY AND USE OF CURRENTLY UNUSED CITY OWNED STORAGE CONTAINER**

**ISSUE**

Shall City Council approve (1) the Willamina Chamber's (Chamber) use of an unused city owned storage container, (2) the installation of a Fourth of July Committee owned storage container at the same location, and (3) the building of a cover over these containers at the Public Works facility at no cost to the City?

**RECOMMENDATION:**

Approve (1) the Chamber's use of the unused City owned storage container, (2) the installation of a Fourth of July Committee owned storage container in the same location, and (3) the building of a cover over these storage containers at the Public Works facility.

**SUMMARY AND BACKGROUND**

The Willamina Chamber (Chamber) provides holiday decorations for the City (in particular, the Christmas decorations) and the Fourth of July Committee supplies the decorations for the Fourth of July, all at no cost to the City. This relieves the City of the burden and expense of purchasing, maintaining, installing, and taking down the holiday decorations while adding to the beauty and livability of our city.

The Chamber is losing its current holiday decoration storage and has requested the opportunity to use an unused storage container at the Public Works facility. Further, the Fourth of July Committee is also losing its current holiday decoration storage and has requested the opportunity to place a Fourth of July Committee owned storage container at the same locale as the city owned storage container to be used by the Chamber. In addition, a roof structure which will cover the new storage container, the city owned container, and a parade vehicle will be built by these organizations at no cost to the City. The two containers and roof structure will be sited on an unused portion of city property at the Public Works facility.

The Chamber will use the City's unused storage container to store the decorations that they provide for the beautification of the city's main downtown core during the holidays and the Fourth of July Committee will use their storage container for their decorations and a parade vehicle which are used for the City's Fourth of July celebration. In addition, to ensure that there is no water damage due to potential leaks, and to provide coverage for the parade vehicle, the organizations wish to install a roof structure over both storage boxes. It is the intent of the Chamber and Fourth of July Committee that should there be a time that they no longer need the new storage container and roof that those structures will be granted to the City at no cost.

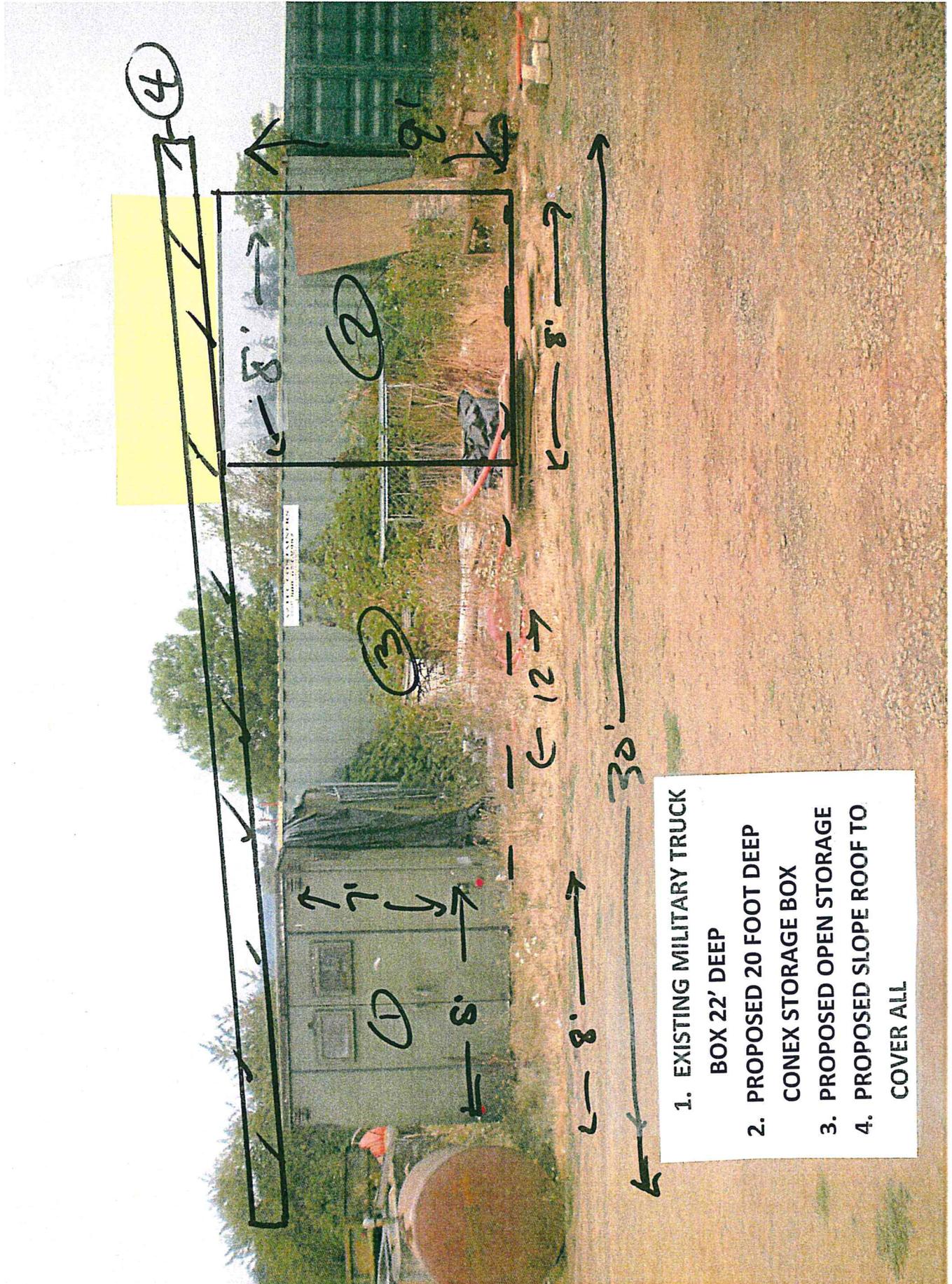
## **FACTS AND FINDINGS**

1. The City owns an unusable storage container which is currently on City property at the Public Works facility. This storage container is unusable due to condensation/leakage.
2. The Chamber and the Fourth of July Committee provide holiday decorations for the benefit of the City and community members at no cost to the City.
3. The Fourth of July Committee has requested to place a storage container on an unused portion of city land at the Public Works facility. The Chamber has requested the opportunity to use a currently unused city owned storage container already on that land. The organizations request the opportunity to build a roof structure over both storage containers. The City will partner in this project by allowing the use of a currently unused storage container, allowing placement of a Fourth of July Committee container, and allowing the building of a roof structure over these containers.
4. The City currently maintains the Public Works facility grounds where the storage containers and roof structure will be placed, and will continue to do so. The Chamber and Fourth of July Committee will maintain and repair the storage containers and roof structure until such time that they may be granted to the City.
5. The roof structure will be built to code under the direction of the Public Works Department but no other City work hours or funds will be used in this project.
6. If the Fourth of July Committee and Chamber no longer need to use these storage containers and roof structure, they will be granted to the City of Willamina at no cost for the City's use or sale as the City deems necessary.
7. The Public Works Department and the City Manager's Office support this project as it allows the continuation of a city tradition of decorating for the holidays which adds to the beauty and livability of the City without cost to the City.

---

Kenna L. West, City Manager

See attached  
Exhibit A



1. EXISTING MILITARY TRUCK  
BOX 22' DEEP
2. PROPOSED 20 FOOT DEEP  
CONEX STORAGE BOX
3. PROPOSED OPEN STORAGE
4. PROPOSED SLOPE ROOF TO  
COVER ALL

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 12, 2017**

**TO: MAYOR AND CITY COUNCIL**  
**FROM: KENNA WEST, CITY MANAGER**  
**SUBJECT: RENTAL OF ACCESS ACROSS CITY PROPERTY**

**ISSUE**

Shall City Council approve the terms of rental of access across city property (see map attached as Attachment A) as outlined below?

**SUMMARY AND BACKGROUND**

The owner of the Center Market, Mr. Singh, would like to install a drive through window for his customers' use at the back of the store. The customers would enter from NE C Street, go through the drive through window, turn right and depart across city property to NW 1<sup>st</sup> Street. The City planner has confirmed that this travel pattern is required before any permit may be issued.

Mr. Singh met with the City Manager to discuss his request for rental of access across city property. Mr. Singh understands that the City would be giving up partial control of the property in consideration for a monthly rental payment pursuant to the following terms:

1. A payment from Mr. Singh/Center Market in the sum of \$200 each month to the City of Willamina.
2. The subject property will be maintained by Mr. Singh. Should he fail to maintain the property including grading and gravel as necessary to avoid potholes and degradation of the roadway then the City shall have the right to enter and maintain the property and Mr. Singh/Center Market will reimburse the City for the costs of manpower, equipment, and materials used.
3. Either party may terminate the agreement without cost with thirty (30) days written notice to the other party.
4. The agreement is for five years.
5. Mr. Singh/Center Market will reimburse the City for all attorney fees expended in the negotiation and/or creation of the rental contract.
6. It is understood there may be times where the access across city owned property will be closed due to citywide functions such as the 4<sup>th</sup> of July Parade.

The above are the general terms and more detailed terms such as the actual monthly payment date will be determined upon creation of the rental agreement by the City's attorney.

**FACTS AND FINDINGS**

1. Mr. Singh/Center Market is interested in providing a drive through window for their customers' use.

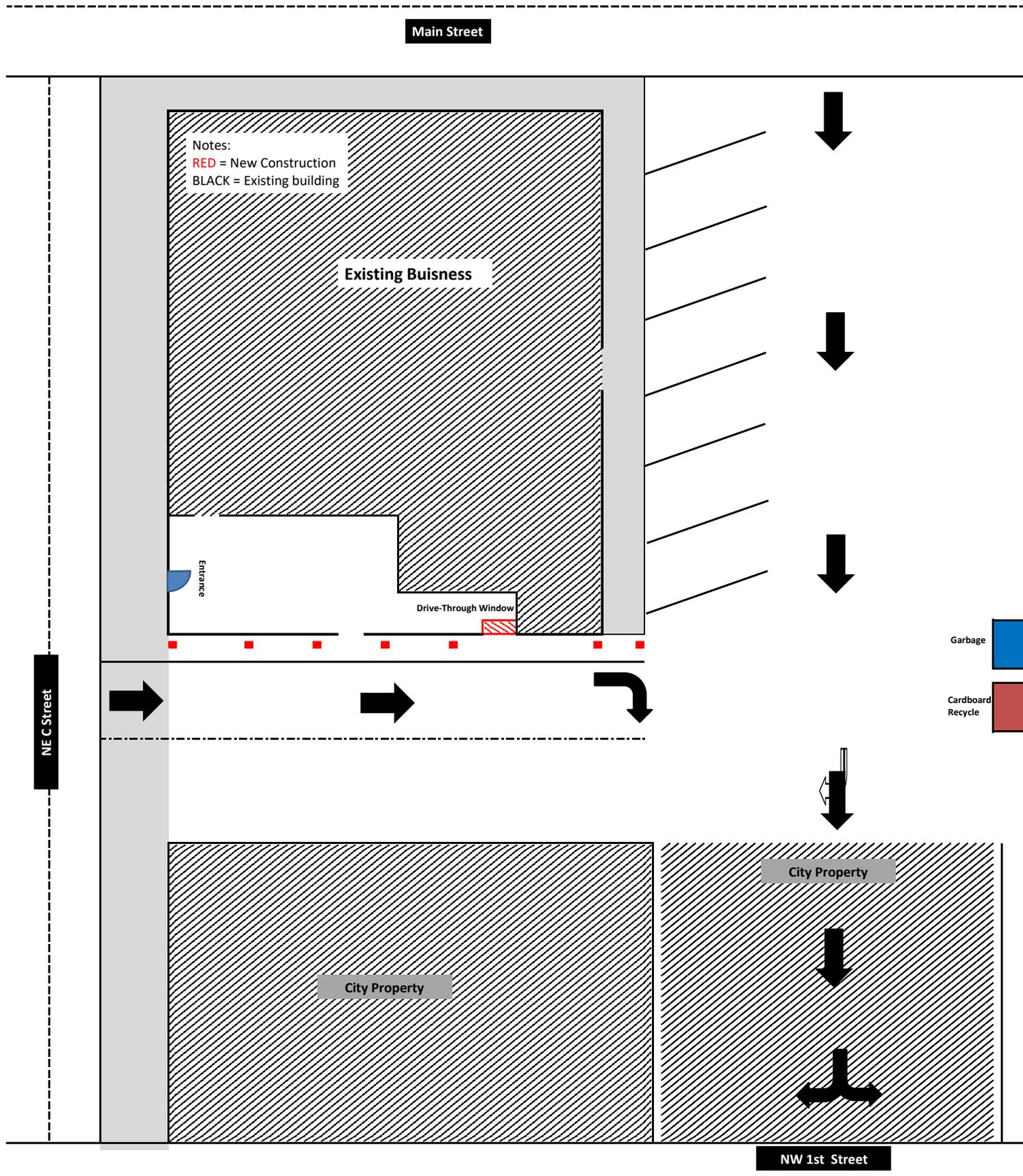
2. The City's planner advised that the traffic pattern would have to match that as found in Attachment A before a permit can be issued.
3. The traffic pattern would require access across City owned property.
4. Preliminary terms were discussed between the City Manager and Mr. Singh. Those terms are listed above. It is understood that there may be additional terms or details included in those terms, such as the required monthly payment date, that may need to be included or revised as the contract is being written by the City attorney.
5. The final contract as prepared by the City attorney will be presented to the full City Council for review and, if approved, signature at a future City Council meeting.

---

Kenna L. West, City Manager

Attachment:

- A. Map of proposed traffic pattern





**STAFF REPORT**  
**Appeal of Site Plan Review 2017-01**  
**City Council Hearing – September 12, 2017**

**I. BACKGROUND**

**REPORT DATE:** September 5, 2017  
**OWNER:** Martin Attebery  
**APPELLANT:** Nicholas Patrick Marrant  
**LOCATION:** Yamhill County Assessor’s Map/Tax Lot: R6701BD/05600&05700.  
(Exhibit A)  
**ADDRESS:** 902 NW Main Street  
**SIZE:** Approximately .78 acres/2,400 square foot building  
**CURRENT USE:** Woodworking shop  
**ZONING:** M-1 (Industrial)  
**REQUEST:** An appeal of Planning Commission decision for Site Plan Review (SDR 17-01), dated June 6, 2017, specifically Conditions of Approval: 8 and 9, regarding parking area paving and storm drainage improvements.

**CRITERIA:** **Willamina Development Code:**  
Section 2.108: Industrial Zone (M-1)  
Section 3.105: Site Plan Review  
Section 2.203: Off-Street Parking and Loading

**EXHIBITS:** A: Location Map  
B: Site Plan  
C: Decision of the Planning Commission  
D: Applicant Materials, Appeal  
E: Applicant Materials, Original Application

**II. OVERVIEW**

An appeal of Planning Commission decision for Site Plan Review (SDR 17-01), dated June 6, 2017, specifically Conditions of Approval: 8 and 9, regarding parking area paving and storm drainage improvements.

A Site Plan Review is a Type I-B action. A type I-B action is a ministerial action reviewed by the Planning Commission based on generally clear and objective standards with some discretion afforded to the Planning Commission. Conditions may be placed on the decision and notice is sent to the applicant and property owners within the required notice area. Section 3.202 lists the notice requirements. Appeal is to the City Council.

### III. CRITERIA AND FINDINGS

#### SITE PLAN REVIEW

##### **Paving Requirements:**

Off-street parking in the Industrial District shall conform to the standards of Section 2.203. *Section 2.203.8(A): All driveways, parking, and loading areas shall have a durable, hard surface...In commercial and industrial areas either a minimum of 3 inches of asphalt over an 8 inch aggregate base or 6 inches of Portland cement concrete over 2 inches of aggregate base shall be provided.*

##### **Stormwater Requirements:**

Storm drainage improvements must meet the requirements of Section 2.204 of the Willamina Development Code.

Section 2.204.3(A): No construction of any facilities in a development included in Subsection 2.204.02 shall be permitted until a storm drainage and erosion control plan for the project is prepared by an engineer registered in the State of Oregon and approved by the City Engineer. This plan shall contain at a minimum:

1. The methods to be used to minimize the amount of runoff, siltation, and pollution created from the development both during and after construction.
2. Plans for the construction of storm sewers, open drainage channels, and other facilities which depict line sizes, profiles, construction specifications, and other such information as is necessary for the City to review the adequacy of the storm drainage plans.
3. Calculations used by the engineer in sizing storm drainage facilities.

##### **Applicant's Response:**

The Applicant wishes the City Council to consider postponing the parking surface requirement for the approved application until the retail business is preparing to open. The Applicant's business model calls for the initial opening of the marijuana processing facility, in year one, to fund the property's parking surfacing requirement, before the marijuana retail business division receives the City's business license. The Applicant has determined that the parking surface requirement would be cost prohibitive to the opening of the business. In this light, the Applicant believes requiring parking surfacing by the City does not meet the Industrial zone's purpose of "To encourage the grouping together of warehousing, manufacturing, and other light uses ."

**Relevant Findings from the Planning Commission Decision, June 6, 2017:**

**Section 3.105.06: Evaluation of Site Development Plan**

The review of a Site Development Plan shall be based upon consideration of the following:

- A. Conformance with the General Development Standards contained in this Ordinance including:
  - 1. Streets
  - 2. Off-street parking
  - 3. Public facilities, including storm drainage, and utility lines and facilities
  - 4. Signs
  - 5. Site and landscaping design

**Applicant's Response:**

As a nursery retail business and show garden, and a marijuana processing and retail business, the Applicant will follow Oregon's Commercial, Industrial, and Agricultural water quality rules, specifically the ODA's Pollution and Riparian Rules. The Applicant believes the marijuana processing facility and primary hours of operation will be after 5:30 pm, the planned closing time of the nursery retail business. Therefore, the Applicant is requesting the City consider the 'Joint Use' of the off-street parking and loading requirements, per Section 2.203.04 be limited to "2" (Two) businesses functioning at any given time. According to Section 2.203.05, the Applicant requests the City consider a total of "8" (Eight) parking spaces adequate for the property; please see the "Attachment A" for reference.

Per Section 2.207.03 zoning code, the Applicant wishes the City will consider that the nursery's show garden will unfold over the coming 2-year period, where layout and design will meet all existing standards and regulations, and, due to the nature of the designation as a "Show Garden" for nursery retail, does not fall under the Landscaping Approval Process Guidelines.

The current landscaped percentage of overall property well surpasses the M-1 zone requirement of 6%, and will increase incrementally in the coming years.

Please see Attached Site Plan Review Drawing to consider whether the Application meets other M-1 zoning standards not listed herein.

The Applicant requests the City waive the surfacing requirements for the parking lot and loading area, due to the Application proposal's size and scope, and more importantly, due to the current condition of the City's and County's adjacent drainage system along Main Street. The existing roadside drainage system is not adequate to properly handle the additional runoff were the parking lot to be surfaced with concrete or asphalt. The existing aggregate best serves the adjacent existing City and County roadside drainage system.

**Findings:**

Off-street parking: *Off-street parking in the Industrial District shall conform to the standards of Section 2.203.* The parking requirements for the proposed uses on the subject site are as follows:

- 1. Retail/Office: 1 space per 300 sf
- 2. Manufacturing, 1 space per .75 employee and 1 space per 2,500 sf
- 3. ADA accessible spaces required: 1 per 1-25 vehicle parking spaces
- 4. Bicycle spaces required: 1 per every 10 vehicle parking spaces

The site plan indicates fulfillment of the required number of parking spaces. The breakdown of required parking by use is outlined below:

Retail/Office:	1,696 sf: 6 spaces required
Manufacturing:	1,045 square feet/1 space + 1 space per .75 employees: 3 spaces required
Total Parking:	9 Required: 9 Proposed
ADA Compliant:	1 ADA parking space required: 2 Proposed
Bicycle Parking:	1 Required: 1 Required as a condition of approval

Drainage and erosion control needs

**Applicant's Response:** Existing drainage systems prevent flooding and damage to the Property, adjacent properties, and the adjacent Main Street. Hillside erosion is prevented by existing hillside tree species and ground cover.

**Findings:** As a condition of approval, if pavement of the parking area is required, storm drainage improvements will also be required. Storm drainage improvements must meet the requirements of Section 2.204 of the Willamina Development Code.

Traffic safety, internal circulation and parking

**Applicant's Response:** The Applicant has attached a site plan drawing and wishes the City to determine, due to the size and scope of the property (2,400 sf) as well as the current state of the existing adjacent Main street drainage system, to waive the surfacing requirement. Per 2.203.08(G) zoning code, the parking area will be maintained adequately for all-weather use. The East-side cul-de-sac will include wheel guards.

**Findings:** Nine (9) parking spaces are required, as indicated above. Of the nine required spaces, one (1) is required to be ADA assessable. The site plan indicates nine parking spaces will be provided, two of which will be ADA compliant. The site plan indicates a circulation plan (including entrance and exit locations) that is acceptable to the City's Director of Public Works and to Yamhill County, regarding safety and efficiency. Section 2.203.08 of the Willamina Development Code requires paving of all parking and loading areas in the Industrial zone, specifically: *either a minimum of 3 inches of asphalt over an 8 inch aggregate base or 6 inches of Portland cement concrete over 2 inches of aggregate base shall be provided.* The required paving is listed as a condition of approval. The applicant has requested that the paving requirement be waived by the Planning Commission. Staff finds this criterion can be met as conditioned.

#### IV. RELEVANT CONDITIONS OF APPROVAL

Based upon satisfying the required criteria as indicated above, staff recommends approval of the request for a Similar Use, Conditional Use, and Site Plan Review to allow for a marijuana processing and retail business in the M-1 zone, based upon the property owner complying with the following conditions of approval:

8. All driveways, parking and loading areas shall be paved in accordance with the standards specified in Section 2.203.08: In commercial and industrial areas either a minimum of 3

inches of asphalt over and 8 inch aggregate base or 6 inches of Portland cement concrete over 2 inches of aggregate base shall be provided.

9. If on-site improvements are made, including paving, storm drainage improvements shall be required and must meet the requirements of section 2.204 of the City of Willamina Development Code before a certificate of occupancy is issued.

## V. CITY COUNCIL ACTION

In response to the request for appeal of the Planning Commission decision for SDR the City Council may take one of the following actions:

- A. Make a motion to affirm (uphold) the Planning Commission's decision to impose the Conditions of Approval eight (8) and nine (9) for Site Plan Review (SDR 17-01) as decided by the Planning Commission on June 9, 2017; or
- B. Make a motion to rescind (overturn) the Planning Commission's decision to impose Conditions of Approval eight (8) and nine (9); or

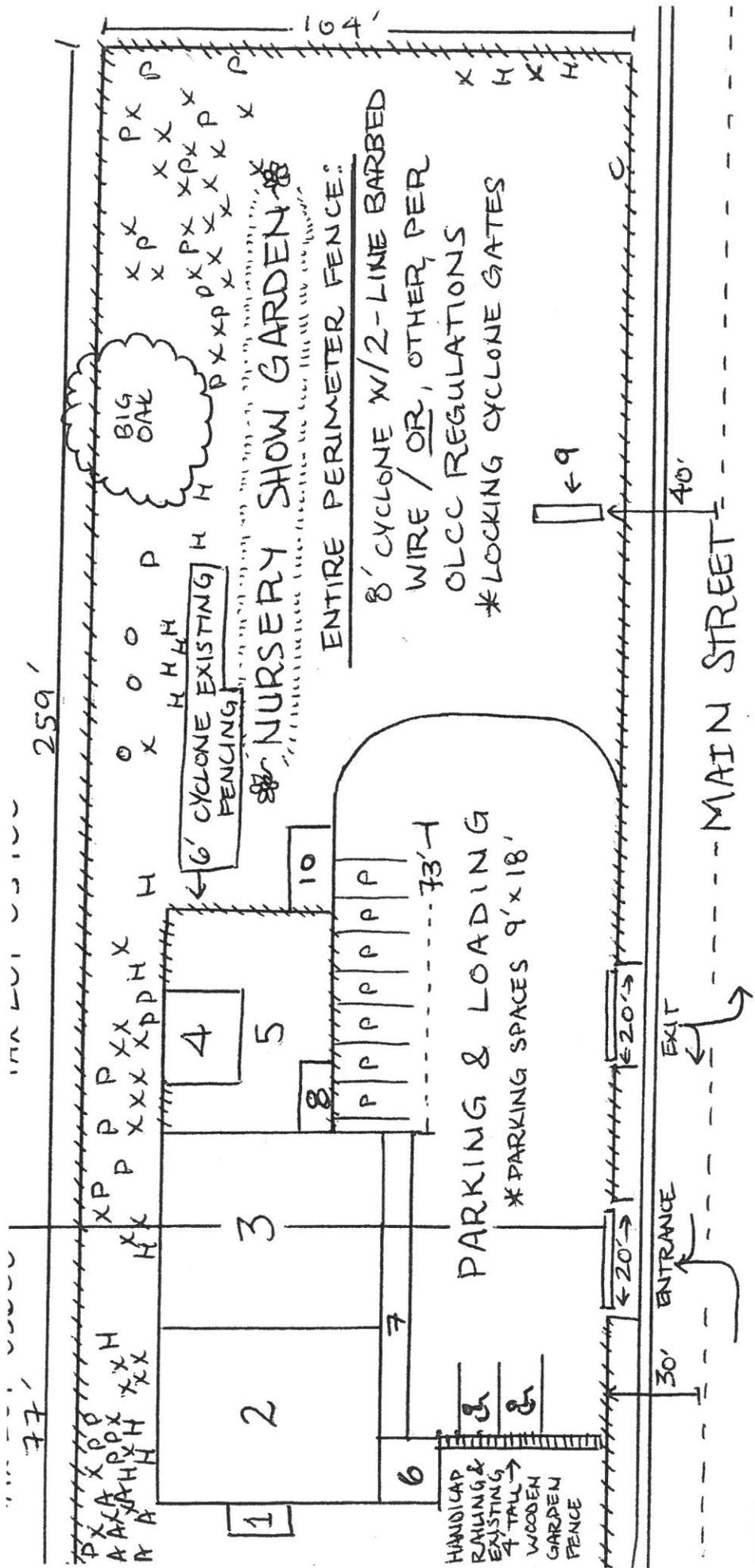
*Note: The Commissioner making the motion needs to state the reasons for rescinding the Planning Commission's decision.*

- C. Make a motion to amend the Planning Commission's decision imposing Conditions of Approval eight (8) and nine (9) and allow for an extension of time (until prior to the opening of the retail business) to complete the required paving and storm drainage improvements, as requested by the Applicant in this Appeal; or

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

- D. Make a motion to continue the public hearing to a time certain and indicate the additional information needed to allow for a future decision.





ENTIRE PERIMETER FENCE:  
 8' CYCLONE W/2-LINE BARBED WIRE / OR, OTHER, PER OLCC REGULATIONS  
 \* LOCKING CYCLONE GATES

TREE REMOVAL (X):

- "1" APPLE
- "16" PLUM
- "27" HAWTHORNE

TREES RETAINED:

- "6"-A APPLE
- "24"-P PLUM
- "15"-H HAWTHORNE
- "4"-O OAK
- "1"-C CHERRY

1. UPSTAIRS DECK
  2. MARITUANA PROCESSING, WHOLESAL, & RETAIL
  3. NURSERY RETAIL
  4. NURSERY ACCESSORY BUILDING (EXISTING)
  5. EXISTING NURSERY RETAIL SECURITY FENCE
  6. EXISTING DECK
  7. EXISTING AWNING
  8. BICYCLE PARKING (5-SPACE MINIMUM)
  9. FREE-STANDING SIGN
  10. REFUSE CONTAINER; WITH 6' HIGH WOODEN FENCE
- \* BUILDING DISTANCE FROM PROPERTY BOUNDARIES:  
 N: 37 1/2' E: 247' S: 30 1/2' W: 17'

**CITY OF WILLAMINA**  
**DECISION OF THE PLANNING COMMISSION**

Similar Use/Conditional Use/Site Plan Review  
Planning Commission Hearing: June 6, 2017

**HEARING DATE:** June 6, 2017  
**OWNER:** Martin Attebery  
**APPLICANT:** Nicholas Patrick Marrant  
**LOCATION:** Yamhill County Assessor's Map/Tax Lot: R6701BD/05600&05700.  
**ADDRESS:** 902 NW Main Street  
**SIZE:** Approximately .78 acres/2,400 square foot building  
**CURRENT USE:** Woodworking shop  
**ZONING:** M-1 (Industrial)  
**REQUEST:** Similar Use determination to allow a marijuana processing and retail business, including an outdoor nursery show garden, in the M-1 zone, Conditional Use Permit to allow a marijuana facility in the M-1 zone, and Site Plan Review for same.

**I. SUMMARY OF PROPOSAL**

Project Description: Request is for a Similar Use determination and Conditional Use Permit to allow a marijuana processing and retail business, including an outdoor nursery show garden, in the M-1 Zone. Also, Site Plan Review to be contingent upon approval of Similar Use and Conditional Use.

Similar Use determinations and Conditional Use Permits are Type II actions. A type II action is a quasi-judicial review in which the Planning Commission applies a mix of objective and subjective standards that allow considerable discretion. Public notice and a public hearing is provided. Section 3.202 lists the notice requirements. Appeal of a Type II decision is to the City Council.

A Site Plan Review is a Type I-B action. A type I-B action is a ministerial action reviewed by the Planning Commission based on generally clear and objective standards with some discretion afforded to the Planning Commission. Conditions may be placed on the decision and notice is sent to the applicant and property owners within the required notice area. Section 3.202 lists the notice requirements. Appeal is to the City Council.

Notice of this hearing before the Planning Commission was sent to all property owners within 100 feet of the boundaries of the subject property on May 16, 2017, over twenty days before the scheduled hearing.

This proposal was considered by the Planning Commission at a public hearing on June 6, 2017. The Planning Commission voted to approve SU 17-02, CU 17-02, and SDR 17-01, subject to the conditions of approval set forth in the staff report.

## II. CRITERIA AND FINDINGS

### SIMILAR USE

#### Section 3.108.04: Review Criteria

A similar use may be authorized provided that the applicant demonstrates that the proposed use satisfies the following criteria:

- A. The use is consistent with the purpose of the underlying zoning district and is similar in character, scale and performance to permitted uses specified in the underlying district.

**Applicant's Response:** The proposed use for the property meets the underlying zoning district's purpose of encouraging "the grouping together of warehousing, manufacturing and other light industrial uses." The applicant wishes to have the City determine whether the proposed use of the property, 902 NW Main Street, meets the similar use criteria as stated in the City of Willamina Development Code.

**Findings:** The proposed use is in agreement with the purpose of the Industrial zone. In 2014, the City of Willamina passed Ordinance 656, which allows medical marijuana facilities in the Industrial zone. The City of Willamina determined at that time that the appropriate location for marijuana uses was in the Industrial zone, at least 1,000 feet from any City park, excepting the north side of Lamson Park. The particular standards, adopted for medical marijuana facilities as part of Ordinance 656 are appropriate in this case and are listed in the Conditions of Approval. Staff finds that a marijuana processing and retail facility with a retail nursery and show garden is similar to the permitted activities of the Industrial zone, including "feed and seed" facilities and "food processing." Staff does not foresee the proposed use as being detrimental to surrounding uses. Staff finds this criterion is met as conditioned.

- B. The use conforms with the applicable standards and limitations of the underlying zoning district.
- Applicant's Response:** The applicant has reviewed the standards and limitations of the underlying zoning district and wishes the City to determine whether the proposed use outlined in the site plan review application conforms to the applicable standards and limitations of the underlying zoning district.

**Findings:** The proposal for a Similar Use determination is being considered concurrently with a proposal for Site Design Review. The standards and limitations of the Industrial zone are considered below under Site Plan Review. Staff finds this criterion is met as conditioned.

#### Section 3.108.05: Determination

In approving an application for a similar use, the Planning Commission may:

1. Determine whether the use is prohibited, permitted or conditionally permitted in the specified zone.
2. Determine whether the use is permitted or conditionally permitted in a different zone.
3. Consistent with the development requirements of the identified zone, determine whether additional land use actions, such as conditional use approval or site plan review, are required.

### CONDITIONAL USE

Conditional Use Permits shall be approved if the applicant provides evidence substantiating that all the requirements of this Ordinance relative to the proposed use are satisfied, and demonstrates that the proposed use also satisfies the following criteria:

1. The use is listed as a conditional use in the underlying district.

**Applicant's Response:** The Willamina City Code lists the following Industrial Zone Permitted Uses, of which the Applicant believes pertain to this Conditional Use Permit Application:

1. 2.180.02 (C-7): "Freight terminals, including loading docks, storage, warehousing and wholesale distribution, and cold storage."
2. 2.108.02 (C-2): "Permitted Activities include the establishment of an office, storage of equipment and materials, fabrication and repair."
3. 2.108.02 (D-4): "Feed and seed facilities, including grain elevators and storage."
4. 2.108.02 (D-11): "Food processing, including canning, freezing, drying and similar food processing and preserving."
5. 2.108.02 (E): "Uses clearly accessory and subordinate to the above." Definition of 'Accessory Use' per Willamina city code: "A use incidental, appropriate and subordinate to the main use of the parcel, lot or building."
6. 2.108.03 (B): "Outdoor storage of materials of an industrial character."
7. 2.312.01: "Medical Marijuana facilities may be allowed."

**Findings:** This application for a Conditional Use is being reviewed concurrently with an application for a Similar Use. The proposal indicates that a marijuana processing and retail business is similar to a "feed and seed facility," "food processing facility," and "medical marijuana facility." Staff finds that there are similarities in form and function to these types of businesses that are allowed in the Industrial zone. Staff finds this criterion is met, contingent upon Planning Commission approval of a Similar Use permit.

2. The characteristics of the site are suitable for the proposed use considering size, shape, location, topography, and location of improvements and natural features.

**Applicant's Response:**

1. With regard to the marijuana facilities, the Applicant believes all City designated parks (except for Lamson Park) and schools are more than the designated 1,000 feet from Tax Lot R6701BD 05600, where all marijuana facilities listed in this application would operate. With regard to Lamson Park: 2.312.01 (C-2): "For the distance that Willamina Creek abuts the park, the distance requirement is waived."
2. Willamina is a small, quaint town, and if there is to be a marijuana retail business and nursery retail business in town, the Property's topography, location, the Applicant's design,

size and scope would fit naturally into the townscape. The facilities and existing layout at 902 NW Main Street property are a perfect fit for a side-by-side small marijuana dispensary and nursery retail business. The two existing tax lots within the Industrial zone, totaling 0.78 acres, allow for the possible long term growth of the facilities and business, commensurate with the township's growth.

3. As it is the goal of the Applicant, the City, and the state of Oregon, security and the protection of minors with regard to marijuana and marijuana businesses is of the utmost concern. The property's location across from Hampton Mill and Walsch Trucking creates an additional layer of security, on top of existing strict OLCC requirements.
4. Topography and Shape of Property: The long, south-facing property and hillside allows for an exceptional and unique opportunity for a Nursery's show garden along Main Street.

**Findings:** The proposed location for this marijuana processing and retail establishment is within the Industrial zone and over 1,000 feet from a school or park, with the exception of Lamson Park, which is across the river. This is the precise location identified as appropriate for a marijuana establishment by the Willamina Planning Commission and City Council through Ordinance 656, in 2014. The size, shape and topography of the subject site are appropriate for a marijuana processing and retail business as detailed in the Site Plan Review, below. Staff finds this criterion is met.

3. The proposed development is timely, considering the adequacy of transportation systems, public facilities and services, existing or planned for the area affected by the use.

**Applicant's Response:** There are no existing adjacent bikeways, sidewalks or pedestrian facilities and no proposed adjacent or through streets. The Property's existing parking lot layout allows for appropriate connectivity of internal circulation to the one existing adjacent street.

**Findings:** This proposal was reviewed by the public works professionals for the City of Willamina and Yamhill County. They have found that the transportation system and public facilities and services currently in place are adequate to meet the needs of the subject site. Staff finds this criterion is met, as conditioned.

4. The proposed use will not alter the character of the surrounding area in a manner which substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying district.

**Applicant's Response:**

1. The Property is bordered to the West by one Industrial (M-1) zone empty lot, and to the East by an Industrial (M-1) zone. To the North the Property is bordered by a Residential Zone. The Applicant believes the indoor and outdoor uses of the Property to be compatible with the adjacent Industrial and Residential Uses. All marijuana-related activities other than the delivery of product will occur in the indoor facilities, per OLCC, OHA, and ODA statutes and regulations, and will not create detectable levels of noise that would be non compatible with the adjacent residential uses.
2. As the Applicant is not requesting permission to permit an indoor or outdoor marijuana production facility, marijuana odors will be very limited and will be compatible with the adjacent uses. The Property boundary fencing will/can act as a trellising mechanism for non-invasive nursery retail vine sand crawling plants, creating a lush, vegetative visual buffer during the seasons when adjacent neighbors are more prone to spend time outdoors. As a nursery focusing on native, heirloom, edible and exotic trees, shrubs, flowers and plants,

the Applicant intends the Property to become a small "Garden of Eden," while complying with both City and State of Oregon statutes, ordinances, and regulations.

**Findings:** The site plan indicates proactive measures, such as fencing and buffering, to limit the proposal's impact on adjacent properties. The Planning Commission may impose additional mitigating features, as conditions of approval, at its discretion. Staff does not foresee the proposed use having a negative impact on the surrounding area. Staff finds this criterion is met, as conditioned.

5. The proposal satisfies any applicable goals and policies of the Comprehensive Plan which apply to the proposed use.

**Applicant's Response:** The City of Willamina's Zoning Code for the industrial Zone (M-1), 2.108.01 states as its Purpose: "To provide land for and to encourage the grouping together of warehousing, manufacturing, and other light industrial uses which, because of their normal characteristics, would be relatively unobjectionable, could be permitted to operate in close proximity to, and would not be detrimental to surrounding commercial or residential uses."

1. With regard to the request to permit a nursery retail and nursery show garden, the Applicant believes the installation of a show garden and nursery retail would increase the natural beauty and value to the surrounding neighborhood and industrial zone, and to the City itself.
2. With regard to the request to permit a vertically-integrated marijuana business in the City of Willamina, the Applicant believes that having one physical location that houses all the marijuana facilities necessary for the distribution and sale of marijuana products is the safest and most unobjectionable option for the township.

**Findings:** The Goals and Policies of the Willamina Comprehensive Plan relevant to this application are listed below. This proposal for a marijuana processing and retail use, and nursery show garden will contribute to the fulfillment of many of the goals and policies of the Comprehensive Plan, in particular: Goals A-C, and Policies: B, C, E, F, and G. Staff finds this criterion is met.

#### Goals

- a. To diversify and improve the City's economy.
- b. To encourage desired economic growth, develop a stable, community based economy, promote greater employment opportunities for Willamina citizens, and provide efficient, orderly and convenient industrial development.
- c. To achieve, to the extent possible, a self-sustaining local economy.

#### Policies

- a. Promote diversification and expansion of its economy by providing sufficient land for industrial uses.
- b. Encourage industry that will provide employment to, and balance between, a broad range of workers, including professional, skilled and unskilled labor.
- c. Give priority approval to industries that are non-polluting, energy efficient, utilize local labor and raw materials, and do not significantly conflict with the City's natural resource goals and policies.
- d. Evaluate industrial facility proposals by considering both the short and long-term social, environmental and economic impacts to the City and the surrounding area before being approved.

- e. Encourage industrial activities that will not deplete the energy resources of the area. Energy conservation and efficient utilization of energy resources shall be a primary consideration in allowing new industrial development in the City.
  - f. Future industrial growth shall be directed away from existing or proposed areas of residential development.
  - g. Promote and encourage small-scale "cottage" industries as a viable alternative to large, conventional business enterprises.
  - h. Cooperate with appropriate, regional, state, and federal agencies which assist rural communities in the area of economic development.
6. The authorization of such conditional use will not be materially detrimental to the public health, safety and welfare or injurious to property in the vicinity or district in which the property is located, or otherwise conflict with the objectives of any City plan or policy.

**Applicant's Response:**

1. With regard to Public Health: The ORS 475B.400 Findings for Cannabis Regulation for the State of Oregon states: "The people of the State of Oregon find that: (1) Patients and doctors have found marijuana to be an effective treatment for suffering caused by debilitating medical conditions and, therefore, marijuana must be treated like other medicines; The ORS 475b.410 Definition for "Debilitating medical condition":
  1. Cancer, glaucoma, a degenerative or pervasive neurological condition, positive status for human immunodeficiency virus or acquired immune deficiency syndrome, or a side effect related to the treatment of those medical conditions.
  2. A medical condition or treatment for a medical condition that produces, for a specific patient, one or more of the following:
    - a) Cachexia;
    - b) Severe pain;
    - c) Severe nausea;
    - d) Seizures, including seizures caused by epilepsy; or
    - e) Persistent muscle spasms, including spasms caused by multiple sclerosis;
  3. Post-traumatic stress disorder; or
  4. Any other medical condition or side effect related to the treatment of a medical condition adopted by the Oregon Health Authority by rule or approved by the authority pursuant to a petition.
2. With regard to Public Safety: Per Oregon state law, there will be NO consumption of marijuana on the Property's premises. Following the strict requirements of the OLCC's security and minor-prevention measures will prevent minors from entering the marijuana facilities.
3. With regard to Property and Neighboring Property Welfare: The Applicant believes following OLCC, ODA, OHA, and all state of Oregon agency and department marijuana-associated laws and regulations allow for the safe distribution and processing of marijuana products.
4. With regard to conflict with the objectives of any City plan or policy:
  - A. Medical Marijuana Facilities are an allowed use in the Industrial (M-1) Zone 2.302.01

- B. The Applicant believes the intended uses meet the conditional use objectives of the underlying Industrial (M-1) Zone.

**Findings:** In consideration of the fact that the applicant must meet the strict guidelines set by the State for the processing and sale of marijuana, and that this is listed as a condition of approval, staff does not foresee the approval of this application for a conditional use to be materially detrimental to the public health, safety and welfare or injurious to property in the vicinity in which the property is located. Staff does not consider the approval of this proposal to be in conflict with the objectives of any City plan or policy. Staff finds this criterion is met as conditioned.

## **SITE PLAN REVIEW**

### **Section 3.105.03: Applicability of Provisions**

- B. All of the provisions and regulations of the underlying zone shall apply unless modified by other Sections of this Code.

**Applicant's Response:** The Applicant believes he has met in the Site Plan review Application all provisions and regulations of the underlying Industrial (M-1) Zone.

**Findings:** The dimensional standards of the Industrial zone are as follows:

1. Lot size: none
2. Setbacks:
  - a. Front: none
  - b. Side: none
  - c. Rear: 20 feet (adjoining a residential zone)
3. Height: 45 feet

The existing building is set back from the property lines as follows:

- |   |           |
|---|-----------|
| A. Front:                               | 30.5 feet |
| B. Rear (adjoining a residential zone): | 37.5 feet |
| C. East:                                | 247 feet  |
| D. West:                                | 17 feet   |

Staff finds the existing building to be in conformance with the dimensional standards of the Industrial zone as listed above. Staff finds this criterion is met.

### **Section 3.105.06: Evaluation of Site Development Plan**

The review of a Site Development Plan shall be based upon consideration of the following:

- A. Conformance with the General Development Standards contained in this Ordinance including:
  1. Streets
  2. Off-street parking
  3. Public facilities, including storm drainage, and utility lines and facilities
  4. Signs
  5. Site and landscaping design

**Applicant's Response:**

As a nursery retail business and show garden, and a marijuana processing and retail business, the Applicant will follow Oregon's Commercial, Industrial, and Agricultural water quality rules, specifically the ODA's Pollution and Riparian Rules. The Applicant believes the marijuana processing facility and primary hours of operation will be after 5:30 pm, the planned closing time of the nursery retail business. Therefore, the Applicant is requesting the City consider the 'Joint Use' of the off-street parking and loading requirements, per Section 2.203.04 be limited to "2" (Two) businesses functioning at any given time. According to Section 2.203.05, the Applicant requests the City consider a total of "8" (Eight) parking spaces adequate for the property; please see the "Attachment A" for reference.

Per Section 2.207.03 zoning code, the Applicant wishes the City will consider that the nursery's show garden will unfold over the coming 2-year period, where layout and design will meet all existing standards and regulations, and, due to the nature of the designation as a "Show Garden" for nursery retail, does not fall under the Landscaping Approval Process Guidelines.

The current landscaped percentage of overall property well surpasses the M-1 zone requirement of 6%, and will increase incrementally in the coming years.

Please see Attached Site Plan Review Drawing to consider whether the Application meets other M-1 zoning standards not listed herein.

The Applicant requests the City waive the surfacing requirements for the parking lot and loading area, due to the Application proposal's size and scope, and more importantly, due to the current condition of the City's and County's adjacent drainage system along Main Street. The existing roadside drainage system is not adequate to properly handle the additional runoff were the parking lot to be surfaced with concrete or asphalt. The existing aggregate best serves the adjacent existing City and County roadside drainage system.

**Findings:**

The development standards of the Industrial zone are as follows:

- A. Off-street parking: *Off-street parking in the Industrial District shall conform to the standards of Section 2.203.* The parking requirements for the proposed uses on the subject site are as follows:
  - 1. Retail/Office: 1 space per 300 sf
  - 2. Manufacturing, 1 space per .75 employee and 1 space per 2,500 sf
  - 3. ADA accessible spaces required: 1 per 1-25 vehicle parking spaces
  - 4. Bicycle spaces required: 1 per every 10 vehicle parking spaces

The site plan indicates fulfillment of the required number of parking spaces. The breakdown of required parking by use is outlined below:

Retail/Office:	1,696 sf: 6 spaces required
Manufacturing:	1,045 square feet/1 space + 1 space per .75 employees: 3 spaces required
Total Parking:	9 Required: 9 Proposed
ADA Compliant:	1 ADA parking space required: 2 Proposed
Bicycle Parking:	1 Required: 1 Required as a condition of approval

- B. Signs: *Signs in the Industrial District shall conform to the provisions of Section 2.206.* The applicant has submitted an application for a sign permit concurrent with this application for Site Plan Review. The application for a sign permit was reviewed and approved by staff as a Type I-A action. Staff finds this criterion is met.

- C. Subdivisions and Partitions: There is no proposal for a subdivision or partition as a part of this application. Staff finds this criterion is not applicable.
- D. Site Plan Review: *All new development or expansion of existing structure or use in the Industrial District shall be subject to the Site Development Review procedures of Section 3.105.* The applicant has submitted an application for Site Development Review and the proposal is being considered according to the procedures set forth in Section 3.105. Staff finds this criterion is met.
- E. Landscaping: *All development in the Industrial District shall provide a minimum landscaped area equal to 6 percent of the gross site area. Landscaping improvements shall be installed and maintained in accordance with Section 2.207 of this Ordinance.* The site plan indicates the provision of landscaping in excess of the required 6 percent, in the form of a nursery show garden. A plan for maintenance and irrigation of required landscaping is listed as a condition of approval. Staff finds this criterion is met as conditioned.
- F. Access: The site plan indicates two access points, one each for entrance and exit, from Main Street. Main Street is a Yamhill County Road. A request for agency comment was sent to Yamhill County on April 24, 2017. At the time of this writing, no comment has been received from Yamhill County regarding access to Main Street. The applicant shall be required to obtain an access permit from Yamhill County as a condition of approval.

B. Characteristics of adjoining and surrounding uses

**Applicant's Response:** The Property is bordered to the West by one Industrial (M-1) zone empty lot, and to the East by an Industrial (M-1) zone. To the North the Property is bordered by a Residential Zone.

**Findings:** The subject property is located in an Industrial zone with Industrially zoned properties to the south, east and west. Multi-family residential zoning is located to the north of the subject site. The Willamina Development Code requires Industrially zoned properties located adjacent to residentially zoned properties to have a 20 foot setback. The existing building on the subject site is set back from the property line adjacent to a residential zone on the north side by 37.5 feet and will be separated by a fence and vegetative buffering. Staff does not foresee the proposed use having a negative impact on the surrounding uses. Staff finds this criteria is met.

C. Drainage and erosion control needs

**Applicant's Response:** Existing drainage systems prevent flooding and damage to the Property, adjacent properties, and the adjacent Main Street. Hillside erosion is prevented by existing hillside tree species and ground cover.

**Findings:** As a condition of approval, if pavement of the parking area is required, storm drainage improvements will also be required. Storm drainage improvements must meet the requirements of Section 2.204 of the Willamina Development Code.

D. Public health factors

**Applicant's Response:** The marijuana retail and processing facility will meet the strict standards of the OLCC, ODA, OHA, and any and all additional state of Oregon agency and department marijuana-

associated laws and regulations as they are passed into law. Following the strict requirements of the OLCC's security and minor-prevention measures will prevent minors from entering the marijuana facilities. Due to the nature of the products sold, the Applicant prays a large percentage of its customers will be disabled persons and those seeking alternative means to reduce pain and manage disease. Attachment B lists the benefits of medical marijuana according to the state of Oregon.

Per Oregon state law, there will be NO consumption of marijuana on the Property's premises. The nursery retail and show garden will retail and show only those plant species approved by the ODA and the department of Fish and Wildlife, and any and all other state of Oregon agencies and departments, and will follow all rules and regulations regarding the shipment and sale of non-native, native, and exotic species.

**Findings:** The State of Oregon has strict standards in place for the operation of marijuana businesses. As a condition of approval, the applicant is required to meet or exceed all State regulations and requirements associated with the operation of a marijuana retail and processing operation. Staff does not anticipate the proposal for a marijuana retail and processing facility and nursery to have a negative impact on the public health, safety and welfare. Staff finds this criterion can be met as conditioned.

#### E. Traffic safety, internal circulation and parking

**Applicant's Response:** The Applicant has attached a site plan drawing and wishes the City to determine, due to the size and scope of the property (2,400 sf) as well as the current state of the existing adjacent Main street drainage system, to waive the surfacing requirement. Per 2.203.08(G) zoning code, the parking area will be maintained adequately for all-weather use. The East-side cul-de-sac will include wheel guards.

**Findings:** Nine (9) parking spaces are required, as indicated above. Of the nine required spaces, one (1) is required to be ADA assessable. The site plan indicates nine parking spaces will be provided, two of which will be ADA compliant. The site plan indicates a circulation plan (including entrance and exit locations) that is acceptable to the City's Director of Public Works and to Yamhill County, regarding safety and efficiency. Section 2.203.08 of the Willamina Development Code requires paving of all parking and loading areas in the Industrial zone, specifically: *either a minimum of 3 inches of asphalt over an 8 inch aggregate base or 6 inches of Portland cement concrete over 2 inches of aggregate base shall be provided.* The required paving is listed as a condition of approval. The applicant has requested that the paving requirement be waived by the Planning Commission. Staff finds this criterion can be met as conditioned.

#### F. Provision for adequate noise and/or visual buffering from non-compatible uses

**Applicant's Response:** The Applicant believes the outdoor uses of the property to be compatible with the adjacent industrial and residential uses. All marijuana-related activities other than the delivery of product will occur in the indoor retail and processing facilities, per OLCC, OHA, and ODA statutes and regulations, and will not create detectable levels of noise that would be non-compatible with the adjacent residential uses. The nursery's "Show Garden" is intended to be a marketing strategy and selling point for the nursery retail business and therefore will add to the general beauty and ambience of the adjacent uses. The Property boundary fencing will/can act as a trellising mechanism for non-invasive nursery retail vines and crawling plants, creating a lush, vegetative visual buffer during the seasons when adjacent neighbors are more prone to spend time outdoors.

**Findings:** Staff does not anticipate the noise level from the proposed use to be excessive for the Industrial zone or for the Multi-family zone to the north of the subject site. An eight (8) foot high cyclone fence along with vegetative buffering, is proposed along the northern border of the site, adjacent to residential zoned properties. Staff finds this criterion is met.

G. Retention of existing natural features on site

**Applicant's Response:** The natural features on site will be greatly improved upon. As a nursery focusing on native, heirloom, edible and exotic trees, shrubs, flowers and plants, the Applicant intends the property to become a small "Garden of Eden," while complying with both City and State of Oregon statutes, ordinances, and regulations.

**Findings:** There are no known significant natural features located on the subject site. The majority of existing trees will be retained. Staff finds this criterion is met.

H. Problems that may arise due to development within potential hazard areas

**Applicant's Response:** The property has adequate drainage and no flood plains. The northern property boundary is fairly steep, yet existing trees and ground cover prevents erosion. Additional "Show Garden" erosion-specific plant and tree species will prevent any erosion while serving their marketing purpose.

**Findings:** The subject site is not located within a hazard area. Staff finds this criterion is not applicable.

I. Connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities

**Applicant's Response:** There are no existing adjacent bikeways, sidewalks, or pedestrian facilities and no proposed adjacent or through streets. The property's existing parking lot layout allows for appropriate connectivity of internal circulation to the one existing adjacent street. The Applicant requests the construction of a parking lot vehicle "Exit" to Main Street be allowed by the City, through the standards City permitting process. Doing so will result in greater flow of traffic to and from the Property's businesses, and will allow for an additional 40(Forty) feet of distance from the nearest bend in Main Street/Willamina Creek Road (to the west), allowing for enhanced public road safety. The requested Exit design will utilize the same culvert and aggregate construction as the existing Entrance/Exit.

**Findings:** The subject site is located accessible to Main Street and is adjacent to no existing or proposed bikeways or pedestrian facilities. As Main Street is a County road, an access permit from the County is required as a condition of approval. Staff finds this criterion is met as conditioned.

### III. CONDITIONS OF APPROVAL

1. Site Plan Review approval shall be effective for a period of one year from the date of approval. Substantial construction of the approved plan shall begin within the one (1) year period.
2. Site Plan Review approval shall be voided immediately if construction on the site is a departure from the approved plan.

3. The City Recorder may, after consultation with the city engineer and planner, upon written request by the applicant and payment of the required fee, grant an extension of the approval for a period not to exceed six (6) months.
4. An access permit to Main Street shall be obtained from Yamhill County before a certificate of occupancy is issued.
5. If required site improvements cannot be completed prior to the issuance of an occupancy permit, a performance bond or other guarantee acceptable to the City Attorney may be required.
6. All business, services, processing, or merchandise displays shall be conducted wholly within an enclosed building.
7. A total of nine parking spaces are required, one of which must be ADA compliant. Parking spaces shall be a minimum 9 feet wide and 18 feet in length. One bicycle parking space shall be provided prior to occupancy.
8. All driveways, parking and loading areas shall be paved in accordance with the standards specified in Section 2.203.08: In commercial and industrial areas either a minimum of 3 inches of asphalt over and 8 inch aggregate base or 6 inches of Portland cement concrete over 2 inches of aggregate base shall be provided.
9. If on-site improvements are made, including paving, storm drainage improvements shall be required and must meet the requirements of section 2.204 of the City of Willamina Development Code before a certificate of occupancy is issued.
10. A plan for landscaping maintenance and irrigation shall be submitted to the City and approved before a certificate of occupancy is issued.
11. A permit for operation of a marijuana retail and processing facility shall be acquired from the State of Oregon. All State regulations and requirements associated with the sale of marijuana and the processing of marijuana products shall be met before a certificate of occupancy is issued.
12. Compliance with the Conditions of Approval shall be the sole responsibility of the applicant.

#### **IV. PUBLIC HEARING**

A properly noticed public hearing was duly held on this application before the Willamina Planning Commission on June 6, 2017. Notice of the hearing was mailed to owners of property within 100-feet of the subject property at least twenty days prior to the day of the hearing. A conflict of

interest was declared by Commissioner Attebery, owner of the subject property, who recused himself from the proceedings. No objection was raised as to jurisdiction, evidence or testimony presented at the hearing.

After the hearing was closed, the Planning Commission deliberated on the issues and voted to adopt the findings contained in the staff report and to approve the requested Similar Use determination, Conditional Use permit, and Site Plan Review, with the conditions of approval as written in the staff report.

**V. ORDER**

THEREFORE, it is the decision of the Willamina Planning Commission to APPROVE the application requesting a Similar Use determination (SU 17-02), Conditional Use permit (CU 17-02), and Site Plan Review (SDR 17-01), subject to the conditions of approval.

APPROVED BY A VOTE OF THE WILLAMINA PLANNING COMMISSION ON THE 6th DAY OF JUNE 2017.

DATED at Willamina, Oregon, this day of June, 2017

SIGNED:

\_\_\_\_\_  
Dennis Ulrich

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Debbie Bernard

\_\_\_\_\_  
Date

RECEIVED  
JUN 27 2017

# City of Willamina Application to Appeal

RECEIVED  
JUN 27 2017

### APPELLANT/APPLICANT

Name NICHOLAS PATRICK MARRANT  
 Address 7535 SAWTEL RD  
 City SHERIDAN State OR Zip 97378  
 Phone Number Home 971.237.1894 Phone Number Work 971.237.1894

### APPEAL

In accordance with the City of Willamina Zoning and Development Ordinance, I/we, hereby appeal the action of the City of Willamina/Planning Department. Specifically I/we believe the City of Willamina failed to correctly apply the standards of the City of Willamina land use regulations. Note: Please cite the Ordinance Section(s) and state how the proposed project or land partition fails to meet the cited standard(s). If necessary, attach your statement on a separate sheet of paper.

THE APPLICANT WISHES THE CITY COUNCIL TO CONSIDER POSTPONING THE PARKING SURFACE REQUIREMENT FOR THE APPROVED APPLICATION, UNTIL ~~THE RETAIL BUSINESS~~ <sup>THE BUSINESS</sup> IS PREPARING TO OPEN. THE BUSINESS MODEL CALLS FOR THE INITIAL OPENING OF THE MARIJUANA PROCESSING FACILITY IN YEAR ONE, TO FUND THE ~~PROPERTY~~ <sup>PROPERTY'S</sup> PARKING SURFACING REQUIREMENT, BEFORE THE MARIJUANA RETAIL BUSINESS DIVISION RECEIVES THE CITY'S <sup>BUSINESS</sup> LICENSE. THE APPLICANT HAS DETERMINED THAT THE PARKING SURFACE REQUIREMENT WOULD BE COST-PROHIBITIVE, TO THE OPENING OF THE BUSINESS. IN THIS LIGHT, THE APPLICANT BELIEVES REQUIRING PARKING SURFACING BY THE CITY DOES NOT MEET THE INDUSTRIAL ZONE'S PURPOSE OF "... & TO ENCOURAGE THE GROUPING TOGETHER OF WAREHOUSING, MANUFACTURING, & OTHER LIGHT USES WHICH, BECAUSE OF-

Signature of Appellant/Applicant:  Date 6/27/17  
 Signature of Appellant/Applicant: \_\_\_\_\_ Date \_\_\_\_\_  
 Signature of Appellant/Applicant: \_\_\_\_\_ Date \_\_\_\_\_

### SUBMITTAL INFORMATION (for Office Use)

Date Submitted	Received By:
Deposit Fee	Receipt Number:
Planner Fee:	Engineer Fee:
Administration Fee:	Total Application Costs:

6/27/2017

XSP Confirmation Number: 31877699

Receipt for Payment to:  
City of Willamina

Date/Time: 06/27/2017 4:25:12 PM  
Transaction #: 7086245PT  
Payment Method: Visa  
Transaction Status: Successful

Items: BUSINESS LICENSE 200.00

CRB 114-3

**CITY OF WILLAMINA**  
411 NE C STREET  
WILLAMINA, OR 97396  
TEL: (503) 876-2242 FAX: (503) 876-1121

**CASH RECEIPT**

Date: 6-27-17 010374

Received From: Nicholas P. Marrant

Address: 75.35 Sawtell Rd Sprindan

For: Appeal - Similar Use Dollars \$ 200

ACCOUNT		HOW PAID	
AMT OF ACCOUNT	<u>200.00</u>	CASH	<input type="checkbox"/>
AMT PAID		CHECK	<input type="checkbox"/>
BALANCE DUE		MONEY ORDER <input type="checkbox"/>	CREDIT CARD <input type="checkbox"/>

By: DB *[Signature]*

*[Security Pattern]*

# **City of Willamina, Oregon**

**Proposed Use -- Development Code 3.108.04**

**Request for City Review:**

**Planning Application**

**Subject Property:** 902 NW Main Street, Willamina, Oregon 97396

**Tax Lot (s):** R6701BD 05600 & R6701BD 05700

**Zoning Code:** INDUSTRIAL ZONE (M-1)

**Applicant:** Nicholas Patrick Marrant

**Contact:** #971.237.1894 // nickmarrant@yahoo.com

# **City of Willamina, Oregon**

**Proposed Use -- Development Code 3.108.04**

**Request for City Review:**

**Planning Application**

**Subject Property:** 902 NW Main Street, Willamina, Oregon 97396

**Tax Lot (s):** R6701BD 05600 & R6701BD 05700

**Zoning Code:** INDUSTRIAL ZONE (M-1)

**Applicant:** Nicholas Patrick Marrant

**Contact:** #971.237.1894 // [nickmarrant@yahoo.com](mailto:nickmarrant@yahoo.com)

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

# PLANNING APPLICATION FORM

902 NW Main Street, Willamina  
Property Address: \_\_\_\_\_  
\_\_\_\_\_

Property Owner: Martin Attebery  
Address: 902 NW Main St Willamina  
Phone: 503-876-2575

Assessor's Map & Tax Lot  Polk  Yamhill  
R6701BD - 05600 - - Tax Lot(s)  
R6701BD 05700  
- - - Tax Lot(s)

Applicant: Nick Marrant  
Address: 7535 SAWTELL RD.  
SHERIDAN, OR 97378  
Phone: 971.237.1894

Zoning Industrial

Authorized Representative (if different from applicant):

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Surveyor or Engineer (if applicable):

Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

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

\_\_\_\_\_  
(Signature of Owner or Attorney-in-Fact) Date

\_\_\_\_\_  
(Signature of Additional Owner) Date

(For Office Use)

Date Application Received: \_\_\_\_\_  
Date Application Complete: \_\_\_\_\_  
Pre-app required? Y N Pre-app # \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ Initials: \_\_\_\_\_  
File Number: \_\_\_\_\_

Size of the Project (# of units, lots, sq. ft., etc.):  
0.78 ACRES / 2,400 sq ft

Attachments:

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

### Description of Request

(include name of project and proposed uses)

SIMILAR USE -> (1) MARIJUANA  
PROCESSING & RETAIL  
(2) NURSERY RETAIL & SHOW  
GARDEN

(For Office Use)

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

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

# PLANNING APPLICATION FORM

**Property Address:** 902 NW Main Street, Willamina

**Property Owner:** Martin Attebery  
Address: 902 NW Main St Willamina  
Phone: 503-876-2575

**Assessor's Map & Tax Lot**  Polk  Yamhill  
R6701BD - 05600 - Tax Lot(s)  
R6701BD 05700  
- - - Tax Lot(s)

**Applicant:** Nick Marrant  
Address: 7535 SAWTELL RD.  
SHERIDAN, OR 97378  
Phone: 971.237.1894

**Zoning** Industrial

**Authorized Representative** (if different from applicant):  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

- Project Type (Please check all applicable):
- Annexation
  - Conditional Use
  - Home Occupation
  - Lot Line Adjustment
  - Non-Conforming Use
  - Partition
  - Signs
  - xxx Similar Use
  - Subdivision and Planned Unit Development
  - Variance
    - Minor
    - Major
  - Zone Change
  - Other: \_\_\_\_\_

**Surveyor or Engineer** (if applicable):  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

Size of the Project (# of units, lots, sq. ft., etc.):  
0.78 ACRES / 2,400 sq. ft.

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

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

\_\_\_\_\_  
(Signature of Owner or Attorney-in-Fact)      Date

**Description of Request**  
(include name of project and proposed uses)  
SIMILAR USE -> (1) MARIJUANA  
PROCESSING & RETAIL  
(2) NURSERY RETAIL & SHOW  
GARDEN.

\_\_\_\_\_  
(Signature of Additional Owner)      Date

(For Office Use)  
COMPLETE PER: Engineering \_\_\_\_\_  
(Req'd Zn Chg, SPR, & Land Divisions)  
Planning \_\_\_\_\_

(For Office Use)  
Date Application Received: \_\_\_\_\_  
Date Application Complete: \_\_\_\_\_  
Pre-app required? Y N Pre-app # \_\_\_\_\_  
Fee Paid: \_\_\_\_\_ Initials: \_\_\_\_\_  
File Number: \_\_\_\_\_

# **City of Willamina, Oregon**

**Proposed Use -- Development Code 3.108.04**

**Request for City Review:**

**Site Plan Review**

**Subject Property:** 902 NW Main Street, Willamina, Oregon 97396

**Tax Lot (s):** R6701BD 05600 & R6701BD 05700

**Zoning Code:** INDUSTRIAL ZONE (M-1)

**Applicant:** Nicholas Patrick Marrant

**Contact:** #971.237.1894 // [nickmarrant@yahoo.com](mailto:nickmarrant@yahoo.com)

# **City of Willamina, Oregon**

**Proposed Use -- Development Code 3.108.04**

**Request for City Review:**

**Site Plan Review**

**Subject Property:** 902 NW Main Street, Willamina, Oregon 97396

**Tax Lot (s):** R6701BD 05600 & R6701BD 05700

**Zoning Code:** INDUSTRIAL ZONE (M-1)

**Applicant:** Nicholas Patrick Marrant

**Contact:** #971.237.1894 // [nickmarrant@yahoo.com](mailto:nickmarrant@yahoo.com)

**A Site Plan Review Application Includes:**

- Application cover page (submitted to City)
- Explanation of Type I-B Action (copy for applicant)
- Site plan or drawings, as applicable (submitted to City)

Written explanation of the site plan review request:

THE APPLICANT WISHES THE CITY OF WILLAMINA TO DETERMINE WHETHER THE EXISTING STRUCTURES, THE EXISTING PARKING LOT, AND THE APPLICANT'S INTENDED USE OF THE PROPERTY, EITHER CONFORMS OR DOES NOT CONFORM TO THE CITY'S (M-1) ZONING ORDINANCE, AND ALL PROVISIONS AND REGULATIONS OF THE UNDERLYING ZONE.

Written response to criteria (attached)

Deposit Fee: \$400.00 (Ordinance No. -----, -----date -----)

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

SITE PLAN REVIEW – CRITERIA THE PLANNING COMMISSION USES TO MAKE A DECISION.

The Applicant is required to submit written responses that provide evidence indicating the proposal's compliance with the following:

Willamina Development Code, Section 3.105.03, B and 3.105.06

- A. All of the provisions and regulations of the underlying zone, unless modified by other Sections of this Code.

Response: The Applicant believes he has met in the Site Plan Review Application all provisions and regulations of the underlying Industrial (M-1) Zone.

- B. Conformance with the General Development Standards in the Code including streets, off-street parking, public facilities (storm drainage, water, sewer, streets), private utility lines and facilities, signs, site design, and landscaping.

Response: As a nursery retail business and show garden, and a marijuana processing and retail business, the Applicant will follow Oregon's Commercial, Industrial, and Agricultural water quality rules, specifically the ODA's Pollution and Riparian Rules. The Applicant believes the marijuana processing facility and primary hours of operation will be after 5:30 pm, the planned closing time of the nursery retail business. Therefore, the Applicant is requesting the City consider the 'Joint Use' of the off-street parking and loading requirements, per Section 2.203.04 be limited to "2" (Two) businesses functioning at any given time. According to Section 2.203.05, the Applicant requests the City consider a total of "8" (Eight) parking spaces adequate for the property; please see the "Attachment A" for reference.

Per Section 2.207.03 zoning code, the Applicant wishes the City will consider that the nursery's show garden will unfold over the coming 2-year period, where layout and design will meet all existing standards and regulations, and, due to the nature of the designation as a "Show Garden" for nursery retail, does not fall under the Landscaping Approval Process Guidelines.

The current landscaped percentage of overall property well surpasses the M-1 zone requirement of 6%, and will increase incrementally in the coming years.

Please see Attached Site Plan Review Drawing to consider whether the Application meets other M-1 zoning standards not listed herein.

The Applicant requests the City waive the surfacing requirements for the parking lot and loading area, due to the Application proposal's size and scope, and more importantly, due to the current condition of the City's and County's adjacent drainage system along Main Street. The existing roadside drainage system is not adequate to properly handle the additional runoff were the parking lot to be surfaced with concrete or asphalt. The existing aggregate best serves the adjacent existing City and County roadside drainage system.

C. Characteristics of adjoining and surrounding uses.

Response: The Property is bordered to the West by one Industrial (M-1) zone empty lot, and to the East by an Industrial (M-1) zone. To the North the Property is bordered by a Residential Zone.

D. Drainage and erosion control needs.

Response: Existing drainage systems prevent flooding and damage to the Property, adjacent properties, and the adjacent Main Street. Hillside erosion is prevented by existing hillside tree species and ground cover.

E. Public health factors.

Response: The marijuana retail and processing facility will meet the strict standards of the OLCC, ODA, OHA, and any and all additional state of Oregon agency and department marijuana-associated laws and regulations as they are passed into law. Following the strict requirements of the OLCC's security and minor-prevention measures will prevent minors from entering the marijuana facilities. Due to the nature of the products sold, the Applicant prays a large percentage of its customers will be disabled persons and those seeking alternative means to reduce pain and manage disease. Attachment B lists the benefits of medical marijuana according to the state of Oregon.

Per Oregon state law, there will be NO consumption of marijuana on the Property's premises. The nursery retail and show garden will retail and show only those plant species approved by the ODA and the Department of Fish and Wildlife, and any and all other state of Oregon agencies and departments, and will follow all rules and regulations regarding the shipment and sale of non-native, native, and exotic species.

## SITE PLAN REVIEW – APPLICANT: NICHOLAS PATRICK MARRANT

### F. Traffic safety, internal circulation and parking.

Response: The Applicant has attached a Site Plan Drawing and Wishes the city to determine, due to the size and scope of the property (2,400 ft<sup>2</sup>), as well as the current state of the existing adjacent Main Street drainage system, to waive the surfacing requirement. Per 2.203.08 (G.) zoning code, the parking area will be maintained adequately for all-weather use. The East-side cul-de-sac will include wheel guards. Please refer to (J.) for more information.

### G. Provision for adequate noise and/or visual buffering from non-compatible uses.

Response: The Applicant believes the outdoor uses of the Property to be compatible with the adjacent Industrial and Residential Uses. All marijuana-related activities other than the delivery of product will occur in the indoor retail and processing facilities, per OLCC, OHA, and ODA statutes and regulations, and will not create detectable levels of noise that would be non-compatible with the adjacent residential uses. The nursery's "Show Garden" is intended to be a marketing strategy and selling point for the nursery retail business and therefore will add to the general beauty and ambience of the adjacent uses. The Property boundary fencing will/can act as a trellising mechanism for non-invasive nursery retail vines and crawling plants, creating a lush, vegetative visual buffer during the seasons when adjacent neighbors are more prone to spend time outdoors.

### H. Retention of existing natural features on site.

Response: The natural features on site will be greatly improved upon. As a nursery focusing on native, heirloom, edible and exotic trees, shrubs, flowers and plants, the Applicant intends the Property to become a small "Garden of Eden", while complying with both City and State of Oregon statutes, ordinances, and regulations.

### I. Potential or actual hazard areas such as steep slopes and flood plains.

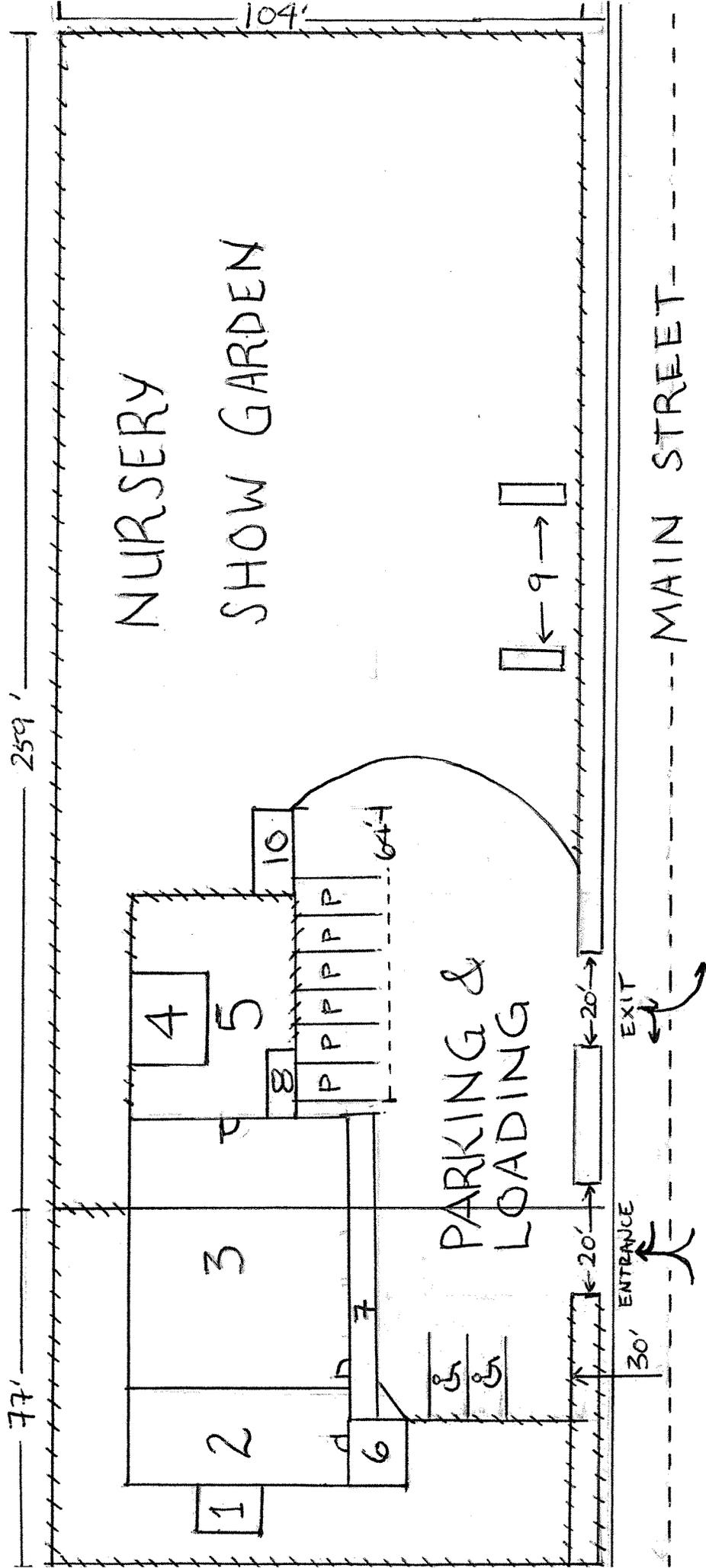
Response: The Property has adequate drainage and no flood plains. The Northern property boundary is fairly steep, yet existing trees and ground cover prevents erosion. Additional "Show Garden" erosion-specific plant and tree species will prevent any erosion while serving their marketing purpose.

### J. Connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

Response: There are no existing adjacent bikeways, sidewalks or pedestrian facilities and no proposed adjacent or through streets. The Property's existing parking lot layout allows for appropriate connectivity of internal circulation to the one existing adjacent street. The Applicant requests the construction of a parking lot vehicle 'Exit' to Main Street be allowed by the City, through the standard City permitting process. Doing so will result in greater flow of traffic to and from the Property's businesses, and will allow for an additional 40 (Forty) feet of distance from the nearest bend in Main Street/Willamina Creek Road (to the West), allowing for enhanced public road safety. The requested Exit design will utilize the same culvert and aggregate construction as the existing Entrance/Exit.

ALL PARKING SPACES ARE 7' WIDE & 18' IN LENGTH.

# SITE PLAN REVIEW MAP



1. UPSTAIRS DECK
2. MARIJUANA RETAIL & PROCESSING
3. NURSERY RETAIL
4. NURSERY SHED/ACCESSORY BUILDING
5. EXISTING SECURITY FENCE
6. COVERED DECK
7. AWNING
8. BICYCLE PARKING (5 SPACES MINIMUM)
9. FREE-STANDING SIGNS (CLEAR VISION)
10. REFUSE CONTAINERS WITH 6-FOOT HIGH WOOD FENCE.

# ATTACHMENT A(1)

## OFF-STREET PARKING:

<u>2 SPACES</u>	M. Retail Store	1 space per 300 s.f. of gross floor area $\sim 584 \text{ ft}^2$
	N. Service or repair shop, retail store handling exclusively bulky merchandise such as automobiles and furniture	DOWNSTAIRS RETAIL
	O. Banks and other Financial Institutions	1 space per 900 s.f. of floor area 1 space per 300 s.f. floor area
<u>2 SPACES</u>	P. Offices and Services (2 OFFICES)	1 space per 300 s.f. of floor area $\sim 320 \text{ ft}^2$
	Q. Medical or Dental Office	1 space per 300 s.f. of floor area UPSTAIRS PROCESSING OFFICE, DOWNSTAIRS
	R. Mortuary	6 spaces for each room MARIJUANA RETAIL OFFICE, & NURSERY
	S. Motel or hotel	1 space per guest room RETAIL OFFICE.
	T. Restaurant	1 space per 250 s.f. of floor area

<u>Industrial Land Use</u>		
<u>2 SPACES</u>	→ COMMERCIAL KITCHEN	1 space per 0.75 employees plus 1 space per $\sim 280 \text{ ft}^2$
	U. Manufacturing Establishment	2,500 gross floor area
<u>2 SPACES</u>	→ NURSERY RETAIL	
	V. Wholesale Establishment, warehouse, rail or truck freight terminal	$\sim 1,200 \text{ ft}^2$

K ONLY "2" SPACES COUNTED FOR NURSERY & KITCHEN AS NORMAL HOURS OF OPERATION ARE STAGGERED, PER ZONING ORDINANCE.

2.203.06 Standards For Disabled Person Parking Spaces

The number of spaces shall comply with the following:

Total in Parking Lot	Required Minimum Number of Accessible Spaces
<u>2 SPACES</u>	1
	② → REQUESTING "2" DISABLED PARKING SPACES DUE TO THE NATURE OF OUR RETAIL PRODUCTS
	3
	4
	5
	6
	7
	8
	9
	2% of total
	20 plus 1 for each 100 over 1000

Striping and signing of the handicap space(s) shall conform with the Oregon Transportation Commission's standards.

TOTAL: 8 SPACES FOR  $\sim 2,400 \text{ ft}^2$  OF RETAIL, KITCHEN, AND OFFICE SPACE

Off-street parking shall be provided as required by Section 2.203.08 and approved by the City in the amount not less than listed below.

Industrial Land Use

W. Medical Marijuana Facility

1 space per 300 s.f. of gross floor area

Note: The following listed Sections 2.303.06 through 2.203.10 are applicable and reviewed at the time of application submittal.

- 2.203.06 Standards For Disabled Person Parking Spaces
- 2.203.07 Off-Street Loading Requirements
- 2.203.08 Parking and Loading Area Development Requirements
- 2.203.09 General Provisions Off-Street Parking and Loading
- 2.203.10 Parking Lot Landscaping and Screening Standards
- 2.203.11 Bicycle Parking

A. Bicycle Parking Required. Bicycle Parking shall be required in all new multi-family residential (four (4) or more units), new public and semi-public, commercial and industrial development as well as park-and-ride lots. Bicycle parking shall also be required for expansions and other remodeling that increases the required level of automobile parking. Bicycle parking shall be provided in the following amounts:

LAND USE ACTIVITY	BICYCLE SPACES	HOW MEASURED
<u>Medical Marijuana Facility</u>	<u>1</u>	<u>Per 10 vehicle parking spaces</u>

B. Bicycle Parking Development Requirements (applicable at the time of development)

2.203 STORM DRAINAGE

*Note: Standards are based upon the applicable sections of the development standards based upon review at the time of application submittal.*

ATTACHMENT B

2.203.08 CONTINUED:

L. Safety: Off street parking access shall be designed to allow flow of traffic, provide maximum safety of traffic access and egress, and the maximum safety of pedestrians and vehicular traffic.

FENCE TO BE  
INSTALLED ALONG  
ROAD, AS WELL  
AS CURBS WILL

M. Parking at Boundary: Parking spaces along the outer boundaries of a parking area shall be contained by a curb or a bumper rail at least 4" high, located a minimum of 3 feet from the property line, to prevent a motor vehicle from extending over an adjacent property or a street.

PREVENT VEHICLE EXTENSION PREVENTION.

2.203.09

General Provisions Off-Street Parking and Loading

A. The provision and maintenance of off-street parking and loading space is a continuing obligation of the property owner. No building permit shall be issued until plans are presented that show an area that is and will remain available for exclusive use as off-street parking and loading space. The subsequent use of property for which the building permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this ordinance. Should the owner or occupant of any lot or building change the use to which the lot or building is put, thereby increasing off-street parking and loading requirements, it shall be unlawful and a violation of this ordinance to begin or maintain such altered use until such time as the increased off-street parking and loading requirements are observed.

B. Requirements for types of buildings and uses not specifically listed herein shall be determined by the City recorder, after consultation with city engineer and planner, based upon the requirements of comparable uses listed and expectations of parking and loading need.

C. In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately, unless a reduction is approved for shared parking pursuant to Subsection 2.203.04 above.

D. Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use.

2.203.10

Parking Lot Landscaping and Screening Standards

A. All parking lots, which for purposes of this section include areas of vehicle maneuvering, parking, and loading, shall be landscaped and screened as follows:

## Site Plan Review – Written Response to Criteria

Criteria the Planning Commission uses to make a decision.

The applicant is required to submit written responses that provide evidence indicating the proposal's compliance with the following:

Willamina Development Code, Section 3.105.03, B and 3.105.06.

- A. All of the provisions and regulations of the underlying zone, unless modified by other Sections of this Code.

Response: THE APPLICANT BELIEVES HE HAS MET IN THE SITE PLAN REVIEW APPLICATION ALL PROVISIONS & REGULATIONS OF THE UNDERLYING INDUSTRIAL (M-1) ZONE

- B. Conformance with the General Development Standards in this Code including streets, off-street parking, public facilities (storm drainage, water, sewer, streets), private utility lines and facilities, signs, site design, and landscaping.

Response: AS A MARIJUANA RETAIL BUSINESS & SHOW GARDEN, THE APPLICANT WILL FOLLOW OREGON'S AGRICULTURAL WATER QUALITY RULES, SPECIFICATIONS OF THE ODA'S POLLUTION & RIPARIAN RULES. THE APPLICANT BELIEVES THE MARIJUANA PROCESSING FACILITY'S PRIMARY HOURS OF OPERATION →

- C. Characteristics of adjoining and surrounding uses.

Response: THE PROPERTY IS BORDERED TO THE WEST BY ONE (M-1) INDUSTRIAL ZONE EMPTY LOT, AND TO THE EAST BY AN (M-1) ZONE. TO THE NORTH, BORDERED BY RESIDENTIAL ZONE.

- D. Drainage and erosion control needs.

Response: EXISTING DRAINAGE SYSTEMS PREVENT FLOODING OR DAMAGE TO THE PROPERTY, ADJACENT PROPERTIES OR ADJACENT MAIN STREET. HILLSIDE EROSION IS PREVENTED BY EXISTING HILLSIDE TREE SPECIES & GROUND COVER.

- E. Public health factors.

Response: THE MARIJUANA RETAIL & PROCESSING FACILITY WILL MEET THE STRICT STANDARDS OF THE OREGON ODA & OMA. THE MARIJUANA RETAIL & SHOW GARDEN WILL RETAIL & SHOW ONLY THOSE PLANT SPECIES APPROVED BY THE ODA & OMA.

F. Traffic safety, internal circulation and parking.

Response: THE APPLICANT HAS ATTACHED A SITE PLAN DRAWING & WISHES THE CITY TO DETERMINE, DUE TO THE SIZE AND SCOPE OF THE PROPERTY (2,400ft<sup>2</sup>), AS WELL AS THE CURRENT STATE OF THE EXISTING MAIN STREET DRAINAGE SYSTEM, TO WAIVE THE SURFACING →

G. Provision for adequate noise and/or visual buffering from non-compatible uses.

Response: THE APPLICANT BELIEVES THE OUTDOOR USES OF THE PROPERTY TO BE COMPATIBLE WITH THE ADJACENT INDUSTRIAL & RESIDENTIAL USES. THE INDOOR RETAIL & PROCESSING FACILITIES WILL NOT CREATE DETECTABLE LEVELS OF NOISE THAT WOULD BE NON-COMPATIBLE WITH THE ADJACENT RESIDENTIAL USES. THE SHOW;

H. Retention of existing natural features on site.

Response: THE NATURAL FEATURES ON SITE WILL BE GREATLY IMPROVED UPON, AS A NURSERY FOCUSING ON NATIVE PLANT, HERBOM EDIBLE TREES, SHRUBS & PLANTS THE APPLICANT INTENDS THE PROPERTY TO BECOME A SMALL 'GARDEN OF EDEN', WHILE COMPLYING WITH CITY ORDINANCES & REGULATIONS.

I. Potential or actual hazard areas such as steep slopes and flood plains.

Response: THE PROPERTY HAS ADEQUATE DRAINAGE & NO FLOOD PLAINS. THE NORTHERN PROPERTY BOUNDARY IS FAIRLY STEEP, YET, EXISTING TREES AND ADDITIONAL NURSERY 'SHOW' EROSION. VEGETATION WILL PREVENT ANY EROSION WHILE SERVING ITS MARKET PURPOSE

J. Connectivity of internal circulation to existing and proposed streets, bikeways and pedestrian facilities.

Response: THERE ARE NO EXISTING ADJACENT BIKEWAYS, SIDEWALKS OR PEDESTRIAN FACILITIES AND NO PROPOSED ADJACENT THROUGH STREETS. THE PROPERTY'S EXISTING PARKING LOT LAYOUT ALLOWS FOR APPROPRIATE CONNECTIVITY OF INTERNAL CIRCULATION

The property is zoned (check the appropriate box): TO THE ONE EXISTING ADJACENT STREET, HOWEVER, THE →

- Single-family Residential (R-1): Section 2.101.
- Two-family Residential (R-2): Section 2.102.
- Multiple-family Residential (R-3): Section 2.103.
- General Commercial (C-1): Section 2.104.
- Commercial Residential (C-2): Section 2.105.
- Industrial (M-1): Section 2.108.

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

\* CHECK W/ ACC PLANT VEGETATION ON FENCE

# **City of Willamina, Oregon**

**Proposed Use – Development Code 3.108.04**

**Request for City Review:**

**Similar Use Criteria**

**Subject Property:** 902 NW Main Street, Willamina, Oregon 97396

**Tax Lot(s):** R6701BD 05600 & R6701BD 05700

**Zoning Code:** INDUSTRIAL ZONE (M-1)

**Applicant:** Nicholas Patrick Marrant

# **City of Willamina, Oregon**

**Proposed Use – Development Code 3.108.04**

**Request for City Review:**

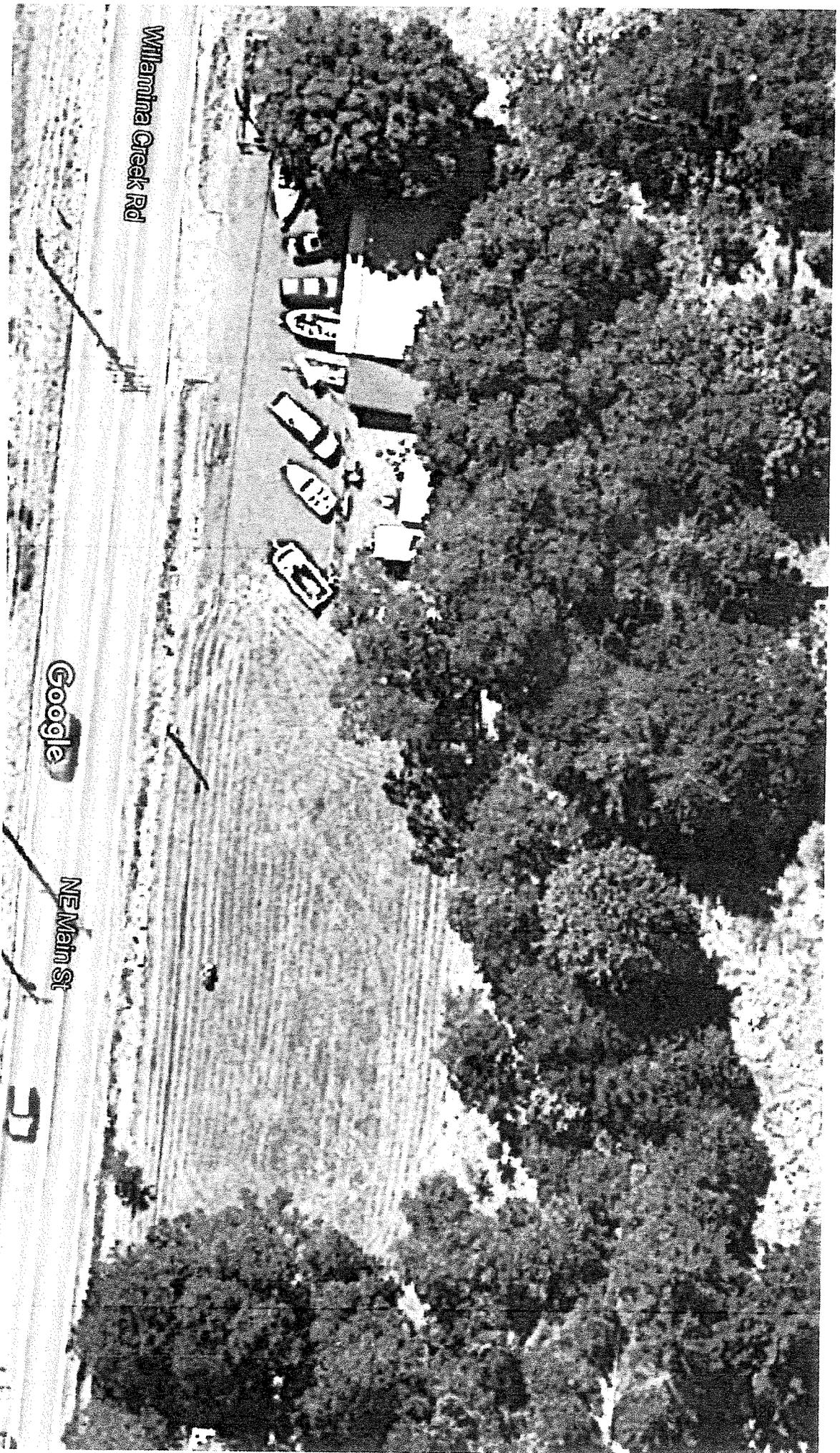
**Similar Use Criteria**

**Subject Property:** 902 NW Main Street, Willamina, Oregon 97396

**Tax Lot(s):** R6701BD 05600 & R6701BD 05700

**Zoning Code:** INDUSTRIAL ZONE (M-1)

**Applicant:** Nicholas Patrick Marrant



Williamina Creek Rd

Google

NE Main St

Map data ©2017 Google 20 ft

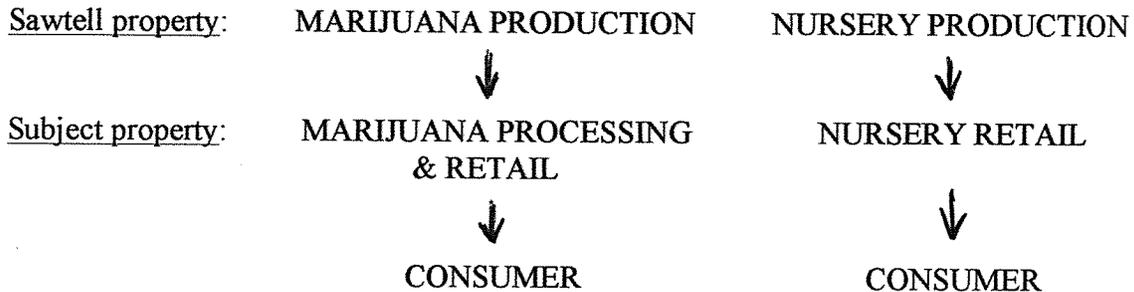
## Proposed Use – Development Code 3.108.04

### Similar Use Criteria

The Applicant, Nicholas Patrick Marrant, a local Oregon resident, wishes to have the proposed use of the subject properties to be approved under the Similar Use Criteria as stated in the City of Willamina Development Code.

The subject property, 902 NW Main Street, Willamina, being a 2,500 +/- ft<sup>2</sup> warehouse and cabinet shop on a combined 0.78 +/- acres.

**Business Model:** The applicant owns an 80.39 acre property, at 7535 Sawtell Road, Sheridan, Oregon, 97378, 3.8 miles from the subject property. On the said Sawtell property, the applicant is in the permitting process for a Tier II Outdoor Marijuana Facility. The applicant is designing and developing the Marijuana Facility infrastructure (greenhouses, irrigation, etc.) on the said Sawtell property, so as to coexist under Oregon law, with the development of an abutting Nursery on the same property. For both the Marijuana and Nursery business ventures, the applicant wishes to utilize a vertical business model to preserve revenue and product quality:

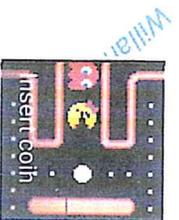
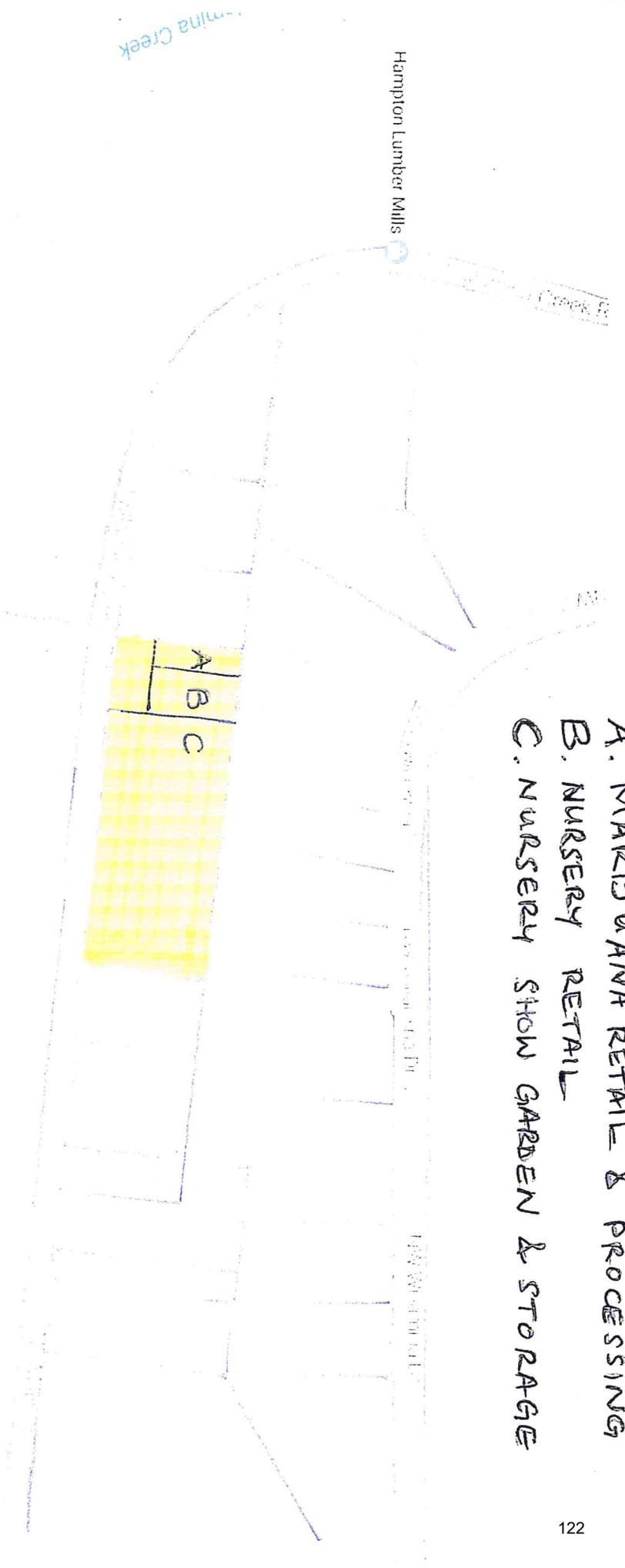


**Marijuana and Nursery Production:** The production of all Marijuana and Nursery products to be retailed at the subject property will occur on the said Sawtell property or at other West Valley area businesses. The applicant is working with other OLCC marijuana producers and processors in the West Valley to create a cooperative product brand. The Nursery will focus on growing native, medicinal (Chinese), edible, and exotic trees, plants, seeds, and starts. Production includes the propagation of plants through cuttings, layering, division, budding, grafting and seed harvesting.

**Marijuana Processing:** Includes Concentrates, Extracts, Edibles and Topicals, according to OLCC regulations.

While following the above business model, the applicant wishes to have the proposed use of the subject property approved under the following general layout:

- A. MARIJUANA RETAIL & PROCESSING
- B. NURSERY RETAIL
- C. NURSERY SHOW GARDEN & STORAGE



**Current City of Willamina Development & Zoning Code TERMS of significance:**

**Accessory Use:** A use incidental, appropriate and subordinate to the main use of the parcel, lot or building.

**Accessory Building (Structure):** A detached, subordinate building or portion of a main building, the use of which is incidental to that of the main building or to the use of the land, but does not include dwelling or living quarters.

**Conditional, Permitted, and Similar Use:** *Currently not included in Willamina's zoning code list of terms.*

**Nursery:** The propagation of trees, shrubs, vines or flowering plants for transplanting, sale, or for grafting or budding; planting of seeds or cuttings; grafting and budding one variety on another; and buying and selling the above plant stock at wholesale or retail.

**Professional Office:** An office occupied by an accountant, architect, artist, attorney-at-law, professional engineer, land surveyor, land use planner, insurance agent, real estate broker, landscape architect, or practitioner of the human healing arts, or other professional business similar in type, scale and character.

**Use:** The purpose for which land or a structure is designed, arranged, or intended, or for which it is occupied or maintained.

**Warehouse:** A place for the safekeeping of goods and materials necessary for the proper functioning of an industrial or commercial enterprise.

The Purpose of Willamina's Industrial (M-1) Zoning Code, as written, is "To provide land for and to encourage the grouping together of warehousing, manufacturing, and other light industrial uses." The applicant wishes to institute the following uses under Willamina's current Industrial (M-1) zoning code, each being deemed as a Permitted Use, Similar Use, Conditional Use, and/or Accessory Use:

**A. MARIJUANA PROCESSING AND RETAIL:**

1. Feed and seed facilities, including grain elevators and storage. (Permitted Use)
2. Food processing, including canning, freezing, drying and **similar food processing** and preserving. (Permitted Use)
3. Uses clearly accessory and subordinate to the above. (Permitted Use)
4. Permitted activities include the establishment of an office, storage of equipment and materials, and fabrication and repair. (Permitted Use)
5. **MEDICAL MARIJUANA FACILITY (PERMITTED USE)**

**B. NURSERY SHOW GARDEN AND RETAIL:**

1. Feed and seed facilities, including grain elevators and storage. (Permitted Use)
2. Uses clearly accessory and subordinate to the above. (Permitted Use)
3. Outdoor storage of materials of an industrial character. (Conditional Use)
4. Permitted activities include the establishment of an office, storage of equipment and materials, and fabrication and repair. (Permitted Use)
5. Tractor, farm equipment, heavy construction equipment, and logging equipment, rental, sales and service. (Permitted Use)

**A Similar Use Application Includes:**

- Application cover page (submitted to City)
- Explanation of Type II Action (copy for applicant)
- Site plan or drawings, as applicable (submitted to City)

Written explanation of the similar use request:

THE APPLICANT WISHES TO HAVE THE CITY DETERMINE  
WHETHER THE PROPOSED USE OF THE PROPERTY, 902  
NW MAIN STREET, MEETS THE SIMILAR USE CRITERIA  
AS STATED IN THE CITY OF WILLAMINA DEVELOPMENT  
CODE.

Written response to criteria (attached)

Deposit Fee: \$400.00 (Ordinance No. -----, -----date -----)

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

## Similar Use – Written Response to Criteria

Criteria the Planning Commission uses to make a decision.

The applicant is required to demonstrate the proposed use satisfies the following criteria:

Willamina Development Code, Section 3.108.04

- A. The use is consistent with the purpose of the underlying zoning district and is similar in character, scale and performance to permitted uses specified in the underlying district.

Response: THE PROPOSED USE OF THE PROPERTY MEETS THE UNDERLYING ZONING DISTRICT'S PURPOSE OF ENCOURAGING "THE GROUPING TOGETHER OF WAREHOUSING, MANUFACTURING AND OTHER LIGHT INDUSTRIAL USES. THE APPLICANT WISHES THE CITY TO DETERMINE"

- B. The use conforms with the applicable standards and limitations of the underlying zoning district.

Response: THE APPLICANT HAS REVIEWED THE STANDARDS & LIMITATIONS OF THE UNDERLYING ZONING DISTRICT & WISHES THE CITY TO DETERMINE WHETHER THE PROPOSED USE OUTLINED IN THE SITE PLAN REVIEW APPLICATION CONFORMS TO THE APPLICABLE STANDARDS & LIMITATIONS OF THE UNDERLYING ZONING DISTRICT.  
*If additional space is needed, please attach an additional page(s).*

# **City of Willamina, Oregon**

**Proposed Use -- Development Code 3.108.04**

**Request for City Review:**

**Sign Permit Application**

**Subject Property:** 902 NW Main Street, Willamina, Oregon 97396

**Tax Lot (s):** R6701BD 05600 & R6701BD 05700

**Zoning Code:** INDUSTRIAL ZONE (M-1)

**Applicant:** Nicholas Patrick Marrant

**Contact:** #971.237.1894 // nickmarrant@yahoo.com

# **City of Willamina, Oregon**

**Proposed Use -- Development Code 3.108.04**

**Request for City Review:**

**Sign Permit Application**

**Subject Property:** 902 NW Main Street, Willamina, Oregon 97396

**Tax Lot (s):** R6701BD 05600 & R6701BD 05700

**Zoning Code:** INDUSTRIAL ZONE (M-1)

**Applicant:** Nicholas Patrick Marrant

**Contact:** #971.237.1894 // [nickmarrant@yahoo.com](mailto:nickmarrant@yahoo.com)

**City of Willamina**

**SIGN PERMIT APPLICATION**

(including Conditional Use Application specific to sign standards and Variance Application specific to sign standards.)

**Sign permits shall be required for all property in the C-1, C-2, and/or M-1 zones (Section 2.206.04)**

\_\_\_\_\_ The property is located in a \_\_\_\_\_ C-1, \_\_\_\_\_ C-2 and/or  M-1 zone district.  
(Mark the applicable district or districts).

*Sign regulations apply to all properties. Specific information for properties within the R-1, R-2, R-3, and P zones are as indicated in the City's Development Code, Section 2,206.08.*

Please note: Sign permits are not required for signs placed inside the building but may still be visible through the building's windows.

**Submittal information**

Submit a sketch drawn to scale and any applicable supplemental information indicating:

- Location of the proposed sign,
- Dimensions and square footage of the sign,
- Graphic design of the sign,
- Structural and mechanical design and engineering data (verifying structural stability),
- Identification of the existing signs (location and square footage) on the premises ← **LAG BOLTED TO BUILDING**
- Name and address of the sign company, → **APPLICANT**
- Person authorizing the erection of the sign, and → **APPLICANT/OWNER**
- Owner of the subject property. → **MARTIN ATTEBURY**

**Property adjacent State Highway**

The sign is visible from a State Highway  yes it is visible or  no it is not visible.

\_\_\_\_\_ If yes, the Oregon Department of Transportation (ODOT) has been contacted. (The sign may be subject to State regulations.)

An ODOT sign permit  is/ is not required. Submit written evidence from ODOT. (Outdoor Advertising contact person is Amy Joyce @ 503-986-3556 or amy.b.joyce@odot.state.or.us.)

**Sidewalks and driveways**

\_\_\_\_\_ The sign is adjacent a sidewalk or driveway  yes the sign is adjacent or  no it is not adjacent a sidewalk or driveway.

\_\_\_\_\_ If yes, the sign is a minimum of eight (8) feet above a sidewalk and/or fifteen (15) feet above a driveway (indicate height).

(Sign is above  a sidewalk or  a driveway.)

**Integrated Business Centers** are defined (Section 2.206.02) as a group of two or more businesses which are planned or designed as a center and share a common off-street parking area or access, whether or not the businesses, buildings, or land are under common ownership.

Signs NOT in integrated business centers:

**Wall and canopy signs**

**Note:** A total of no more than two (2) wall or canopy signs is permitted within the total allowed square footage).

Lineal feet of building frontage: \_\_\_\_\_

Based upon the frontage, wall and canopy signs on an individual business are allowed 1.5 square feet of total sign area (up to a maximum of 150 square feet) per business.

Total amount of square footage allowed \_\_\_\_\_

\_\_\_\_\_ Wall or canopy sign project shall NOT project above the parapet or roof eaves. Sign does not project above the parapet/roof eaves.

\_\_\_\_\_ Wall or canopy sign projects (encroaches) into public right-of-way compliance status responding  yes it encroaches or  no it does not encroach.

\_\_\_\_\_ If the sign projects/encroaches, indicate the vertical clearance that is required to be at least eight (8) feet above the sidewalk.

**Free-Standing Signs**

\_\_\_\_\_ Number of free-standing signs (Free-standing signs are only as allowed according to City of Willamina Development Code, Section 2.206.06. If total allowable sign area remains after placement of the wall and/or canopy sign(s), one (1) free-standing sign per street frontage is permitted. However, even if sufficient square footage remains, the total square footage for a free-standing sign is limited to 100 square feet.)

\_\_\_\_\_ Number of street frontages \_\_\_\_\_

\_\_\_\_\_ Sign area in square feet of the free-standing sign (See first paragraph). \_\_\_\_\_

\_\_\_\_\_ Height (in feet) of the free-standing sign(s) with a maximum height limit of 20 feet \_\_\_\_\_

\_\_\_\_\_ Free-standing sign(s) does NOT project over street right-of-way.

\_\_\_\_\_ Free-standing sign is not located with a clear vision area.

*Clear-Vision Area: A triangular area on a lot at the intersection of two streets or a street and a railroad, two sides of which are lines measured from the corner intersection of the right-of-way lines for a specified distance. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the lines at the intersections have rounded corners the right-of-way lines will be extended in a straight line to a point of intersections.*

\_\_\_\_\_ Free-standing sign meets the zone district setbacks

*Front Yard – No setback unless adjoins residential district and then 20 feet is required*

*Side Yard – No setback unless adjoins a residential district and then 20 feet is required*

*Rear Yard – No setback unless adjoins a residential district and then 20 feet is required*

*Note: Establish and maintain a clear-vision area between street and driveway*

Free-standing sign meets special street setbacks  
*(If the street right-of-way does not meet the required width based upon the City's Transportation System Plan street classification, the sign shall be placed such that any street widening in future will not interfere with the sign. Example: If the designated right-of-way is 60 feet and there is currently only 50 feet, the special setback is an additional five (5) feet from the property line—one-half the needed area from each side of the street.)*

Signs **WITHIN** an integrated business centers:

**Wall and Canopy Signs**

Lineal feet of building frontage 70

Based upon that calculation, wall and canopy signs on an individual business are allowed 1.5 square feet of total allowed sign area up to a maximum of 150 square feet per business.

Total amount of square footage allowed 105

*Please Note: Individual businesses may NOT assign their unused allowed area to other businesses within the integrated business center.*

Wall or canopy sign project does NOT project above the parapet or roof eaves

Wall sign does not project from the building

     Wall sign projects a distance of      feet from the building (maximum of 3 feet).

**Free-Standing Signs**

11 Number of free-standing signs (In addition to allowed area, each business within an integrated business center is allowed one (1) free-standing sign per street frontage.)

1 Number of street frontages 1

Sign area in square feet of the free-standing sign(s) Total allowed sign area shall not to exceed 100 square feet.) 64 ft<sup>2</sup>

Height (in feet) of the free-standing sign (s) with a maximum height limit of 20 feet 15

Free-standing sign does not project over street right-of-way.

Free-standing sign(s) does NOT project over street right-of-way.

Free-standing sign is not located with a clear vision area.  
*Clear-Vision Area: A triangular area on a lot at the intersection of two streets or a street and a railroad, two sides of which are lines measured from the corner intersection of the right-of-way lines for a specified distance. The third side of the triangle is a line across the corner of the lot joining the ends of the other two sides. Where the lines at the intersections have rounded corners the right-of-way lines will be extended in a straight line to a point of intersections.*

~~X~~ Free-standing sign meets the zone district setbacks  
*Front Yard – No setback unless adjoins residential district and then 20 feet is required*  
*Side Yard – No setback unless adjoins a residential district and then 20 feet is required*  
*Rear Yard – No setback unless adjoins a residential district and then 20 feet is required*  
*Note: Establish and maintain a clear-vision area between street and driveway*

~~X~~ Free-standing sign meets special street setbacks  
*(If the street right-of-way does not meet the required width based upon the City's Transportation System Plan street classification, the sign shall be placed such that any street widening in future will not interfere with the sign. Example: If the designated right-of-way is 60 feet and there is currently only 50 feet, the special setback is an additional five (5) feet from the property line— one-half the needed area from each side of the street.)*

### **Conditional Use for Other Sign Features**

A business or property owner may request approval from the Planning Commission under a conditional use process to allow flashing signs, rotating/revolving signs, or message signs. A conditional use application is processed according to the Code, Section 3.100 with the applicable criteria as indicated in Section 2.206.10 A. Application forms to apply for a conditional use (SPECIFIC TO SIGNS) are available at City Hall.

### **\*Variances**

A business or property owner may request a variance from a quantifiable sign standard or regulations based upon the process and procedures as indicated in Section 3.104 with the applicable criteria as indicated in Section 2.206.11, A through F. Application forms to apply for a variance to required standards (SPECIFIC TO SIGNS) are available at City Hall.

### **Additional Signs**

Within the limitations of this subsection, the signs below do not require a permit and are NOT included in calculating allowed area and number of signs:

1. When a business has two public entrances, each on a separate building wall, there is permitted one additional wall sign not to exceed ten (10) square feet in area for the wall where the entrance is not the primary entrance.
2. Directional signs, such as "Exit" or "Entrance", are allowed either as wall or freestanding signs. Such signs shall be limited to three (3) square feet in area and two (2) per driveway. Free standing directional signs shall be limited to a height of six (6) feet.
3. Order signs describing products and/or order instructions to a customer, such as menu boards on the exterior of a drive-thru restaurant are allowed as follows: One (1) per business limited to forty (40) square feet in area and a maximum height of eight (8) feet. Any order sign greater than ten (10) square feet in area and/or six (6) feet in height must be screened from adjacent streets by a sight obscuring fence, wall or hedge.

### **Signs for Temporary Business**

Temporary businesses may display temporary or portable signs, other than trailer mounted reader boards or any sign that includes flashing or rotating lights or moving parts. The cumulative size of all such signs may not exceed 32 square feet. All temporary signs must be placed within ten (10) feet of the structure or vehicle used for the temporary business and may not be placed within any public right-of-way.

### **City May Revoke a Sign Permit**

The City Recorder, after consultation with the City Engineer and Land Use Planner may revoke a sign permit if he/she finds that there was a material and misleading false statement of fact in the application for the permit.

### **Uniform Sign and Building Codes**

Signs are subject to the Uniform Sign Code of the Uniform Building Code. The City requires for mounted (attached) and free-standing signs that a property owner and/or contract file for a building permit to allow review and approval of the permit by Yamhill County Building Inspection program before mounting (attachment) or installation of the sign occurs.

### **Other applicable Sign Code or Development Code sections**

Definitions applicable to signs are as indicated in Section 2.206.02.

According to the Code, Section 2.206.05, Nonconforming Signs are subject to review under Section 3.109.

For information on Signs Generally Permitted, see Section 2.206.06.

For information on Prohibited Signs, see Section 2.206.07.

For information on Signs in Non-Commercial Zones, see Section 2.206.08.

For information on Variances to Sign Standards, see Section 2.206.11 (sign criteria) and 3.104 (process and procedure).

### **Applicable conditions following the issuance of a Sign Permit**

Design, Construction, and Maintenance. All signs shall be designed, constructed, and maintained according to the following standards:

1. All signs shall comply with the applicable provisions of Uniform Building Code in effect at the time of the sign permit application and all other applicable structural, electrical and other regulations. The issuance of a sign permit under these regulations does not relieve the applicant of complying with all other permit requirements.
2. Except for banners, flags, temporary signs, and window signs conforming in all respects with the requirements of these regulations, all signs shall be constructed of permanent materials and shall be permanently attached to the ground, a building, or other structure by direct attachment to a rigid wall, frame, or structure.
3. All signs shall be maintained in a good structural condition and readable at all times.

4. The owner shall be responsible for its erection and maintenance and its compliance with the provisions of these regulations or other laws or Ordinances regulating signs.
5. All signs for a business shall be removed within thirty (30) days after that business ceases to operate on a regular basis, and the entire sign structure or structures shall be removed within twelve (12) months of such cessation of operation.

**Conditional Use for Other Sign Features**

A business or property owner may request approval from the Planning Commission under a conditional use process to allow flashing signs, rotating/revolving signs, or message signs. A conditional use application is processed according to the Code, Section 3.100, with the applicable criteria as indicated in Section 2.206.10 A.

**CONDITIONAL USE APPLICATION FOR SIGNS**

\_\_\_\_\_ Complete the application general cover page to indicate applicant and property location details and mark the applicant type boxes as both conditional use and signs.

\_\_\_\_\_ Written explanation of the category of signage and the description of the signage requiring conditional use review and approval.

---



---



---



---

\_\_\_\_\_ Procedure: Type II (Description sheet available for applicant.)

\_\_\_\_\_ Submit written response to the attached conditional use required criteria applicable to signs.

\_\_\_\_\_ **Deposit Fee (\$400.00) (Ordinance No. -----, -----date-----)**

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

2.206.10 Conditional Use Permits – Signs

Applications for conditional use permits for residential free standing signs, flashing signs, rotating/revolving signs, or message signs shall be processed according to the procedure set forth in Section 3.100 of the this Ordinance. The criteria to be reviewed and applied in conditional use permit proceedings are set forth in this Section.

(IF MORE INFORMATION NEEDS TO BE SUBMITTED, PLEASE SUBMIT ADDITIONAL PAGES.)

- A. The following criteria shall be used to review and decide conditional use permit applications for flashing, rotating/revolving, and message signs:
1. The proposed sign is located in a C-1 or C-2 zone. \_\_\_\_\_  
\_\_\_\_\_
  2. The proposed sign, as conditioned, will not significantly increase or lead to street level sign clutter, or to signs adversely dominating the visual image of the area.  
\_\_\_\_\_  
\_\_\_\_\_
  3. The proposed sign, as conditioned, will not adversely impact the surrounding area to a significant degree.  
\_\_\_\_\_  
\_\_\_\_\_
  4. The proposed sign will not present a traffic or safety hazard.  
\_\_\_\_\_  
\_\_\_\_\_
  5. If the application is for a flashing and/or message sign, no rotary beacon lights, zip lights, strobe lights, or similar devices shall be allowed. No chaser effect or other flashing effect consisting of external lights, lamps, bulbs or neon tubes are allowed. Only flashing effects by way of internal illumination are allowed.  
\_\_\_\_\_  
\_\_\_\_\_
  6. If the application is for a rotating/revolving sign, such sign cannot flash or be illuminated by intermittent light. Rotating/revolving signs shall revolve at a speed no greater than five (5) revolutions per minute.  
\_\_\_\_\_  
\_\_\_\_\_
  7. The total allowed sign area for a business shall be reduced by twenty-five percent (25%) if the business has a flashing, rotating/revolving, or message sign.  
\_\_\_\_\_  
\_\_\_\_\_
  8. The proposed sign will comply with all other regulations, including, but not limited to height and placement restrictions.  
\_\_\_\_\_  
\_\_\_\_\_

**\*Variances**

A business or property owner may request a variance from a quantifiable sign standard or regulations based upon the process and procedures as indicated in Section 3.104 with the applicable criteria as indicated in Section 2.206.11, A through F.

**VARIANCE APPLICATIONS FOR SIGNS**

\_\_\_\_\_ Complete the application general cover page to indicate applicant and property location details and mark the applicant type boxes as both conditional use and signs.

\_\_\_\_\_ Procedure: The procedure type (Either Type I-B –minor and Type II—major) dependent upon whether the sign variance request is classified as a minor or major variance.) (Description sheet available for applicant.)

\_\_\_\_\_ Complete the application cover page and mark the applicant type boxes for both variance and signs.

\_\_\_\_\_ Written explanation of the category of signage and the description of the sign standard or requirements needing consideration under a variance request.

---

---

---

---

\_\_\_\_\_ Procedure: Type I-B or Type II (Description sheet available for applicant.)

\_\_\_\_\_ Submit written response to the following attached variance criteria applicable to signs.

\_\_\_\_\_ Deposit Fee (\$400.00) (Ordinance No. -----, -----date-----)

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

- A. Any allowance for signs not complying with the standards set forth in these regulations shall be by variance. Variances to this Section will be processed according to the procedures in Section 3.104. However, the criteria in Section 3.104 shall not be used, but instead the following criteria shall be used to review and decide sign variance applications:

(IF MORE INFORMATION NEEDS TO BE SUBMITTED, PLEASE SUBMIT ADDITIONAL PAGES.)

1. There are unique circumstances of conditions of the lot, building or traffic pattern such that the existing sign regulations create an undue hardship;  


---

---
2. The requested variance is consistent with the purpose of the chapter as stated in Section 2.206.01; and  


---

---
3. The granting of the variance compensates for those circumstances in a manner equitable with other property owners and is thus not a special privilege to any other business. The variance requested shall be the minimum necessary to compensate for those conditions and achieve the purpose of this chapter.  


---

---
4. The granting of the variance shall not decrease traffic safety nor detrimentally affect any other identified items of public welfare.  


---

---
5. The variance will not result in a special advertising advantage in relation to neighboring businesses or businesses of a similar nature. The desire to match standard sign sizes (for example, chain store signs) shall not be listed or considered as a reason for a variance.  


---

---
6. The variance request shall not be the result of a self-imposed condition or hardship.  


---

---

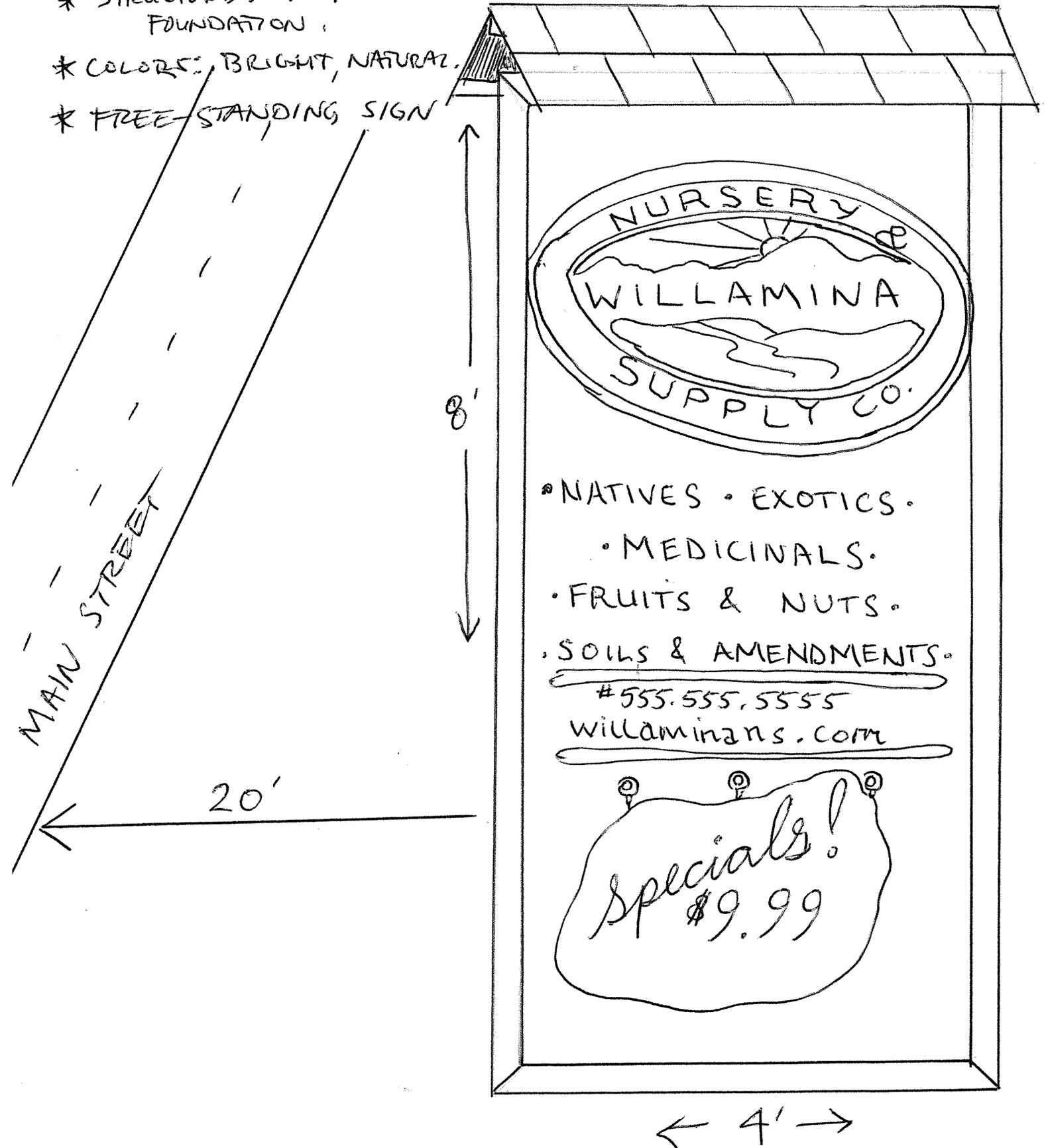
\* SOLAR-POWERED MINIMAL LIGHT ILLUMINATION

\* SIGN: PLYWOOD & LOCALLY-MILLED LUMBER, PAINT.

\* STRUCTURE: 4'x4'x10' PRESSURE TREATED POSTS IN CONCRETE FOUNDATION.

\* COLORS: BRIGHT, NATURAL.

\* FREE-STANDING SIGN



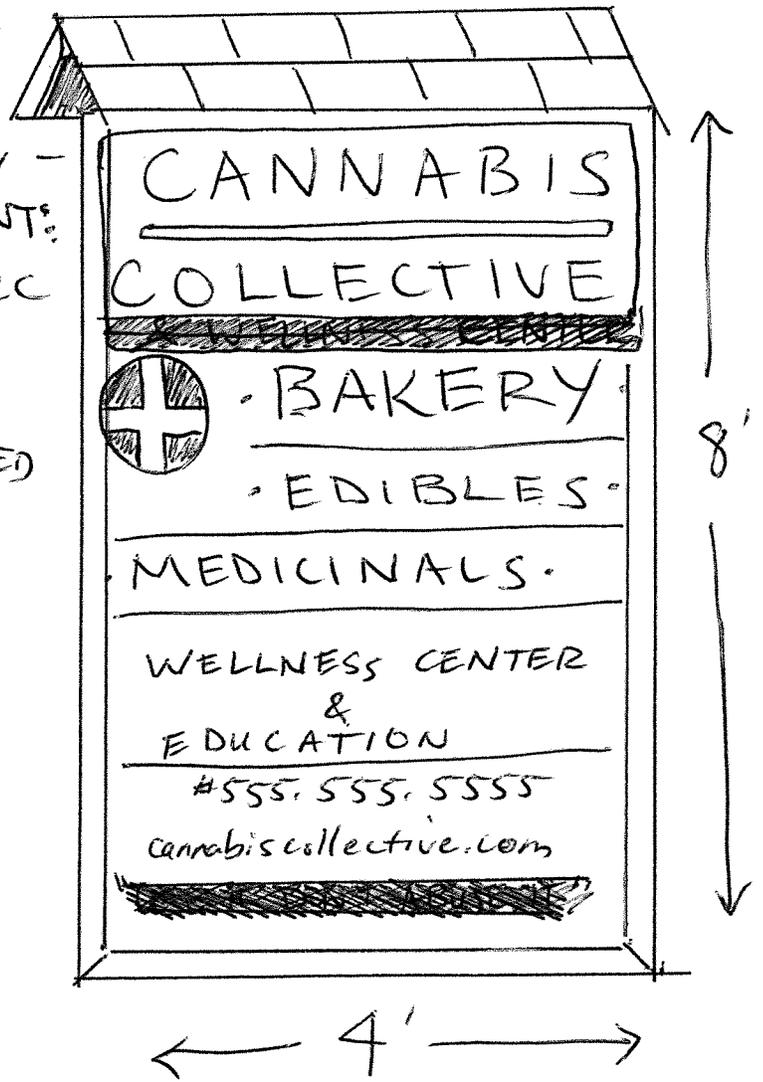
**4'x8' SIGN**

\* "BAKERY" MAY BE "KITCHEN" DEPENDENT ON OLCC REGULATIONS.

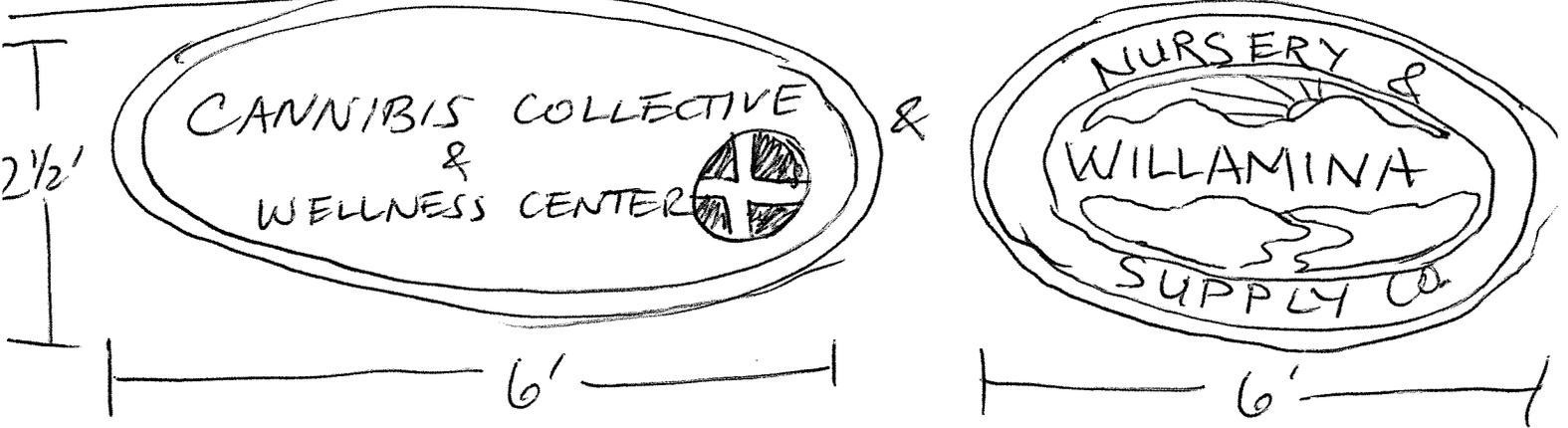
\* SOLAR-POWERED MINIMAL LIGHT ILLUMINATION.

\* SIGN: PLYWOOD & LOCALLY-MILLED LUMBER, & PAINT: COLORS APPROVED BY OLCC STANDARDS.

\* FREE-STANDING SIGN: 4"x4"x10' PRESSURE-TREATED POSTS IN CONCRETE.



"2" SIGNS MOUNTED (WITH LAG BOLTS) TO STRUCTURE (WITHIN 8' OF DOOR ENTRYWAYS.)



\* SAME MATERIALS & AS FREE-STANDING SIGNS:  
 \* LIGHTING ON SIGNS

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF SEPTEMBER 12, 2017**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: APPOINTMENT OF SPECIAL COMMITTEE FOR THE UPDATE OF THE  
PLANNING AND DEVELOPMENT CODE**

**ISSUE**

Shall City Council approve the City Manager's request to appoint a special committee for the update of the City of Willamina Planning and Development Code?

**RECOMMENDATION:**

Approve the City Manager's request to appoint a special committee for the update of the City of Willamina Planning and Development Code.

**SUMMARY AND BACKGROUND**

The City of Willamina Planning and Development Code (Code) needs to be updated to address current issues. An informal duo of citizens has spent many months beginning the update of the City's Code. The State of Oregon has been involved with the citizens in this process but will need to be recontacted to continue the updating process.

In order to timely complete this process and continue coordination with the State, an advisory committee needs to be created with up to five members to assist in updating and editing the draft document. This advisory committee will report to the City Manager for direction and assistance. Once the Code has been updated and a final draft proposal created, a work session will be scheduled for review and revision by the full City Council. Based upon the findings during that work session (or, if necessary, additional work sessions), a final proposed Code will be created and a formal adoption process, as found in Chapter VIII of the City of Willamina Charter, will begin.

**FACTS AND FINDINGS**

1. The Code needs to be updated to address zoning issues which have arisen since our Code was initially written.
2. The City of Willamina Code of Ordinances provides the City Manager with the authority to appoint special committees unless otherwise directed by the City Council. See §30.03(B)
3. There are currently two citizens (Justin Stritzke and Dennis Ulrich) working in an informal capacity to update the Code. A committee of up to five members would assist in moving this project forward to fruition more rapidly.

4. The City Manager's Office proposes the creation of the "Planning and Development Code Update Advisory Committee" with Justin Stritzke as Chair and Dennis Ulrich as a member. The City Manager's office, in conjunction with the chair of the committee, will work to recruit three additional members from the Willamina community with an interest and/or expertise in planning and/or zoning.
5. This is a temporary committee which will disband once a final updated Code has been approved by the City Council pursuant to Chapter VIII of the City of Willamina Charter.
6. The City Manager's Office supports this request as it will assist our citizens by providing an easier and more encompassing zoning code which we expect will reduce the confusion by applicants and shorten the timeline for their receipt of pertinent building permits.

---

Kenna L. West, City Manager

**City of Willamina  
Staff report**

Date: Tuesday, September 12, 2017  
To: City of Willamina Mayor and City Council  
From: Debbie Bernard, City Recorder  
Subject: Willamina Library Vacancies Application for Office

**Background:**

At their City Council meeting on August 15, 2017, Council declared two open vacancies on the Library Board. The Staff advertised the open positions in the local Bulletin, High School reader board, News Register and Cities Website. The City received three applications for City Council to consider which from Susan Vanderhoof, Sheryl C. Hansen and Barbara A. Leavens.

The Cities Library Board consist of five members, which serve 4-year terms.

The Library Boards two vacant positions when filled will end September 1, 2021.

Board members Joyce Zimbrick and Darlene Brown positions expired on September 1, 2017 leaving the two vacancies. Those two Board members service in the last two terms consisted of 8 years of service to the community; in addition, to many years of service to the Library Board in prior years.

Seat	Current Term Name	Full Term
		Expires
1	Dave Buswell	09/2020
2	Dan Goff	09/2018
3	Vacancy	09/2021
4	Vacancy	09/2021
5	Vicky Goff	04/2020

**Financials**

Board Members serve as Volunteers.

**Staff Recommendations**

Council move to have the Mayor appoint two of the three candidates to the Library Board.

## **CHAPTER 31: CITY ORGANIZATIONS**

### **§ 31.03 LIBRARY BOARD ESTABLISHED.**

(A) The Library Board previously established is hereby re-established.

(B) The Board shall consist of 5 members appointed by the Mayor and confirmed by the City Council.

(C) Members of the Board in office at the time this subchapter takes effect may continue in office for the terms for which they have been appointed.

(D) The term of office of each member subsequently appointed is 4 years.

(1) No person shall hold office for more than 2 full consecutive terms; and

(2) Any person may be appointed again to the Board after an interval of 1 year.

(E) A Board position becomes vacant upon a member's:

(1) Death;

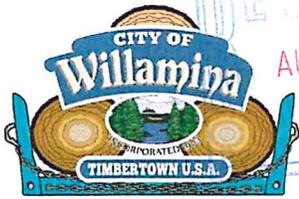
(2) Resignation from office;

(3) Term expiration; or

(4) Nonattendance of Board meetings without prior notice, for reasons other than illness or emergencies for more than 2 consecutive meetings, upon concurrence of the remainder of the Board that a vacancy for these reasons shall exist.

(F) A vacancy on the Board, unless caused by the expiration of a term of office, shall be filled by appointment in the same manner as original appointments and shall be for the remainder of the unexpired term of office of the member who leaves the office vacant.

(Ord. 496, passed 9-25-1980; Am. Ord. 572, passed 12-8-1994)



# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Susan Vanderhoof

Physical Address 492 SW Pioneer Drive

Mailing Address P.O. Box 365

Home Phone Number \_\_\_\_\_

Cell Phone Number 503-752-7319

Email susanvast@yahoo.com

Occupation retired

Years of Residency \_\_\_\_\_

Registered Voter  Yes  No

Position(s)  
Select all you wish to apply for

Budget Committee

Library Board

Planning Commission

City Council

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

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

I have recently moved into Willamina, buying a home on Pioneer Drive. It is important to me to be involved in my community. And I am a very active user of the library services. Retired with time to donate.

Please share any governmental or volunteer experience you have had

I served on the school board in Mapleton, OR where my children attended school. I served on The Council of Aging, an advocacy group, served for Lincoln County

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

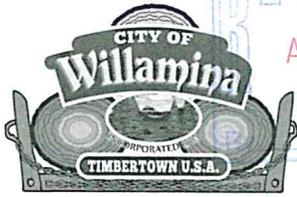
Willingness to be an asset to this board. Be a team player & promote our library.

Signature Susan Vanderhoof Date 8/19/17

An Equal Opportunity Employer

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

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



# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Sheryl C. Hansen  
 Physical Address 379 NW 16<sup>th</sup> Street  
 Mailing Address \* P.O. Box 188 Dundee, OR 97115  
 Home Phone Number \_\_\_\_\_  
 Cell Phone Number 971 347-4159  
 Email None  
 Occupation \_\_\_\_\_

Years of Residency \_\_\_\_\_

Registered Voter  Yes  No

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

Select all you wish to apply for (Attach additional sheets, if desired, when answering the questions below)

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

I have a vested interest in helping the city grow and a library is one hub for the community

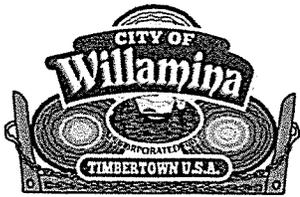
Please share any governmental or volunteer experience you have had

Planning Commission member

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

I have worked in a library setting (college) previously so I'm familiar with library structure.

Signature Sheryl Hansen Date 7-18-17



# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Barbara A. Leavens  
Physical Address 262 NE 1st St  
Mailing Address P.O. BOX 563 Willamina OR 97396  
Home Phone Number (503) 876-8910  
Cell Phone Number \_\_\_\_\_  
Email leavens P@Hotmail.com  
Occupation CareGiver

Years of Residency 4 Registered Voter  Yes  No

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

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

Because I live here and love this town  
I want so much more for it. Plus I am always  
in the library, I have volunteer in the  
library ever since Sarah took over it. I do all the

Please share any governmental or volunteer experience you have had research & Back ground stuff.

I have A MPA from PSU, Worked on different  
Committees State & Cities. Was on the  
Willamina Budget Committee this year. I have  
volunteer @ the library ~~etc~~ since Sarah took it

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

Like As I have said above I've been working w Sarah the  
first day. We seem to work well together. New letters,  
different Activists for children, park, ect. I have been  
@ the meetings of the board once or twice or so. Also  
I know grant writing.

Signature

Barbara A. Leavens

Date

8/25/17





Mayor Ila Skyberg

Council Members:  
President, Rita Baller  
Councilor, Bob Burr  
Councilor, Heather Stritzke  
Councilor Theresa McKnight  
Councilor Craig Johnson  
Councilor April Wooden

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

**RESOLUTION NUMBER 17-18-001**

***In the Matter of Authorizing Access to )  
Information and Authorizing Transfers )  
between Accounts and to Direct )  
Deposits for Payroll at the US Bank; )  
Modifying Signature Authority, & Access )  
to Safe Deposit Box )***

\*\*\*\*\*

The City Council of the City of Willamina, Oregon, on the 12<sup>th</sup> day of September 2017, sat in regular session for the transaction of business.

**WHEREAS**, the City of Willamina has established US Bank, Sheridan Branch as its primary repository for City funds for day-to-day financial transactions, and has established the following accounts at that entity:

153695268174, Primary Checking  
153695268182, Payroll

**WHEREAS**, the any two (2) of the following persons are authorized to sign checks on these accounts:

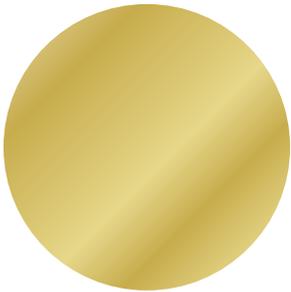
Ila Skyberg, Mayor  
Rita Baller, Council President  
Bob Burr, Councilor  
Kenna West, City Manager

**WHEREAS**, the City Recorder position has been designated as to review and process day-to-day authorized operations and requires access to and information about these accounts and to the City’s Safe Deposit Box;

**NOW, THEREFORE, BE IT RESOLVED** by the Willamina City Council as follows:

1. **THAT** Debbie Bernard, City Recorder, is hereby authorized to have access to any information regarding all City of Willamina Accounts at the US Bank, Sheridan Branch and to make necessary transfers and direct deposits to and from all City of Willamina accounts at US Bank, Sheridan Branch, and to access any Safe Deposit Box rented by the City; and
2. **THAT** the authority outlined herein is effective immediately and shall remain in effect until rescinded, or until term of office or employment with the City has ended; and
3. **THAT** this resolution rescinds Resolution #16-17-005 in its entirety; and
4. **THAT** this resolution shall become effective immediately upon adoption.

**PASSED and ADOPTED** by the City Council of the City of Willamina this 12<sup>th</sup> day of September 2017.



\_\_\_\_\_ Date: \_\_\_\_\_  
*Ila Skyberg, Mayor*

**ATTEST:**

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

**City of Willamina  
Staff report**

Date: Tuesday, September 12, 2017  
To: City of Willamina Mayor and City Council  
From: Debbie Bernard, City Recorder  
Subject: Flyers for Planning and Development

**Background:**

Planning and Development inquiries have started to increase and the phone inquiries have also increased in the last year. The questions are frequent and common. Council has requested planning and development packets for the public. To provide quick information for public inquiries, I have started the first of a series of flyers providing information on planning and development.

The attached "When Do I Need a Building Permit" flyer will be available on the cities website.

**Financials**

Staff will print flyers that will be available at the Counter. The expense to print color is .05 cents a page.

**No Action**



# Construction work requiring permits in the



## City of Willamina

### Do I need a Permit?

Description of Work	Yes	No
Accessory Buildings over 120 square feet in area	X	
Additions	X	
Cabinets		X
Carports	X	
Decks over 30"off grade	X	
Demolitions	X	
Driveways/sidewalks	X	
Electrical systems	X	
Interior remodeling	X	
Exterior painting		X
Exterior remodeling	X	
Fences	X	
Foundations	X	
Garage enclosures	X	
Interior painting		X
Masonry Fences	X	
Mechanical HVAC systems	X	
Mobile Homes	X	
New Homes	X	
Plumbing systems	X	
Renovations	X	
Retaining Walls over 4' in height	X	
Swings and playground equipment		X

TO GET A PERMIT CONTACT CITY HALL 503-876-2242



**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 8/1/2017 to 8/31/2017**

City	UCR Description	8/1/2016 to 8/31/2016	8/1/2017 to 8/31/2017	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	0	0		4	2
	Arson	0	0		1	
	Burglary-Business	0	0			2
	Burglary-Non-Residence	1	1		3	3
	Burglary-Residence	0	1		3	10
	Larceny	3	2	-33.33 %	26	53
	Motor Vehicle Theft-Auto	1	1		4	10
	<b>Part 1 Total</b>	<b>5</b>	<b>5</b>		<b>41</b>	<b>80</b>
Part 2						
	All Other	2	0		7	8
	Animal Problems	1	0		1	1
	Disorderly Conduct	0	0		5	8
	Drug Laws	0	3		22	25
	DUII	1	0		10	5
	Forgery	0	0		1	1
	Fraud	0	0		3	2
	Kidnapping	0	0			1
	Liquor Laws	0	2		2	3
	Runaway	2	0		2	2
	Sex Offenses	0	0		8	3
	Simple Assault	3	2	-33.33 %	22	28
	Stolen Property	0	0		2	3
	Tresspass/Prowler	1	1		10	17
	Vandalism	1	4	300.00 %	12	18
	Weapons	0	0		1	3
	<b>Part 2 Total</b>	<b>11</b>	<b>12</b>	<b>8.33 %</b>	<b>108</b>	<b>128</b>
	<b>Total For WILLAMINA</b>	<b>38</b>	<b>32</b>	<b>-15.79 %</b>	<b>325</b>	<b>416</b>



**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 8/1/2017 to 8/31/2017**

City	UCR Description	8/1/2016 to 8/31/2016	8/1/2017 to 8/31/2017	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 3						
	All Other	12	7	-41.67 %	68	102
	Non-Reportable Offenses	10	8	-20.00 %	108	106
	<b>Part 3 Total</b>	22	15	-31.82 %	176	208
	<b>Total For WILLAMINA</b>	38	32	-15.79 %	325	416

Willamina Public Library  
2017 Summer Reading Program STATISTICS  
Build A Better World

Early Literacy

22 Participants were signed up  
9 Participants completed the Program (41%)  
152 Early Literacy Activities were completed

Junior

33 Participants were signed up  
25 Participants completed the Program (76%)  
345 Hours of Reading was completed

Teen

17 Participants were signed up  
8 Participants completed the Program (47%)  
165 Books were read

Adult

33 Participants were signed up  
15 Participants completed the Program (45%)  
278 Books were read

TOTAL

105 Participants signed up  
57 Participants completed (54%)

Program Attendance: 500

Grant BUDGET:

Materials for Circulation: \$250  
Contracted Programs: \$150  
Incentives: \$250  
Promotional Materials: \$115  
Program Activity Supplies: \$85

**Monthly Library Report**  
**August 2017**

CIRCULATION COMPARISON

CCRLS Statistics Report

August 2015 – 1967

August 2016 – 1732

August 2017 – 2662

NUMBER OF PATRONS SERVED: 1044

NUMBER OF PATRONS UTILIZING PCs: 152

HOLDS:

Number picked Up: 539

ILL Requests Filled: 3

PROGRAM Attendance: 122

MEETING SPACE USE: 3 Hours

CASH COUNT:

Fines/Fees - \$74.25

Copies - \$27.25

NEW CARD SIGNUPS: 18

NUMBER OF ITEMS ADDED TO CATALOG: 25

TOTAL LIBRARY SERVICE HOURS: 101

VOLUNTEERS:

11 Volunteers / 105 Hours

Highlights/Calendar:

RFID Conversion / Inventory Maintenance

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

Solar Eclipse Event 8/21

Submitted 2018 Ready to Read Grant Application to Oregon State Library

# Yearly Schedule of Events

## CITY COUNCIL CALENDAR OF EVENTS

### September 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

### September

09/04/17(Mon)	Labor Day	holiday
09/05/17 (Tue)	Planning Commission	meeting
09/12/17 (Tue)	City Council Meeting	meeting
09/23/17 (Sat)	Willamina's Harvest Festival	event
<b>09/25/17(Mon)</b>	<b>RFP Request for Proposal Deadline</b>	<b>deadline</b>
09/26/17(Tue)	Tenative City Council Meeting	meeting
<b>09/28/17(Thurs)</b>	<b>LOC 92ND Annual Conference 28, 29, &amp; 30th</b>	<b>event</b>

### October 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				

### October

		-
		-
10/03/17 (Tue)	Planning Commission	meeting
10/10/17(Tue)	City Council Meeting	meeting
10/09/17(Mon)	Columbus Day	holiday
10/31/17(Tue)	Halloween	holiday

### November 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		

### November

		-
11/10/17 (Fri.Sat & Sun)	Coastal Hills Art Tour Celebrating 26 years	event
11/07/17(Tue)	Plannng Commission	meeting
11/14/17(Tue)	City Council Meeting	meeting
11/23/17(Thu)	Thanksgiving	holiday

### December 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						

### December

		-
12/05/17(Tue)	Planning Commission	meeting
12/12/17(Tue)	City Council Meeting	meeting
12/24/17(Sun)	Christmas Eve	holiday
12/25/17(Mon)	Christmas Day	holiday