

Mayor Ila Skyberg

**Council Members:**

Rita Baller, Council President  
 Gary Hill  
 Katie Vinson  
 Heather Stritzke  
 Allan Bramall  
 Theresa McKnight

**City Staff:**

City Recorder: Debbie Bernard  
 Accountant: Marilyn Coates  
 Office Specialist: Karen Justen  
 Library: Melissa Hansen & Amber Deibel  
 Public Works Director: Jeff Brown  
 Code Enforcement: John Kowalik

## WILLAMINA CITY COUNCIL REGULAR MEETING AGENDA

Thursday, September 10, 2015  
 7:00 PM recorded meeting -revised

- I. **Roll Call**
- II. **Flag Salute**
- III. **Approval of Agenda & Approval of the Minutes**
  - Minutes of Regular Meeting of August 13, 2015-separate attachment
  - Minutes of Special Meeting August 27, 2015 separate attachment
- IV. **Public Input**
  - Handout delivered by Doug Colton to City Council
- V. **Old Business**
  - Kathy Taylor CPA – an oral progress update on visit to Sec of State last month, process and progress on creating 6/30/15 balance sheet values.
  - Further Discussion to Repeal Resolution 11.12.-012
    - 15.16-004 A Resolution to Appeal Code of Conduct
  - Further Discussion to Repeal Ordinance NO. 643
    - 15.16-005 A Resolution to Ordain and Repeal and Replace Ordinance No. 643
- VI. **New Business**
  - City of Willamina EOP – Emergency Management full Plan dated March 2013 passed out at the August 27, 2015 special meeting by Council Hill
  - Discussion on designating October 1, as a day of remembrance for first responders. (written by Gary Hill)

*An Equal Opportunity Employer*

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

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**VII. Mayor's Report**

- City County Dinner – City of Yamhill August 20<sup>th</sup> 2015
- Continued Discussion the Old Department Store
- Oregon Mayors Association meeting – Dallas August 19, 2015
- Oregon Coastal Caucus – Spirit Mountain – August 26-27, 2015
- Cemetery Committee

**VIII. Council Liaison Reports**

Chamber Liaison (Ila Skyberg)  
Library Board (Heather Stritzke)  
YCOM Board (Councilor Baller)

**IX. Council Committee Reports**

Check Registers – August 1-30, 2015 (*information only*)  
Public Works Committee meeting canceled for August 27, 2015 lack of quorum  
Planning Commission Report (Commissioner Ulrich)

**X. Reports of City Officers**

**City Recorder – see attached**

- Marilyn Coates from Express Personnel started in finance
- Conversion to Caselle – in progress –
- Heidi's Helping Hands
- Workers Comp Audit

**Code Enforcement Court Clerk**

Monthly Report (*handout*)

**Public Works**

Monthly Report – (*Verbal*)

**Library**

Senior Librarians Monthly Report (*hand out*)

Library Admin Specialist (*hand out*)

**Sheriff's Office**

- Crime Summary – August 2015 (*handout*)

**XI. Next Council Meeting Dates**

**Special Meeting (*tentative*) & Work Session – September 24, 2015  
(7:00 pm)**

**Regular Session – October 8, 2015**

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## **Agenda Items for Regular Session – October 8, 2015**

- Discussion on designating October 1, as a day of remembrance for first responders. (Proclamation to follow)

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

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## **RESTORE SENIOR WATER SEWER RATE DISCOUNT**

**WHY WOULD THE CITY COUNCIL OF WILLAMINA TAKE AWAY THE SENIOR DISCOUNT FOR SEWER AND WATER RATES, WHILE GIVING A 66 PER CENT DISCOUNT TO A COMPANY THAT IS NOT IN THE CITY LIMITS? MOST CITY'S CHARGE DOUBLE THE RATE.**

**DOES THE CITY CHARTER ALLOW FOR OUT OF CITY LIMITS CUSTOMERS? OR DOES THE CUSTOMER IN QUESTION, THAT PETITIONED TO BE OUT OF THE CITY IN THE 1980'S TO BE ABLE TO REDUCE IT'S TAXES, GET PREFERENTIAL TREATMENT FOR A SPEACIAL REASON? DO ANY OTHER CUSTOMERS GET THIS SPECIAL TREATMENT? FOR INSTANCE, DOES THE SAW FILING SHOP FOR SAID CUSTOMER HAVE A SEPARATE ACCOUNT?**

**ARE SEWER RATES FOR BUSINESS' BASED ON USAGE FOR FULL OCCUPANCY.**

**ACCORDING TO YOUR OWN CONSULTANT, RAY BARTLETT OF VANCOUVER BASED, ECONOMIC AND FINANCIAL ANALYSIS, IT WAS A SWEET DEAL. CITY RECORDER, DEBBIE BERNARD, CALLED IT A "FREINDS AND FAMILY PLAN".**

**NOW IT IS SUPPOSED TO BE FAIR TO ALL CUSTOMERS, NOT AS BARTLETT CONCLUDED, THAT THE CITY'S SCHOOL DISTRICT AND IT'S ONE INDUSTRY, WILLAMINA LUMBER, ARE BEING SUBSIDIZED BY THE REST OF THE CITY'S CUSTOMERS.**

**AT .86 CENT'S PER 100 CUBIC FEET COMPARED TO \$2.87 PER 100 CUBIC FEET FOR SENIORS AND OTHERS, IT STILL SOUNDS LIKE AFREINDS AND FAMILY PLAN IS IN PLACE AND IT'S STILL BEING SUBSIDIZED.**

**WE THE SENIORS FEEL THAT IT MIGHT BE A BETTER IDEA TO EITHER START OVER TO MAKE "FAIR FOR ALL' AS WAS STATED IN THE NEWS REGISTER ON 5-29- 15. OR RESTORE THE SENIOR DISCOUNT NOW AND REVISIT THE RATES AND RATE HIKES BEFORE THE NEXT INCREASE. THE INCREASE MIGHT NOT NEED TO BE AS HIGH OR NONE AT ALL. WE ALL DRINK FROM THE SAME WELL AND OUR SEWAGE GOES TO THE SAME LAGOON.**

**AFTER ALL IS SAID AND DONE, THE PEOPLE AND BUSINESS' THAT PAY TAXES INTO THE CITY SHOULD BE SERVED BEFORE AND AT LESS EXPENCE THAN THOSE THAT ARE OUT OF THE CITY LIMITS.**



Mayor Ila Skyberg

Council Members:

*Rita Baller, Council President*  
*Gary Hill*  
*Katie Vinson*  
*Heather Stritzke*  
*Allan Bramall*  
*Theresa McKnight*

City Staff:

City Recorder: *Debbie Bernard*  
 Accountant: *vacant*  
 Office Specialist: *vacant*  
 Library: *Melissa Hansen & Amber Deibel*  
 Public Works Director: *Jeff Brown*  
 Code Enforcement: *John Kowolik*

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

***Resolution number 15.16-004 A Resolution of the Willamina City Council Repealing 11.12-012 a Code of Conduct for City of Willamina Appointed and Elected Officials***

**WHEREAS**, the City of Council desire to repeal a Code of Conduct for City of Willamina Appointed and Elected Officials for the purpose of describing the manner in which they interact with each other, city staff, constituents, and others with whom they may come into contact with when representing the City of Willamina as stated in Exhibit A. This resolution repeals 11.12-012 in its entirety.

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

1. **THAT** Exhibit A, attached hereto and by this reference made a part hereof, is hereby adopted; and
2. **THAT** this resolution shall become effective immediately upon adoption.

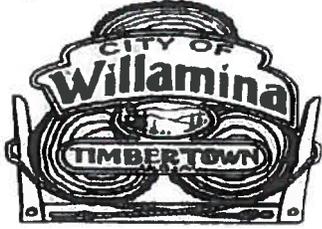
**PASSED and ADOPTED** by the City Council of the City of Willamina this 10<sup>th</sup> day of September 2015.

**Ila Skyberg, Mayor**

**ATTEST:**

**Debbie Bernard, City Recorder**

Attachment: Exhibit A



Mayor Vernon Mosser

City Staff

Council Members:

*Ila Skyberg, Council President*  
*Corey Adams*  
*Rita Baller*  
*Allan Bramall*  
*Randall Long*  
*Laurie Toney*

City Recorder: *Sue Hollis*  
Office Coordinator: *Debra Bernard*  
Office Specialist: *Shawn Kennedy*  
Library: *Melissa Hansen & Denise Wilms*  
Public Works Director: *Jeff Brown*

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

**RESOLUTION NUMBER 11.12-012    *A Resolution of the Willamina City Council Adopting a Code of Conduct for City of Willamina Appointed and Elected Officials***

The City Council of the City of Willamina, Oregon, on the 10<sup>th</sup> of May, 2012, sat in Regular Session for the transaction of business.

**WHEREAS**, the City Council desires to establish a Code of Conduct for City of Willamina Appointed and Elected Officials for the purpose of describing the manner in which they interact with each other, city staff, constituents, and others with whom they may come into contact with when representing the City of Willamina;

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

1. **THAT** Exhibit A, attached hereto and by this reference made a part hereof, is hereby adopted; and
2. **THAT** this resolution shall become effective immediately upon adoption.

**PASSED and ADOPTED** by the City Council of the City of Willamina this 10<sup>th</sup> day of May, 2012.



  
\_\_\_\_\_  
*Vernon Mosser, Mayor*

**ATTEST:**  
  
\_\_\_\_\_  
*Sue Hollis, City Recorder*

**CODE OF CONDUCT  
FOR  
CITY OF WILLAMINA APPOINTED & ELECTED OFFICIALS**

**ROLES, RESPONSIBILITIES AND RESPECT**

This Code of Conduct is designed to describe the manner in which elected and appointed officials (hereafter called "City Officials") should treat one another, city staff, constituents, and others they come into contact with when representing the City of Willamina.

The constant and consistent theme through all of the conduct guidelines is "respect." Being a City Official can be very stressful. Despite this, they are called upon to exhibit appropriate behavior at all times. Demonstrating respect for individuals through words and actions is the touchstone that can help guide City Officials to do the right thing in even the most difficult situations.

**ALL CITY OFFICIALS**

All City Officials have equal votes on the public body on which they serve. No City Official has more power than any other member, and all should be treated with equal respect. City Officials must recognize that they act collectively as a public body during properly noticed public meetings. Individual members of the public body do not have the authority to make decisions or direct staff.

All City Officials should:

- Fully participate in meetings of the public body and other public forums while demonstrating respect and courtesy to others.
- Prepare in advance of meetings and be familiar with issues on the agenda.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community.
- Inspire public confidence in Willamina government.
- Demonstrate honesty and integrity in every action and statement.

### **CONDUCT WITH ONE ANOTHER**

The City Council and other public bodies are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve the community. In all cases, this common goal should be acknowledged even if City Officials "agree to disagree" on contentious issues. City Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other City Officials, staff or the public.

### **CONDUCT IN PUBLIC MEETINGS**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual City Officials toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

The way that City Officials treat people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.

- **Be fair and equitable in allocating public hearing time to individual speakers**

The Mayor or Chair will determine and announce limits on speakers at the start of any public hearing or public input process. Generally, each speaker will be allocated three (3) minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Mayor or Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the City Officials conducting the meeting or hearing request additional clarification later in the process. After the close of a public hearing, no more public testimony will be accepted unless the Mayor or Chair reopens the public hearing for a limited and specific purpose.

## EXHIBIT A

- **Be attentive to the speaker**

It is disconcerting to speakers to have City Officials not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Mayor or Chair can interrupt a speaker during a presentation. However, a City Official can ask the Mayor or Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the City Official finds disturbing.

If speakers become flustered or defensive by questions from City Officials, it is the responsibility of the Mayor or Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by City Officials to members of the public testifying should seek to clarify or expand information. It is not appropriate to belittle the speaker. City Officials' personal opinions or inclinations about upcoming votes should not be revealed until after a public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

- **Follow parliamentary procedure in conducting public meetings**

The City Recorder serves as Advisory Parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The Mayor or Chair, makes final rulings on parliamentary procedure.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action.

- **Honor the role of the Mayor/Chair in maintaining order**

It is the responsibility of the Mayor/Chair to keep the comments of City Officials on track during public meetings. City Officials should honor efforts by the Mayor/Chair to focus discussion on current agenda items. If there is disagreement about the agenda

or the Mayor/Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other City Officials**

If a City Official is personally offended by the remarks of another City Official, the offended City Official should make notes of the actual words used and call for a "point of personal privilege" that challenges the other City Official to justify or apologize for the language used.

- **Demonstrate effective problem-solving approaches**

City Officials have a public stage to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

## **CONDUCT IN PRIVATE ENCOUNTERS**

- **Continue respectful behavior in private**

The high level of respect and consideration for differing points of view that is deemed appropriate for public discussions should also be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and email**

Technology allows words written or said without much forethought to be distributed far and wide. Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

## **CONDUCT / INTERACTION WITH CITY STAFF & CITY OFFICIALS**

Governance of a City relies on the cooperative efforts of elected officials, who, often with input and support of appointed officials, set policy, and City staff who implements and administers those policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

## EXHIBIT A

- **Treat all staff and City Officials as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable. Abusive or threatening behavior or language, including threats against continued employment of the staff member, use of foul language, or other attempts to intimidate staff will not be tolerated.
- **Limit contact to specific City staff**

Questions of City staff and/or requests for additional information should be directed to the City Recorder who may designate another staff member to respond. When in doubt about what staff contact is appropriate, City Officials should ask the Mayor for direction. Materials supplied to City Officials in response to a request will be made available to all members of the public body on which the person sits so that all have equal access to information. Staff will make every effort to respond to requests for information within 5-7 business days.
- **Do not disrupt City staff from their jobs**

City Officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Except where they have been designated as supervisor of individual staff positions, individual City Officials do not have the authority to direct staff time or workload.
- **Never publicly criticize an individual employee**

City Officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the Mayor or City Recorder through private correspondence or conversation.

- **Do not get involved in administrative functions**  
City Officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.
- **Limit direct requests for staff support**  
Requests for staff support – even for high priority or emergency situations -- should be made to the City Recorder who is responsible for allocating City resources in order to maintain a professional, well-run City government.
- **Do not solicit political support from staff**  
City Officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

## CONDUCT IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the City**  
City Officials will frequently be asked to explain an action of the public body on which they serve or to give their opinion about an issue as they meet and talk with constituents or residents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or other committee action, or to promise City staff will do something specific (fix a pothole, remove a library book fine, plant new flowers in the median, etc.). After an issue has been voted on, City Officials will speak for themselves carefully, in a manner that does not undermine the integrity or motives of the public body making the decision, even if their personal opinion differs.
- **Make no personal comments about other City Officials**  
It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other City Officials, their opinions and actions.

## CONDUCT WITH OTHER PUBLIC AGENCIES

- **Be clear about representing the city or personal interests**

If a City Official appears before another governmental agency or organization to give a statement on an issue, the City Official must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; and 2) whether this is the majority or minority opinion of the Council or other public body. If the City Official is representing the City, they must support and advocate the official City position on an issue, not a personal viewpoint.

## COUNCIL CONDUCT WITH BOARDS AND COMMISSIONS

The City has established Boards and Commissions as a means of gathering more community input and information. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- **If attending a Board or Commission meeting, be careful to only express personal opinions**

In the event a Council member attends a Board or Commission meeting, the Council member should be sensitive to the way their participation (especially if it is on behalf of an individual, business or developer) could be viewed as unfairly affecting the process. Any public comments by a Council member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Willamina City Council.

- **Limit contact with Board and Commission members to questions of clarification**

It is inappropriate and possibly illegal for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council members to contact Board or Commission members in order

to clarify a position taken by the Board or Commission. Council members are advised to report all such contacts to the Mayor or City Recorder in writing.

**CONTACT WITH THE MEDIA**

City Officials are frequently contacted by the media for background and quotes.

- **The Mayor and City Recorder are the official spokespersons for the City position.**

The Mayor and City Recorder are the designated representatives of the Council to present and speak on the official City position. If an individual Council member is contacted by the media, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint.

**SANCTIONS**

- **Public Disruption**

Any individual who does not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the meeting.

- **Inappropriate Staff Behavior**

City Officials should refer to the Mayor or City Recorder any City staff member who fails to follow proper conduct in their dealings with City Officials, other City staff, or the public. These employees may be disciplined in accordance with the Collective Bargaining Agreement or standard City procedures for such actions. (Please refer to the section on Conduct/Interaction with City Staff for more details on interaction with Staff.)

- **Behavior and Conduct of City Officials**

City Officials who do not follow proper conduct may be reprimanded or formally censured by the Council. For appointed officials, serious and/or repeated infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by

## **EXHIBIT A**

Council, such as termination of their appointment. Council members should point out to the offending City Official's their infractions of the Code of Conduct.

It is the responsibility of the Council to initiate action if a City Official's behavior may warrant sanction. The alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the Mayor or Council members, the alleged violation should be referred to the City Recorder. The City Recorder should investigate the allegation and report the findings to the Council. It is the Council's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations, or recommending sanction(s).

A violation of this Code of Conduct shall not be considered a basis for challenging the validity of a decision by any public body to which this Code applies.

### **Attachments**

Addendum A -- Additional Thoughts for City Officials

Addendum B – Listening Techniques

## CODE OF CONDUCT

### ADDENDUM A

#### Additional Thoughts for City Officials

- **Even private conversations can have a public presence**

City Officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.
- **Remember that you are a highly visible member of the City**

City Officials are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Willamina. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by City Officials, twenty-four hours a day, seven days a week. It is a serious and continuous responsibility.
- **The best advice for dealing with the media is to never go "off the record"**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted. If you are not comfortable, politely request time to further research the topic/subject after being asked for comment.
- **Choose words carefully and cautiously when dealing with the media**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

## CODE OF CONDUCT

## ADDENDUM B – LISTENING TECHNIQUES

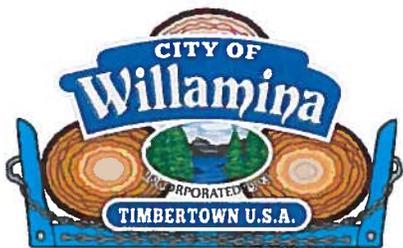
- Stop talking. You cannot listen while you are talking
- Empathize. Try to put yourself in the other person's place so you can understand what s/he is trying to communicate and why it matters
- Ask questions. When you do not understand, when you need more explanation, or when you want to show that you are listening, ask. But do not ask questions to embarrass, challenge, or show up the speaker
- Be patient. Do not rush people; give them time to say what they have to say.
- Look at the other person. Faces, eyes, posture, and gestures are important communication clues. Let the other person see that you are listening
- Get rid of distractions. Put down papers or pencils. Do not jingle change in your pocket, rap on the desk, or stare at the ceiling.
- Share responsibility for communication. Only part of the responsibility rests with the speaker. The listener also has an important part. Try to understand; if you do not, ask for clarification
- Do not argue mentally. When you are trying to understand the other person, don't argue mentally while s/he is speaking. Internal arguing sets up a barrier between you and the speaker and keeps you from really listening
- Listen to how something is said. We often concentrate so hard on what is said that we miss the importance of understanding emotional reactions and attitudes. Attitudes and emotions may be more important than words.
- Do not antagonize the speaker. Be aware of the effect you are having on the other person and adapt. Arguing, criticizing, taking notes, not taking notes, asking questions, and not asking questions may disrupt the speaker. You may cause the other person to hide her/his ideas, emotions, and attitudes if you are antagonistic
- Avoid assumptions. Do not assume others use words the same as you do. Do not decide that although they did not say what they meant, you understood it anyway. Do not imagine they avoid looking you in the eye because they are lying; that they are trying to embarrass you by looking you in the eye, or that they are distorting the truth because they do not agree with you. Do not decide they are unethical because they are trying to persuade you or that they are angry because they are enthusiastic.
- Do not classify the speaker. Too often we classify people as certain types and then try to fit every thing they say into pigeonholes. Knowing the politics, religious beliefs, or jobs of speakers may be useful, but people are unpredictable and do not always fit into the assumed slot
- React to ideas, not to the person. Do not let your reactions to the person influence your interpretation of what s/he says. The ideas may be good, even if you don't like the person, the way s/he communicates, or the way s/he looks.
- Avoid hasty judgment. Wait until all the facts are known before you make decisions
- Recognize your own prejudices. Be aware for your own feelings toward the speaker, the subject or the occasion, and allow for these biases.

(Adapted from Community Boards Program 1984)



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Mayor Ila Skyberg

Council Members:

- Rita Baller, Council President*
- Gary Hill*
- Katie Vinson*
- Heather Stritzke*
- Allan Bramall*
- Theresa McKnight*

City Staff:

- City Recorder: *Debbie Bernard*
- Accountant: *vacant*
- Office Specialist: *vacant*
- Library: *Melissa Hansen & Amber Deibel*
- Public Works Director: *Jeff Brown*
- Code Enforcement: *John Kowolik*

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

**Resolution number 15.16-005 An Ordinance of the Willamina City Council Repealing ORDINANCE NO.643 AMENDING SECTION 31 OF THE WILLAMINA MUNICIPAL CODE.**

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

WHEREAS, in 2012, the City Council adopted Ordinance No. 643, which amended Title III, Section 31 of the Code; and

WHEREAS, the City Council now wishes to repeal Ordinance No. 643 and revert to the Section 31 language that exist prior to Ordinance No. 643.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WILLAMINA, OREGON ORDAINS:**

**Section One:**

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

First Reading date: \_\_\_\_\_

Second Reading date: \_\_\_\_\_

**PASSED and ADOPTED by the City Council of the City of Willamina this 10<sup>th</sup> day of September 2015.**

**Ila Skyberg, Mayor**

\_\_\_\_\_  
**ATTEST:**

**Debbie Bernard, City Recorder**

Attachment: Exhibit A

F:\CITY COUNCIL\CC Agendas\2015-2016\2015 09-10-15.CC.REGULAR MEETING

**EXHIBIT A-ORDINANCE NO.643**  
**PAGE 1 OF 3**

**RE-ESTABLISHMENT**

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

**CITY PLANNING COMMISSION**

**§ 31.15 MEMBERSHIP.**

(A) The Commission shall consist of 7 members who are not elected officials or employees of the city. Commission members shall receive no compensation, but may be reimbursed for expenses duly authorized in advance by the City Council.

(B) No more than 2 members of the Commission shall engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership or officers or employees of any corporation, that engages principally in the buying, selling or developing of real estate for profit.

(C) No more than 2 members shall be engaged in the same kind of occupation, business, trade or profession.

(D) The Planning Commission is a public body as defined by O.R.S. 192.410 and as such shall be subject to Public Records and Public Meetings law, being O.R.S. Ch. 192.  
(Ord. 574, passed 8-31-1995)

**§ 31.16 APPOINTMENT AND TERM.**

Members of the Planning Commission shall be appointed by the City Council for a term of 4 years, beginning at the first regular Commission meeting of the calendar year immediately after appointment.  
(Ord. 574, passed 8-31-1995)

**§ 31.17 VACANCIES AND REMOVALS.**

(A) Any vacancy in the Commission shall be filled by City Council appointment and shall be for the unexpired term of the predecessor in office.

(B) (1) A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty.

(2) A member who is absent from 3 consecutive meetings without an excuse as approved by the Planning Commission and/or Chairperson, is rebuttably presumed to be in nonperformance of duty, and the City Council shall declare the position vacant unless finding otherwise following the hearing.  
(Ord. 574, passed 8-31-1995)

**§ 31.18 OFFICERS.**

**EXHIBIT A-ORDINANCE NO.643**  
**PAGE 1 OF 3**

(A) (1) At its first meeting of each calendar year, the Commission shall elect a Chairperson and Vice-Chairperson from among the members to serve 1-year terms. The Chairperson votes, in matters coming before the Commission, only to break a tie.

(2) The Commission shall elect a Secretary, who need not be a member of the Commission. The Secretary shall keep an accurate record of all Commission proceedings.

(B) Notwithstanding the above, the City Council retains the option of appointing and/or removing an officer of the Commission, if Council, by a majority vote at a regularly scheduled meeting, desires and deems it necessary to do so. The Council, as the appointing authority, is the final judge of the qualifications of Commission officers.

(Ord. 574, passed 8-31-1995)

**§ 31.19 MEETINGS.**

(A) A majority of the members of the Planning Commission shall constitute a quorum.

(B) The Commission shall meet at least once a month. Meetings of the Commission shall be conducted in accordance with public meeting law.

(C) Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records.

(D) The Chairperson, upon his or her motion may, or at the request of 3 members of the Commission shall, by giving notice to members of the Commission, call a previously unannounced special meeting of the Commission for a time not earlier than 24 hours after notice is given. Notice of a previously unannounced meeting other than to Commission members shall be given as provided by law.

(Ord. 574, passed 8-31-1995)

**§ 31.20 POWERS AND DUTIES.**

The Commission shall have the powers and duties which are now or may hereafter be assigned to it by charter, ordinances or resolutions of this city and general laws of this state.

(A) The Commission shall administer the subdivision and zoning ordinances of the city and may make recommendations and suggestions to the City Council and to other public authorities concerning land use issues.

(B) The Commission may make studies, hold hearings and prepare reports and recommendations on its own initiative or at the request of the City Council.

(C) The Commission shall, in January of each year, make and file a report of all its transactions with the City Council.

(D) All recommendations and suggestions and reports made to the City Council by the Commission shall be in writing.

(Ord. 574, passed 8-31-1995)

**§ 31.21 EXPENDITURES.**

**EXHIBIT A-ORDINANCE NO.643**  
**PAGE 1 OF 3**

The Commission shall have no authority to make expenditures on behalf of the city or to obligate the city for payment of any sums of money except as herein provided, and then only after the City Council shall have first authorized the expenditure by appropriate action.  
(Ord. 574, passed 8-31-1995)

**§ 31.22 CONFLICT OF INTEREST.**

(A) A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest:

- (1) The member or the spouse, brother, sister, child, parent, father-in-law or mother-in-law of the member;
- (2) Any business in which the member is then serving or has served within the previous 2 years; or
- (3) Any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.

(B) Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.  
(Ord. 574, passed 8-31-1995)

While we all wish that it would never be needed, the city needs a response plan in case of an emergency. This is different from the county and federal response, as it has to deal with a first response, or disaster situation. First responders, such as firefighters, are not part of this plan, except as informers of situations.

During the last emergency, (the Willamina creek fire), a number of vulnerabilities were shown.

1. The Mayor was not consulted on any public notices, updates, or dangers to the city
2. The Public Works director was neither consulted, nor informed of any danger to our water supply
3. The public was not kept informed in any comprehensive matters creating a dangerous rumor mill
4. Notices were not given out about possible health hazards, fire restrictions, or evacuations to the public in the onset of the emergency
5. Nobody in the city knew who should take charge of the city or who to inform

I don't say this as a recrimination, but hopefully a call to arms, to devise a plan for future emergencies.

FEMA states, in this order, the type of emergencies we may have

- a. Fire. A forest fire is no longer a possibility, but a likelihood if current conditions don't change
- b. Flood. Should a large downpour occur, the possibility of the ground not absorbing the runoff is very high, due to hard surface ground soil
- c. Earthquake. Western Oregon is overdue for a major earth quake in the 6 or 7 magnitude range.

Each of these disasters has the ability to cut us off from secondary response teams, from the State or Federal Government for a time, depending on the severity the disaster.

At the moment the command for the city response is the City Recorder. Since we have not had a City recorder live in town for many years, this is unrealistic. I do not say this for any reason other than a need for a first response from the City.

I have listed the different roles needed for a true first response from the city, and the roles needed.

Roles, responsibilities, and powers pertaining to an Executive Emergency Group

1. Roles

Four primary roles should be considered for the group.

- Communications
- Public announcement and notices
- Resources
- Public Utilities
- Powers as it relates to outside first responders

- Communications and updates
- 2.
- Keeping the Mayor notified
  - Keeping abreast of the needs of first responders
  - Giving the Mayor all recommendations from first responders
    - a. This person must work with YCOM, Sherriff, Fire, ODF, and the state as needed.
    - b. Must compile a list of all emergency responders on sight or needed
    - c. Must stay in contact with the Mayor and Public Works director to advise on state of responders
3. Public announcement and notices
- According to Title 3 of the charter, the Mayor is the only one allowed to speak for the city. This makes sense as there should always be just one person giving orders. This is why, during an emergency, the Mayor should be the most informed, so that no confusion may occur.
4. Member in charge of keeping track of city resources.
- Advise the group as to the amount of resources on hand, and what is needed.
  - Procurement of needed resources
  - Protection of resources if needed.
5. Public Utilities
- This role must be under the public works director
  - Keeping group abreast of utilities function and concerns
  - Working with member handling resources to keep utilities running
  - Making priorities as to which utilities need resources



Mayor Ila Skyberg

Council Members:

- Rita Baller, Council President
- Gary Hill
- Katie Vinson
- Heather Stritzke
- Allan Bramall
- Theresa McKnight

City Staff:

- City Recorder: Debbie Bernard
- Accountant: vacant
- Office Specialist: vacant
- Library: Melissa Hansen & Amber Deibel
- Public Works Director: Jeff Brown
- Code Enforcement: John Kowolik

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

**Resolution number 000.00.00 A Resolution of the Willamina City Council Proclaiming the first Monday of October as A Day of Remembrance for First Responders**

WHEREAS, THE City of Willamina has proclaimed *A Day of Remembrance for First Responders*

WHEREAS, the City Council wishes this day to be the First Monday Of October

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

The City of Council wishes to make the first day of October as a day to remember our first responders. All City flags will be lowered at half staff.

1. **THAT** this resolution shall become effective immediately upon adoption.

**PASSED and ADOPTED** by the City Council of the City of Willamina this 10<sup>th</sup> day of September 2015.

Ila Skyberg, Mayor

ATTEST: \_\_\_\_\_

Debbie Bernard, City Recorder

Attachment: Exhibit A

F:\CITY COUNCIL\CC Agendas\2015-2016\2015 09-10-15.CC.REGULAR MEETING

REPORT: CHECKREG

GENERATED: 16 MAR 14 10:56

RUN: FRIDAY SEP042015 13:36

PAGE 1

REPORT PARAMETERS

ORGANIZATION : 020  
 BANK : 3  
 PRINT BY : CHECK DATE  
 SORT OPTION : CHECK #  
 PRINT DETAILS : N  
 BEGINNING CHECK DATE : 08/01/15  
 ENDING CHECK DATE : 08/31/15  
 ORG NAME FOR EXTRACT FILE : WILLAMINA

REPORT: CHECKREG

GENERATED: 16 MAR 14 10:56

RUN: FRIDAY SEP042015 13:36

PAGE 2

CITY OF WILLAMINA  
 CHECK REGISTER  
 DATE RANGE: 08/01/15 - 08/31/15

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6731	\$300.00	08/07/15	DEIBE	0	AMBER DEIBEL	OUTSTANDING
3	6732	\$1200.00	08/07/15	BERND	0	DEBRA J BERNARD	OUTSTANDING
3	6733	\$400.00	08/07/15	BROWN	0	JEFF BROWN	OUTSTANDING
3	6734	\$300.00	08/07/15	KOWOJ	0	JOHN P KOWOLIK	OUTSTANDING
3	6735	\$900.00	08/07/15	RIGGS	0	JUSTIN RIGGS	OUTSTANDING
3	6736	\$400.00	08/07/15	HAYNE	0	RICHARD HAYNES	OUTSTANDING
3	6737	\$1000.00	08/07/15	MOWER	0	RICHARD MOWER	OUTSTANDING
3	6738	\$84.00	08/07/15	AMEXT	0	AMERICAN EXTERMINATION PLUS, INC.	OUTSTANDING
3	6739	\$360.88	08/07/15	ARAMK	0	ARAMARK UNIFORM SERVICES	OUTSTANDING
3	6740	\$268.28	08/07/15	BRTHH	0	BRETTTHAUER OIL CO.	OUTSTANDING
3	6741	\$68.33	08/07/15	CRQST	0	CARQUEST	OUTSTANDING
3	6742	\$31502.74	08/07/15	CCIS	0	CITY COUNTY INSURANCE SERVICES	OUTSTANDING
3	6743	\$250.00	08/07/15	CITY	0	CITY OF YAMHILL	OUTSTANDING
3	6744	\$64.95	08/07/15	CCG	0	CONTINENTAL COMMERCIAL GROUP	OUTSTANDING
3	6745	\$428.08	08/07/15	FERGE	0	FEI PORTLAND WATERWORKS #3011	OUTSTANDING
3	6746	\$460.95	08/07/15	HACH	0	HACH	OUTSTANDING
3	6747	\$462.64	08/07/15	HNYBC	0	HONEY BUCKET	OUTSTANDING
3	6748	\$120.00	08/07/15	OHA	0	OHA-DRINKING WATER SVCS	OUTSTANDING
3	6749	\$5.00	08/07/15	ORHUN	0	OREGON HUNTERS ASSOCIATION	OUTSTANDING
3	6750	\$13.61	08/07/15	PEP	0	PETROLEUM ENERGY PRODUCTS	OUTSTANDING
3	6751	\$998.78	08/07/15	PGE	0	PORTLAND GENERAL ELECTRIC	OUTSTANDING
3	6752	\$2417.45	08/07/15	PRIMI	0	PRIMISYS	OUTSTANDING
3	6753	\$218.76	08/07/15	RECWO	0	RECOLOGY WESTERN OREGON	OUTSTANDING
3	6754	\$274.63	08/07/15	SHOIL	0	SHELDON OIL COMPANY	OUTSTANDING
3	6755	\$1099.52	08/07/15	STPLS	0	STAPLES CREDIT PLAN	OUTSTANDING
3	6756	\$540.00	08/07/15	WTRLB	0	WATERLAB CORP.	OUTSTANDING
3	6757	\$950.81	08/07/15	XEROX	0	XEROX CORPORATION	OUTSTANDING
3	6758	\$157.50	08/14/15	A&ESF	0	A&E SECURITY & ELECTRONIC SOLUTIONS	OUTSTANDING
3	6759	\$26.10	08/14/15	AARON	0	AARON PROPERTIES	OUTSTANDING
3	6760	\$131.31	08/14/15	BKRTL	0	BAKER & TAYLOR	OUTSTANDING
3	6761	\$1760.75	08/14/15	BL&HL	0	BEERY, ELSNER & HAMMOND LLP	OUTSTANDING
3	6762	\$35.00	08/14/15	CLEEB	0	CHRIS LEEBRICK	OUTSTANDING
3	6763	\$77.08	08/14/15	ELEE	0	ERIC LEE	OUTSTANDING
3	6764	\$2151.77	08/14/15	FERGE	0	FEI PORTLAND WATERWORKS #3011	OUTSTANDING
3	6765	\$17.00	08/14/15	GUNS	0	GUNS & AMMO	OUTSTANDING
3	6766	\$45.69	08/14/15	HACH	0	HACH	OUTSTANDING
3	6767	\$5393.64	08/14/15	KTAYL	0	KATHY TAYLOR CONSULTING	OUTSTANDING
3	6769	\$24.00	08/14/15	LIV	0	LIVING	OUTSTANDING
3	6769	\$903.50	08/14/15	MWCOG	0	MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS	OUTSTANDING
3	6770	\$43.44	08/14/15	NWLG	0	NORTHWEST LOGGING SUPPLY, INC.	OUTSTANDING
3	6771	\$3308.99	08/14/15	PGE	0	PORTLAND GENERAL ELECTRIC	OUTSTANDING
3	6772	\$85.29	08/14/15	RMFIN	0	RMF INVESTMENT GROUP	OUTSTANDING
3	6773	\$701.83	08/14/15	SKBRG	0	SKYBERG'S	OUTSTANDING
3	6774	\$268.04	08/14/15	USABL	0	USABLUBOOK	OUTSTANDING
3	6775	\$91.43	08/14/15	SELEC	0	WILLAMINA SELECT MARKET	OUTSTANDING
3	6776	\$50.00	08/20/15	CITY	0	CITY OF YAMHILL	OUTSTANDING
3	6777	\$7300.00	08/20/15	GROVE	0	FOREST GROVE AUTO BROKER	OUTSTANDING
3	6778	\$27.00	08/20/15	ORDMV	1	DMV - RECODP SERVICES	OUTSTANDING
3	6779	\$26.69	08/21/15	DEIBE	0	AMBER DEIBEL	OUTSTANDING

REPORT: CHECKREG

GENERATED: 16 MAR 14 10:56

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PAGE 3

CITY OF WILLAMINA  
 CHECK REGISTER  
 DATE RANGE: 08/01/15 - 08/31/15

BANK	CHECK #	CHECK AMT	CHECK DATE	VENDOR #	ADDRS #	VENDOR NAME	CHECK STATUS
3	6780	\$239.34	08/21/15	BRTHH	0	BRETTTHAUER OIL CO.	OUTSTANDING
3	6781	\$2071.90	08/21/15	FERGE	0	FEI PORTLAND WATERWORKS #3011	OUTSTANDING
3	6782	\$12.13	08/21/15	JBOEK	0	JACOB BOEKHOFF	OUTSTANDING
3	6783	\$14.95	08/21/15	MAGAZ	0	MAGAZINE PROCESSING CENTER	OUTSTANDING
3	6784	\$1878.64	08/21/15	PETER	0	PETERSON	OUTSTANDING
3	6785	\$250.23	08/21/15	STTTL	0	STETTTLER SUPPLY COMPANY	OUTSTANDING

3	6786	\$77.50	08/24/15	ORDMV	1	DMV - RECORD SERVICES	OUTSTANDING
3	6787	\$90.50	08/28/15	A&ESF	0	A&E SECURITY & ELECTRONIC SOLUTIONS	OUTSTANDING
3	6788	\$15.00	08/28/15	BAUTO	0	BROWN'S AUTOMOTIVE CAR CARE CENTER	OUTSTANDING
3	6789	\$1379.80	08/28/15	CENLK	0	CENTURYLINK	VOIDED
3	6790	\$18.00	08/28/15	CWOMN	0	COUNTRY WOMAN	OUTSTANDING
3	6791	\$103.98	08/28/15	DEMCO	0	DEMCO	OUTSTANDING
3	6792	\$32.96	08/28/15	FAMTR	0	FAMILY TREE MAGAZINE	OUTSTANDING
3	6793	\$1922.28	08/28/15	FERGE	0	FEI PORTLAND WATERWORKS #3011	OUTSTANDING
3	6794	\$266.42	08/28/15	IWSI	0	INDUSTRIAL WELDING SUPPLY, INC.	OUTSTANDING
3	6795	\$16.38	08/28/15	JHEAL	0	JASON HEALON	OUTSTANDING
3	6796	\$159.92	08/28/15	JUSRI	0	JUSTIN RIGGS	OUTSTANDING
3	6797	\$475.00	08/28/15	LOC	0	LEAGUE OF OREGON CITIES	OUTSTANDING
3	6798	\$31.36	08/28/15	NWNTR	0	NW NATURAL	OUTSTANDING
3	6799	\$186.50	08/28/15	RMFIN	0	RMF INVESTMENT GROUP	OUTSTANDING
3	6800	\$92.77	08/28/15	STHOM	0	SANDRA THOMPSON	OUTSTANDING
3	6801	\$158.08	08/28/15	SPRNT	0	SPRINT	OUTSTANDING
3	6802	\$30.25	08/28/15	STUCK	0	STUCK ELECTRIC CO	OUTSTANDING
3	6803	\$133.33	08/28/15	SUPPL	0	SUPPLYWORKS	OUTSTANDING
3	6804	\$1596.00	08/28/15	YCOM	0	YAMHILL COMMUNICATIONS AGENCY	OUTSTANDING
3	6805	\$2500.00	08/28/15	YCIS	0	YAMHILL COUNTY INFORMATION SYSTEMS	OUTSTANDING
3	6806	\$1379.80	08/28/15	CENLK	0	CENTURYLINK	OUTSTANDING
3	6807	\$126.94	08/31/15	MOWER	0	RICHARD MOWER	OUTSTANDING

TOTAL # OF ISSUED CHECKS: 76      TOTAL AMOUNT: 82605.62

TOTAL # OF VOIDED/REISSUED CHECKS: 1      TOTAL AMOUNT: 1379.80

TOTAL # OF ACH CHECKS: 0      TOTAL AMOUNT: 0.00

TOTAL # OF UNISSUED CHECKS: 0



Mayor Ila Skyberg

**Council Members:**

*Rita Baller, Council President  
Allan Bramall  
Gary L. Hill, Jr  
Theresa McKnight  
Heather Stritzke  
Katie Vinson*

**City Staff:**

*City Recorder: Debra Bernard  
Accountant:  
Library: Melissa Hansen  
Library Admin Clerk: Amber Deibel  
Public Works Director: Jeff Brown  
Code Enforcement Officer: John Kowolik*

**REPORT TO THE CITY COUNCIL**  
**John Kowolik**  
**Code Enforcement Officer and Municipal Court Clerk**  
**September 10, 2015**

Since my last report to the City Council I have received an additional 18 code violation complaints, 13 of them generated by reporting parties, and 5 observed by me while checking on others. Of the 18 new ones, 2 have been successfully resolved. Additionally, 3 older violations have been resolved by resident compliance upon notification.

Successful code violation resolutions include:

Tall grass and noxious weed situation at a long-vacant house located at 217 SE Adams Street.

Another involved the removal of trash and debris from the yard located at 498 SE Jackson Street.

Compliance with building permit requirements at 390 NE Main Street.

Vehicle parked on a lawn at 621 NW Willamina Drive.

Abandoned vehicle parked on street in front of 880 SW Conastoga, and tagged for towing was moved prior to deadline expiration.

Many other code violations are in process of being resolved through maintaining the pressure for eventual compliance by those responsible. Some are not being voluntarily complied with, and require more drastic measures. I refer specifically to the trash and debris situation reported at 685 NE Main Street. Continual disregard for my requests for compliance led to the issuance of a Municipal Court citation to the resident at that address. The Municipal Court found him guilty on September 3, 2015 and sentenced him to a \$300 fine on each of two counts. This was the first instance that a requested compliance resulted in the issuance of a citation to appear. The Court's decision and judgment was well-crafted to permit remediation with the overhanging threat of paying the \$600 penalty, should change not be immediate and permanent.

As in many situations that I become aware of, some are of more concern than others. Using a form of triage evaluation based on the severity of the need, I direct my immediate responses to those deemed most hazardous to neighboring residents.

---

*An Equal Opportunity Employer*

*411 N.E. "C" Street – P.O. Box 629, Willamina, Oregon 97396 - Telephone: (503) 876-2242 / Fax: (503) 876-1121*

One additional case resulted in an interesting resolution. A suspicious vehicle had been parked at the corner of NE D St and NE 1<sup>st</sup> St. The complainant had reported it as seemingly out of place in the neighborhood, and that it had been there for several weeks. He expressed concern that it would become vandalized. Finding the vehicle, I referred the information to the Sheriff's Office, as I have no access to LEADS/DMV, or law enforcement authority to conduct those types of investigation. It was revealed that the vehicle had been stolen in June from a location in Corvallis while the driver was inside a local convenience store.

As I mentioned in my last month's report to the Council, one of the most time-consuming efforts concerns abandoned/vacant houses and properties. The documentation trail leads from who owned it last, to who now is either in physical control or management contract. Even though Chapter 95 of Title IX (encompassing Ordinance 655) is in effect, it has become quite a problem in not only identifying the entity in control of the property, but also making contact with that party. When there is vacant property, I have discovered that in many cases, people not involved with the property park their abandoned vehicles in the driveway. This makes the home look occupied; in the absence of a vacant property registration or real estate sign, it is difficult to determine the true nature of the property. In the coming month I will be attempting to corral local news media support in requesting neighbors to report those houses that they know are vacant. I am sure that this drive will gain the support of the residents. After all, this does concern the livability and safety of the community they live in. I really am determined that vacant property is registered as such, and that those responsible for the upkeep are held accountable to do that on a consistent basis.

My continuing efforts on behalf of the City are recorded in a daily activity log. The log is available at any time for review by the City Council. Also available for inspection is a running listing of code violation cases and their current status.

John Kowolik

## Youth Services Report for Council

August 2015

Christopher Leebrick was our last performance of the season on August 6<sup>th</sup>. He has been a storyteller since 1975 and is from West Linn, Oregon. He captivated the audience by his storytelling and using his harmonica and eastern cedar flute! The kids loved it and begged him for more stories. We purchased a couple of his CD's if anyone would like to check them out.

During the month of August we provided Movies at the Willamina Library. On August 11<sup>th</sup> we showed "The Dog who saved Summer" and on August 25<sup>th</sup> the new movie was "HOME". We had a very good attendance for both movies and after the movie I gave out Red Vines twists as a treat to the kids and parents.

I have a student from Willamina High School, Yutang that is volunteering for me. She has helped wiping down all the children books with Clorox wipes and putting the books in alphabetical order. Yutang has been a huge help and she is such a nice young lady. She plans on helping a couple days a week after school this coming year also. I feel very fortunate to have her at the Library!

Can't believe that September is already here and school is starting. I have started planning for Story Time. It begins on Tuesday, September 15<sup>th</sup> at 10:00. I will also have Movie time on on September 17<sup>th</sup> and Lego's on September 24<sup>th</sup> from 3:00 to 5:00.

Respectfully submitted,

Amber Deibel

**I have been working on the State Statistical Report (required by the State Library) and thought the Council might like to see a copy of the first Report filed by this library in 1934.**

**I have been busy ordering and cataloging children's and adult books, music and movies. September will mark the return to out-of-town meetings going as far as Jefferson, Woodburn and Mount Angel for PYM (library directors) meetings and to Salem for Circulation meetings.**

**Melissa Hansen  
Senior Librarian**

City Willamina

Population 300 (app.)

STATISTICAL REPORT OF

Willamina Library Association Library

For the year ending Jan. 1, 1934

Date established Oct. 10, 1931

Housed in (a) Public Library Building erected \_\_\_\_\_ at a cost of \$ \_\_\_\_\_  
(Date) \_\_\_\_\_

Source of building fund \_\_\_\_\_ (b) City Hall,

(c) School House, (d) Room given rent free by City, (e) Rented room \_\_\_\_\_

Hours of opening	Morning	Afternoon	Evening	Summer Variations
Monday	to	to	to	
Tuesday	to	<u>2</u> to <u>5</u>	to	
Wednesday	to	to	to	
Thursday	to	to	to	
Friday	to	to	to	
Saturday	to	<u>2</u> to <u>5</u>	to	
Sunday	to	to	to	
Total hours per week	<u>6</u>			
				Total days open during year <u>104</u>

REGISTRATION

	Adult	Children	Total
Number of borrowers registered at beginning of year	<u>125</u>	<u>75</u>	<u>289</u>
Number of borrowers registered during year	<u>37</u>	<u>54</u>	<u>91</u>
Total	<u>162</u>	<u>129</u>	<u>380</u>
Subtract registrations withdrawn during year (death, left city, etc.)	<u>5</u>	<u>7</u>	<u>12</u>
Total number of borrowers at end of year	<u>157</u>	<u>122</u>	<u>279</u>

Number of cards held by people outside the city \_\_\_\_\_ Fee for nonresidents \$ \_\_\_\_\_

Per cent of population registered as borrowers 82 1/2

## BOOK STATISTICS

	Adults	Children	Total
Number of volumes at beginning of year . . . . .	275	225	500
Number of volumes added by purchase or binding . . . . .	-	-	
Number of volumes added by gift or exchange . . . . .	80	53	
Total . . . . .	355	278	633
Subtract number of volumes lost or withdrawn . . . . .	1	9	
Total number of volumes at end of year . . . . .	354	270	624

Number of volumes borrowed from State Library . . . . . 800

Number of volumes on deposit for administration (school and loan collections) . . . . . 200

Are these counted in circulation? . . . . . no

Number of volumes rebound . . . . . none

Number of periodicals received by subscription . . . . . — Gift 3 monthly periodicals

Number of newspapers received by subscription . . . . . — Gift

### LOAN STATISTICS

1. The circulation shall be accurately recorded each day, counting one for each lending for home use of a bound volume, pamphlet or periodical.
2. Renewal of a book under library rules at or near the end of a regular term of issue shall also be counted, but no increase shall be made because books are read by others or for any other reason. (A. L. A. rules.)

	Adults	Children	Total
Number of volumes of fiction lent for home use . . . . .	2137	653	2790
Number of volumes of non-fiction lent for home use . . . . .	170	326	496
Number of unbound magazines lent for home use . . . . .	200	—	
Total circulation for home use . . . . .	2507	979	3486

Other circulation—pictures, photos, maps, etc. . . . .

Of total circulation the fiction percentage is . . . . . 82 1/2

The circulation per capita is . . . . . 88 3/4

The circulation per volume is . . . . .

The circulation per borrower is . . . . .

- These books were loaned through the following agencies:
- ..... Main Library, circulating . . . . .
  - ..... Branches (including only circulation of books owned by library making report) . . . . .
  - ..... Stations . . . . .
  - ..... X Schools . . . . .
  - ..... Other agencies . . . . .

Period of loan is 14 days.

### REFERENCE SERVICE

Number of reference questions answered . . . . .

TRUSTEES OF THE LIBRARY

	Address	Appointed by	Term Expires
President . . . . .	Mrs. H. E. Shetterly		Jan. 1934
V. Pres. . . . .	Mrs. Paul Neely		"
Secretary . . . . .	Mrs. Richard Cheadle		"
Treasurer . . . . .	Mrs. Leo Mitchell		"
Other members . . . . .	Mrs. Paul Mullen		"
	Mrs. Peter Madison		"
			"
			"

THE LIBRARY STAFF

Name and Position	Training	Salary The Year	Hours Per Week	Vacation (Length)
		\$		

REPORT OF PROGRESS

Include here any unusual increase in facilities or special development in any line *Our library shows an increase in the number of non-fiction books loaned - a healthy sign.*

Date *Jan. 15, 1934*  
*Heaven Upper Wilson*  
 Librarian

*Mrs. Paul Mullen*  
 President of Trustees  
*Mrs. Leo Mitchell*  
 Secretary

**Debbie Bernard**

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**From:** Todd Whitlow <whitlot@co.yamhill.or.us>  
**Sent:** Tuesday, September 01, 2015 10:23 AM  
**To:** Debbie Bernard  
**Subject:** Willamina August Crime Stats  
**Attachments:** Crime Stats by City.pdf

Please see the attached crime stats for the month of August 2015

Regards,

Todd

Sergeant Todd Whitlow  
Yamhill County Sheriffs Office  
535 E 5th Street, McMinnville, OR. 97128  
Ph: 503-434-7506 ext. 4915  
Fx: 503-472-5330

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**Yamhill County Sheriff's Office  
Crime Summary for WILLAMINA  
From 8/1/2015 to 8/31/2015**

City	UCR Description	8/1/2014 to 8/31/2014	8/1/2015 to 8/31/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
Part 1						
	Aggravated Assault	0	0		1	7
	Burglary-Business	0	0		6	2
	Burglary-Non-Residence	1	1		6	7
	Burglary-Residence	3	0		14	15
	Larceny	6	4	-33.33 %	46	60
	Motor Vehicle Theft-Auto	0	2		5	6
	Rape	0	0		2	
	Robbery	0	0		1	
	<b>Part 1 Total</b>	<b>10</b>	<b>7</b>	<b>-30.00 %</b>	<b>81</b>	<b>97</b>
Part 2						
	All Other	1	0		5	16
	Animal Problems	0	0			1
	Disorderly Conduct	0	2		8	22
	Drug Laws	0	1		17	21
	DUII	0	0		7	6
	Forgery	0	0		1	2
	Fraud	1	0		3	6
	Kidnapping	0	0			3
	Liquor Laws	1	0		3	5
	Runaway	0	0		1	5
	Sex Offenses	1	1		2	15
	Simple Assault	3	5	66.67 %	33	61
	Stolen Property	0	0		1	2
	Trespass/Prowler	3	2	-33.33 %	25	19
	Vandalism	2	1	-50.00 %	29	33
	Weapons	0	0		1	6
	<b>Part 2 Total</b>	<b>12</b>	<b>12</b>		<b>136</b>	<b>223</b>
	<b>Total For WILLAMINA</b>	<b>33</b>	<b>25</b>	<b>-24.24 %</b>	<b>334</b>	<b>540</b>



**Yamhill County Sheriff's Office  
 Crime Summary for WILLAMINA  
 From 8/1/2015 to 8/31/2015**

City	UCR Description	8/1/2014 to 8/31/2014	8/1/2015 to 8/31/2015	Percentage Change	YTD	Prior Year
<b>WILLAMINA</b>						
	Part 3					
	All Other	3	4	33.33 %	56	94
	Non-Reportable Offenses	8	2	-75.00 %	61	126
	Part 3 Total	11	6	-45.45 %	117	220
	<b>Total For WILLAMINA</b>	<b>33</b>	<b>25</b>	<b>-24.24 %</b>	<b>334</b>	<b>540</b>