

**Willamina City Council Agenda**  
**Regular Meeting**  
**Tuesday, June 12, 2018 6:00pm**  
**West Valley Fire District**  
**825 NE Main St, Willamina (recorded meeting)**

CALL TO ORDER

ROLL CALL

FLAG SALUTE

AGENDA ADDITIONS, DELETIONS, AND CORRECTIONS

GUEST: Yamhill County Commissioners,

Yamhill County Sheriff Tim Svenson

PUBLIC INPUT – BUSINESS FROM THE AUDIENCE

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

CORRESPONDENCE – none

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

1. Check Registers – April 1 to 31, 2018 (information only)
2. Financials April 2018
3. Minutes from the May 8, 2018 City Council Meeting
4. Consideration of Street Closure for Willamina Farmers Market
5. Consideration of the use of the Tina Miller Park for the Summer Food Program Willamina School District 30-44-63J

REGULAR AGENDA

6. Consideration of Appointment to City Council
7. Consideration of 2018/19 Police Services Contract
8. Consideration of Donation Letters

MAYORS REPORT

COUNCIL LIAISON REPORTS

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

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

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



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

#### INFORMATIONAL REPORTS FROM/CITY OFFICERS

14. City Manager
15. Sheriff's Report

#### EVENT CALENDAR- informational

Close Regular Session

#### PUBLIC HEARINGS

Open the Public Hearing

- I. Proposed Public Hearing on the Increase of Water and Sewer Rates FY 2018/19 Fiscal Year Budget

Close the Public Hearing

Open the next Public Hearing

- II. Proposed Public Hearing on the Use of State Revenue Sharing Funds in FY 2018/19 Budget

Close Public Hearing

Open next Public Hearing

- III. The City Council will conduct a Budget Hearing to obtain public comment on the budget for the fiscal year beginning July 1, 2018 as approved by the Budget Committee on March 22, 2018 (2018-19 Budget Document is a separate hand out)

Close the Public Hearing (return to Regular Session to consider of the following resolutions)

1. Consideration of Resolution 17.18-011 A Resolution increasing water, sewer rates
2. Consideration of Resolution 17.18-012 A Resolution declaring the City's Election to receive State Revenue Funds
3. Consideration of Resolution 17.18-013 A Resolution declaring 4 or more services
4. Consideration of Resolution 17.18-014 A Resolution adopting the FY 2018/19 Budget, Make Appropriations & Imposing and Categorizing Taxes.

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# CONSENT AGENDA

CITY OF WILLAMINA  
COMBINED CASH INVESTMENT  
APRIL 30, 2018

COMBINED CASH ACCOUNTS

99-00-1010	US BANK OPERATIONS	251,142.56
99-00-1015	XPRESS DEPOSIT ACCOUNT	9,248.60
99-00-1020	PAYROLL - CHECKING	40,612.35
99-00-1030	INVESTMENTS-LGIP	1,085,291.71
99-00-1035	FIRST FEDERAL CEMETERY ACCOUNT	2,984.82
99-00-1040	PETTY CASH	300.00
	TOTAL COMBINED CASH	1,389,580.04
99-00-1700	UTILITY CASH CLEARING	( 3,130.65)
99-00-1900	COURT CASH CLEARING	( 2,075.00)
99-00-1910	MERCHANT SERVICES CLEARING	( 2,805.65)
99-00-1009	CASH ALLOCATED	( 1,381,568.74)
	TOTAL UNALLOCATED CASH	.00

CASH ALLOCATION RECONCILIATION

10	ALLOCATION TO GENERAL FUND	385,028.06
20	ALLOCATION TO STREET FUND	155,412.08
21	ALLOCATION TO STREET SDC FUND	138,000.00
30	ALLOCATION TO WATER FUND	254,294.76
31	ALLOCATION TO WATER SDC FUND	61,121.76
40	ALLOCATION TO WASTEWATER FUND	368,988.50
41	ALLOCATION TO WASTEWATER SDC FUND	18,723.58
	TOTAL ALLOCATIONS TO OTHER FUNDS	1,381,568.74
	ALLOCATION FROM GENERAL FUND - 99-00-1009	( 1,381,568.74)
	ZERO PROOF IF ALLOCATIONS BALANCE	.00

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2018

GENERAL FUND

<u>ASSETS</u>		
10-00-1009	CASH ALLOCATED	385,028.06
10-00-1280	TAXES RECEIVABLE	28,722.00
10-00-1300	INVENTORY	7,301.00
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	41,182.00
	TOTAL ASSETS	<u>1,442,024.06</u>
<u>LIABILITIES AND EQUITY</u>		
<u>LIABILITIES</u>		
10-00-2000	ACCOUNTS PAYABLE	10,101.43
10-00-2100	ACCRUED PAYROLL	6,549.50
10-00-2110	PAYROLL TAX PAYABLE	( 52.55)
10-00-2130	UNION DUES PAYABLE	( 162.64)
10-00-2140	PERS PAYABLE	2,337.04
10-00-2150	ACCRUED VACATION	23,138.80
	TOTAL LIABILITIES	41,911.58
<u>FUND EQUITY</u>		
10-00-3000	FUND BALANCE	138,251.40
10-00-3060	RESTRICTED DOWNTOWN LOAN	25,000.00
10-00-3100	FUND BALANCE CAPITAL LESS DEBT	979,791.00
	REVENUE OVER EXPENDITURES - YTD	<u>257,070.08</u>
	BALANCE - CURRENT DATE	<u>1,400,112.48</u>
	TOTAL FUND EQUITY	<u>1,400,112.48</u>
	TOTAL LIABILITIES AND EQUITY	<u>1,442,024.06</u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	1,635.15	359,355.83	345,000.00	( 14,355.83)	104.2
10-10-4002 PROPERTY TAX PRIOR	1,050.58	7,355.18	20,000.00	12,644.82	36.8
10-10-4003 INTEREST ON TAXES	11.62	63.67	.00	( 63.67)	.0
10-10-4110 STATE CIGARETTE TAX	.00	1,706.98	2,500.00	793.02	68.3
10-10-4111 STATE REVENUE SHARING	6,341.82	19,672.01	25,000.00	5,327.99	78.7
10-10-4112 STATE LIQUOR TAX	2,415.23	24,918.10	32,000.00	7,081.90	77.9
10-10-4113 STATE MARIJUANA TAX	1,317.95	7,610.43	.00	( 7,610.43)	.0
10-10-4501 BUSINESS LICENSES	1,050.00	2,275.00	2,000.00	( 275.00)	113.8
10-10-4511 LIEN SEARCHES	200.00	1,467.25	600.00	( 867.25)	244.5
10-10-4571 OLCC LICENSE FEE	.00	210.00	200.00	( 10.00)	105.0
10-10-4600 FRANCHISE FEES CENTURYLINK	190.66	794.80	12,250.00	11,455.20	6.5
10-10-4601 FRANCHISE FEES NW NATURAL	.00	13,246.69	12,950.00	( 296.69)	102.3
10-10-4602 FRANCHISE FEES PGE	.00	62,558.21	59,000.00	( 3,558.21)	106.0
10-10-4603 FRANCHISE FEES WAVE BROADBAND	.00	10,267.20	6,000.00	( 4,267.20)	171.1
10-10-4604 FRANCHISE FEES WESTERN ORWASTE	419.04	4,698.45	5,000.00	301.55	94.0
10-10-4605 FRANCHISE FEES ONLINENW	599.50	1,334.26	5,000.00	3,665.74	26.7
10-10-4701 RENT - CENTER MARKET	200.00	1,000.00	.00	( 1,000.00)	.0
10-10-4816 DONATIONS	.00	4.00	.00	( 4.00)	.0
10-10-4900 INTEREST INCOME	1,863.85	12,968.47	3,500.00	( 9,468.47)	370.5
10-10-4901 MISCELLANEOUS INCOME	226.50	739.08	1,000.00	260.92	73.9
10-10-4905 SALE OF CITY ASSETS	500.00	121,938.00	.00	( 121,938.00)	.0
<b>TOTAL DEPARTMENT 10</b>	<b>18,021.90</b>	<b>654,183.61</b>	<b>574,423.00</b>	<b>( 79,760.61)</b>	<b>113.9</b>
 <u>COURT</u>					
10-14-4506 CODE ENFORCEMENT FINES	.00	393.57	.00	( 393.57)	.0
10-14-4507 COURT FINES AND FEES	.00	1,507.00	500.00	( 1,007.00)	301.4
10-14-4508 COURT COSTS ASSESSED	.00	.00	500.00	500.00	.0
<b>TOTAL COURT</b>	<b>.00</b>	<b>1,900.57</b>	<b>1,000.00</b>	<b>( 900.57)</b>	<b>190.1</b>
 <u>PLANNING</u>					
10-17-4583 PLANNING FEES	1,000.00	7,340.00	35,000.00	27,660.00	21.0
10-17-4584 ENGINEERING FEES PLANNING	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL PLANNING</b>	<b>1,000.00</b>	<b>7,340.00</b>	<b>45,000.00</b>	<b>37,660.00</b>	<b>16.3</b>
 <u>PUBLIC SAFETY</u>					
10-18-4506 CODE ENFORCEMENT FEES	.00	3,520.00	500.00	( 3,020.00)	704.0
<b>TOTAL PUBLIC SAFETY</b>	<b>.00</b>	<b>3,520.00</b>	<b>500.00</b>	<b>( 3,020.00)</b>	<b>704.0</b>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>STREET LIGHTS</u>					
10-19-4822 STREET LIGHTS FEE	2,739.71	17,722.43	18,864.00	1,141.57	94.0
10-19-4823 MISC UTILITY RESERVE	.00	5,573.72	5,400.00	( 173.72)	103.2
TOTAL STREET LIGHTS	2,739.71	23,296.15	24,264.00	967.85	96.0
<u>SPECIAL</u>					
10-60-4010 EID BUSINESS TAXES	.00	7,979.37	8,000.00	20.63	99.7
10-60-4758 DOWNTOWN LOAN PRINC PAY	.00	.00	2,000.00	2,000.00	.0
TOTAL SPECIAL	.00	7,979.37	10,000.00	2,020.63	79.8
<u>LIBRARY</u>					
10-65-4560 FINES	72.45	854.35	750.00	( 104.35)	113.9
10-65-4561 LOST BOOK REIMBURSEMENT	.00	339.06	.00	( 339.06)	.0
10-65-4705 CCRLS FORMULA PAYMENT	3,940.00	16,037.00	14,000.00	( 2,037.00)	114.6
10-65-4708 CCRLS LOST BOOK	.00	87.86	500.00	412.14	17.6
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	1,900.00	1,000.00	( 900.00)	190.0
10-65-4816 DONATIONS	.00	48.00	250.00	202.00	19.2
10-65-4901 MISCELLANEOUS INCOME	52.00	615.09	.00	( 615.09)	.0
TOTAL LIBRARY	4,064.45	19,881.36	17,700.00	( 2,181.36)	112.3
<u>CEMETERY</u>					
10-68-4588 SALE OF INTERNMENT RIGHTS	.00	.00	500.00	500.00	.0
TOTAL CEMETERY	.00	.00	500.00	500.00	.0
<u>GRANT</u>					
10-81-4812 GRANT REV GRANT YOUNG MEMORIAL	.00	1,000.00	.00	( 1,000.00)	.0
TOTAL DEPARTMENT 81	.00	1,000.00	.00	( 1,000.00)	.0
<u>TRANSFER</u>					
10-90-9130 IN LIEU OF FRANCHISE FEE WATER	.00	15,697.00	18,476.00	2,779.00	85.0
10-90-9140 IN LIEU OF FRANCHISE FEE WW	.00	14,438.00	16,800.00	2,362.00	85.9
10-90-9600 OVERHEAD ALLOCATED	12,591.00	125,910.00	152,292.00	26,382.00	82.7
TOTAL TRANSFER	12,591.00	156,045.00	187,568.00	31,523.00	83.2

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
TOTAL FUND REVENUE	38,417.06	875,146.06	860,955.00	( 14,191.06)	101.7

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
10-12-5115	BANK CHARGES	126.25	1,296.08	1,800.00	503.92 72.0
10-12-5119	DISCREPENCIES	( 20.00)	.00	.00	.0
10-12-5123	MERCHANT FEES	.00	432.92	200.00	( 232.92) 216.5
10-12-5124	PAYROLL PROCESSING FEES	227.72	2,631.04	4,000.00	1,368.96 65.8
10-12-5126	POSTAGE	31.50	1,087.66	1,000.00	( 87.66) 108.8
10-12-5137	SUPPLIES	823.07	11,897.01	7,000.00	( 4,897.01) 170.0
10-12-5200	CONTRACT SERVICES	151.85	36,219.05	40,000.00	3,780.95 90.6
10-12-5201	AUDIT SERVICES	.00	14,000.00	15,000.00	1,000.00 93.3
10-12-5203	LEGAL SERVICES	.00	7,716.58	10,000.00	2,283.42 77.2
10-12-5207	INSURANCE	313.00	21,327.18	35,000.00	13,672.82 60.9
10-12-5209	CLEANING SERVICES	280.00	2,230.00	3,000.00	770.00 74.3
10-12-5230	PRINTING AND PUBLISHING	172.00	3,243.66	5,000.00	1,756.34 64.9
10-12-5233	TECHNOLOGY SERVICES	530.00	8,802.50	25,000.00	16,197.50 35.2
10-12-5234	TECHNOLOGY BACK UP	400.00	3,200.00	5,000.00	1,800.00 64.0
10-12-5235	SOFTWARE MAINTENANCE	1,200.00	12,000.00	7,000.00	( 5,000.00) 171.4
10-12-5320	DUES, LICENSE, PERMITS	50.00	5,569.49	6,500.00	930.51 85.7
10-12-5342	CONFERENCE/SEMINAR/TRAINING	90.00	1,174.00	5,000.00	3,826.00 23.5
10-12-5344	TRAVEL	.00	.00	3,000.00	3,000.00 .0
10-12-5355	MISCELLANEOUS EXPENSE	20.00	352.50	750.00	397.50 47.0
10-12-5413	TELEPHONE	365.91	3,819.23	5,500.00	1,680.77 69.4
10-12-5415	UTILITIES	690.68	8,128.37	6,000.00	( 2,128.37) 135.5
10-12-5504	REPAIRS - MAINTENANCE	1,186.77	3,837.87	10,000.00	6,162.13 38.4
10-12-5600	EQUIPMENT	.00	1,229.08	5,000.00	3,770.92 24.6
10-12-5606	EQUIPMENT LEASE	504.48	3,728.43	6,500.00	2,771.57 57.4
	<b>TOTAL ADMIN</b>	<b>7,143.23</b>	<b>153,922.65</b>	<b>207,250.00</b>	<b>53,327.35 74.3</b>
<u>COUNCIL</u>					
10-13-5307	COMMUNITY PROJECT	.00	1,390.00	5,500.00	4,110.00 25.3
10-13-5310	STIPEND	400.00	4,000.00	4,100.00	100.00 97.6
10-13-5342	CONFERENCE/SEMINAR/TRAINING	180.00	4,229.30	2,500.00	( 1,729.30) 169.2
10-13-5344	TRAVEL	.00	.00	750.00	750.00 .0
10-13-5355	COUNCIL EXPENSE	.00	763.47	700.00	( 63.47) 109.1
	<b>TOTAL COUNCIL</b>	<b>580.00</b>	<b>10,382.77</b>	<b>13,550.00</b>	<b>3,167.23 76.6</b>
<u>COURT</u>					
10-14-5211	MUNI COURT JUDGE	250.00	2,300.00	3,600.00	1,300.00 63.9
10-14-5306	STATE ASSESSMENT	56.00	1,133.00	500.00	( 633.00) 226.6
10-14-5313	COUNTY JAIL ASSESSMENT	16.00	400.00	300.00	( 100.00) 133.3
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>322.00</b>	<b>3,833.00</b>	<b>6,650.00</b>	<b>2,817.00 57.6</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PLANNING</u>					
10-17-5203	( 129.00)	.00	.00	.00	.0
10-17-5204	1,049.00	5,079.00	10,000.00	4,921.00	50.8
10-17-5214	1,749.86	32,040.39	35,000.00	2,959.61	91.5
10-17-5342	( 50.00)	.00	.00	.00	.0
TOTAL PLANNING	2,619.86	37,119.39	45,000.00	7,880.61	82.5
<u>PUBLIC SAFETY</u>					
10-18-5000	1,543.50	16,963.36	20,000.00	3,036.64	84.8
10-18-5020	128.90	1,337.79	1,800.00	462.21	74.3
10-18-5040	5.90	47.48	4,000.00	3,952.52	1.2
10-18-5060	73.32	822.32	3,000.00	2,177.68	27.4
10-18-5090	1.23	12.67	613.00	600.33	2.1
10-18-5120	42.23	720.37	1,000.00	279.63	72.0
10-18-5137	565.58	908.38	500.00	( 408.38)	181.7
10-18-5217	16,376.23	163,762.30	198,000.00	34,237.70	82.7
10-18-5302	1,874.58	20,695.38	25,000.00	4,304.62	82.8
10-18-5413	46.14	461.34	700.00	238.66	65.9
10-18-5504	438.46	1,016.02	1,750.00	733.98	58.1
10-18-5507	( 438.46)	.00	.00	.00	.0
TOTAL PUBLIC SAFETY	20,657.61	206,747.41	256,363.00	49,615.59	80.7
<u>STREET LIGHTS</u>					
10-19-5400	1,582.77	14,055.98	19,000.00	4,944.02	74.0
TOTAL STREET LIGHTS	1,582.77	14,055.98	19,000.00	4,944.02	74.0
<u>SPECIAL</u>					
10-60-5758	.00	.00	2,000.00	2,000.00	.0
10-60-5900	.00	7,925.49	8,000.00	74.51	99.1
TOTAL SPECIAL	.00	7,925.49	10,000.00	2,074.51	79.3

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
<u>LIBRARY</u>						
10-65-5000 SALARY - WAGES	2,563.75	28,470.65	22,374.00	(	6,096.65)	127.3
10-65-5020 PAYROLL TAX	196.70	2,204.16	1,587.00	(	617.16)	138.9
10-65-5040 BENEFITS	1,338.76	14,409.17	11,567.00	(	2,842.17)	124.6
10-65-5060 PERS	121.79	1,240.67	1,060.00	(	180.67)	117.0
10-65-5090 WORKERS COMP	2.29	22.88	51.00		28.12	44.9
10-65-5100 BOOKS CHILDREN	277.33	1,257.32	2,200.00		942.68	57.2
10-65-5101 AUDIO VISUAL CHILDREN	.00	312.66	1,100.00		787.34	28.4
10-65-5102 AUDIO VISUAL ADULT	.00	448.46	1,100.00		651.54	40.8
10-65-5106 BOOKS ADULTS	101.35	1,303.13	2,200.00		896.87	59.2
10-65-5107 BOOKS LOST REPLACEMENT	.00	.00	300.00		300.00	.0
10-65-5111 SPECIAL PROGRAM CHILDREN	.00	339.49	500.00		160.51	67.9
10-65-5112 SPECIAL PROGRAM ADULT	.00	52.64	300.00		247.36	17.6
10-65-5126 POSTAGE	( 35.96)	.00	.00		.00	.0
10-65-5137 SUPPLIES	150.38	2,037.50	1,200.00	(	837.50)	169.8
10-65-5200 CONTRACT SERVICES	228.69	534.06	200.00	(	334.06)	267.0
10-65-5209 CLEANING SERVICES	.00	.00	500.00		500.00	.0
10-65-5233 TECHNOLOGY SERVICES	.00	40.00	1,500.00		1,460.00	2.7
10-65-5320 DUES, LICENSE, PERMITS	.00	234.00	750.00		516.00	31.2
10-65-5321 SUBSCRIPTIONS	34.99	265.92	500.00		234.08	53.2
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	91.87	957.12	1,300.00		342.88	73.6
10-65-5415 UTILITIES	333.18	3,439.60	3,000.00	(	439.60)	114.7
10-65-5504 REPAIRS - MAINTENANCE	.00	716.10	2,600.00		1,883.90	27.5
10-65-5606 EQUIPMENT LEASE	.00	1,148.13	2,500.00		1,351.87	45.9
10-65-5912 GRANT EXPENSE READY TO READ	698.19	2,222.05	1,000.00	(	1,222.05)	222.2
TOTAL LIBRARY	6,103.31	61,655.71	60,089.00	(	1,566.71)	102.6

CITY OF WILLAMINA  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKS</u>					
10-66-5000 SALARY - WAGES	1,343.83	15,607.77	11,088.00	( 4,519.77)	140.8
10-66-5001 PW ALLOCATED PAYROLL	.00	.00	1,073.00	1,073.00	.0
10-66-5020 PAYROLL TAX	33.52	1,696.36	2,499.00	802.64	67.9
10-66-5040 BENEFITS	( 526.41)	.00	.00	.00	.0
10-66-5060 PERS	19.08	935.43	779.00	( 156.43)	120.1
10-66-5090 WORKERS COMP	.51	274.40	1,437.00	1,162.60	19.1
10-66-5120 GAS - OIL	61.15	389.17	800.00	410.83	48.7
10-66-5137 SUPPLIES	29.57	841.96	100.00	( 741.96)	842.0
10-66-5140 UNIFORMS - TOWELS	56.25	623.84	1,300.00	676.16	48.0
10-66-5200 CONTRACT SERVICES	636.00	3,557.40	6,000.00	2,442.60	59.3
10-66-5413 TELEPHONE	54.71	564.31	700.00	135.69	80.6
10-66-5415 UTILITIES	81.12	1,700.32	4,500.00	2,799.68	37.8
10-66-5504 REPAIRS - MAINTENANCE	.00	605.60	2,500.00	1,894.40	24.2
10-66-5510 LANDSCAPE MAINTENANCE	.00	15.80	1,500.00	1,484.20	1.1
10-66-5512 POND AQUATIC WEED CONTROL	.00	8,263.32	5,500.00	( 2,763.32)	150.2
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>1,789.33</b>	<b>35,075.68</b>	<b>41,079.00</b>	<b>6,003.32</b>	<b>85.4</b>
<u>MUSEUM</u>					
10-67-5000 SALARY - WAGES	1,146.40	2,711.40	5,200.00	2,488.60	52.1
10-67-5020 PAYROLL TAX	45.00	177.91	500.00	322.09	35.6
10-67-5090 WORKERS COMP	.00	.00	50.00	50.00	.0
10-67-5200 CONTRACT SERVICES	( 556.55)	.00	.00	.00	.0
10-67-5320 DUES, LICENSE, PERMITS	.00	68.00	100.00	32.00	68.0
10-67-5413 TELEPHONE	64.82	662.77	850.00	187.23	78.0
10-67-5415 UTILITIES	340.95	3,027.90	3,000.00	( 27.90)	100.9
10-67-5504 REPAIRS - MAINTENANCE	.00	1,545.93	1,000.00	( 545.93)	154.6
10-67-5606 EQUIPMENT LEASE	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL MUSEUM</b>	<b>1,040.62</b>	<b>8,193.91</b>	<b>11,700.00</b>	<b>3,506.09</b>	<b>70.0</b>
<u>CEMETERY</u>					
10-68-5320 DUES, LICENSE, PERMITS	.00	.00	100.00	100.00	.0
10-68-5510 LANDSCAPE MAINTENANCE	200.00	1,000.00	1,200.00	200.00	83.3
<b>TOTAL CEMETERY</b>	<b>200.00</b>	<b>1,000.00</b>	<b>1,300.00</b>	<b>300.00</b>	<b>76.9</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PAYROLL ADMIN</u>					
10-70-5000 SALARY - WAGES	15,245.20	145,946.50	209,000.00	63,053.50	69.8
10-70-5002 ADMIN ALLOCATED PAYROLL	( 13,420.00)	( 134,200.00)	( 184,991.00)	( 50,791.00)	( 72.5)
10-70-5020 PAYROLL TAX	1,191.83	11,026.08	11,500.00	473.92	95.9
10-70-5040 BENEFITS	5,219.81	60,241.90	33,313.00	( 26,928.90)	180.8
10-70-5060 PERS	724.13	6,174.18	7,314.00	1,139.82	84.4
10-70-5090 WORKERS COMP	6.16	842.23	400.00	( 442.23)	210.6
TOTAL PAYROLL ADMIN	8,967.13	90,030.89	76,536.00	( 13,494.89)	117.6
<u>PAYROLL PUBLIC WORKS</u>					
10-71-5000 SALARY - WAGES	12,084.19	114,893.51	125,000.00	10,106.49	91.9
10-71-5001 PW ALLOCATED PAYROLL	( 17,504.00)	( 175,038.00)	( 214,541.00)	( 39,503.00)	( 81.6)
10-71-5020 PAYROLL TAX	692.74	7,057.85	16,321.00	9,263.15	43.2
10-71-5040 BENEFITS	3,835.72	39,754.42	53,058.00	13,303.58	74.9
10-71-5060 PERS	717.53	8,561.20	12,970.00	4,408.80	66.0
10-71-5090 WORKERS COMP	6.07	308.59	7,191.00	6,882.41	4.3
TOTAL PAYROLL PUBLIC WORKS	( 167.75)	( 4,462.43)	( 1.00)	4,461.43	(44624
<u>PUBLIC WORKS OPERATIONS</u>					
10-72-5120 GAS - OIL	567.53	3,015.19	3,000.00	( 15.19)	100.5
10-72-5137 SUPPLIES	619.62	5,273.76	15,000.00	9,726.24	35.2
10-72-5140 UNIFORMS - TOWELS	.00	278.36	2,200.00	1,921.64	12.7
10-72-5200 CONTRACT SERVICES	.00	33.75	8,000.00	7,966.25	.4
10-72-5203 LEGAL SERVICES	.00	.00	2,500.00	2,500.00	.0
10-72-5207 INSURANCE	.00	11,000.00	11,000.00	.00	100.0
10-72-5233 TECHNOLOGY SERVICES	.00	.00	1,000.00	1,000.00	.0
10-72-5320 DUES, LICENSE, PERMITS	.00	601.00	200.00	( 401.00)	300.5
10-72-5342 CONFERENCE/SEMINAR/TRAINING	.00	.00	1,500.00	1,500.00	.0
10-72-5415 UTILITIES	786.30	7,621.65	12,000.00	4,378.35	63.5
10-72-5504 REPAIRS - MAINTENANCE	.00	4,302.39	1,800.00	( 2,502.39)	239.0
10-72-5507 EQUIPMENT MAINTENANCE	1,810.86	2,286.43	2,500.00	213.57	91.5
10-72-5600 EQUIPMENT	( 1,766.89)	.00	.00	.00	.0
10-72-9615 FUND/DEPT ALLOCATIONS	( 4,182.00)	( 41,817.00)	( 60,700.00)	( 18,883.00)	( 68.9)
TOTAL PUBLIC WORKS OPERATIONS	( 2,164.58)	( 7,404.47)	.00	7,404.47	.0
<u>CONTINGENCY</u>					
10-99-9900 CONTINGENCY	.00	.00	112,438.00	112,438.00	.0
TOTAL CONTINGENCY	.00	.00	112,438.00	112,438.00	.0

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL FUND EXPENDITURES	48,673.53	618,075.98	860,954.00	242,878.02	71.8
NET REVENUE OVER EXPENDITURES	( 10,256.47)	257,070.08	1.00	( 257,069.08)	25707



CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	9,824.79	96,428.63	110,000.00	13,571.37	87.7
TOTAL DEPARTMENT 10	9,824.79	96,428.63	234,574.00	138,145.37	41.1
TOTAL FUND REVENUE	9,824.79	96,428.63	234,574.00	138,145.37	41.1

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

STREET FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
20-11-5001 PW ALLOCATED PAYROLL	1,682.00	16,817.00	18,353.00	1,536.00	91.6
20-11-5002 ADMIN ALLOCATED PAYROLL	1,289.00	12,891.00	15,826.00	2,935.00	81.5
20-11-5090 WORKERS COMP	.00	382.50	2,000.00	1,617.50	19.1
20-11-5120 GAS - OIL	217.81	843.96	1,500.00	656.04	56.3
20-11-5137 SUPPLIES	431.71	764.15	200.00	( 564.15)	382.1
20-11-5140 UNIFORMS - TOWELS	16.55	168.86	600.00	431.14	28.1
20-11-5204 ENGINEERING SERVICES	1,120.00	1,192.50	10,000.00	8,807.50	11.9
20-11-5413 TELEPHONE	31.46	348.89	500.00	151.11	69.8
20-11-5504 REPAIRS - MAINTENANCE	530.00	1,569.72	3,000.00	1,430.28	52.3
20-11-5521 SIDEWALK MAINTENANCE	275.00	625.00	10,000.00	9,375.00	6.3
20-11-5522 STREET MAINTENANCE	2,604.74	44,412.16	40,000.00	( 4,412.16)	111.0
20-11-5523 TRAFFIC CONTROL	.00	495.49	2,000.00	1,504.51	24.8
20-11-5600 EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
<b>TOTAL EXPENDITURE</b>	<b>8,198.27</b>	<b>80,511.23</b>	<b>105,479.00</b>	<b>24,967.77</b>	<b>76.3</b>
 <u>TRANSFER</u>					
20-90-9610 OVERHEAD ALLOCATION	1,209.00	12,093.00	13,028.00	935.00	92.8
20-90-9615 PW EXPENSE ALLOCATION	402.00	4,018.00	5,193.00	1,175.00	77.4
<b>TOTAL TRANSFER</b>	<b>1,611.00</b>	<b>16,111.00</b>	<b>18,221.00</b>	<b>2,110.00</b>	<b>88.4</b>
 <u>CONTINGENCY</u>					
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>9,809.27</b>	<b>96,622.23</b>	<b>234,574.00</b>	<b>137,951.77</b>	<b>41.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>15.52</b>	<b>( 193.60)</b>	<b>.00</b>	<b>193.60</b>	<b>.0</b>

CITY OF WILLAMINA  
 BALANCE SHEET  
 APRIL 30, 2018

STREET SDC FUND

ASSETS

21-00-1009	CASH ALLOCATED	138,000.00	
	TOTAL ASSETS		138,000.00

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	27,000.00	
	BALANCE - CURRENT DATE	138,000.00	
	TOTAL FUND EQUITY		138,000.00
	TOTAL LIABILITIES AND EQUITY		138,000.00

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	.00	27,000.00	30,000.00	3,000.00	90.0
TOTAL DEPARTMENT 10	.00	27,000.00	141,848.00	114,848.00	19.0
TOTAL FUND REVENUE	.00	27,000.00	141,848.00	114,848.00	19.0

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	.00	27,000.00	.00	( 27,000.00)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2018

WATER FUND

ASSETS

30-00-1009	CASH ALLOCATED	254,294.76	
30-00-1251	UTILITY RECEIVABLE	55,406.02	
30-00-1300	INVENTORY	14,602.00	
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	( 1,669,250.00)	
	TOTAL ASSETS		<u><u>1,119,164.78</u></u>

LIABILITIES AND EQUITY

LIABILITIES

30-00-2000	ACCOUNTS PAYABLE	( 944.59)	
30-00-2100	ACCRUED PAYROLL	922.66	
30-00-2150	ACCRUED VACATION	3,129.63	
30-00-2300	WATER DEPOSITS	32,816.47	
30-00-2820	ACCRUED INTEREST	14,681.00	
30-00-2831	WATER FHA 91-02 SERIES 2001	765,506.24	
30-00-2940	DUE TO FUND 40	185,000.00	
	TOTAL LIABILITIES		1,001,111.41

FUND EQUITY

30-00-3000	FUND BALANCE	( 77,541.59)	
30-00-3100	FUND BALANCE CAPITAL LESS DEBT	29,356.00	
	REVENUE OVER EXPENDITURES - YTD	<u>166,238.96</u>	
	BALANCE - CURRENT DATE	<u>118,053.37</u>	
	TOTAL FUND EQUITY		<u><u>118,053.37</u></u>
	TOTAL LIABILITIES AND EQUITY		<u><u>1,119,164.78</u></u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	51,527.40	546,368.37	615,864.00	69,495.63	88.7
30-10-4332 NEW CONNECTION FEE	.00	6,675.19	4,000.00	( 2,675.19)	166.9
30-10-4337 DOUBLE CHECK VALVE	.00	1,862.00	500.00	( 1,362.00)	372.4
30-10-4350 RECOVERY BAD DEBT	1,116.43	2,032.55	500.00	( 1,532.55)	406.5
30-10-4581 PENALTY AND FEES	500.00	3,200.00	7,000.00	3,800.00	45.7
30-10-4582 NON-SUFFICIENT CHECK FEES	.00	125.00	200.00	75.00	62.5
<b>TOTAL DEPARTMENT 10</b>	<b>53,143.83</b>	<b>560,263.11</b>	<b>463,793.00</b>	<b>( 96,470.11)</b>	<b>120.8</b>
 <b>TRANSFER</b>					
30-90-9232 TRANSFER IN	.00	13,203.00	13,203.00	.00	100.0
30-90-9733 CLOSE DEBT LOAN FROM WW	.00	89,755.72	185,000.00	95,244.28	48.5
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>102,958.72</b>	<b>198,203.00</b>	<b>95,244.28</b>	<b>52.0</b>
 <b>TOTAL FUND REVENUE</b>	 <b>53,143.83</b>	 <b>663,221.83</b>	 <b>661,996.00</b>	 <b>( 1,225.83)</b>	 <b>100.2</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

		WATER FUND				
EXPENDITURE		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
30-11-5000	SALARY - WAGES	3,573.06	40,080.78	61,053.00	20,972.22	65.7
30-11-5001	PW ALLOCATED PAYROLL	8,175.00	81,751.00	102,754.00	21,003.00	79.6
30-11-5002	ADMIN ALLOCATED PAYROLL	6,268.00	62,679.00	88,601.00	25,922.00	70.7
30-11-5020	PAYROLL TAX	289.80	3,402.69	4,481.00	1,078.31	75.9
30-11-5040	BENEFITS	755.92	8,046.00	9,494.00	1,448.00	84.8
30-11-5060	PERS	513.26	6,217.88	4,613.00	( 1,604.88)	134.8
30-11-5090	WORKERS COMP	2.72	1,111.10	5,908.00	4,796.90	18.8
30-11-5105	BAD DEBT	( 4,033.23)	.00	.00	.00	.0
30-11-5108	CHEMICALS	1,897.84	11,211.87	20,000.00	8,788.13	56.1
30-11-5120	GAS - OIL	165.99	1,786.34	3,000.00	1,213.66	59.5
30-11-5123	MERCHANT FEES	4,309.99	6,162.16	2,200.00	( 3,962.16)	280.1
30-11-5126	POSTAGE	500.00	500.00	3,000.00	2,500.00	16.7
30-11-5137	SUPPLIES	19.06	2,524.76	2,400.00	( 124.76)	105.2
30-11-5140	UNIFORMS - TOWELS	92.60	1,208.87	2,000.00	791.13	60.4
30-11-5200	CONTRACT SERVICES	1,965.11	4,378.11	5,000.00	621.89	87.6
30-11-5204	ENGINEERING SERVICES	377.50	2,387.50	10,000.00	7,612.50	23.9
30-11-5230	PRINTING AND PUBLISHING	( 1,717.18)	.00	.00	.00	.0
30-11-5250	SYSTEM ANALYSIS	.00	3,085.00	6,000.00	2,915.00	51.4
30-11-5320	DUES, LICENSE, PERMITS	.00	610.20	1,000.00	389.80	61.0
30-11-5342	CONFERENCE/SEMINAR/TRAINING	.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	256.82	4,122.16	7,000.00	2,877.84	58.9
30-11-5415	UTILITIES	4,070.12	37,966.92	52,000.00	14,033.08	73.0
30-11-5504	REPAIRS - MAINTENANCE	.00	911.54	5,000.00	4,088.46	18.2
30-11-5530	SUPPLY SYSTEM MAINTENANCE	1,542.42	28,050.66	55,000.00	26,949.34	51.0
30-11-5531	DISTRIBUTION MAINTENANCE	.00	1,908.41	5,200.00	3,291.59	36.7
30-11-5535	NEW CONNECTION EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
30-11-5600	EQUIPMENT	.00	2,504.52	12,000.00	9,495.48	20.9
TOTAL EXPENDITURE		29,024.80	312,702.47	471,504.00	158,801.53	66.3
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30-80-6000	CAPITAL-VEHICLES	2,500.00	2,500.00	5,000.00	2,500.00	50.0
30-80-6001	CAPITAL OUTLAY-INTAKE REDESIGN	.00	34,932.40	60,000.00	25,067.60	58.2
30-80-6002	CAPITAL-GIS MAPPING OF SYSTEM	.00	.00	5,000.00	5,000.00	.0
TOTAL DEPARTMENT 80		2,500.00	37,432.40	70,000.00	32,567.60	53.5
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30-82-8030	WATER PRINCIPAL	.00	18,377.00	18,376.00	( 1.00)	100.0
30-82-8035	WATER INTEREST	.00	34,436.00	34,436.00	.00	100.0
TOTAL DEPARTMENT 82		.00	52,813.00	52,812.00	( 1.00)	100.0

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
30-90-9001	.00	.00	54,557.00	54,557.00	.0
30-90-9110	.00	15,697.00	18,476.00	2,779.00	85.0
30-90-9610	5,881.00	58,808.00	72,940.00	14,132.00	80.6
30-90-9615	1,953.00	19,530.00	29,072.00	9,542.00	67.2
TOTAL TRANSFER	7,834.00	94,035.00	175,045.00	81,010.00	53.7
<u>CONTINGENCY</u>					
30-99-9900	.00	.00	( 107,365.00)	( 107,365.00)	.0
TOTAL CONTINGENCY	.00	.00	( 107,365.00)	( 107,365.00)	.0
TOTAL FUND EXPENDITURES	39,358.80	496,982.87	661,996.00	165,013.13	75.1
NET REVENUE OVER EXPENDITURES	13,785.03	166,238.96	.00	( 166,238.96)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2018

WATER SDC FUND

ASSETS

31-00-1009	CASH ALLOCATED	61,121.76	
	TOTAL ASSETS		61,121.76

LIABILITIES AND EQUITY

FUND EQUITY

31-00-3050	FUND BALANCE, RESTRICTED	57,554.72	
	REVENUE OVER EXPENDITURES - YTD	3,567.04	
	BALANCE - CURRENT DATE	61,121.76	
	TOTAL FUND EQUITY		61,121.76
	TOTAL LIABILITIES AND EQUITY		61,121.76

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	.00	20,328.00	15,000.00	( 5,328.00)	135.5
<b>TOTAL DEPARTMENT 10</b>	<b>.00</b>	<b>20,328.00</b>	<b>66,338.00</b>	<b>46,010.00</b>	<b>30.6</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>20,328.00</b>	<b>66,338.00</b>	<b>46,010.00</b>	<b>30.6</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

WATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
31-80-6000 CAPITAL OUTLAY	.00	3,557.96	10,000.00	6,442.04	35.6
TOTAL DEPARTMENT 80	.00	3,557.96	10,000.00	6,442.04	35.6
<u>TRANSFER</u>					
31-90-9750 DEBT SERVICE TRANSFER TO 50	.00	13,203.00	13,203.00	.00	100.0
TOTAL TRANSFER	.00	13,203.00	13,203.00	.00	100.0
<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	16,760.96	66,338.00	49,577.04	25.3
NET REVENUE OVER EXPENDITURES	.00	3,567.04	.00	( 3,567.04)	.0

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2018

WASTEWATER FUND

ASSETS

40-00-1009	CASH ALLOCATED	368,988.50	
40-00-1251	UTILITY RECEIVABLE	51,658.94	
40-00-1300	INVENTORY	14,602.00	
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	( 2,272,840.00)	
40-00-1930	DUE FROM FUND 30	185,000.00	
	TOTAL ASSETS		3,013,393.44

LIABILITIES AND EQUITY

LIABILITIES

40-00-2000	ACCOUNTS PAYABLE	13,331.93	
40-00-2100	ACCRUED PAYROLL	877.74	
40-00-2150	ACCRUED VACATION	1,960.81	
40-00-2400	SEWER DEPOSITS	39,630.87	
40-00-2820	ACCRUED INTEREST	36,352.70	
40-00-2840	WASTEWATER TREATMENT G0300	1,096,584.00	
40-00-2841	WASTEWATER TREATMENT G9900	296,381.00	
	TOTAL LIABILITIES		1,485,119.05

FUND EQUITY

40-00-3000	FUND BALANCE	162,247.33	
40-00-3100	FUND BALANCE CAPITAL LESS DEBT	1,005,894.60	
	REVENUE OVER EXPENDITURES - YTD	360,132.46	
	BALANCE - CURRENT DATE	1,528,274.39	
	TOTAL FUND EQUITY		1,528,274.39
	TOTAL LIABILITIES AND EQUITY		3,013,393.44

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	50,573.07	515,290.31	560,000.00	44,709.69	92.0
40-10-4342 NEW CONNECTION FEE	.00	1,740.00	1,000.00	( 740.00)	174.0
40-10-4350 RECOVERY BAD DEBT	1,438.68	2,703.77	1,500.00	( 1,203.77)	180.3
<b>TOTAL DEPARTMENT 10</b>	<b>52,011.75</b>	<b>519,734.08</b>	<b>705,321.00</b>	<b>185,586.92</b>	<b>73.7</b>
 <u>TRANSFER</u>					
40-90-9242 TRANSFER IN	.00	24,323.00	24,323.00	.00	100.0
40-90-9243 CLOSE DEBT CASH	.00	368,081.65	368,083.00	1.35	100.0
<b>TOTAL TRANSFER</b>	<b>.00</b>	<b>392,404.65</b>	<b>392,406.00</b>	<b>1.35</b>	<b>100.0</b>
 <b>TOTAL FUND REVENUE</b>	 <b>52,011.75</b>	 <b>912,138.73</b>	 <b>1,097,727.00</b>	 <b>185,588.27</b>	 <b>83.1</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

WASTEWATER FUND

EXPENDITURE	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
40-11-5000 SALARY - WAGES	2,487.03	27,801.61	54,733.00	26,931.39	50.8
40-11-5001 PW ALLOCATED PAYROLL	7,647.00	76,470.00	92,361.00	15,891.00	82.8
40-11-5002 ADMIN ALLOCATED PAYROLL	5,863.00	58,630.00	80,564.00	21,934.00	72.8
40-11-5020 PAYROLL TAX	397.08	3,002.30	4,662.00	1,659.70	64.4
40-11-5040 BENEFITS	1,958.36	16,154.62	19,877.00	3,722.38	81.3
40-11-5060 PERS	167.93	3,724.31	3,284.00	( 440.31)	113.4
40-11-5090 WORKERS COMP	3.92	820.87	1,981.00	1,160.13	41.4
40-11-5105 BAD DEBT	( 3,678.65)	.00	.00	.00	.0
40-11-5108 CHEMICALS	289.80	7,174.20	15,000.00	7,825.80	47.8
40-11-5120 GAS - OIL	40.68	579.46	2,000.00	1,420.54	29.0
40-11-5123 MERCHANT FEES	4,093.79	6,746.10	3,000.00	( 3,746.10)	224.9
40-11-5126 POSTAGE	.00	.00	500.00	500.00	.0
40-11-5137 SUPPLIES	15.27	1,669.86	2,000.00	330.14	83.5
40-11-5140 UNIFORMS - TOWELS	165.35	1,885.55	3,800.00	1,914.45	49.6
40-11-5200 CONTRACT SERVICES	2,788.66	4,392.66	1,500.00	( 2,892.66)	292.8
40-11-5204 ENGINEERING SERVICES	662.50	1,451.25	1,500.00	48.75	96.8
40-11-5230 PRINTING AND PUBLISHING	( 2,449.46)	.00	.00	.00	.0
40-11-5250 SYSTEM ANALYSIS	.00	4,970.00	7,000.00	2,030.00	71.0
40-11-5320 DUES, LICENSE, PERMITS	97.50	2,879.50	3,500.00	620.50	82.3
40-11-5344 TRAVEL	.00	.00	100.00	100.00	.0
40-11-5413 TELEPHONE	299.79	3,425.30	5,000.00	1,574.70	68.5
40-11-5415 UTILITIES	2,761.53	28,744.20	38,000.00	9,255.80	75.6
40-11-5504 REPAIRS - MAINTENANCE	.00	4,572.19	2,500.00	( 2,072.19)	182.9
40-11-5540 TREATMENT SYSTEM MAINTENANCE	9,446.61	19,983.62	14,000.00	( 5,983.62)	142.7
40-11-5600 EQUIPMENT	.00	5,475.00	6,500.00	1,025.00	84.2
<b>TOTAL EXPENDITURE</b>	<b>33,057.69</b>	<b>280,552.60</b>	<b>363,362.00</b>	<b>82,809.40</b>	<b>77.2</b>
<hr/>					
40-80-6000 CAPITAL OUTLAY	( 2,500.00)	10,000.00	10,000.00	.00	100.0
<b>TOTAL DEPARTMENT 80</b>	<b>( 2,500.00)</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>.00</b>	<b>100.0</b>
<hr/>					
40-82-8040 SEWER PRINCIPAL	.00	108,359.00	108,359.00	.00	100.0
40-82-8045 SEWER INTEREST	.00	65,378.67	65,379.00	.33	100.0
<b>TOTAL DEPARTMENT 82</b>	<b>.00</b>	<b>173,737.67</b>	<b>173,738.00</b>	<b>.33</b>	<b>100.0</b>
<hr/>					
<b>TRANSFER</b>					
40-90-9110 IN LIEU OF FRANCHISE FEE	.00	14,438.00	16,800.00	2,362.00	85.9
40-90-9610 OVERHEAD ALLOCATION	5,501.00	55,009.00	66,324.00	11,315.00	82.9
40-90-9611 CLOSE DEBT LOAN TO WATER	.00	.00	185,000.00	185,000.00	.0
40-90-9615 PW EXPENSE ALLOCATION	1,827.00	18,269.00	26,132.00	7,863.00	69.9
<b>TOTAL TRANSFER</b>	<b>7,328.00</b>	<b>87,716.00</b>	<b>294,256.00</b>	<b>206,540.00</b>	<b>29.8</b>

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	37,885.69	552,006.27	1,097,728.00	545,721.73	50.3
NET REVENUE OVER EXPENDITURES	14,126.06	360,132.46	( 1.00)	( 360,133.46)	36013

CITY OF WILLAMINA  
BALANCE SHEET  
APRIL 30, 2018

WASTEWATER SDC FUND

ASSETS

41-00-1009	CASH ALLOCATED	18,723.58	
	TOTAL ASSETS		18,723.58

LIABILITIES AND EQUITY

FUND EQUITY

41-00-3050	FUND BALANCE, RESTRICTED	9,546.58	
	REVENUE OVER EXPENDITURES - YTD	9,177.00	
	BALANCE - CURRENT DATE	18,723.58	
	TOTAL FUND EQUITY		18,723.58
	TOTAL LIABILITIES AND EQUITY		18,723.58

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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	.00	33,500.00	20,000.00	( 13,500.00)	167.5
TOTAL DEPARTMENT 10	.00	33,500.00	31,346.00	( 2,154.00)	106.9
TOTAL FUND REVENUE	.00	33,500.00	31,346.00	( 2,154.00)	106.9

CITY OF WILLAMINA  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

WASTEWATER SDC FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
41-90-9750 DEBT SERVICE TRANSFER TO 50	.00	24,323.00	24,323.00	.00	100.0
TOTAL TRANSFER	.00	24,323.00	24,323.00	.00	100.0
<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	24,323.00	31,346.00	7,023.00	77.6
NET REVENUE OVER EXPENDITURES	.00	9,177.00	.00	( 9,177.00)	.0

CITY OF WILLAMINA  
 BALANCE SHEET  
 APRIL 30, 2018

DEBT FUND

LIABILITIES AND EQUITY

FUND EQUITY

50-00-3050	FUND BALANCE, RESTRICTED		457,837.37	
	REVENUE OVER EXPENDITURES - YTD	(	<u>457,837.37)</u>	
	BALANCE - CURRENT DATE		<u>.00</u>	
	TOTAL FUND EQUITY			<u>.00</u>
	TOTAL LIABILITIES AND EQUITY			<u><u>.00</u></u>

CITY OF WILLAMINA  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING APRIL 30, 2018

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 10 MONTHS ENDING APRIL 30, 2018

DEBT FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFER</u>					
50-90-9992 CLOSE DEBT CASH TO WW	.00	457,837.37	313,526.00	( 144,311.37)	146.0
TOTAL TRANSFER	.00	457,837.37	313,526.00	( 144,311.37)	146.0
TOTAL FUND EXPENDITURES	.00	457,837.37	313,526.00	( 144,311.37)	146.0
NET REVENUE OVER EXPENDITURES	.00	( 457,837.37)	.00	457,837.37	.0

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>9370</b>										
04/18	04/03/2018	9370	5200	AARON PROPERTIES	040318	1	30-00-2300	.00	59.37	59.37
04/18	04/03/2018	9370	5200	AARON PROPERTIES	040318	2	40-00-2400	.00	82.21	82.21
								.00		141.58
Total 9370:										
<b>9371</b>										
04/18	04/03/2018	9371	310	AMAZON	031018	1	10-12-5137	.00	1,387.96	1,387.96
04/18	04/03/2018	9371	310	AMAZON	031018	2	10-65-5102	.00	60.13	60.13
04/18	04/03/2018	9371	310	AMAZON	031018	3	10-65-5101	.00	61.87	61.87
								.00		1,509.96
Total 9371:										
<b>9372</b>										
04/18	04/03/2018	9372	4890	APRIL WOODEN	040118	1	10-13-5310	.00	50.00	50.00
								.00		50.00
Total 9372:										
<b>9373</b>										
04/18	04/03/2018	9373	430	ARAMARK UNIFORM SERVICES	863369962	1	10-66-5140	.00	11.25	11.25
04/18	04/03/2018	9373	430	ARAMARK UNIFORM SERVICES	863369962	2	20-11-5140	.00	3.31	3.31
04/18	04/03/2018	9373	430	ARAMARK UNIFORM SERVICES	863369962	3	30-11-5140	.00	18.52	18.52
04/18	04/03/2018	9373	430	ARAMARK UNIFORM SERVICES	863369962	4	40-11-5140	.00	33.07	33.07
04/18	04/03/2018	9373	430	ARAMARK UNIFORM SERVICES	863380377	1	10-66-5140	.00	11.25	11.25
04/18	04/03/2018	9373	430	ARAMARK UNIFORM SERVICES	863380377	2	20-11-5140	.00	3.31	3.31
04/18	04/03/2018	9373	430	ARAMARK UNIFORM SERVICES	863380377	3	30-11-5140	.00	18.52	18.52
04/18	04/03/2018	9373	430	ARAMARK UNIFORM SERVICES	863380377	4	40-11-5140	.00	33.07	33.07
								.00		132.30
Total 9373:										
<b>9374</b>										
04/18	04/03/2018	9374	700	BAKER AND TAYLOR BOOKS	4012158524	1	10-65-5100	.00	23.98	23.98
04/18	04/03/2018	9374	700	BAKER AND TAYLOR BOOKS	4012158524	2	10-65-5106	.00	17.39	17.39
04/18	04/03/2018	9374	700	BAKER AND TAYLOR BOOKS	4012167547	1	10-65-5100	.00	29.17	29.17
04/18	04/03/2018	9374	700	BAKER AND TAYLOR BOOKS	4012167547	2	10-65-5106	.00	55.06	55.06

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9374:										
9375	04/18	04/03/2018	5678	Bob Burr	040118	1	10-13-5310	.00	50.00	50.00
Total 9375:										
9376	04/18	04/03/2018	1380	CARQUEST	4758-163190	1	10-72-5137	.00	99.90	99.90
04/18	04/03/2018	9376	1380	CARQUEST	4758-163564	1	10-72-5137	.00	8.68	8.68
04/18	04/03/2018	9376	1380	CARQUEST	4758-163639	1	10-72-5137	.00	5.16	5.16
04/18	04/03/2018	9376	1380	CARQUEST	4758-163641	1	10-72-5137	.00	11.14	11.14
Total 9376:										
9377	04/18	04/03/2018	1130	CITY OF WILLAMINA	031518 1182	1	30-11-5415	.00	94.15	94.15
04/18	04/03/2018	9377	1130	CITY OF WILLAMINA	031518 1792	1	10-67-5415	.00	125.83	125.83
04/18	04/03/2018	9377	1130	CITY OF WILLAMINA	031518 2235	1	10-65-5415	.00	128.06	128.06
04/18	04/03/2018	9377	1130	CITY OF WILLAMINA	031518 2236	1	10-12-5415	.00	98.66	98.66
04/18	04/03/2018	9377	1130	CITY OF WILLAMINA	031518 2238	1	10-12-5415	.00	93.96	93.96
Total 9377:										
9378	04/18	04/03/2018	1180	CLYDE DAWKINS AUTO RECYC	RV-108	1	10-72-5504	.00	300.00	300.00
Total 9378:										
9379	04/18	04/03/2018	5677	Craig Johnson	040118	1	10-13-5310	.00	50.00	50.00
Total 9379:										
9380	04/18	04/03/2018	1460	DAVISON AUTO PARTS, INC.	430145	1	10-72-5137	.00	34.49	34.49

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9380:										
9381	04/18	04/03/2018	9381	5729 Dennis Shell	032118	1	30-00-2300	.00	16.59	16.59
Total 9381:										
Total 9382:										
9382	04/18	04/03/2018	9382	1760 FERGUSON ENTERPRISES, IN	0632542	1	31-80-6000	.00	1,612.04	1,612.04
04/18	04/03/2018	9382	1760 FERGUSON ENTERPRISES, IN	627438	1	30-80-6001	.00	437.56	437.56	437.56
04/18	04/03/2018	9382	1760 FERGUSON ENTERPRISES, IN	632690	1	30-11-5530	.00	468.56	468.56	468.56
04/18	04/03/2018	9382	1760 FERGUSON ENTERPRISES, IN	634780	1	30-11-5530	.00	273.44	273.44	273.44
04/18	04/03/2018	9382	1760 FERGUSON ENTERPRISES, IN	CM098940	1	30-80-6001	.00	1,056.44	1,056.44	1,056.44
Total 9382:										
9383	04/18	04/03/2018	9383	5731 Galvotec	1803200	1	30-11-5531	.00	682.25	682.25
Total 9383:										
Total 9384:										
9384	04/18	04/03/2018	9384	4300 HEATHER STRITZKE	040118	1	10-13-5310	.00	50.00	50.00
Total 9384:										
Total 9385:										
9385	04/18	04/03/2018	9385	5340 HEIDI'S HELPING HANDS	1093	1	10-12-5209	.00	250.00	250.00
Total 9385:										
Total 9386:										
9386	04/18	04/03/2018	9386	2260 ILA SKYBERG	040118	1	10-13-5310	.00	100.00	100.00
Total 9386:										
9387	04/18	04/03/2018	9387	2670 LOCAL 737 - LABORERS INTL U	040118	1	10-00-2130	.00	228.24	228.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9387:										
9388	04/18	04/03/2018	9388	3060 NW NATURAL	1363282-3 0	1	10-65-5415	.00	93.55	93.55
	04/18	04/03/2018	9388	3060 NW NATURAL	1391658-0 0	1	10-67-5415	.00	168.40	168.40
Total 9388:										
9389	04/18	04/03/2018	9389	3590 PGE	032618	1	40-11-5415	.00	3,118.31	3,118.31
	04/18	04/03/2018	9389	3590 PGE	032618	2	10-67-5415	.00	97.73	97.73
	04/18	04/03/2018	9389	3590 PGE	032618	3	10-12-5415	.00	520.00	520.00
	04/18	04/03/2018	9389	3590 PGE	032618	4	30-11-5415	.00	4,385.97	4,385.97
	04/18	04/03/2018	9389	3590 PGE	032618	5	10-65-5415	.00	124.55	124.55
	04/18	04/03/2018	9389	3590 PGE	032618	6	10-66-5415	.00	66.03	66.03
	04/18	04/03/2018	9389	3590 PGE	032618	7	10-72-5415	.00	324.17	324.17
Total 9389:										
9390	04/18	04/03/2018	9390	610 RITA BALLER	040118	1	10-13-5310	.00	50.00	50.00
Total 9390:										
9391	04/18	04/03/2018	9391	5730 Rob Chastain	032918	1	40-11-5140	.00	121.98	121.98
Total 9391:										
9392	04/18	04/03/2018	9392	5694 Select Portfolio Servicing, Inc.	040218	1	30-00-2300	.00	38.82	38.82
	04/18	04/03/2018	9392	5694 Select Portfolio Servicing, Inc.	040218	2	40-00-2400	.00	61.62	61.62
Total 9392:										
9393	04/18	04/03/2018	9393	4230 SPRINT	569622313-1	1	10-18-5413	.00	46.21	46.21
	04/18	04/03/2018	9393	4230 SPRINT	569622313-1	2	10-12-5413	.00	14.10	14.10

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/18	04/03/2018	9393	4230	SPRINT	569622313-1	3	10-66-5413	.00	40.77	40.77
04/18	04/03/2018	9393	4230	SPRINT	569622313-1	4	20-11-5413	.00	3.38	3.38
04/18	04/03/2018	9393	4230	SPRINT	569622313-1	5	30-11-5413	.00	50.97	50.97
04/18	04/03/2018	9393	4230	SPRINT	569622313-1	6	40-11-5413	.00	50.05	50.05
Total 9393:										205.48
<b>9394</b>										
04/18	04/03/2018	9394	4250	SUMMIT SUPPLY CORPORATIO	80741	1	10-72-5137	.00	108.00	108.00
Total 9394:										108.00
<b>9395</b>										
04/18	04/03/2018	9395	5516	The Bulletin Board	2398	1	10-12-5230	.00	15.00	15.00
Total 9395:										15.00
<b>9396</b>										
04/18	04/03/2018	9396	4540	THERESA MCKNIGHT	040118	1	10-13-5310	.00	50.00	50.00
Total 9396:										50.00
<b>9397</b>										
04/18	04/03/2018	9397	5732	Tobi Pratt	040218	1	30-00-2300	.00	66.82	66.82
Total 9397:										66.82
<b>9398</b>										
04/18	04/03/2018	9398	4700	US BANK	031618	1	10-72-5320	.00	251.00	251.00
Total 9398:										251.00
<b>9399</b>										
04/18	04/03/2018	9399	4070	WILLAMINA SELECT MARKET	033118	1	10-12-5137	.00	47.07	47.07
Total 9399:										47.07
<b>9400</b>										
04/18	04/03/2018	9400	5551	Wright Business Graphics	4203321	1	30-11-5230	.00	202.74	202.74

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/18	04/03/2018	9400	5551	Wright Business Graphics	4203321	2	40-11-5230	.00	304.10	304.10
Total 9400:										
<b>9401</b>										
04/18	04/03/2018	9401	5150	YAMHILL COUNTY SHERIFFS O	040118	1	10-18-5217	.00	16,376.23	16,376.23
Total 9401:										
<b>9402</b>										
04/18	04/10/2018	9402	110	A&E SAFE AND ALARM CO.	159233	1	10-12-5200	.00	59.85	59.85
04/18	04/10/2018	9402	110	A&E SAFE AND ALARM CO.	159233	2	10-65-5200	.00	59.85	59.85
04/18	04/10/2018	9402	110	A&E SAFE AND ALARM CO.	159237	1	10-67-5200	.00	59.85	59.85
Total 9402:										
<b>9403</b>										
04/18	04/10/2018	9403	430	ARAMARK UNIFORM SERVICES	863390769	1	10-66-5140	.00	11.25	11.25
04/18	04/10/2018	9403	430	ARAMARK UNIFORM SERVICES	863390769	2	20-11-5140	.00	3.31	3.31
04/18	04/10/2018	9403	430	ARAMARK UNIFORM SERVICES	863390769	3	30-11-5140	.00	18.52	18.52
04/18	04/10/2018	9403	430	ARAMARK UNIFORM SERVICES	863390769	4	40-11-5140	.00	33.07	33.07
Total 9403:										
<b>9404</b>										
04/18	04/10/2018	9404	700	BAKER AND TAYLOR BOOKS	4012179688	1	10-65-5100	.00	13.19	13.19
04/18	04/10/2018	9404	700	BAKER AND TAYLOR BOOKS	4012179688	2	10-65-5106	.00	69.54	69.54
04/18	04/10/2018	9404	700	BAKER AND TAYLOR BOOKS	4012182334	1	10-65-5100	.00	170.42	170.42
Total 9404:										
<b>9405</b>										
04/18	04/10/2018	9405	870	BRETTHAUER OIL CO.	CL89956	1	10-72-5120	.00	27.50	27.50
04/18	04/10/2018	9405	870	BRETTHAUER OIL CO.	CL89956	2	30-11-5120	.00	115.79	115.79
Total 9405:										
<b>9406</b>										
04/18	04/10/2018	9406	1380	CARQUEST	4758-164070	1	20-11-5137	.00	285.40	285.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9406:										
								.00		285.40
<b>9407</b>										
04/18	04/10/2018	9407	940	CASELLE, INC.	87303	1	10-12-5235	.00	1,200.00	1,200.00
Total 9407:										
								.00		1,200.00
<b>9408</b>										
04/18	04/10/2018	9408	1135	CITY OF YAMHILL	312	1	10-14-5211	.00	250.00	250.00
Total 9408:										
								.00		250.00
<b>9409</b>										
04/18	04/10/2018	9409	5726	Claud Davis	040518	1	30-00-2300	.00	46.38	46.38
04/18	04/10/2018	9409	5726	Claud Davis	040518	2	40-00-2400	.00	64.30	64.30
Total 9409:										
								.00		110.68
<b>9410</b>										
04/18	04/10/2018	9410	1580	DK QUARRIES INC	100358	1	10-72-5137	.00	485.32	485.32
Total 9410:										
								.00		485.32
<b>9411</b>										
04/18	04/10/2018	9411	1760	FERGUSON ENTERPRISES, IN	0632542-1	1	30-11-5530	.00	33.00	33.00
Total 9411:										
								.00		33.00
<b>9412</b>										
04/18	04/10/2018	9412	2160	HONEY BUCKET	550605567	1	10-66-5200	.00	106.00	106.00
04/18	04/10/2018	9412	2160	HONEY BUCKET	550605568	1	10-66-5200	.00	106.00	106.00
04/18	04/10/2018	9412	2160	HONEY BUCKET	550605569	1	10-66-5200	.00	106.00	106.00
Total 9412:										
								.00		318.00
<b>9413</b>										
04/18	04/10/2018	9413	2520	KATHY TAYLOR CONSULTING	03312018	1	10-12-5200	.00	1,628.40	1,628.40

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9413:										
								.00		1,628.40
<b>9414</b>	04/18	04/10/2018	9414	5529 McMinville Gas Inc.	610127	1	10-72-5415	.00	456.15	456.15
Total 9414:										
								.00		456.15
<b>9415</b>	04/18	04/10/2018	9415	3300 ONE CALL CONCEPTS, INC.	8030517	1	30-11-5200	.00	66.95	66.95
Total 9415:										
								.00		66.95
<b>9416</b>	04/18	04/10/2018	9416	3160 OREGON DEPARTMENT OF RE	040418	1	10-14-5306	.00	56.00	56.00
Total 9416:										
								.00		56.00
<b>9417</b>	04/18	04/10/2018	9417	3170 OREGON EMPLOYMENT DEPA	040218	1	10-70-5020	.00	54.97	54.97
Total 9417:										
								.00		54.97
<b>9418</b>	04/18	04/10/2018	9418	3820 RECOLOGY WESTERN OREGO	8836173	1	10-66-5415	.00	26.73	26.73
04/18	04/10/2018	9418	3820 RECOLOGY WESTERN OREGO	8836181	1	10-12-5415	10-12-5415	.00	35.11	35.11
04/18	04/10/2018	9418	3820 RECOLOGY WESTERN OREGO	8836488	1	30-11-5415	30-11-5415	.00	2.70	2.70
04/18	04/10/2018	9418	3820 RECOLOGY WESTERN OREGO	8836496	1	10-65-5415	10-65-5415	.00	18.72	18.72
04/18	04/10/2018	9418	3820 RECOLOGY WESTERN OREGO	8836504	1	10-72-5415	10-72-5415	.00	149.60	149.60
Total 9418:										
								.00		232.86
<b>9419</b>	04/18	04/10/2018	9419	4110 SHELDON OIL COMPANY	29414	1	40-11-5120	.00	39.67	39.67
04/18	04/10/2018	9419	4110 SHELDON OIL COMPANY	29414	2	10-66-5120	10-66-5120	.00	91.86	91.86
04/18	04/10/2018	9419	4110 SHELDON OIL COMPANY	29414	3	10-72-5120	10-72-5120	.00	213.60	213.60
04/18	04/10/2018	9419	4110 SHELDON OIL COMPANY	29414	4	10-18-5120	10-18-5120	.00	79.24	79.24
04/18	04/10/2018	9419	4110 SHELDON OIL COMPANY	29414	5	20-11-5120	20-11-5120	.00	117.93	117.93
04/18	04/10/2018	9419	4110 SHELDON OIL COMPANY	29414	6	30-11-5120	30-11-5120	.00	35.75	35.75

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9419:										
								.00		578.05
<b>9420</b>										
04/18	04/10/2018	9420	4160 SKYBERG'S		033118	1	10-12-5137	.00	37.55	37.55
04/18	04/10/2018	9420	4160 SKYBERG'S		033118	2	10-65-5137	.00	6.36	6.36
04/18	04/10/2018	9420	4160 SKYBERG'S		033118	3	10-66-5137	.00	172.43	172.43
04/18	04/10/2018	9420	4160 SKYBERG'S		033118	4	10-67-5504	.00	59.96	59.96
04/18	04/10/2018	9420	4160 SKYBERG'S		033118	5	10-72-5137	.00	211.76	211.76
04/18	04/10/2018	9420	4160 SKYBERG'S		033118	6	20-11-5137	.00	6.87	6.87
04/18	04/10/2018	9420	4160 SKYBERG'S		033118	7	30-11-5137	.00	158.71	158.71
04/18	04/10/2018	9420	4160 SKYBERG'S		033118	8	40-11-5137	.00	7.29	7.29
Total 9420:										
								.00		660.93
<b>9421</b>										
04/18	04/10/2018	9421	4690 USABLUBOOK		528632	1	30-11-5530	.00	442.61	442.61
04/18	04/10/2018	9421	4690 USABLUBOOK		529030	1	40-11-5540	.00	437.00	437.00
Total 9421:										
								.00		879.61
<b>9422</b>										
04/18	04/10/2018	9422	4720 USPS		040618	1	30-11-5126	.00	500.00	500.00
Total 9422:										
								.00		500.00
<b>9423</b>										
04/18	04/10/2018	9423	4960 WATERLAB CORP.		74342	1	30-11-5250	.00	245.00	245.00
04/18	04/10/2018	9423	4960 WATERLAB CORP.		74342	2	40-11-5250	.00	690.00	690.00
Total 9423:										
								.00		935.00
<b>9424</b>										
04/18	04/10/2018	9424	5020 XEROX		92821477	1	10-12-5606	.00	165.97	165.97
Total 9424:										
								.00		165.97
<b>9425</b>										
04/18	04/10/2018	9425	5150 YAMHILL COUNTY SHERIFFS O		040418	1	10-14-5313	.00	16.00	16.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9425:										
9426	04/18	04/11/2018	5733	Jared Nunley	033118	1	40-11-5200	.00	500.00	500.00
Total 9426:										
9427	04/18	04/18/2018	110	A&E SAFE AND ALARM CO.	160026	1	10-65-5200	.00	150.94	150.94
Total 9427:										
9428	04/18	04/18/2018	430	ARAMARK UNIFORM SERVICES	863401115	1	10-66-5140	.00	11.25	11.25
04/18	04/18/2018	9428	430	ARAMARK UNIFORM SERVICES	863401115	2	20-11-5140	.00	3.31	3.31
04/18	04/18/2018	9428	430	ARAMARK UNIFORM SERVICES	863401115	3	30-11-5140	.00	18.52	18.52
04/18	04/18/2018	9428	430	ARAMARK UNIFORM SERVICES	863401115	4	40-11-5140	.00	33.07	33.07
Total 9428:										
9429	04/18	04/18/2018	1390	CASCADE COLUMBIA	719058	1	40-11-5108	.00	289.80	289.80
04/18	04/18/2018	9429	1390	CASCADE COLUMBIA	719059	1	30-11-5108	.00	295.00	295.00
Total 9429:										
9430	04/18	04/18/2018	1440	DAN KAUFFMAN EXCAVATING,I	96685	1	20-11-5522	.00	2,604.74	2,604.74
Total 9430:										
9431	04/18	04/18/2018	1760	FERGUSON ENTERPRISES, IN	632861	1	30-11-5530	.00	757.50	757.50
Total 9431:										
9432	04/18	04/18/2018	5735	GP Equity Holdings LLC	041218	1	30-00-2300	.00	29.14	29.14

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
04/18	04/18/2018	9432	5735	GP Equity Holdings LLC	041218	2	40-00-2400	.00	40.47	40.47
Total 9432:										
9433	04/18	04/18/2018	9433	2900	MID-WILLAMETTE VALLEY COU	1718311	10-17-5214	.00	1,749.86	1,749.86
Total 9433:										
9434	04/18	04/18/2018	9434	3590	PGE	040618	10-19-5400	.00	1,582.77	1,582.77
Total 9434:										
9435	04/18	04/18/2018	9435	5635	SOLUTIONS YES	INV141593	10-12-5137	.00	152.98	152.98
04/18	04/18/2018	9435	5635	SOLUTIONS YES	INV141593	2	10-65-5137	.00	24.46	24.46
Total 9435:										
9436	04/18	04/18/2018	9436	5647	US BANK EQUIPMENT FINANC	355163767	10-12-5606	.00	338.51	338.51
Total 9436:										
9437	04/18	04/18/2018	9437	5734	Valene C Sessions Trust	041118	30-00-2300	.00	40.59	40.59
04/18	04/18/2018	9437	5734	Valene C Sessions Trust	041118	2	40-00-2400	.00	56.28	56.28
Total 9437:										
9438	04/18	04/18/2018	9438	5551	Wright Business Graphics	4202663	30-11-5230	.00	204.13	204.13
04/18	04/18/2018	9438	5551	Wright Business Graphics	4202663	2	40-11-5230	.00	306.19	306.19
Total 9438:										
9439	04/18	04/18/2018	9439	5080	YAMHILL COUNTY COMMUNITY	041018	10-68-5510	.00	200.00	200.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9439:										
								.00		200.00
<b>9440</b>	04/18	04/24/2018	5736	AKME Concrete Construction	042018	1	20-11-5521	.00	275.00	275.00
Total 9440:										
								.00		275.00
<b>9441</b>	04/18	04/24/2018	320	AMERICAN EXTERMINATION P	129905	1	10-12-5200	.00	92.00	92.00
Total 9441:										
								.00		92.00
<b>9442</b>	04/18	04/24/2018	870	BRETTHAUER OIL CO.	CL90671	1	10-72-5120	.00	56.88	56.88
04/18	04/24/2018	9442	870	BRETTHAUER OIL CO.	CL90671	2	30-11-5120	.00	82.69	82.69
Total 9442:										
								.00		139.57
<b>9443</b>	04/18	04/24/2018	1380	CARQUEST	4758-164646	1	10-72-5137	.00	11.48	11.48
04/18	04/24/2018	9443	1380	CARQUEST	4758-16487	1	10-72-5137	.00	15.18	15.18
Total 9443:										
								.00		26.66
<b>9444</b>	04/18	04/24/2018	1020	CENTURYLINK	041118	1	10-12-5413	.00	352.04	352.04
04/18	04/24/2018	9444	1020	CENTURYLINK	041118	2	10-66-5413	.00	14.07	14.07
04/18	04/24/2018	9444	1020	CENTURYLINK	041118	3	10-65-5413	.00	91.87	91.87
04/18	04/24/2018	9444	1020	CENTURYLINK	041118	4	10-67-5413	.00	64.82	64.82
04/18	04/24/2018	9444	1020	CENTURYLINK	041118	5	20-11-5413	.00	28.13	28.13
04/18	04/24/2018	9444	1020	CENTURYLINK	041118	6	30-11-5413	.00	206.26	206.26
04/18	04/24/2018	9444	1020	CENTURYLINK	041118	7	40-11-5413	.00	249.77	249.77
Total 9444:										
								.00		1,006.96
<b>9445</b>	04/18	04/24/2018	5614	DAVID MOREY	041118	1	10-18-5137	.00	188.32	188.32

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
Total 9445:										
								.00		188.32
<b>9446</b>										
04/18	04/24/2018	9446	5706	HRA VEB A Trust	042018	1	10-70-5040	.00	450.00	450.00
04/18	04/24/2018	9446	5706	HRA VEB A Trust	042018	2	10-71-5040	.00	375.00	375.00
04/18	04/24/2018	9446	5706	HRA VEB A Trust	042018	3	10-65-5040	.00	150.00	150.00
04/18	04/24/2018	9446	5706	HRA VEB A Trust	042018	4	30-11-5040	.00	75.00	75.00
04/18	04/24/2018	9446	5706	HRA VEB A Trust	042018	5	40-11-5040	.00	300.00	300.00
Total 9446:										
								.00		1,350.00
<b>9447</b>										
04/18	04/24/2018	9447	5737	Jordan Art Gallery	042318	1	30-00-2300	.00	21.39	21.39
04/18	04/24/2018	9447	5737	Jordan Art Gallery	042318	2	40-00-2400	.00	29.76	29.76
Total 9447:										
								.00		51.15
<b>9448</b>										
04/18	04/24/2018	9448	2440	KELLER ASSOCIATES, INC.	1	1	30-11-5204	.00	217.50	217.50
04/18	04/24/2018	9448	2440	KELLER ASSOCIATES, INC.	27	1	30-11-5204	.00	160.00	160.00
Total 9448:										
								.00		377.50
<b>9449</b>										
04/18	04/24/2018	9449	3240	OLD REPUBLIC SURETY GROU	042318	1	10-12-5207	.00	313.00	313.00
Total 9449:										
								.00		313.00
<b>9450</b>										
04/18	04/24/2018	9450	3740	PRINT NW	19445	1	10-12-5230	.00	41.00	41.00
Total 9450:										
								.00		41.00
<b>9451</b>										
04/18	04/24/2018	9451	5637	SECRETARY OF STATE	042318	1	10-12-5320	.00	50.00	50.00
Total 9451:										
								.00		50.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount
9452	04/18	04/24/2018	9452	4230 SPRINT	569622313-1	1	10-18-5413	.00	46.14	46.14
	04/18	04/24/2018	9452	4230 SPRINT	569622313-1	2	10-12-5413	.00	13.87	13.87
	04/18	04/24/2018	9452	4230 SPRINT	569622313-1	3	10-66-5413	.00	40.64	40.64
	04/18	04/24/2018	9452	4230 SPRINT	569622313-1	4	20-11-5413	.00	3.33	3.33
	04/18	04/24/2018	9452	4230 SPRINT	569622313-1	5	30-11-5413	.00	50.56	50.56
	04/18	04/24/2018	9452	4230 SPRINT	569622313-1	6	40-11-5413	.00	50.02	50.02
Total 9452:								.00		204.56
9453	04/18	04/24/2018	9453	4700 US BANK	041618	1	10-12-5137	.00	283.03	283.03
	04/18	04/24/2018	9453	4700 US BANK	041618	2	10-12-5342	.00	40.00	40.00
	04/18	04/24/2018	9453	4700 US BANK	041618	3	40-11-5320	.00	97.50	97.50
	04/18	04/24/2018	9453	4700 US BANK	041618	4	10-18-5137	.00	377.26	377.26
Total 9453:								.00		797.79
9454	04/18	04/24/2018	9454	5130 YAMHILL COMMUNICATIONS A	FY18-11-WIL	1	10-18-5302	.00	1,874.58	1,874.58
Total 9454:								.00		1,874.58
Grand Totals:								.00		58,652.31

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
10-00-2000	.00	37,092.12	37,092.12-
10-00-2130	228.24	.00	228.24
10-12-5137	1,908.59	.00	1,908.59
10-12-5200	1,780.25	.00	1,780.25
10-12-5207	313.00	.00	313.00
10-12-5209	250.00	.00	250.00
10-12-5230	56.00	.00	56.00
10-12-5235	1,200.00	.00	1,200.00

GL Account	Debit	Credit	Proof
10-12-5320	50.00	.00	50.00
10-12-5342	40.00	.00	40.00
10-12-5413	380.01	.00	380.01
10-12-5415	747.73	.00	747.73
10-12-5606	504.48	.00	504.48
10-13-5310	400.00	.00	400.00
10-14-5211	250.00	.00	250.00
10-14-5306	56.00	.00	56.00
10-14-5313	16.00	.00	16.00
10-17-5214	1,749.86	.00	1,749.86
10-18-5120	79.24	.00	79.24
10-18-5137	565.58	.00	565.58
10-18-5217	16,376.23	.00	16,376.23
10-18-5302	1,874.58	.00	1,874.58
10-18-5413	92.35	.00	92.35
10-19-5400	1,582.77	.00	1,582.77
10-65-5040	150.00	.00	150.00
10-65-5100	236.76	.00	236.76
10-65-5101	61.87	.00	61.87
10-65-5102	60.13	.00	60.13
10-65-5106	141.99	.00	141.99
10-65-5137	30.82	.00	30.82
10-65-5200	210.79	.00	210.79
10-65-5413	91.87	.00	91.87
10-65-5415	364.88	.00	364.88
10-66-5120	91.86	.00	91.86
10-66-5137	172.43	.00	172.43
10-66-5140	45.00	.00	45.00
10-66-5200	318.00	.00	318.00
10-66-5413	95.48	.00	95.48
10-66-5415	92.76	.00	92.76
10-67-5200	59.85	.00	59.85
10-67-5413	64.82	.00	64.82
10-67-5415	391.96	.00	391.96
10-67-5504	59.96	.00	59.96
10-68-5510	200.00	.00	200.00
10-70-5020	54.97	.00	54.97
10-70-5040	450.00	.00	450.00
10-71-5040	375.00	.00	375.00
10-72-5120	297.98	.00	297.98

GL Account	Debit	Credit	Proof
10-72-5137	991.11	.00	991.11
10-72-5320	251.00	.00	251.00
10-72-5415	929.92	.00	929.92
10-72-5504	300.00	.00	300.00
20-00-2000	.00	3,338.02-	3,338.02-
20-11-5120	117.93	.00	117.93
20-11-5137	292.27	.00	292.27
20-11-5140	13.24	.00	13.24
20-11-5413	34.84	.00	34.84
20-11-5521	275.00	.00	275.00
20-11-5522	2,604.74	.00	2,604.74
30-00-2000	1,056.44	10,637.97-	9,581.53-
30-00-2900	319.10	.00	319.10
30-11-5040	75.00	.00	75.00
30-11-5108	295.00	.00	295.00
30-11-5120	234.23	.00	234.23
30-11-5126	500.00	.00	500.00
30-11-5137	158.71	.00	158.71
30-11-5140	74.08	.00	74.08
30-11-5200	66.95	.00	66.95
30-11-5204	377.50	.00	377.50
30-11-5230	406.87	.00	406.87
30-11-5250	245.00	.00	245.00
30-11-5413	307.79	.00	307.79
30-11-5415	4,482.82	.00	4,482.82
30-11-5530	1,975.11	.00	1,975.11
30-11-5531	682.25	.00	682.25
30-80-6001	437.56	1,056.44-	618.88-
31-00-2000	.00	1,612.04-	1,612.04-
31-80-6000	1,612.04	.00	1,612.04
40-00-2000	.00	7,028.60-	7,028.60-
40-00-2400	334.64	.00	334.64
40-11-5040	300.00	.00	300.00
40-11-5108	289.80	.00	289.80
40-11-5120	39.67	.00	39.67
40-11-5137	7.29	.00	7.29
40-11-5140	254.26	.00	254.26
40-11-5200	500.00	.00	500.00
40-11-5230	610.29	.00	610.29
40-11-5250	690.00	.00	690.00

GL Account	Debit	Credit	Proof
40-11-5320	97.50	.00	97.50
40-11-5413	349.84	.00	349.84
40-11-5415	3,118.31	.00	3,118.31
40-11-5540	437.00	.00	437.00
<b>Grand Totals:</b>	<b>60,765.19</b>	<b>60,765.19-</b>	<b>.00</b>

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

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

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

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

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

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

**City Of Willamina City Council Meeting**  
**Minutes of the Once A Month Meeting of the City Council**  
**May 8, 2018**  
**6:00 PM**

**Location of Meeting:**

West Valley Fire  
 825 NE Man St.  
 Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Council President Rita Baller

Councilor April Wooden

Councilor Bob Burr

Councilor Craig Johnson (arrived late)

City Manager Kenna West

Deputy City Recorder Debbie Bernard

Public Works Director Jeff Brown

Absent:

Councilor Heather Stritzke

Councilor Theresa McKnight

Guest: (not Limited To)

Polk County Sheriff Mark Garton

Recology Western Oregon Dave Dartmouth Rate Analyst

Mediators Of Yamhill County Marlena Bertram Executive Director

Yamhill County Transit Manager Cynthia Thompson

Homeward Bound Pets Ronnie Vostinak Executive Director

**Absent from Meeting:** Councilor Heather Stritzke

Councilor Theresa McKnight

The regular meeting of the City Council of City of Willamina City Council Meeting was called to order at 6:05 PM on May 8, 2018 at West Valley Fire by Mayor Ila Skyberg. The Flag Salute was recited. Deputy City Recorder Debbie Bernard took the roll call and a quorum was present.

### **I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved with additions of Resolution 17.18.010, Yamhill County's Sheriff's Report and email from Heather Stritzke.

### **II. Review of Previous Minutes**

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

### **III. Consideration of Open Issues**

1. Guest: Polk County Sheriff Mark Garton, Recology Western Oregon Dave Dartmouth  
Mayor Ila Skyberg  
Mayor Skyberg introduced Polk County Sheriff Mark Garton.

Sherriff Garton addressed the Council and said that it was his first appearance in front of the Willamina City Council. His presentation was to bring the Council up to date in regards to what was happening in Polk County. A part of the presentation included a handout which was titled "Year in Review 2017."

Sheriff Garton said that in 2014 and 2015 the Polk County Sheriff was down to 10 hours in patrol. Soon after a Levey passed which allowed them to add 12 patrol deputies and move to 24 hour coverage in 2016.

He stated that the Patrol is not required by statute; however, the statute does require the County to have a Jail and Civil. He shared that the County has a US Marshal Contract valued at \$300,000 to utilize the jail; he explained that the contract is a good use of their assets. He added an interesting fact that most inmates only stay 19 days in jail. Sheriff Garton went into other details that the Sheriff Office is separated into Corrections and Patrol. He explained that they have use of a mobile crisis team that is not related to the levy. He ended with statistics on overall crime being up 64% and said they have been very busy.

Next Mayor Skyberg introduced Recology Western Oregon Dave Dartmouth, Rate & Contract Analyst

Dave begin his presentation by stating his name and address of 350 SW Courtney Rd., McMinnville, Oregon. He started his presentation by stating that this year their request for a rate increase was different. In past years they based their request for a rate increase on the CPI. This year it was not based on the CPI but due to the changes in the recycling market.

Councilor Burr asked Dave about plastics recycling symbol. Dave responded and explained that the triangle symbol is to define the type of plastic. He said Recology Western Oregon accepts some but not all for recycling.

Councilor Burr asked about the recycling of Styrofoam. Dave explained that certain types are acceptable. However a large recycling machine is required to compress certain large pieces of Styrofoam; they do not have that machine. Councilor Burr also asked about shredded paper and if it was accepted for recycling. Dave responded that, this type of paper is too small to recycle. He recommended that we bag it up and put it in the garbage. He had the same recommendation for the packing peanuts.

2. Public Input  
Mayor Ila Skyberg  
Mayor Skyberg introduced the Your Community Mediators of Yamhill County Marlina Bertram Executive Director.

Marlena thanked the Council for their previous support. She shared that the mediators have 15 to 20 highly trained mediators. Marlena explained that she was present to ask for a \$4,816 contribution of support. She added that in the past the City of Willamina had offered \$1,000 of support and she would understand that type of continued support which would be appreciated.

Next to speak under public input was Yamhill County Transit, Cynthia Thompson Transit Manager. Cynthia addressed the Council to ask for support of \$3,054 as a contribution toward Yamhill County Transit. She said that the fleet is aging and the County Commissioners recently agreed to purchase 4 new buses. She added Route 22 is the main route that serves Willamina. Cynthia handed out a map of the transit system that reaches as far out as Forest Grove. Route 22 in 2016-2017 had a ridership of 3005 hours and 41,000 ridership at the cost of \$54,000.

Next was Homeward Bound Pets, Ronnie Vostinak Executive Director who addressed the Council and asked for \$300 dollars of support. The original program was to serve cats only but now their services are for cats, dogs, and even rabbits and rats.

Councilor Burr asked whether or not the Council should decide tonight. The City Manager responded that the request will be handled in the budget and the Budget Committee will review the request.

### 3. Correspondence

Mayor Ila Skyberg

Mayor Skyberg read a letter of resignation from Councilor Stritzke to Mayor, City Council and Staff. Councilor Stritzke resigned as of the City Council Meeting on May 8, 2018 leaving an open position on Council.

### 4. Regular Agenda

Mayor Ila Skyberg

Resolution 17.18.010

Resolution 17.18.010 A Resolution adjusting for expenditures in materials and services, personnel services, capital outlay and transfers.

**MOTION:** Councilor Burr moved to approve Resolution 17.18.-010 A Resolution adjusting for expenditures in materials and services, personnel services, capital outlay and transfers. Councilor Johnson seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

**Consideration of Ordinance No. 671 An Ordinance of the City of Willamina amending Title V, Chapter 51 of the Willamina Municipal Code Relating to Water Regulations**

Mayor Skyberg asked for a motion. Deputy City Recorder Debbie Bernard read the Ordinance in its entirety and then by title only.

**MOTION:** Councilor Johnson moved to approve Ordinance 671. Councilor Wooden seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

**MOTION:** Councilor Burr moved to approve Ordinance 671 an Ordinance of the City of Willamina amending Title V Chapter 51 of the Willamina Municipal Code relating to Water regulations and that the ordinance to be read for the first reading in full and then by title only. Councilor Wooden seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

**Consideration of Ordinance No. 672 An Ordinance of the City of Willamina amending Title V Public Works, Chapter 52 Sewer Regulations of the Willamina Municipal Code.**

Mayor Skyberg asked for a motion. Deputy City Recorder Debbie Bernard read the Ordinance in its entirety and then by title only.

**MOTION:** Councilor Wooden moved to approve Ordinance 672. Councilor Burr seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

**MOTION:** Councilor Burr moved to approve Ordinance 672 an Ordinance of the City of Willamina amending Title V Public Works, Chapter 52 Sewer Regulations of the Willamina Municipal Code and that the ordinance be read for the first reading in full and then by title only. Councilor Wooden seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

**Consideration of Ordinance No. 673 An Ordinance of the City of Willamina Creating Title X111, Chapter 132 of the Willamina Code Relating to Offenses Against Public Peace.**

Mayor Skyberg asked for a motion. Deputy City Recorder Debbie Bernard read the Ordinance in its entirety and then by title only.

**MOTION:** Councilor Burr moved to approve Ordinance 673. Councilor Wooden seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

**MOTION:** Councilor Burr moved to approve Ordinance 673 an Ordinance of the City of Willamina creating Title X111, Chapter 132 of the Willamina Code relating to offenses against public peace and that the ordinance be read for the first reading in full and then by

title only. Councilor Wooden seconded. Motion carried with Councilors, Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

**Consideration of Ordinance No. 674 An ordinance of the City of Willamina Creating Title 111, Chapter 31, Section 30 of the Willamina Code and Establishing the Willamina Parks and Recreation Advisory Board.**

Mayor Skyberg asked for a motion. Deputy City Recorder Debbie Bernard read the Ordinance in its entirety and then by title only.

**MOTION:** Councilor Baller moved to approve Ordinance 674. Councilor Burr seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

**MOTION:** Councilor Burr moved to approve Ordinance 674 an Ordinance of the City of Willamina creating Chapter 31, Section 30 of the Willamina Code and Establishing the Willamina Parks and Recreation Advisory Board and that the ordinance be read for the first reading in full and then by title only. Councilor Wooden seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

5. Mayors Report – Mayor Skyberg offered a “Thank You” to Kenna, Debbie and Jeff for all there preparation work on Senator Merkley’s visit on Friday, May 4, 2018. She said it was a lot of fun.
6. Council Liaison Reports  
Chamber Liaison Councilor Wooden reported that the Bark Dust sale made \$6,619.00 in sales of bark dust; she added that the Mud Drags would be paid \$300.00.

Yamhill County Housing Authority Liaison Heather Stritzke was absent.

YCOM Board Member Councilor Baller reported that YCOM had taken 86,355 calls in the last year which exceeded the state standing in calls and they were answered within 10 seconds.

Yamhill County Transit Authority Board Member Councilor Johnson reported that the new buses are soon to arrive.

7. Information Reports form City Officers  
City Manager Kenna West thanked Jeff for going the extra mile and for acquiring the loan of the 6 person ATV that was used for Senator Merkley’s visit. She also added a reminder that May 22, 2018 is the Budget Committee meeting.
8. Event Calendar - informational

9. Close Regular Session

10. Open Public Hearing

Mayor Skyberg Opened the Public Hearing and read the Public Hearing Script. There was no one present who spoke in opposition, support or under general.

11. Close the Public Hearing (return to Regular Session to consider Resolution 17.18-009.

**Consideration of Resolution 17.18.009 A resolution approving proposed 2018/19 Rate Schedule for Recology Western Oregon (Formerly Western Oregon Waste)**

**MOTION:** Councilor Johnson moved to approve Resolution 17.18.009. Councilor Burr seconded. Motion carried with Councilors Baller, Burr, Johnson, and Wooden. All in Favor. Councilor Stritzke and Councilor McKnight were absent.

12. Adjourn

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

The next meeting will be held at 6:00 PM on June 12, 2018 at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97396

The agenda for the next meeting is as follows:  
City of Willamina Budget

The meeting was adjourned at 7:45 PM by Mayor Ila Skyberg.

Minutes submitted by: Deputy City Recorder, Debbie Bernard

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Minutes approved by: Mayor Ila Skyberg

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City of Willamina  
 Staff Report  
 For the City Council Meeting of June 12, 2018

TO: Mayor and City Council  
 FROM: Debbie Bernard, Deputy City Recorder thru City Manager Kenna West  
 SUBJECT: Approval of Willamina Farmers Market and Street Closure from Main to 1<sup>st</sup> on "B" Street

### ISSUE

Shall City Council approve the Willamina Farmers Market and street closure from Main to 1<sup>st</sup> on "B" Street?

### RECOMMENDATION

Staff recommends that City Council approve this request.

### SUMMARY AND BACKGROUND

1. The City Council receives an annual request from Sage Baller and Dave Morey to allow the opening of the Willamina Farmers Market on "B" Street which operates on Sundays.
2. Last year the Council had concerns of moving the market from "C" Street "B" Street and from Saturday to Sunday. The City has not received any complaints regarding these changes.
3. Sage Baller and Dave Morey request approval for the street closure from Main to 1<sup>st</sup> on "B" Street for the Willamina Farmers Market which is on Sundays and include the parking area formally known as the old library site for vendors and customers of the market. A road block will be utilized between the hours of 8:00am to 2:00pm.
4. The Willamina Farmers Market will run from June 17th thru September 16th, 2018 on Sundays at 10:00 am to 2:00 pm.
5. The following forms have been signed and are attached for your information:
  - a. An Event Permit & A Hold Harmless Agreement has been created and will be signed by Sage Baller or David Morey.
  - b. An Insurance Certificate naming the City of Willamina as an additional insured in the amount of \$2 million is still needed.

### PROPOSED MOTION

I move to approve the Willamina Farmers Market and street closure from Main to 1st on B Street.

Attachments:

Hold Harmless Agreement

Certificate of Insurance



# City of Willamina

## Event Permit – Hold Harmless

Date of Application Submitted: June 12, 2018

Event Permit: Saturday Market

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

Applicant Address: 38505 Tindle Creek Rd SW, Willamina, Oregon,  
370 NW Oak St, Willamina, Oregon

Contact phone number: 503-999-9483 Sage Baller 503-437-4888 David Morey

E-mail address: barefarnes.com

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

Type of Event: Farmers Market

Event Dates: June 17 thru September 16, 2018 Sundays Only

Event Times: Sunday 10 am – 2 pm

Teardown: 2 pm to 3 pm

Street Closure: Main Street to 1<sup>st</sup> on B Street

### Insurance Requirements:

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

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

Policy Number: 72 SBM AP6667 DX (Start Date: \_\_\_\_\_ End Date  
: \_\_\_\_\_)

Coverage Limit \$2,000,000

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

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

Indemnity agreement:

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

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

I hereby certify that:

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

I have read and understand the above statements.

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

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

Kenna West, City Manager



**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JUNE 12, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER**

**SUBJECT: WILLAMINA SCHOOL DISTRICT 30-44-63J – USE OF TINA MILLER**

**ISSUE**

Shall City Council approve the Tina Miller Park on the list of feeding sites as requested by the Willamina School District for their Annual Summer Meal Program?

**RECOMMENDATION**

Staff recommends that the City Council approve the Tina Miller Park on the list of feeding sites.

**SUMMARY AND BACKGROUND**

Each year the City of Willamina City Council receives a request from the Willamina School District Nutrition Services Director to include Tina Miller Park as a feeding site for their Annual Summer Meal Program.

Staff has witnessed the program in the park next to City Hall. This program is be very successful during the summer months when many families in the community attend the no charge lunch program offered to children, ages one to eighteen.

**FACTS AND FINDINGS**

1. The City of Willamina City Council receives an annual request to use the Tina Miller Park for the Summer Meal Program.
2. The program has been offered for the past 21 years as stated in the attached letter. The program runs from June 18 to August 3, 2018 Monday through Friday from 11:30 to 12:00.
3. The program has rules and parameters such as a sign posted at the park for times and dates the summer lunch is offered. The program has set rules such as meals and food cannot be taken out of the park.

**PROPOSED MOTION**

*I move that the City Council approve the request by the Willamina School District to include the use of the Tina Miller Park for their Annual Summer Meal Program.*

Attachment

# WILLAMINA SCHOOL DISTRICT 30-44-63J

66

1100 NE Oaken Hills Dr./P.O. Box 1000, Willamina, Oregon 97396

Phone: (503) 876-4525 / Fax: (503) 876-3610

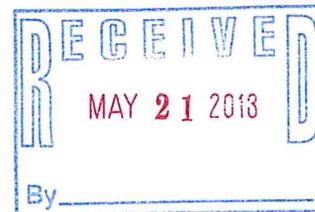
*Carrie Zimbrick, Superintendent*

*Email: carrie.zimbrick@willamina.k12.or.us*

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May 18, 2018

Willamina City Hall  
Willamina City Council  
411 N.E. C Street  
Willamina, OR 97396



Dear City Council,

Children need good food all year long, even when they're not in school. That is why for the past twenty-one years, Willamina School District has been bringing nutritious meals during the summer time to the children of Willamina. The summer meal program provides healthy meals to children ages 1 to 18 free of charge. All meals meet USDA's nutrition standards so that children get the nutrition they need to learn, play and grow during vacation when they do not eat at school.

Again this year, we would like to include Tina Miller Park in our list of feeding sites.

Tina Miller Park has been a successful feeding site for this program in the past, because it has a covered area in case the Oregon rain decides to make a visit. It is a safe, enclosed area and is downtown so that more children have access.

From June 18 to August 3, The Willamina School District would provide a no-charge sack lunch to any child age one to eighteen Monday through Friday from 11:30 to 12:00 excluding July 4.

There are a few simple rules that would be posted such as, children must take a full meal, they must be eaten by the child that takes the meal and food cannot be taken out of the park. The only supervision will be when the meals are being handed out until the final clean up is completed around 12:00.

All that we request from the city is the use of a portion of the park during the times above, an empty trash can and trash removal. The school district will supply trash bags for the can if you desire.

Please contact me at (503)876-2702 if you have any questions.

Respectfully,

Lynne Shore  
Nutrition Services Director  
Willamina School District

# **REGULAR AGENDA**

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JUNE 12, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER**

**SUBJECT: APPLICATIONS FOR CITY OFFICE**

**ISSUE**

Shall City Council appoint a new City Councilor to fill the vacant seat from the applicants whose applications are attached?

**RECOMMENDATION**

Staff recommends that the City Council appoint an applicant to the Council vacant seat.

**SUMMARY AND BACKGROUND**

On May 8, 2018 Councilor Heather Stritzke resigned leaving an open seat on City Council. That seat is up for re-election in the November 6, 2018 election. The appointment of the vacant seat will serve an unexpired term ending December 31, 2018. Chapter VII of the Willamina Charter states that the vacancy in the Council shall be filled by appointment by a majority of the Council.

**FACTS AND FINDINGS**

1. The City has received applications from three citizens of Willamina who have applied to serve on City Council. Copies of the applications are attached.
2. The City Council vacant seat is unexpired and the term will end December 31, 2018. If the elector in the seat desires to continue, they will have to run in the November 6, 2018 election.
3. Chapter VII Section 28 under filling vacancies states, a vacancy in the Council shall be filled by appointment by a majority of the council.

**PROPOSED MOTION**

I move that the City Council approve to appoint \_\_\_\_\_, and fill the vacant seat.

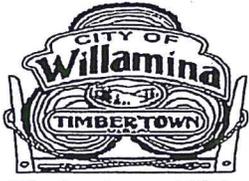
**Attachments:**

Roberta J. Lawson Application  
Geneva E. Wymore Application  
Sheryl Christi Hansen Application

*Debbie Bernard*

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Debbie Bernard, Deputy City Recorder



Timbertown USA

# City of Willamina

## Application for City Office



See back for position criteria and requirements

Applicant's Full Name Calista J Lawson

Physical Address [REDACTED]

Mailing Address [REDACTED]

Home Phone Number [REDACTED]

Cell Phone Number 97396

Email [REDACTED]

Occupation Retired

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 ore more of the capacities chosen?

I am interested in serving the city to try and make a differents. I would like to see some new Business Come in to town. And see the town grow. The town could be cleaned up some also.

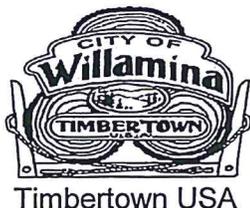
Please share any governmental or volunteer experience you have had

Before moving here I lived in Amity for 30yrs and I was on the City Council there for 3 yrs.

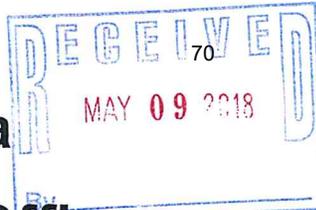
What do you think makes you the best candidate for this position?

I have experience being on Amity Council. So I do know a little about how things go. I was on police Commission and planning Commission

Signature Calista J Lawson Date 5-24-2018



# City of Willamina



## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Geneva (Ginny) E. Wymore  
 Physical Address 8 [REDACTED] Willamina  
 Mailing Address [REDACTED] 396  
 Home Phone Number [REDACTED]  
 Cell Phone Number 503 [REDACTED]  
 Email ginny@[REDACTED].com  
 Occupation Retired

Since 1976 Years of Residency 42 yrs. Registered Voter  Yes  No

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

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

I am always interested in bettering our small community - making it a wholesome, welcoming community to retire, raise a family and/or some day be a destination. Proud of "Timbertown, USA"

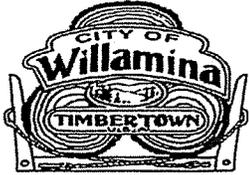
Please share any governmental or volunteer experience you have had

Sec/Treasurer for EID since 1995 to present.  
Sec/Treasurer off and on for Chamber since 1997.  
Helped with Bilaws + creating Willamina Coastal Hills Chamber in 1997. Helped on several ordinance committees

What do you think makes you the best candidate for this position? Co-ord. ART TOUR 20 yrs.

Willingness - under pressure from "friends".

Signature Geneva Wymore Date 5-9-18



Timbertown USA

# City of Willamina

## Application for City Office

See back for position criteria and requirements

Applicant's Full Name Sheryl Christi Hansen

Physical Address \_\_\_\_\_

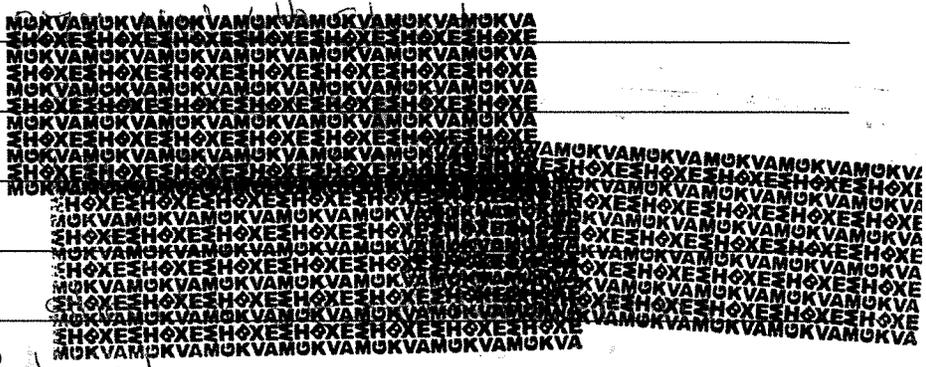
Mailing Address \_\_\_\_\_

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

Cell Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Occupation Retired



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

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

Select all you wish to apply for

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

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

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

Please share any governmental or volunteer experience you have had

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

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

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

Signature Sheryl Hansen Date 5-30-18

Thank-you for the application opportunity.

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JUNE 12, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: POLICE SERVICES CONTRACT 2018-19**

**ISSUE**

Shall City Council approve the attached Agreement for Police Services and Code Enforcement Services (hereinafter Police Services Agreement) and authorize Mayor Ila Skyberg to sign on behalf of the City of Willamina.

**RECOMMENDATION**

Staff recommend that the City Council approve the Police Services Agreement and authorize Mayor Ila Skyberg to sign said Agreement on behalf of the City of Willamina.

**SUMMARY AND BACKGROUND**

The City of Willamina has contracted with the Yamhill County Sheriff's Department (hereinafter YCSO) for Police Services for some years. We are currently contracting with YCSO for 1.5 Deputies to serve the City. Our .5 Deputy is also a handler for one of the two drug dogs working with YCSO.

Staff and management at the City are very pleased with the Deputies assigned to the City and have seen an increase in positive response from our citizens within the last year in regard to the services provided by our Deputies.

The proposed Agreement cost for Fiscal Year 2018-2019 includes an increase of 1.48%. The total cost for Fiscal Year 2018-2019 is \$199,457.03 which is an increase of \$2,942.31 for the year. Management considers this an acceptable increase for the services provided. Below is a cost comparison between Fiscal Year 2017-2018 and Fiscal Year 2018-2019.

**FACTS AND FINDINGS**

1. Other than the 1.48% increase in payment, the terms of the Police Services Agreement remain the same as those contained in the Agreement from FY 2017-2018.
2. Management considers the 1.48% increase to be a reasonable increase in light of the services provided.

**PROPOSED MOTION**

*I move that the City Council approve the attached Police Services Agreement and authorize Mayor Skyberg to sign the agreement on behalf of the City of Willamina.*

*Kenna West*

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Kenna West, City Manager



**AGREEMENT FOR POLICE SERVICES AND CODE ENFORCEMENT SERVICES  
(City of Willamina 2018-2019)**

THIS AGREEMENT is made effective July 1, 2018 by and between Yamhill County, Oregon, a political subdivision of the state of Oregon ("the County") and the **City of Willamina**, a municipal corporation of the State of Oregon ("the City").

**RECITALS:**

- A. ORS 190.010 and 206.345 allow cities to contract with county sheriffs and governing bodies for the provision of county police services to incorporated cities.
- B. The City desires to continue to contract with the County for the Yamhill County Sheriff's Office to provide police services, and desires to have a number of personnel under this agreement equivalent to fulltime equivalents (FTE). The County is agreeable to providing police services on the terms and conditions set forth in this agreement from July 1, 2018 through June 30, 2019. It is now appropriate to restate the parties agreement for police services. NOW, THEREFORE,

**AGREEMENT**

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

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

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

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

a. **County to Provide Monthly Schedule.** Deputies assigned to the City shall maintain schedules on a monthly basis which will set forth the time deputies spend within the City.

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

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

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

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

**Section 4. Personnel Commitments.**

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

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

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

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

d. **Authority to Reallocate Time or Share Deputies by Separate Agreement between Authorized Representatives of Cities.** The City and the County recognize the County has separate police services agreements with the City and the City of Sheridan. On occasion,

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

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

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

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

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

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

a. **Term.** Unless terminated in accordance with subsection (b), the term of this agreement is from July 1, 2018 through June 30, 2019.

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

date.

**Section 9. Compensation by City.** City will pay to County for performance of the duties identified in Section 1 as specified in Section 4(a) the sum of **\$199,457.03** for the period July 1, 2018 to June 30, 2019 at a monthly rate of **\$16,621.42** due by the 15<sup>th</sup> day of the month in which services were provided. County shall exercise its best efforts to notify City in writing of any proposed rate adjustment for the subsequent fiscal year no later than April 30.

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

DONE the dates set forth adjacent to the signatures below.

**CITY OF WILLAMINA, OREGON**

**YAMHILL COUNTY, OREGON**

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

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

ATTEST:

\_\_\_\_\_  
MARY STARRETT, Chair, Board of Commissioners

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
~~DEBRA BERNARD, Willamina City Recorder~~

*Kenna h. West*  
*City manager & City Recorder* Date: \_\_\_\_\_

APPROVED AS TO FORM:

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

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JUNE 12, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: DONATION LETTERS**

**ISSUE**

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

**RECOMMENDATION:**

Approve the attached letters and authorize Mayor Skyberg to sign them on behalf of the City of Willamina.

**SUMMARY AND BACKGROUND**

On May 8, 2018 three service organizations attended the City Council meeting and provided a presentation of their services along with a request for donation funding from the City of Willamina. Those organizations included Your Community Mediators of Yamhill County, Yamhill County Transit, and Homeward Bound Pets.

City management completed a budget analysis and provided a recommendation to the City of Willamina Budget Committee on May 22, 2018, that no funds be allocated to donations for Fiscal Year 2018-2019. This recommendation was based on the City's goal of carefully utilizing those funds entrusted to it by its citizens to provide the highest level of services to its citizens while also completing much needed repairs to its real property and infrastructure.

The City of Willamina Budget Committee approved the proposed Fiscal Year 2018-2019 budget. During their deliberation it was requested that the City prepare and send a letter to each of the service organizations thanking them for your attendance at the City Council meeting and explaining why no donations were allocated for Fiscal Year 2018-2019.

**FACTS AND FINDINGS**

1. At its May 22, 2018 meeting, the City of Willamina Budget Committee approved the Fiscal Year 2018-2019 budget which does not allocate any funds for donation to service organizations.
2. During the May 22, 2018 City of Willamina Budget Committee meeting, it was requested that the City prepare and send a letter to those service organizations who had requested funding thanking them for their presentation and explaining why no donations were allocated for Fiscal Year 2018-2019.
3. Attached is a proposed letter to each service organization from the City as requested at the May 22, 2018 City of Willamina Budget Committee.

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

---

Kenna L. West, City Manager

Attachments:

- A. Letter to Your Community Mediators of Yamhill County
- B. Letter to Yamhill County Transit
- C. Letter to Homeward Bound Pets



**Mayor Ila Skyberg**

**Council Members:**

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

**City Management:**

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

June 12, 2018

Ms. Marlena I. Bertram  
Your Community Mediators of Yamhill County  
Post Office Box 444  
McMinnville, OR 97128

RE: City of Willamina

Ms. Bertram,

Thank you for taking the time to attend the May 8, 2018 City of Willamina City Council meeting. We appreciate the opportunity learn more about Your Community Mediators of Yamhill County and the services you provide.

As with many small jurisdictions, the City of Willamina must carefully budget those monies that are entrusted to it by its citizens. The City's general fund contains those monies that can be used for donations to service organizations. That fund, however, also must fund the City's Library, Parks, Municipal Court, Public Safety and Compliance Officers, Cemetery, Planning Staff and Services, as well as the payroll for the staff and administration to manage these services and maintain the real properties. The City has worked diligently to provide all of the above services to its citizens while also completing much needed repairs and maintenance on its real property and infrastructure. We continue to focus on those services, repairs, and maintenance in Fiscal Year 2018-2019. Based on our budget analysis, and with this focus on services to our citizens and maintenance/repairs to our real properties, we are unable to donate any funds to service organizations. It is our hope that in coming years, once we have concluded needed maintenance, repairs, and upgrades on the City's real properties that we can once again allocate funds for donation.

Thank you again for taking the time to attend the City of Willamina City Council meeting.

Sincerely,

City of Willamina

Ila Skyberg, Mayor



**Mayor Ila Skyberg**

**Council Members:**

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

**City Management:**

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

June 12, 2018

Ms. Ronnie Vostinak  
Homeward Bound Pets  
Post Office Box 8  
McMinnville, OR 97128

RE: City of Willamina

Ms. Vostinak,

Thank you for taking the time to attend the May 8, 2018 City of Willamina City Council meeting. We appreciate the opportunity learn more about Homeward Bound Pets and the services you provide.

As with many small jurisdictions, the City of Willamina must carefully budget those monies that are entrusted to it by its citizens. The City's general fund contains those monies that can be used for donations to service organizations. That fund, however, also must fund the City's Library, Parks, Municipal Court, Public Safety and Compliance Officers, Cemetery, Planning Staff and Services, as well as the payroll for the staff and administration to manage these services and maintain the real properties. The City has worked diligently to provide all of the above services to its citizens while also completing much needed repairs and maintenance on its real property and infrastructure. We continue to focus on those services, repairs, and maintenance in Fiscal Year 2018-2019. Based on our budget analysis, and with this focus on services to our citizens and maintenance/repairs to our real properties, we are unable to donate any funds to service organizations. It is our hope that in coming years, once we have concluded needed maintenance, repairs, and upgrades on the City's real properties that we can once again allocate funds for donation.

Thank you again for taking the time to attend the City of Willamina City Council meeting.

Sincerely,

City of Willamina

Ila Skyberg, Mayor



**Mayor Ila Skyberg**

**Council Members:**

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

**City Management:**

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

June 12, 2018

Ms. Cynthia Thompson  
Yamhill County Transit Area  
535 NE 5<sup>th</sup> Street  
Willamina, OR 97128

RE: City of Willamina

Ms. Thompson,

Thank you for taking the time to attend the May 8, 2018 City of Willamina City Council meeting. We appreciate the opportunity learn more about the Yamhill County Transit Area and the services you provide.

As with many small jurisdictions, the City of Willamina must carefully budget those monies that are entrusted to it by its citizens. The City's general fund contains those monies that can be used for donations to service organizations. That fund, however, also must fund the City's Library, Parks, Municipal Court, Public Safety and Compliance Officers, Cemetery, Planning Staff and Services, as well as the payroll for the staff and administration to manage these services and maintain the real properties. The City has worked diligently to provide all of the above services to its citizens while also completing much needed repairs and maintenance on its real property and infrastructure. We continue to focus on those services, repairs, and maintenance in Fiscal Year 2018-2019. Based on our budget analysis, and with this focus on services to our citizens and maintenance/repairs to our real properties, we are unable to donate any funds to service organizations. It is our hope that in coming years, once we have concluded needed maintenance, repairs, and upgrades on the City's real properties that we can once again allocate funds for donation.

Thank you again for taking the time to attend the City of Willamina City Council meeting.

Sincerely,

City of Willamina

Ila Skyberg, Mayor

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JUNE 12, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: KENNA WEST, CITY MANAGER**

**SUBJECT: RESOLUTION 17.18-011 WATER, SEWER, UTILITY RATE INCREASE**

**ISSUE**

Shall City Council approve Resolution 17.18-011 increasing utility rates for Fiscal Year 2018-19 and approving an annual increase each year thereafter in January?

**RECOMMENDATION:**

Staff recommends City Council approve the proposed increase in water and sewer rates as described below.

**SUMMARY AND BACKGROUND**

The City currently has two Enterprise operations which are accounted for in Fund 30 (Water) and Fund 40 (Sewer). Enterprise Funds are established to finance and account for acquiring, operating, and maintaining facilities and services. These operations are required to be self-sustaining and are primarily funded from user charges and fees. Historically, the Water Fund has run at a deficit. A 2015 Water Master Plan recommended water rate increases to bring this fund out of a deficit status. In accordance with those recommendations, staff recommends a 10% increase in the water rate to become effective with the June 16-July 15, 2018 billing cycle. Although it is expected that the Water Fund will reach a positive status in Fiscal Year 2018-2019, that Fund has considerable debt that must be paid in the coming years as well as significant infrastructure repairs, maintenance, and upgrades which must be undertaken to continue to provide safe and consistent water service. Further, in addition to the proposed Fiscal Year 2018-2019 increase in order to keep the Water Fund in a self-sustaining status, it is recommended that an annual 5% increase, effective every January be approved.

Historically, the Sewer Fund has been in a self-sustaining status. However, recent forecasting has shown that this fund, without the proposed increases, will run into the deficient in the coming years. In order to keep this fund in a self-sustaining status, staff recommends an increase of 2.5%, effective with the June 16-July 15, 2018 billing cycle and, in addition, an annual increase of 5% in January of each year thereafter.

**FACTS AND FINDINGS**

Facts and Findings

1. The Water Fund has historically run at a deficit. In order to become and remain self-sustaining, it is recommended that a 10% increase in water rates be approved and become effective with the June 16-July 15, 2018 billing cycle. In addition, thereafter, each January, a 5% increase will go into effect. The City Council may adjust the annual increase should they deem it necessary.
2. The Sewer Fund has historically been self-sustaining. However, without a rate increase, it will run in a deficit position within the next few years. It is recommended that a 2.5% increase in the sewer rates be approved and become effective with the June 16-July 15, 2018 billing cycle. In addition, thereafter, each January, a 5% increase will go into effect. The City Council may adjust the annual increase should they deem it necessary.

**Proposed Motion:** I move to approve Resolution 17.18-011 approving the outlined rate increases.

---

Kenna West, City Manager

Attachments:  
Resolution 17.18-011 and Exhibit A

Existing Water Rates 2017/2018				New Water Rates 2018/2019			New Rates: Meter Size Breakdown		
Rate Number	Description	2017/2018	2017/2018	2018/2019	2018/2019	Extraterritorial Surchage (Outside City Limits)	15%	Meter Size	Base Rate by Size
		Base Amount	Consumption Rate/100 cu ft.						
103	Vacation Rate	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		5/8	\$ 34.74
105	Apt > 4 Units	\$ 126.40	\$ 3.79	\$ 139.04	\$ 4.17	\$ 20.86		3/4	\$ 34.74
106	Duplex	\$ 26.32	\$ 3.79	\$ 28.95	\$ 4.17	\$ 4.34		1	\$ 55.59
107	3-Plex	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		1 1/2	\$ 69.49
108	4-Plex or Mult Units	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		2	\$ 126.40
109	Business	\$ 63.18	\$ 3.79	\$ 69.50	\$ 4.17	\$ 10.42		6	\$ 694.93
110	Rays Grocery	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		8	\$ 2,084.78
111	Car Wash	\$ 63.18	\$ 3.79	\$ 69.50	\$ 4.17	\$ 10.42		10	\$ 2,779.71
112	Group Home	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		12	\$ 3,891.60
113	Laundry	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		F-3/4	\$ 34.74
114	Willamina Lumber	\$ 2,861.74	\$ 3.79	\$ 3,147.91	\$ 1.25	\$ 472.19		I-2	\$ 786.98
115	Meter - 2 Inch	\$ 126.35	\$ 3.79	\$ 138.99	\$ 4.17	\$ 20.85		I-3/4	\$ 62.96
116	House Cabin	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		I-8	\$ 31.47
117	3/4 Base Rate"	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21			
118	Cafe Resteraunt	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		Consumption/ 100 cu ft	\$ 4.17
119	Business - 1	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21		Consumption/ 100 cu ft - I	\$ 1.25
120	Cafe Restaurant	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21			
121	Cafe Resteraunt (T4)	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21			
122	Cafe Restaurant (T6)	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21			
123	Single Family (W1)	\$ 31.58	\$ 3.79	\$ 34.74	\$ 4.17	\$ 5.21			
322	Highschool New	\$ 631.75	\$ 3.79	\$ 694.93	\$ 4.17	\$ 104.24			

Utility Rate 2018/2019	
2018/2019	
Base Amount	
\$	3.00

**Exiting Sewer Rates 2017/2018**

**New Sewer Rates 2018/2019**

Rate Number	Description	2017/2018			2018/2019				
		Base Amount			Base Amount	Extraterritorial Surcharge (Outside City Limits)	15%		
300	Single Family (S1)	\$	59.38	\$	-	\$	60.86	\$	9.13
301	Apartment / Duplex (SA)	\$	59.38	\$	-	\$	60.86	\$	9.13
302	Business - Sewer (SB)	\$	59.38	\$	-	\$	60.86	\$	9.13
303	Church - Sewer (SC)	\$	59.38	\$	-	\$	60.86	\$	9.13
304	Car Wash - Sewer (SCW)	\$	113.00	\$	-	\$	115.83	\$	17.37
305	Grocery Store (SF)	\$	143.93	\$	-	\$	147.53	\$	22.13
308	Group Home (SGH)	\$	59.38	\$	-	\$	60.86	\$	9.13
309	Vacation Rate (SH)	\$	18.62	\$	-	\$	19.09	\$	2.86
310	Laundry - Sewer (SL)	\$	296.51	\$	-	\$	303.92	\$	45.59
312	Willamina Lumber (SLW)	\$	717.55	\$	-	\$	735.49	\$	110.32
313	House / Cabins (SPS)	\$	171.00	\$	-	\$	175.28	\$	26.29
314	Senior Rate (SS)	\$	59.38	\$	-	\$	60.86	\$	9.13
315	Cafe / Resteraunt (ST1)	\$	142.30	\$	-	\$	145.86	\$	21.88
317	Cafe / Resteraunt (ST3)	\$	189.78	\$	-	\$	194.52	\$	29.18
318	Cafe / Resteraunt (ST4)	\$	90.17	\$	-	\$	92.42	\$	13.86
320	ST6	\$	59.38	\$	-	\$	60.86	\$	9.13

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

In the Matter of Increasing Rates )  
for the Use and Sales of Water )  
and Increasing Sewer Rates )

Resolution 17.18.0-11

The City Council of the City of Willamina, Oregon, on the 12th day of June, 2018 sat in regular session for the transaction of City Business.

WHEREAS, Ordinance 529-A states that rates and fees for the use and sale of water and sewer services in the City of Willamina shall be prescribed by resolution; and

WHEREAS, the last rate increase was adopted by Resolution 16.17-010 on April 25, 2017; and

WHEREAS, costs related to loans for water and sewer system improvements, and increased cost for maintenance of the city’s water and sewer systems make it necessary to increase both water and sewer rates;

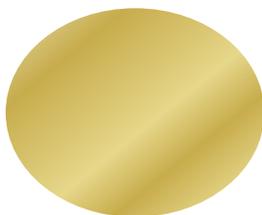
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLAMINA:

**SECTION 1.** That the City Council hereby approves a change of rates to water increasing the base charge by 10% from \$31.58 to \$34.74 and increasing the commodity rate by 10% from \$3.79 to \$4.17. In addition, approving the increase of the sewer rate by 2.5% from \$59.38 to \$60.86. These increases are proposed to begin with the June 16-July 15, 2018 billing. Each year thereafter in January, the water and sewer rates will increase 5%. Council may adjust the annual increase should they deem it necessary. Attached, as Exhibit “A”, are the rates to be effective with the June 16-July 15, 2018 billing; and

**SECTION 2.** That Exhibit A to Resolution 16.17-010 is hereby repealed in its entirety; and

**SECTION 3.** That this resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Willamina this 12th, day of June 2018.



\_\_\_\_\_

Ila Skyberg, Mayor

Attest:

\_\_\_\_\_

Debbie Bernard, Deputy City Recorder

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JUNE 12, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER**

**SUBJECT: THE CITY'S ELECTION TO RECEIVE STATE REVENUES**

**ISSUE**

Shall City Council approve Resolution 17.18-012 a Resolution declaring the City's election to receive State Revenue Funds.

**RECOMMENDATION:**

Staff recommends that Council hold a public hearing in accordance with ORS 221.770 and enact Resolution 17.18-012.

**SUMMARY AND BACKGROUND**

Annually, the State provides monies to each City in Oregon in accordance with ORS 221.770 that is based on population and is their share of taxes received from sale of liquor. A hearing was held in accordance with that Statute to allow Citizen input on possible distributions of these funds.

Our State Revenue Share is estimated for 2018/19 as \$32,000. This money has been included as a revenue source to the General Fund and used with other revenue sources to balance the General Fund. It is not earmarked for any specific item.

**FACTS AND FINDINGS**

1. Annually the City of Willamina City Council elects to receive State Revenue Sharing in accordance with ORS 221.770 and holds a public hearing.
2. The Estimated revenue share is \$32,000.

**Proposed Motion:** I move to approve Resolution 17.18-012. A Resolution declaring the City's election to receive State Revenue Funds.

*Debbie Bernard*

Attachment:  
Resolution 17.18-012

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Debbie Bernard, Deputy City Recorder



Mayor Ila Skyberg

Council Members:

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

City Management:

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

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

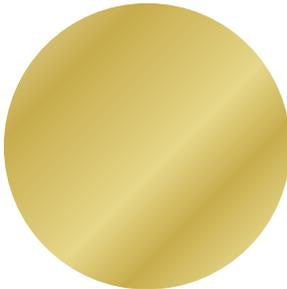
**Resolution 17.18-012**

**A Resolution Declaring the City Election to Receive State Revenues Section**

1. That pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2018-2019.

Section 2. 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 June 2018.



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

ATTEST:

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

I certify that a public hearing was held before the Budget Committee on May 22, 2018, and a public hearing before the City Council was held on June 12, 2018, giving citizens an opportunity to comment on the use of State Revenue Sharing.

\_\_\_\_\_  
Debbie Bernard Deputy City Recorder

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JUNE 12, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER**

**SUBJECT: FOUR SERVICES DECLARED – RESOLUTION 17.18-013**

**ISSUE**

Shall City Council approve Resolution 17.18-013 a Resolution declaring the City of Willamina provides four or more services in accordance with ORS 221.760.

**RECOMMENDATION:**

Staff recommends that Council move to approve Resolution 17.18-013 in accordance with ORS 221.760.

**SUMMARY AND BACKGROUND**

Annually, the State requests the City of Willamina declare by resolution that the City provides four or more services to their citizens in accordance with ORS 221.760.

The State Officer responsible for disbursing state funds will determine the City's eligibility to receive state funds. To be eligible, the City of Willamina must provide four or more services. Resolution 17.18-013 certifies the City of Willamina provides police protection, street construction, maintenance, & lighting, planning and zoning, and subdivision control and water and sewer utility services.

**FACTS AND FINDINGS**

1. Annually the City of Willamina City Council declares their eligibility to receive state funds which is a prerequisite for cities in counties over 100,000 population to receive revenues from cigarette, gas and liquor taxes.
2. Resolution 17.18-013 certifies the City of Willamina provides police protection, street construction, maintenance and lighting, planning and zoning, and subdivision control and water and sewer utility services.

**Proposed Motion:** I move to approve Resolution 17.18-013. A Resolution declaring the City provides 4 or more services and meets the eligibility to receive state funds.

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Debbie Bernard, Deputy City Recorder

Attachment:  
Resolution 17.18-013



**Council Members:**

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

**City Management:**

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

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

**Resolution 17.18-013**

WHEREAS, ORS 221.760 provides as follows:

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

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

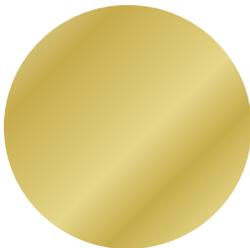
and

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

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

- (1) Police protection
- (2) Street Construction, maintenance, & lighting
- (3) Planning, zoning, and subdivision control
- (4) Water and Sewer Utility Services

Approved by the City of Willamina this 12<sup>th</sup> day of June, 2018.



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

ATTEST:

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

**City of Willamina  
Staff Report  
FOR THE CITY COUNCIL MEETING OF JUNE 12, 2018**

**TO: MAYOR AND CITY COUNCIL**

**FROM: DEBBIE BERNARD, DEPUTY CITY RECORDER**

**SUBJECT: FISCAL YEAR 2018-19 CITY OF WILLAMINA APPROVED BUDGET**

**ISSUE**

Shall City Council approve Resolution 17.18-014 a Resolution adopting the 2018/2019 Budget, as amended, making appropriations and imposing and categorizing taxes in accordance with ORS 294.456.

**RECOMMENDATION:**

Staff recommends that Council hold a public hearing in accordance with ORS 294.453 and adopt Resolution 17.18-014.

**SUMMARY AND BACKGROUND**

On May 22, 2018 the Willamina City Council Budget Committee unanimously voted to approve the 2018-19 proposed City of Willamina budget. The Governing body then holds a public hearing allowing the public to comment. After consideration of matters discussed, the Council may adopt the annual budget by resolution.

**FACTS AND FINDINGS**

1. On May 22, 2018 the City Council Budget Committee unanimously voted to approve the Fiscal Year 2018-19 City of Willamina proposed budget.
2. The City of Willamina City Council after holding a public hearing and consideration of matters discussed, may elect to adopt by resolution the city's annual budget which makes the appropriations, to determine, make and declare the ad valorem property tax amount or rate to be certified to the assessor.
3. A notice of the Public Hearing has been noticed in the News Register on June 1, 2018 giving a financial summary and budget summary.

**Proposed Motion:** I move to approve Resolution 17.18-014. A Resolution adopting the 2018/2019 Budget, making appropriations and imposing and categorizing taxes in accordance with ORS 294.456.

*Debbie Bernard*

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Debbie Bernard, Deputy City Recorder

Attachment:  
Resolution 17.18-014



**Council Members:**

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

**City Management:**

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

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

**Resolution 17.18-014**

**A RESOLUTION ADOPTING THE FY 2018/2019 BUDGET, AS AMENDED, MAKING  
APPROPRIATIONS AND IMPOSING & CATEGORIZING TAXES**

**ADOPTING THE BUDGET**

**BE IT RESOLVED** that the City Council of the City of Willamina, Oregon, hereby adopt the budget for fiscal year 2018/2019 in the sum of **\$3,555,064**.

**MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for fiscal year beginning July 1, 2018 and for the purposes shown below are hereby appropriated:

<b>Appropriation based on Approved Budget for 2018-19</b>	<b>FY19</b>
<b>10 General</b>	<b>(1,168,054)</b>
<b>2 Administration</b>	<b>(277,139)</b>
<b>3 City Services</b>	<b>(280,904)</b>
<b>4 Public Safety</b>	<b>(295,900)</b>
<b>6 Capital Outlay</b>	<b>(18,000)</b>
<b>9 Contingency</b>	<b>(296,111)</b>
<b>20 Streets</b>	<b>(336,773)</b>
<b>2 Street Operations</b>	<b>(159,814)</b>
<b>7 Grant</b>	<b>(50,000)</b>
<b>8 Transfer</b>	<b>(18,015)</b>
<b>9 Contingency</b>	<b>(108,944)</b>
<b>21 Street SDC</b>	<b>(159,000)</b>
<b>6 Capital Outlay</b>	

	(10,000)
9 Contingency	(149,000)
<b>30 Water</b>	<b>(920,260)</b>
<hr/>	
2 Water Operations	(508,322)
6 Capital Outlay	(55,000)
7 Debt Service	(52,812)
8 Transfer	(145,671)
9 Contingency	(158,455)
<b>31 Water SDC</b>	<b>(80,752)</b>
<hr/>	
6 Capital Outlay	(10,000)
8 Transfer	(13,203)
9 Contingency	(57,549)
<b>40 Wastewater</b>	<b>(851,501)</b>
<hr/>	
2 Wastewater Operation	(440,407)
6 Capital Outlay	(10,000)
7 Debt Service	(169,658)
8 Transfer	(77,104)
9 Contingency	(154,332)
<b>41 Wastewater SDC</b>	<b>(38,724)</b>
<hr/>	
6 Capital Outlay	(10,000)
8 Transfer	(23,752)
9 Contingency	(4,972)
	-
<b>Grand Total</b>	<b>(3,555,064)</b>

**IMPOSING THE TAX**

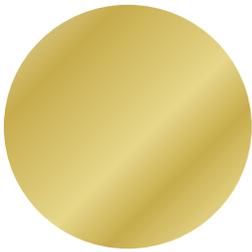
**BE IT RESOLVED** that the City Council of the City of Willamina hereby imposes the taxes provided for in the adopted budget at the permanent rate of 4.2039 per \$1,000 of assessed value for operation, estimated to be \$369,000 and that these taxes are hereby imposed and categorized for the tax year 2018-2019 upon the assessed value of all taxable property.

**CATEGORIZING THE TAX**

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

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

**PASSED and ADOPTED** by the City Council of the City of Willamina this **12th day of June 2018**.



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

ATTEST:

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

F/RESOLUTIONS/2018-19/17.18.014

# 2018 Schedule of Events

## CITY COUNCIL CALENDAR OF EVENTS

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January		
01/01/18 (Mon)	City Hall Closed New Year's Day	holiday
01/15/18 (Mon)	City Hall Closed Martin Luther King Jr. Day	holiday
01/02/18 (Tue)	Planning Commission Meeting	meeting
1/09/18 (Tue)	City Council Regular Meeting	meeting

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February		
02/02/18 (Fri)	Groundhog Day	holiday
02/12/18 (Mon)	Lincoln's Birthday	holiday
02/14/18 (Wed)	Valentines Day	holiday
02/19/18 (Mon)	President's Day - CITY HALL CLOSED	holiday
02/06/18 (Tue)	Planning Commission Meeting-CANCELED	meeting
02/13/14 (Tues)	City Council Meeting	meeting

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March		
03/17/18 (Sat)	St. Patrick's Day	holiday
03/11/18 (Sun)	Daylight Saving (move clocks ahead 1 hour)	holiday
03/06/2018 (Tue)	Planning Commission	meeting
03/13/18 (Tue)	City Council Regular Meeting	meeting
03/15/18 (Thurs)	SEI Statement of Economic Interest Filing Email notice goes out	meeting

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April		
04/01/18 (Sun)	April Fool's Day	holiday
04/22/18 (Sun)	Earth Day	holiday
04/03/18 (Tue)	Planning Commission -CANCELED	meeting
04/10/18 (Tue)	City Council Regular Meeting	meeting
04/15/18 (Sun)	SEI Statement of Economic Interest Filing De	deadline
04/16/18 (Mon)	Cemetery Committee Meeting at the Cemetery	meeting
04/20/18 (Fri)	Barkdust Sale	event
04/21/18 (Sat)	Barkdust Sale	event

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May		
05/28/18 (Mon)	Memorial Day - City Hall Closed	holiday
05/13/18 (Sun)	Mother's Day	holiday
05/01/18(Tues)	Planning Commission -canceled no agenda	meeting
05/08/18 (Tues)	City Council Regular Meeting	meeting
05/15/18 (Tues)	First Budget Committee Meetig	meeting
05/17/18 (Thurs)	Sheridan City County Dinner	event

June 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June		
06/14/18 (Thu)	Flag Day	holiday
06/17/18 (Sun)	Father's Day	holiday
06/05/18 (Tue)	Planning Commission	meeting
06/12/18 (Tue)	City Council Regular Meeting	meeting
06/12/18 (Tue)	City Holds Public Hearing on 2018-19 Budget	meeting
06/20/18 (Wed)	Toastmasters Open House	event